

HAMBLEN COUNTY LEGISLATIVE BODY

Regularly Scheduled Monthly Meeting
Thursday, February 22, 2018
5 p.m.

Open Meeting - *Sheriff Esco Jarnagin*

Call to Order - *Chairman Louis "Doe" Jarvis*

Prayer – *Pastor Dannie Bell, Mount Zion Baptist Church*

Pledge of Allegiance - *Commissioner Larry Carter*

Roll Call - *County Clerk Penny Petty*

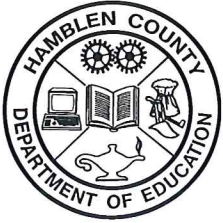
Prepared under the direction of:
Chairman Louis "Doe" Jarvis

REGULAR CALENDAR

Hamblen County Legislative Body

Order #	Vote	Item
1		<u>Recognition/Presentations/Proclamations (Commission Chairman Louis "Doe" Jarvis)</u> a. Employee Years of Service
2		<u>Public Comment Regarding Business of the Agenda Only (Commission Chairman Louis "Doe" Jarvis)</u>
3		<u>Nominations/Appointments (Commission Chairman Louis "Doe" Jarvis)</u> a. None
4	Vote	<u>Public Official Bonds (Commission Chairman Louis "Doe" Jarvis)</u> a. C. Jeff Perry, Superintendent of Schools
5	Vote Vote	<u>Calendar and Rules Committee Report (Chairman Herbert Harville)</u> a. Approval of Consent Calendar Items b. Approval of Regular Calendar Items
6	Vote	<u>Approval of Consent Calendar (Commission Chairman Louis "Doe" Jarvis)</u> a. Consent Calendar
7	Vote	<u>Audit Committee (Chairman Herbert Harville)</u> a. Acceptance of the Hamblen County Government Audit for Fiscal Year Ending June 30, 2017
8	Vote	<u>Jail Study Committee (Chairman Rick Eldridge)</u> a. Hamblen County Jail and Justice Center Site
9	Vote Vote Vote Vote	<u>Finance Committee (Chairman Randy DeBord)</u> a. Bid Award – X-Ray Scanner for Hamblen County Jail b. Resolution 18-03 Authorizing Application for a Recovery Court Expansion Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) c. Resolution 18-04 To Authorize Cooperative Purchase Agreements for the Use and Benefit of all County Departments and to Enter a Purchasing Agreement with Buy Board National Purchasing Cooperative d. Budget Amendments I. Fund #101 Property Assessor's Office \$583
10	Vote	<u>Personnel Committee (Chairman Hubert Davis)</u> a. Updated Hamblen County Employee Handbook
11		<u>Public Comment – General (Commission Chairman Louis "Doe" Jarvis)</u>
12		<u>Announcements /Informational Items /Upcoming Meeting Dates (Commission Chairman Louis "Doe" Jarvis)</u> a. March Committee Meetings: 3/12/18 @ 11:30 a.m. at Health Dept. Conference Room b. March County Commission Meeting: 3/22/18 @ 5 p.m. at Courthouse Large Courtroom
13		<u>Adjournment (Commission Chairman Louis "Doe" Jarvis)</u>

Thursday, February 22, 2018



HAMBLEN COUNTY DEPARTMENT OF EDUCATION

210 East Morris Boulevard
Morristown, Tennessee 37813
Phone (423) 586-7700 • Fax (423) 586-7747

*The mission of Hamblen County Schools is to educate students
so they can be challenged to successfully compete in their chosen fields.*

BOARD OF EDUCATION

Shahin Assadnia

Carolyn Clawson


Joe Gibson, Jr.

Roger Greene

James Grigsby

Janice Haun

Clyde Kinder

TO: BILL BRITTAIN
HAMBLEN COUNTY COMMISSION
FROM: TRACI ANTRICAN 
DATE: FEBRUARY 6, 2018
RE: STATUTORY BOND FOR
SUPERINTENDENT OF SCHOOLS

Attached please find a new statutory public official bond for C. Jeff Perry, Superintendent of Schools. This bond will cover Dr. Perry from January 15, 2018 through June 30, 2021.

If you have any questions regarding this information, please feel free to contact me at 423-586-7700. Thank you.

SURETY'S BOND NO.
32S554708

STATE OF TENNESSEE
COUNTY OF HAMBLEN
OFFICIAL STATUTORY BOND
FOR
COUNTY PUBLIC OFFICIALS
OFFICE OF SUPERINTENDENT OF SC

KNOW ALL MEN BY THESE PRESENTS:

That C JEFF PERRY of 210 E Morris Blvd (City or Town), County
of Morristown Tennessee, as Principal, and The Ohio Casualty Insurance Company
as Surety, are held and firmly bound unto **THE STATE OF TENNESSEE** in the full amount of One Hundred Thousand Dollars And Zero
Cents Dollars (\$100,000.00) lawful money of

the United States of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, each jointly and
severally, firmly and unequivocally by these presents.

WHEREAS, The said Principal was duly ☐ elected ☐ appointed to the office of SUPERINTENDENT OF SCHOOLS
of and for Hamblen County for the (3) year term beginning on the 15th day of January, 2018 and ending
on the 30th day of June, 2021.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH:

That if the said C JEFF PERRY
Principal, shall:

1. Faithfully perform the duties of the office of SUPERINTENDENT OF SCHOOLS of
County during his term of office or his continuance therein; and
2. Pay over to the persons authorized by law to receive them, all monies, properties, or things of value that may come into his hands during his
term of office or his continuance therein without fraud or delay, and shall faithfully and safely keep all records required of him in his official
capacity, and at the expiration of his term, or in case of his resignation or removal from office, shall turn over to his successor all records
and property which have come into his hands, then this obligation shall be null and void; otherwise to remain in full force and effect.

WITNESS out hands and seals this 15th day of January, 2018.

WITNESS - ATTEST:

Deaci P. Smith

PRINCIPAL: C JEFF PERRY

SURETY:
The Ohio Casualty Insurance Company

by: Michelle Spradlin
MICHELLE SPRADLIN
Attorney-in-Fact

(Attach evidence of authority to execute bond)

COUNTERSIGNED BY:

Cynthia A. Chapp
Tennessee Resident Agent



ACKNOWLEDGMENT OF PRINCIPAL

STATE OF Tennessee
COUNTY OF Hamblen

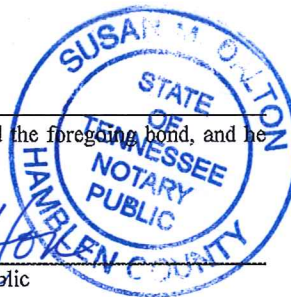
Before me, a Notary Public, of the State and County aforesaid, personally appeared C JEFF PERRY
with whom I am personally acquainted and who, upon oath, acknowledged himself to be the individual who executed the foregoing bond, and he
acknowledged to me that he executed the same.

WITNESS my hand and seal this 6th day of February, 2018.

My Commission Expires:

March 31, 2021.

Susan M. Dalton
Notary Public



ACKNOWLEDGMENT OF SURETY

STATE OF Tennessee
COUNTY OF Hamblen

Before me, a Notary Public, of the State and County aforesaid, personally appeared MICHELLE SPRADLIN
with whom I am personally acquainted and, who, upon oath, acknowledged himself to be the individual who executed the foregoing bond on behalf of
The Ohio Casualty Insurance Company, the within named Surety, a corporation duly licensed to do business in
the State of Tennessee, and that he as such individual being authorized so to do, executed the foregoing bond, by signing the name of the corporation
by himself as such individual.

Witness my hand and seals this 25 day of FEBRUARY, 2018.

My Commission Expires:

10-31, 2020.

Ernie Horn
Notary Public

SURETY'S BOND NO. **32S554708**

APPROVAL AND CERTIFICATION

SECTION I. (Applicable to all County Officials except Clerks of Chancery and Circuit Courts)

Bond and Sureties approved by _____, County Executive
of _____ County, on this _____ day of _____,
Signed: _____

County Executive

CERTIFICATION:

I, _____, County Clerk of _____ County,
hereby certify that the foregoing bond was approved by the Legislative Body of said county, in open session on the _____ day of
_____, _____, and entered upon the minutes thereof.
Signed: _____

County Clerk

SECTION II. (Applicable only to Clerks of Chancery and Circuit Courts)

CERTIFICATION:

This is to certify that I have examined the foregoing bond and found the same to be sufficient and in conformity to law, that, the
sureties on the same are good and worth the penalty thereof and that the same has been entered upon the minutes of said court.
Signed: _____

Judge of the _____ Chancery _____ Circuit Court of and for said County
on this _____ day of _____, _____.

SECTION III. (Applicable to all County Officials' Bonds)

INDORSEMENT:

Filed with the Comptroller of the Treasury, State of Tennessee, this _____ day of _____, _____.

Comptroller of the Treasury

SECTION IV. (Applicable to all County Officials' Bonds)

FOR USE BY THE REGISTER OF DEEDS

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company
POWER OF ATTORNEY

Surety Bond Number: **32S554708** Principal: **C JEFF PERRY**

Bond Amount: (\$100,000.00) One Hundred Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, **MICHELLE SPRADLIN**

all in the city of **Kingsport**, state of **TN** each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company

By:

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Company, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 15th day of January, 2018.



By:

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 888-844-2663 between 8:00 am and 7:30 pm EST on any business day.

Hamblen County Government
Calendar & Rules Committee
Monday, February 12, 2018
Hamblen County Health Department Conference Room

MINUTES

Members Present:

Louis “Doe” Jarvis, Herbert Harville, Rick Eldridge, Hubert Davis, Randy DeBord, Joe Huntsman, Sr.

Members Absent:

Dana Wampler

Call to Order

Chairman Herbert Harville called the meeting to order at 12:18 p.m.

Visitors

None

Review of Regular Calendar

Motion (Randy DeBord/Rick Eldridge, all in favor) to approve the Regular Calendar with the following changes:

- ***Removal of MedBen Contract – item 9.c. under Finance Committee***
- ***Addition to add the Resolution to Authorize Cooperative Purchase Agreements for the Use and Benefit of All County Departments - Buy Board National Purchasing Cooperative as item 9.c. under Finance Committee.***

Review of Consent Calendar

Motion (Rick Eldridge/Hubert Davis, all in favor) to approve the Consent Calendar items as presented.

Adjournment

There being no further business Chairman Harville adjourned the meeting at 12:20 p.m.

Hamblen County Government
CALENDAR & RULES COMMITTEE

Monday, February 12, 2018

*Immediately Following Adjournment of Personnel Committee
Hamblen County Health Department Conference Room*



AGENDA

Herbert Harville
Chairman

Rick Eldridge
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Hubert Davis
Member

Randy DeBord
Member

Joe Huntsman, Sr.
Member

Dana Wampler
Member

1. **Call to Order** – *Chairman Herbert Harville*
2. **Visitors Wishing to Address the Committee** – *Chairman Herbert Harville*
(Visitors will be allotted 5 minutes to speak)
3. **Old Business** - *Chairman Herbert Harville*
 - a. None
4. **New Business** - *Chairman Herbert Harville*
 - a. Review of Regular Calendar Items
 - b. Review of Consent Calendar Items
5. **Items of Interest** - *Chairman Herbert Harville*
 - a. E-911 Annual Operations Report
6. **Adjournment** – *Chairman Herbert Harville*

CONSENT CALENDAR**Hamblen County Legislative Body**

Order #	Item	Placed From
1	Approval of the Previous Month's Minutes – January 18, 2018	Commission Chairman
2	Approval of Notaries	County Clerk Penny Petty
3	Expenditure Reports – January 2018	Finance Committee
4	Planning Commission Building Permit Log – January 2018	Finance Committee
5	County Attorney Invoices – January 2018	Finance Committee
6	Coroner's Monthly Report – January 2018	Finance Committee
7	Three Star Program Requirements Memo	Finance Committee
8	Budget Amendments Approved by the County Mayor <ul style="list-style-type: none">a. Fund #101 County Clerk \$510b. Fund #101 Planning \$1,000c. Fund #101 Sheriff's Dept. \$3,000d. Fund #101 Sheriff's Dept. \$2,500e. Fund #101 Trustee \$2,461	Finance Committee
9	Hamblen County Emergency Communications District Annual Operations Report	Calendar and Rules Committee

Thursday, February 22, 2018

Be It Remembered that the Legislative Body for Hamblen County, Tennessee met at its regular meeting Jan. 18, 2018 at 5:00p.m. in the Hamblen County Courtroom with the Honorable Louis "Doe" Jarvis presiding:

The Legislative Body was open by Courtroom Office Jeff Akrad.

Invocation was given by Justin Graham, Lead Pastor of the Avenue Church.

The Pledge of Allegiance was led by Commissioner Tim Goins.

Upon roll call the following members were present.

R. Eldridge	Present
S. Ford	Present
J. Walker	Present
R. Debord	Present
H. Davis	Absent
H. Harville	Present
J. Huntsman	Absent
L. Carler	Absent

vacant	Absent
T. Ward	Present
J. Smyth	Absent
T. Goins	Present
D. Wampler	Absent
Chair L. Jarvis	Present
VChair H. Shipley	Present

Roll Call

Quorum: 8 Present Voters: 9

8 YES Needed >

Nominations/Appointments

Motion by Stancil Ford, seconded by Rick Eldridge to approve the Hamblen County Agriculture Committee eligible members for re-appointment to a second two- year term effective January 1, 2018. All currently serve as volunteers on the committee.

Commissioner – Larry Carter – 1/1/18 – 12/31/2019

Commissioner- Howard Shipley – 1/1/18 – 12/31/19

Farm Woman- Civil District 5-Peggy Howell-1/1/18 – 12/31/19

Farm Man-Civil District 2 – Jason Martin - 1/1/18 – 12/31/19

All in favor SAY I

Randy DeBord
Rick Eldridge
Stancil Ford
Tim Goins
Herbert Harville
Doe Jarvis
Howard Shipley
Johnny Walker
Taylor Ward

Motion passed.

Hamblen County
511 West Second North Street
Courthouse – Room 204
Morristown, TN 37814
Phone: (423) 586-6111

December 5, 2017

To: Hamblen County Commission

The following members of the Hamblen County Agriculture Committee are eligible for re-appointment to a second two-year term effective January 1, 2018. All currently serve as volunteers on the committee.

Eligible for re-appointment to second term:

Commissioner – Larry Carter - 1/1/18 - 12/31/19

Commissioner – Howard Shipley – 1/1/18 – 12/31/19

Farm Woman – Civil District 5 – Peggy Howell – 1/1/18 – 12/31/19

Farm Man – Civil District 2 – Jason Martin – 1/1/18-12/31/19

The make-up of the Ag committee is spelled out by state statute –49-50-104.

Others on the committee – just for informational purposes are:

Commissioner – Johnny Walker 1/1/17 – 12/31/18

Farm Woman – Civil District 3 – Jane Dean - 1/1/17 - 12/31/18

Farm Man – Rodney Cobble – 1/1/17 – 12/31/18

Thanks for your support.

Sincerely,



Mannie Bedwell

Extension Agent – Adult Agriculture, Community Economic Development and County Director

University of Tennessee Extension – Hamblen County Office

Consent Calendar Items

Motion by Herbert Harville, seconded by Howard Shipley
to approve the consent calendar items.

R. Eldridge	YES
S. Ford	YES
J. Walker	YES
R. Debord	YES
H. Davis	Absent
H. Harville	(M) YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	(2) YES

5.a.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >

CONSENT CALENDAR**Hamblen County Legislative Body**

Order #	Item	Placed From
1	Approval of the Previous Month's Minutes – December 21, 2017	Commission Chairman
2	Approval of Notaries	County Clerk Penny Petty
3	Expenditure Reports – December 2017	Finance Committee
4	Planning Commission Building Permit Log – December 2017	Finance Committee
5	County Attorney Invoices – December 2017	Finance Committee
6	Coroner's Monthly Report – December 2017	Finance Committee
7	Coroner's Annual Statistics 1991 through 2017	Finance Committee
8	Budget Amendments Approved by the County Mayor a. Fund #101 General Sessions Court \$17	Finance Committee
9	Humane Society Reports December 2017	Public Services Committee

Thursday, January 18, 2018

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC
AS A CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE I HEREBY CERTIFY TO
THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF
NOTARY PUBLIC DURING THE JANUARY 12, 2018 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. ACOYA ELLIS DAVENPORT	3656 BRIMER RD MORRISTOWN TN 37813	423-258-4294	3656 BRIMER RD MORRISTOWN TN 37814	423-258-4294	MERCHANTS BONDING CO
2. JANIS B DIXON	300 HWY 25 E BEAN STATION TN 37708	423-748-1516	117 W PARK CT TALBOTT TN 37877	423-748-1516	MASENGILL MCCRARY GREGG INS
3. DEANNA MARIE GILL	597 HATFIELD RD TAZEWELL TN 37879	423-300-0879	500 S DAVY CROCKETT PKWY MORRISTOWN TN 37813	5852600	BIBLE INS AGENCY
4. THOMAS C. HARRISON	5123 BETHESDA ROAD MORRISTOWN TN 37814	423-587-6195	5123 BETHESDA ROAD MORRISTOWN TN 37814	423-277-1112	
5. CLAUDIA S. HUNT	3306 GRANDEUR WAY SUITE 2 MORRISTOWN TN 37814	434-942-8080	405 CENTRAL CHURCH RD. MORRISTOWN TN 37814	423-307-1552	MERCHANTS BONDING CO
6. ADAM TYLER IVY	3137 CAMILLA AVENUE MORRISTOWN TN 37814	423-748-3092	1604 EAST A J HWY GREENEVILLE TN 37745	423-639-2542	CRICHTON GROUP
7. LORAIN RICH	4043 DAN DRIVE MORRISTOWN TN 37814	423-586-6336	840 W FIRST NORTH ST MORRISTOWN TN 37814	423-587-6898	STATE FARM
8. SANDRA LEA SEALS	1812 COUNTRY CLUB DR MORRISTOWN TN 37814	423-231-7012	1112 WEST FIRST NORTH ST MORRISTOWN TN 37814	5868021	CRICHTON GROUP
9. DEBRA J SHELTON	2860 LOWE DR TALBOTT TN 37877	423-581-0741	5512 E. MORRIS BLVD MORRISTOWN TN 37813	423-289-9131	MERCHANTS BONDING COMPANY
10. ALETHA TRENT	2474 MULLINS RD MORRISTOWN TN 37860	423-235-5987	2474 MULLINS RD RUSSELLVILLE TN 37860	423-235-5987	NOTARY PUBLIC UNDERWRITERS TN
11. TERRI MARIE TUEMLER	5607 BROWNING WAY RUSSELLVILLE TN 37860	423-714-9662	420 W MORRIS BLVD MORRISTOWN TN 37813	423-586-7509	FARM BUREAU OF HAMBLLEN COUNTY



Penny Petty
SIGNATURE

CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE

1-12-18

DATE

Return to Regular Calendar

Return to Regular Calendar

HAMBLEN COUNTY ACCOUNTS & BUDGETS

GENERAL FUND (101)

EXPENDITURE REPORT

REPORT DATE: 12/31/2017

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm

From: 2017 101 50000 000 00 000 0000 000

Thru: 2017 101 99999 999 99 999 9999 999

Page: 1

Date: 1/2/2018

Time: 3:12 pm

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
101	51100 County Commission	192,676.00	13,570.24	85,777.66	24,400.00	82,498.34	42.82%
101	51210 Board Of Equalizaton	4,800.00	0.00	0.00	0.00	4,800.00	100.00%
101	51300 County Mayor/Executive	211,238.00	18,191.06	91,952.30	4,460.43	114,825.27	54.36%
101	51400 County Attorney	31,293.00	1,690.16	5,517.96	0.00	25,775.04	82.37%
101	51500 Election Commission	272,927.00	15,985.23	94,925.37	12,714.36	165,287.27	60.56%
101	51600 Register Of Deeds	305,783.00	24,820.50	135,946.35	13,318.89	156,517.76	51.19%
101	51720 Planning	240,038.00	19,132.49	99,612.33	4,903.57	135,522.10	56.46%
101	51750 Codes Compliance	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
101	51760 Geographical Information Systems	107,638.00	21,121.91	46,404.77	0.00	61,233.23	56.89%
101	51810 Other Facilities	797,347.00	63,388.07	414,036.53	18,539.80	364,770.67	45.75%
101	51910 Preservation Of Records	20,806.00	1,247.04	9,000.62	999.26	10,806.12	51.94%
101	52100 Accounting And Budgeting	351,928.00	27,672.75	157,226.47	8,460.56	186,240.97	52.92%
101	52200 Purchasing	39,983.00	3,096.10	18,150.60	0.00	21,832.40	54.60%
101	52300 Property Assessor's Office	356,463.00	25,143.13	137,968.78	18,034.16	200,460.06	56.24%
101	52310 Reappraisal Program	144,085.00	4,286.32	26,390.73	6,460.52	111,233.75	77.20%
101	52400 County Trustee's Office	363,395.00	26,692.10	168,053.36	2,073.83	193,267.81	53.18%
101	52500 County Clerk's Office	687,144.00	46,476.54	292,358.99	1,964.72	392,820.29	57.17%
101	52600 Data Processing	125,228.00	11,382.08	52,603.06	11,275.22	61,349.72	48.99%
101	52900 Other Finance	313,256.00	25,523.64	149,440.13	11,117.64	152,698.23	48.75%
101	53100 Circuit Court	892,231.00	61,446.19	385,244.53	10,406.09	496,580.38	55.66%
101	53300 General Sessions Court	430,398.00	35,233.59	193,629.04	1,302.16	235,466.80	54.71%
101	53330 Drug Court	156,450.00	11,857.20	73,962.94	5,212.60	77,274.46	49.39%
101	53400 Chancery Court	384,447.00	30,754.89	183,245.53	3,821.15	197,380.32	51.34%
101	53500 Juvenile Court	297,823.00	29,893.47	140,793.04	2,394.75	154,635.21	51.92%
101	53920 Courtroom Security	796,974.00	83,131.83	447,768.41	4,888.33	344,317.26	43.20%
101	54110 Sheriff's Department	2,986,499.00	250,463.82	1,351,142.61	80,447.79	1,554,908.60	52.06%
101	54160 Administration Of The Sexual Offender Registry	3,768.00	134.00	1,041.72	0.00	2,726.28	72.35%
101	54210 Jail	4,230,607.00	379,811.26	1,960,050.25	367,263.03	1,903,293.72	44.99%
101	54220 Workhouse	94,822.00	7,784.80	43,724.71	0.00	51,097.29	53.89%
101	54250 Work Release Program	280,761.00	22,094.24	129,068.66	32,325.01	119,367.33	42.52%
101	54310 Fire Prevention And Control	200,000.00	0.00	95,000.00	0.00	105,000.00	52.50%
101	54410 Civil Defense	97,449.00	6,958.15	41,908.85	2,939.97	52,600.18	53.98%
101	54490 Other Emergency Management	182,147.00	0.00	91,073.50	0.00	91,073.50	50.00%
101	54510 Inspection And Regulation	6,377.00	694.95	2,309.70	2,128.00	1,939.30	30.41%
101	54610 County Coroner/Medical Examiner	131,186.00	11,789.08	53,504.65	20,120.35	57,561.00	43.88%

HAMBLEN COUNTY ACCOUNTS & BUDGETS

GENERAL FUND (101)

EXPENDITURE REPORT

REPORT DATE: 12/31/2017

Page: 2

Date: 1/2/2018

Time: 3:12 pm

Sel: Year Fnd Acctn Obj Gp Sub Loc Pgm
 From: 2017 101 50000 000 00 000 0000 000
 Thru: 2017 101 99999 999 99 999 9999 999

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
101	54900 Other Public Safety	17,000.00	0.00	9,282.61	4,955.35	2,762.04	16.25%
101	55110 Local Health Center	915,388.00	49,011.16	263,756.55	31,455.18	620,176.27	67.75%
101	55120 Rabies And Animal Control	133,500.00	11,125.00	66,750.00	0.00	66,750.00	50.00%
101	55140 Nursing Home	2,000.00	0.00	2,000.00	0.00	0.00	0.00%
101	55170 Alcohol And Drug Programs	5,000.00	210.00	595.00	0.00	4,405.00	88.10%
101	55180 Crippled Children Services	6,000.00	0.00	6,000.00	0.00	0.00	0.00%
101	55390 Appropriation To State	109,233.00	0.00	0.00	0.00	109,233.00	100.00%
101	55520 Aid To Dependent Children	8,000.00	0.00	8,000.00	0.00	0.00	0.00%
101	55530 Child Support	0.00	0.00	0.00	0.00	0.00	0.00%
101	55590 Other Local Welfare Services	40,000.00	425.00	14,115.00	0.00	25,885.00	64.71%
101	55710 Sanitation Management	0.00	0.00	0.00	0.00	0.00	0.00%
101	55900 Other Public Health And Welfare	0.00	0.00	0.00	0.00	0.00	0.00%
101	56100 Adult Activities	11,600.00	0.00	5,800.00	0.00	5,800.00	50.00%
101	56300 Senior Citizens Assistance	6,500.00	0.00	6,500.00	0.00	0.00	0.00%
101	56500 Libraries	272,250.00	0.00	136,125.00	0.00	136,125.00	50.00%
101	56700 Parks And Fair Boards	269,959.00	20,994.89	116,642.08	12,516.89	140,800.03	52.16%
101	56900 Other Social, Cultural And Recreational	315,900.00	0.00	143,043.88	0.00	172,856.12	54.72%
101	57100 Agricultural Extension Service	152,416.00	237.95	37,228.72	109,722.22	5,465.06	3.59%
101	57300 Forest Service	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
101	57500 Soil Conservation	47,558.00	3,926.20	21,663.73	0.00	25,894.27	54.45%
101	57800 Storm Water Management	27,500.00	1,000.00	3,305.90	4,090.00	20,104.10	73.11%
101	58110 Tourism	54,700.00	0.00	11,250.00	0.00	43,450.00	79.43%
101	58120 Industrial Development	465,000.00	0.00	41,250.00	0.00	423,750.00	91.13%
101	58210 Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00%
101	58300 Veterans' Services	20,314.00	1,520.51	9,284.76	0.00	11,029.24	54.29%
101	58600 Employee Benefits	685,437.00	308.66	452,607.07	78,465.84	154,364.09	22.52%
101	58900 Miscellaneous	225,404.00	134.70	56,963.39	0.00	168,440.61	74.73%
101	73300 Community Services	5,500.00	0.00	5,000.00	0.00	500.00	9.09%
101	91110 General Administration Projects	36,188.00	0.00	28,187.50	0.00	8,000.50	22.11%
101	91120 Administration Of Justice Projects	15,000.00	0.00	0.00	12,512.66	2,487.34	16.58%
101	91130 Public Safety Projects	271,060.00	36,161.85	114,375.84	144,997.14	11,687.02	4.31%
101	91140 Public Health And Welfare Projects	0.00	0.00	0.00	0.00	0.00	0.00%
101	91150 Social, Cultural And Recreation Projects	0.00	0.00	0.00	0.00	0.00	0.00%
101	91190 Other General Government Proje	35,000.00	0.00	0.00	0.00	35,000.00	100.00%
101	99100 Transfers Out	26,227.00	33,252.26	76,668.01	0.00	-50,441.01	-192.32%

15

January 18, 2018

Return to Regular Calendar

HAMBLENT COUNTY ACCOUNTS & BUDGETS

GENERAL FUND (101)

EXPENDITURE REPORT

REPORT DATE: 12/31/2017

Page: 3

Date: 1/2/2018

Time: 3:12 pm

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm
 From: 2017 101 50000 000 00 000 0000 000
 Thru: 2017 101 99999 999 99 999 9999 999

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
		\$ 19,943,601.00	\$ 1,439,775.01	\$ 8,816,229.19	\$ 1,070,687.47	\$ 10,056,684.34	50.43%

HAMBLEN COUNTY ACCOUNTS & BUDGETS

SOLID WASTE/SANITATION (116)

EXPENDITURE REPORT

REPORT DATE: 12/31/2017

Page: 1

Date: 12/29/2017

Time: 8:30 am

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm
 From: 2017 116 500000 000 00 000 0000 000
 Thru: 2017 116 99999 999 99 999 9999 999

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
116	55710 Sanitation Management	2,246,938.00	144,223.42	931,035.46	82,217.10	1,233,685.44	54.91%
		\$ 2,246,938.00	\$ 144,223.42	\$ 931,035.46	\$ 82,217.10	\$ 1,233,685.44	54.91%

HAMBLEN COUNTY ACCOUNTS & BUDGETS

HIGHWAY FUND (131)

EXPENDITURE REPORT

REPORT DATE: 12/31/2017

Page: 1

Date: 12/29/2017

Time: 8:30 am

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm
 From: 2017 131 500000 000 00 000 0000 000
 Thru: 2017 131 99999 999 99 999 9999 999

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
131	61000 Administration	413,427.00	31,888.52	181,815.13	21,013.01	210,598.86	50.94%
131	62000 Highway And Bridge Maintenance	1,270,338.00	111,235.69	488,753.94	44,047.66	737,536.40	58.06%
131	63100 Operation And Maintenance Of Equipment	333,210.00	32,655.03	134,014.66	29,052.46	170,142.88	51.06%
131	66000 Employee Benefits	45,381.00	0.00	19,342.94	0.00	26,038.06	57.38%
131	68000 Capital Outlay	410,000.00	156,574.87	156,848.81	0.00	253,151.19	61.74%
		\$ 2,472,356.00	\$ 332,354.11	\$ 980,775.48	\$ 94,113.13	\$ 1,397,467.39	56.52%

ember	2017													
Permit	Date	Applicant	Type	Address	Construction	Permit	SW	Plumbing	Mech.	Gas	Total	Tax Map	Group	Parcel
14-961	12/1/17	LaFollette	DWMH	1289 Gentry Road	\$13,000.00	\$350.00					\$350.00	047		005.09
14-962	12/1/17	Bunch	carport	3441 Wind Circle	\$1,795.00	\$25.00					\$25.00	017K	A	022.00
14-963	12/1/17	York	carport	3000 Mountain Road	\$4,600.00	\$25.00					\$25.00	037		025.01
14-964	12/1/17	Sexton	access bldg Ag Ex	1104 Three Springs Rd	\$500.00	\$0.00					\$0.00	018		034.01
14-965	12/4/17	Warren	misc-raise house	7784 Wells Road	\$24,000.00	\$70.00					\$70.00	046		028.00
14-966	12/5/17	American Tower	upgrade to cell tower	1195 Shannons Little Mtn Rd	\$24,500.00	\$50.00					\$50.00	026		048.00
14-967	12/5/17	Sprint	new antennas/upgr	2735 Shields Ferry Rd	\$24,500.00	\$50.00					\$50.00	024		159.00
14-968	12/5/17	Shelton	DWMH	4389 Peace Drive	\$81,141.00	\$350.00					\$350.00	017		063.05
14-969	12/17/17	TB mailed Jan	antenna-SBA Com		\$0.00	\$0.00					\$0.00			
14-970	12/6/17	Carlyle(Hodge)	garage 3500 sq ft	2948 Kidwell Ridge Road	\$105,000.00	\$900.00					\$900.00	031		002.02
14-971	12/7/17	Adams	DWMH	3613 Brights Pike	\$39,475.00	\$350.00					\$350.00	017		037.00
14-972	12/7/17	Bolden	DWMH	1618 Morgan Road	\$75,000.00	\$350.00					\$350.00	049		059.02
14-973	12/7/17	Crown Castle	tower equipment	1393 Bonneville Drive	\$7,500.00	\$100.00					\$100.00	033		004.15
14-974	12/7/17	Kent	House 1225 sq ft	645 Simpson Road	\$50,000.00	\$637.50	\$100.00	\$50.00	\$15.00		\$802.50	013		051.04
14-975	12/12/17	Smith	DWMH	2198 Dover Road	\$38,000.00	\$350.00					\$350.00	043		056.00
14-976	12/12/17	Long	carport	5805 Fall Creek Dock Rd	\$2,400.00	\$25.00					\$25.00	011		085.00
14-977	12/13/17	Cameron	House 3000 sq ft	3959 Harbor View Dr	\$450,000.00	\$1,786.50	\$100.00	\$95.00	\$15.00	\$15.00	\$2,011.50	017B	A	040.00
14-978	12/14/17	May	commercial	5656 Fall Creek Dock Rd	\$125,000.00	\$1,847.50					\$1,847.50			
14-979	12/18/17	Peters	accessory bldg	670 Lakeshore Drive	\$5,000.00	\$105.00					\$105.00	047J	A	015.00
14-980	12/18/17	Grizelda	addition	389 Dogwood Lane	\$2,500.00	\$96.00					\$96.00	054I	C	027.00
14-981	12/18/17	Neff	garage 1080 sq ft	5721 Long Creek Rd	\$8,095.00	\$270.00					\$270.00	062		032.14
14-982	12/18/17	Matthews	storage bldg-2 story	5609 Union Grove Rd	\$30,000.00	\$640.00					\$640.00	037		008.03
14-983	12/18/17	Wilson/Haggard	SWMH	1180 Warrensburg Rd	\$50,000.00	\$100.00					\$100.00	027		010.02
14-984	12/28/17	Fraser	Remodel 4200 sq ft	7875 Melanie Circle	\$170,000.00	\$420.00					\$420.00	046E	B	014.00
14-985	12/29/17	Smith	storage barn Ag Ex	3048 Valley Home Road	\$6,500.00	\$0.00					\$0.00	056		011.01
	Total	24		Total:	\$1,338,506.00	\$8,897.50	\$0.00	\$0.00	\$0.00	\$0.00	\$9,287.50			
Running	Total	159			\$8,686,505.77	\$44,081.35	\$1,700.00	\$1,955.00	\$135.00	\$0.00	\$58,611.30			
												ETHRA	Monthly	YTD
												HOMES	0	0
					Total No.	Amount		Total						
					Copies and Miscellaneous	\$0.00		\$0.00						
					Re-Zoning Request	\$75.00		\$75.00						
					Variance Request	\$50.00		\$0.00						
					Plat Approval	\$450.00		\$450.00						
					3 lots or more	Land Disturbance/Development		\$100.00						
					Use on Review/Site Plan Review	\$50.00		\$50.00						
					Refunds			\$0.00						
					Total Collected			\$575.00				Total:		\$60,511.30
					Running Total Collected	January 18, 2018		\$1,850.00						

RECEIVED
JAN 3 2018

LAW OFFICES
CAPPS, CANTWELL, CAPPS & BYRD
P.O. Box 1897
100 WEST FIRST NORTH STREET
MORRISTOWN, TENNESSEE 37816-1897

OFFICE OF THE
HAMBLLEN COUNTY MAYOR

PAUL R. CAPPS (1922-2003)

CHRISTOPHER P. CAPPS
DAVID S. BYRD

ELIANA LEAL, ASSOCIATE

TELEPHONE: (423) 586-3083
FACSIMILE: (423) 586-0513
WEBSITE: ceeblaw.com
E-MAIL: info@ceeblaw.com

December 29, 2017

Mr. Bill Brittain, County Mayor
Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

**RE: INVOICES FOR LEGAL SERVICES RENDERED ON BEHALF
OF HAMBLLEN COUNTY, TENNESSEE - DECEMBER, 2017**

Dear Bill:

Please find enclosed three (3) invoices representing legal services rendered on behalf of Hamblen County, Tennessee during the month of December, 2017.

As usual, one invoice covers our General/Miscellaneous File and two (2) invoices cover separate county departments.

Please review these invoices, and if you have any questions, please do not hesitate to contact me.

With best regards, I remain,

Very truly yours,

Christopher P. Capps/alg

Christopher P. Capps

CPC/alg

Enclosures

C:\USERS\AMY.GRIFFIN\DOCUMENTS\PUBLIC FOLDERS\DOCUMENTS\HAMBLLEN COUNTY\LETTERS\2017\BRITTAIN BILL\INVOICE\12.29.17.DOCX

Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897
Morristown, TN 37816-1897

INVOICE

Invoice # 271
Date: 01/02/2018
Due On: 02/01/2018

Hamblen County Government
Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

00027-Hamblen County Government

General Account

Type	Date	Description	Quantity	Rate	Total
Service	12/01/2017	E-mail from Kelley Barnhart re: Garcia; e-mail from Linda Noe re: records request; e-mail from and to Aaron Chapman re: Johnson property	0.20	\$150.00	\$30.00
Service	12/04/2017	E-mail from Jennifer Schmidt re: pending litigation	0.05	\$150.00	\$7.50
Service	12/07/2017	E-mail from Kelley Barnhart re: pending litigation	0.05	\$150.00	\$7.50
Service	12/08/2017	E-mail from Cindy Dibb re: 12/11 committee meeting	0.05	\$150.00	\$7.50
Service	12/11/2017	Committee meeting	1.00	\$150.00	\$150.00
Service	12/13/2017	Review Resolution; e-mails to and from Bill Brittain re: Resolution	0.45	\$150.00	\$67.50
Service	12/14/2017	E-mail from Bill Brittain re: opioid information; phone conferences with Bill Brittain re: County matters	0.10	\$150.00	\$15.00
Service	12/15/2017	E-mails from and to Bill Brittain re: resolution; e-mail from Cindy Dibb re: 12/21 commission meeting	0.15	\$150.00	\$22.50
Service	12/19/2017	Phone conference with Cindy Dibb and Bill Brittain re: resolution	0.20	\$150.00	\$30.00
Service	12/20/2017	E-mails to and from Bill Brittain re: Lowland property	0.05	\$150.00	\$7.50
Service	12/21/2017	E-mail from Kim Shands re: pending litigation; e-mail to Bill Brittain re: Lowland property; commission meeting	2.50	\$150.00	\$375.00
Service	12/27/2017	E-mail from Kelley Barnhart re: pending litigation	0.05	\$150.00	\$7.50

Invoice # 271 - 01/02/2018

Total \$727.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
271	02/01/2018	\$727.50	\$0.00	\$727.50
			Outstanding Balance	\$727.50
			Amount in Trust	\$0.00
			Total Amount Outstanding	\$727.50

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

Please pay within 30 days.

Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897
Morristown, TN 37816-1897

INVOICE

Invoice # 274
Date: 01/02/2018
Due On: 02/01/2018

Hamblen County Government
Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

00068-Hamblen County Planning Department

Planning

Type	Date	Description	Quantity	Rate	Total
Service	12/07/2017	E-mails to and from Tina Whitaker and John Hofer re: Rendezvous Pizzeria	0.10	\$150.00	\$15.00
Service	12/11/2017	E-mails from Tina Whitaker and John Hofer re: Rendezvous Pizzeria	0.10	\$150.00	\$15.00
Service	12/13/2017	E-mails from and to Tina Whitaker and Bill Brittain re: Rendezvous Pizzeria	0.15	\$150.00	\$22.50
Service	12/18/2017	Meeting with Bill Brittain and Tina Whitaker	0.50	\$150.00	\$75.00
Service	12/19/2017	Draft letter to Davis and Effinger; e-mails to and from Tina Whitaker and Bill Brittain re: Rendezvous	0.65	\$150.00	\$97.50
Service	12/20/2017	E-mails to and from Tina Whitaker and Bill Brittain re: Rendezvous and May; revise letter re: Rendezvous	0.40	\$150.00	\$60.00
Service	12/21/2017	E-mail to Bill Brittain re: Rendezvous; e-mails from and to Tina Whitaker re: May	0.20	\$150.00	\$30.00
Service	12/22/2017	Draft letter to May	0.20	\$150.00	\$30.00
Service	12/27/2017	E-mails from and to Tina Whitaker re: May; finalize letters and take to post office for certified mailing	0.20	\$150.00	\$30.00
Expense	12/27/2017	Reimbursable expense: Advanced certified mail (letters to Davis, Effinger & May)	1.00	\$26.36	\$26.36
Service	12/28/2017	E-mails to and from Tina Whitaker re: May; e-mail to Chris May	0.20	\$150.00	\$30.00

Invoice # 274 - 01/02/2018

Total \$431.36

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
274	02/01/2018	\$431.36	\$0.00	\$431.36
			Outstanding Balance	\$431.36
			Amount in Trust	\$0.00
			Total Amount Outstanding	\$431.36

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

Please pay within 30 days.

Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897
Morristown, TN 37816-1897

INVOICE

Invoice # 273
Date: 01/02/2018
Due On: 02/01/2018

Hamblen County Sheriff's Department
511 West Second North Street
Morristown, TN 37814

00043-Hamblen County Sheriff's Department

Sheriff's Department

Type	Date	Description	Quantity	Rate	Total
Service	12/18/2017	E-mails from and to Debbie Hammond re: jail policy and procedures	0.20	\$150.00	\$30.00
Service	12/19/2017	E-mail from Debbie Hammond re: policies and procedures	0.05	\$150.00	\$7.50
				Total	\$37.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
273	02/01/2018	\$37.50	\$0.00	\$37.50
Outstanding Balance				\$37.50
Amount in Trust				\$0.00
Total Amount Outstanding				\$37.50

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

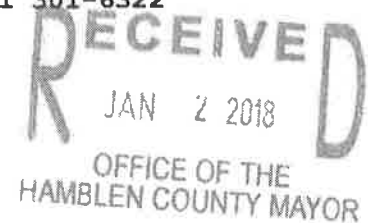
Please pay within 30 days.

Invoice # 273 - 01/02/2018

MONTHLY REPORT
Hamblen County Coroner
P.O. Box 1479
Morristown, Tennessee 37816-1479
Phones (423)Home 581-6229 Fax 289-1262 Cell 301-6322

January 2, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814



Dear Commissioners:

The following Coroner calls were investigated by me during the month of December along with being on call 24/7/365, recording/maintaining statistics, prepare reports, training, assisting, directing and reviewing each call, and the work of all Deputy Coroners and, serving as liaison between Medical Examiner and Pathologist; collecting, preparing and shipping toxicology specimens and reviewing/approving all cremation requests.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	17533	12-05-17	Mr. James Pearsons, 85, Bean Station, TN
2.	17535	12-08-17	Mr. Charlie Rines, 89, 3245 Reeds Chapel Road
3.	17537	12-09-17	Mr. Glenn Musick, 72, 114 Pinkney Circle
4.	17539	12-09-17	Mr. Eddie Hall, 64, Talbott, TN
5.	17540	12-09-17	Mrs. Sara Norris, 86, 532 Redwood
6.	17542	12-11-17	Mrs. Mildred Householder, 92, Maryville, TN
7.	17546	12-12-17	Mr. H. Roy Johnson, 88, 2445 Audry Lane
8.	17550	12-13-17	Mrs. Wanda Seals, 73, 1865 Thompson Creek Road
9.	17551	12-15-17	Mrs. Josie West, 94, 543 North Jackson Street
10.	17552	12-15-17	Mr. Adrian Hale, 71, 4576 Saint Paul Road
11.	17553	12-15-17	Mrs. Martha Ramsey, 72, 1010 Lloyd Street
12.	17556	12-18-17	Mrs. Mary Hazelwood, 96, 3006 Bethel Road
13.	17558	12-19-17	Mrs. Misty Shepard, 36, White Pine, TN
14.	17559	12-19-17	Mr. William Lehnherr, 68, 4537 Fish Hatchery Road
15.	17560	12-19-17	Mrs. Joyce Wilson, 71, 1911 Slop Creek Road
16.	17562	12-20-17	Mrs. Betty Smith, 81, 2370 Talley Road
17.	17563	12-21-17	Mr. Tommy Clement, 71, 3730 Dan Drive
18.	17567	12-25-17	Mr. John Goodman, 75, 1431 Madison Street
19.	17568	12-25-17	Mr. James Miller, 77, Rutledge, TN
20.	17570	12-29-17	Mrs. Yvonne Lillard, 70, Newport, TN
21.	17574	12-31-17	Mrs. Alma Clark, 80, 4464 Chucky River Road
22.	17575	12-31-17	Mr. Earnest Horner, 71, 2475 Mountain Road

If I may ever provide any additional information or assistance, please feel free to contact me at any time on my cell phone 423-312-6322.


Hamblen County Coroner

CC: Hamblen County Medical Examiner

* Indicates Autopsy Performed

*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Collected by Coroner's Office and sent to: AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT
Hamblen County Deputy Coroner
Post Office Box 577
Russellville, Tennessee 37860-0577
Phone: 423-585-7117

January 2, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of December.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	17532	12-04-17	Miss. Kathy Dotson, 54, 1337 Harrell Street
2.	17534	12-07-17	Mrs. Barbara Zanzinger, 89, 2090 Silver City Road
3.	17541	12-10-17	Mr. Johnny Lawson, 70, Rutledge, TN
4.	17543	12-11-17	Mr. Dennis Lawson, 58, 1004 East Main Street
5.	17548	12-13-17	Mr. Brett Turner, 21, 2330 Patricia Circle
6.	17549	12-13-17	Mr. Raymond Herbst, 80, Rogersville, TN
7.	17554	12-16-17	Mrs. Willie Hubbard, 73, White Pine, TN
8.	17555	12-16-17	Ms. Deann Casselman, 55, 1719 Thomas R. James Drive
9.	17566	12-24-17	Mr. George Johnson, 78, 6970 Windgate Court
0.	17573	12-30-17	Mr. Robert Trobaugh, 69, Talbott, TN

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

10 Calls X \$40. = \$400.00

Sincerely,

SIGNATURE ON FILE
J.R. Thompson, Jr.
Deputy Coroner

erd/wbl

CC: Hamblen County Medical Examiner

* Indicates Autopsy Performed

*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Gathered and Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT
Hamblen County Deputy Coroner
1925 Deer Ridge Drive
Morristown, Tennessee 37813
Phone: 423-586-2524

January 2, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of December.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	17536	12-08-17	Mrs. Gail Morris, 68, 1245 Joe Hall Road
2.	*17561	12-20-17	Robert Jarrett, 32, Homeless
3.	*17569	12-26-17	Miss. Angela Bernard, 33, Homeless
4.	17571	12-29-17	Mr. Bruce Seal, 58, Tazewell, TN
5.	17572	12-29-17	Mr. Donald Kyle, 64, 524 Sherwood Drive

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

5 Calls X \$40. = \$200.00

Sincerely,

SIGNATURE ON FILE

Todd Giles
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner

* Indicates Autopsy Performed

*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT
Hamblen County Deputy Coroner
7763 Melanie Circle
Talbott, Tennessee 37877
Phone: 423-586-6310

January 2, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of December.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	17538	12-09-17	Ms. Cheryl Flores, 59, 2036 Buffalo Trail
2.	17544	12-11-17	Mr. Steve Deal, 70, 321 Rosedale Avenue
3.	17545	12-12-17	Ms. Tammy Myers, 54, 218 Brittian Drive
4.	17565	12-23-17	Mr. Raymond Campbell, 75, 1566 Jesse Bean Circle

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

4 Calls X \$40. = \$160.00

Sincerely,

SIGNATURE ON FILE

Jimmy Peoples
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner

* Indicates Autopsy Performed

*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT
Hamblen County Deputy Coroner
437 Britton Drive
Talbott, Tennessee 37877
Phone: 423-312-7510

January 2, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of December.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	17547	12-12-17	Mr. Joseph Kluck, 68, Ewing, VA
2.	17557	12-18-17	Mrs. Deldbres Brown, 87, 204 Mohawk Street
3.	17564	12-23-17	Mrs. Vivian Price, 88, 739 East Second North Street

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

3 Calls X \$40. = \$120.00

incerealy,

SIGNATURE ON FILE

Jeffery Holt
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner

* Indicates Autopsy Preformed

*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

HAMBLETON COUNTY CORONER'S ANNUAL STATISTICS

CALENDAR YEAR	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	TOTALS
TOTAL CALLS	123	223	224	233	267	253	267	280	255	300	282	329	322	324	352	316	393	404	398	412	382	376	433	488	440	494	575	9,125
ATTENDED BY CORONER	106	177	159	149	186	170	189	171	180	196	204	245	233	237	232	184	219	248	250	268	198	208	228	251	222	258	299	5,667
BY DEPUTY CORONER	17	46	65	84	81	83	78	109	75	104	78	84	89	87	120	132	174	156	148	144	164	168	205	237	218	236	276	3,458
Autopsies Ordered	16	22	18	22	19	28	27	27	34	42	38	41	37	31	33	32	36	35	35	36	40	43	45	33	42	43	36	891
Toxicology Coroner Drawn	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	8	10	8	18	17	15	17	14	13	16	150
**CAUSE OF DEATH																												
Heart Disease	56	101	110	116	117	103	97	104	96	118	108	112	107	110	127	108	132	131	132	128	112	122	117	128	110	158	146	3,106
Cancer	24	34	44	36	48	67	89	71	64	85	73	82	87	83	78	74	80	95	89	91	82	77	108	125	112	123	143	2,145
Brain Disease/Stroke	12	25	26	24	22	20	26	28	17	23	15	29	17	22	30	24	30	31	39	44	40	42	40	50	45	45	71	837
Respiratory Disease	7	14	3	12	14	12	19	15	22	17	21	29	18	19	22	16	30	39	42	37	23	24	42	60	58	67	55	737
Toxicity (Drug Abuse)	2	5	4	2	8	9	8	10	11	13	12	14	20	21	25	25	48	39	48	53	46	49	31	35	29	32	26	625
Accidental	9	13	10	17	21	15	13	10	14	21	10	17	18	11	16	15	14	16	5	17	9	16	15	16	13	13	22	386
Suicide	7	7	8	7	6	8	7	6	7	4	6	5	8	9	11	6	11	6	5	7	8	7	17	14	15	15	9	226
Sepsis	0	2	0	1	3	4	7	6	4	1	4	5	7	6	10	7	7	10	7	8	9	6	10	10	7	8	33	182
Renal Failure	1	1	1	5	2	2	3	7	1	4	5	7	5	7	7	8	13	4	4	5	7	6	11	18	21	12	30	197
Birth Defect	1	7	4	1	5	1	2	0	2	1	2	6	10	6	3	8	4	7	7	1	7	3	4	5	4	4	3	108
Liver Disease/Failure	0	2	3	2	5	4	3	2	1	2	4	2	3	2	1	5	7	5	4	4	3	2	8	9	9	4	7	103
Pulmonary Embolus	0	3	4	0	0	1	3	4	3	2	6	9	4	4	5	3	3	4	8	4	1	6	4	5	4	8	15	113
GI Bleed	1	3	2	2	5	1	4	5	4	1	3	4	3	8	5	4	1	3	0	4	5	5	11	6	4	0	9	103
Homicide	2	2	0	2	3	1	4	6	3	1	4	4	9	3	2	2	2	2	2	2	1	2	3	0	3	0	3	68
Fire/Smoke Inhalation	0	0	0	0	4	1	0	1	2	1	1	0	0	1	0	1	0	0	0	2	2	0	4	0	0	0	0	20
HIV/Aids	0	1	1	2	1	2	1	0	1	2	3	1	1	5	2	1	2	0	0	1	0	1	0	0	3	2	1	34
Other	1	3	4	4	3	2	1	5	3	4	5	3	5	7	7	8	9	12	6	4	7	8	8	3	3	2	3	130
Pending Autopsy/Tox	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5
AGES in Years:																												
0-9	3	7	6	2	8	4	4	4	5	10	7	8	11	6	7	10	8	11	12	7	8	7	6	5	9	6	5	186
10-19	2	4	3	2	3	4	3	2	2	3	0	2	5	3	7	4	5	2	3	9	2	3	2	3	3	2	6	89
20-29	6	8	7	11	7	7	7	3	8	6	10	8	13	10	5	8	7	5	3	12	8	8	9	4	7	13	13	217
30-39	7	10	11	13	16	17	13	4	13	10	10	12	17	16	16	11	18	17	11	13	13	13	16	20	18	12	13	380
40-49	9	12	13	15	22	17	19	19	16	21	18	29	20	23	24	21	28	31	21	22	38	38	35	33	32	20	27	623
50-59	20	30	24	19	27	35	26	45	40	44	34	51	39	36	52	39	53	55	57	52	44	47	55	63	59	66	75	1,187
60-69	26	39	55	44	51	41	71	58	45	63	63	61	64	55	64	63	75	88	95	81	68	63	91	95	88	81	116	1,804
70-79	22	58	53	52	73	78	57	76	58	76	67	75	74	88	74	77	86	99	96	93	85	70	98	114	93	138	125	2,156
80-89	20	40	43	61	41	38	52	0	52	45	63	60	58	67	81	60	77	72	72	91	77	94	95	105	98	120	105	1,777
90-99	8	14	7	14	19	11	14	12	15	20	19	22	20	20	20	23	26	22	28	32	18	31	25	42	32	33	48	595
100+	0	0	2	0	0	1	1	0	1	2	1	1	1	0	2	0	1	2	0	0	1	2	1	4	3	2	3	31

Coroner estimates that tobacco use contributed to 39% of the 2015 deaths.

Coroner estimates that tobacco use contributed to 41% of the 2017 deaths.

Respectfully submitted, Eddie R. Davis, Hamblen County Coroner

Eddie R. Davis

RECEIVED
DEC 12 2017
OFFICE OF THE
HAMBLLEN COUNTY MAYOR

Month DECEMBER Year 2017

Brief Descriptions of issue:

To reclassify appropriations from office supplies to rentals to allow for the lease on the Cannon copier.

Date:

Budget Amendment 101-028

8:36 PM

01/02/18

Accrual Basis

Morristown-Hamblen Humane Society, Inc.

Expenses by Vendor Summary

December 2017

	Dec 17	Dec 16	Jul - Dec 17
ABC Check Printing	0.00	0.00	47.29
Access Technology Group, INC	0.00	50.62	219.37
Alicia Eggert	0.00	50.00	0.00
Amazon	517.70	0.00	1,560.69
Angel Oakley	0.00	0.00	119.17
Animal Hospital	1,302.50	212.00	4,257.50
Animal Medical Center of Greeneville	0.00	0.00	73.00
Appalachian Animal Hospital	0.00	0.00	61.00
Ashlee Barnholdt	100.00	0.00	100.00
Ashley Williamson	0.00	0.00	50.00
Ashton Britt Service Company Inc.	0.00	0.00	589.10
AT&T	135.66	164.20	912.05
Atmos Energy	0.00	376.13	1,039.22
Benchmark Insurance Co.	0.00	0.00	640.00
Bill Luttrell	0.00	0.00	50.00
BlueCross BlueShield of Tennessee	0.00	209.94	314.91
BnT Enterprises	0.00	275.00	0.00
Carol Crotty	110.00	0.00	110.00
Carolyn Joyce	0.00	0.00	50.00
Carrie Ealy	0.00	0.00	50.00
Charity Berry	0.00	0.00	50.00
Chelsea Fogal	0.00	0.00	1,717.00
Christopher Johns	0.00	0.00	50.00
City of Morristown	0.00	0.00	599.16
Cook's Pest Control	0.00	70.00	472.00
Courtney Croley	0.00	50.00	0.00
Crystal Westmoreland	0.00	0.00	50.00
Div. of Charitable Solicitations & Gaming	0.00	425.00	0.00
Divanni Hernandez	0.00	0.00	50.00
Donna Lindsey	0.00	0.00	50.00
Donna Moyers	0.00	50.00	0.00
Edward Wolf	50.00	0.00	50.00
Ellen Pillsbury	0.00	0.00	35.00
Estrella Hernandez	0.00	0.00	50.00
Express Lane	0.00	0.00	284.93
Federated Auto Parts	0.00	234.44	131.67
First Impressions Printing	0.00	0.00	120.00
Fleetcore Fuel	0.00	0.00	39.77
Frankenmuth Insurance	952.58	713.08	5,577.38
Fuelman	687.45	501.88	2,638.29
Ginger Myers	0.00	0.00	50.00
Goodhire.com	0.00	54.99	109.98
Hamblen Co/Morristown Solid Waste	23.45	0.00	98.00
Hamblen County Trustee	0.00	0.00	275.00
Home Depot	0.00	0.00	97.05
hometrust bank	0.00	0.00	61.90
Humane Society of Tennessee	0.00	0.00	3,290.00
Hyatt Place Nashville TN	0.00	0.00	594.10
Internal Revenue Service	388.45	0.00	1,102.07
Intervet	1,840.48	535.00	5,432.45
Intuit	0.00	582.72	100.99
Jeff Jones	0.00	50.00	0.00
Jeffrey Sweet	0.00	0.00	50.00
Johnson & Johnson	0.00	0.00	1,294.00
Jose. Rojas	0.00	0.00	78.00
Junior Bewley	0.00	0.00	50.00
Kristi Bush	0.00	0.00	50.00
Lakeway Animal Hospital	92.00	77.50	625.00
Laundry Systems of Tennessee	0.00	0.00	1,191.01
Life Insurance Company of Alabama	63.26	19.73	440.06
lisa Lawrence	0.00	0.00	50.00
LogOn Computer Service	0.00	50.00	0.00
Mac Cody	0.00	0.00	50.00
Makensie Jones	0.00	0.00	50.00
Med-Vet International	435.00	331.44	2,870.42
Meshelle Robbins	0.00	0.00	50.00

Morristown-Hamblen Humane Society, Inc.

Expenses by Vendor Summary

December 2017

	Dec 17	Dec 16	Jul - Dec 17
MHHS Petty Cash	773.00	0.00	2,067.00
Michael D. Price AIA	0.00	0.00	6,000.00
Michelle Collier	0.00	0.00	50.00
Midwest Veterinary Supply, Inc.	1,408.16	0.00	1,426.10
Miranda Malone	0.00	0.00	50.00
Morristown Animal Hospital, PC	292.00	0.00	1,656.00
Morristown Chamber of Commerce	0.00	0.00	260.00
Morristown Milling Co.	48.05	0.00	107.45
Morristown Signs	180.00	0.00	579.00
Morristown Utilities	1,326.00	893.00	6,148.30
Morristown Utility System	0.00	0.00	148.00
Moyers Veterinary Hospital	0.00	120.00	510.00
Mr. Herbert Carpenter	0.00	0.00	50.00
Mr. Lawrence England	0.00	0.00	50.00
Mr. Mark Rader	50.00	0.00	50.00
Mr. Phillip Watkins	0.00	0.00	50.00
Ms. Lisa Hartman	0.00	0.00	75.00
Murrell Burglar Alarms	20.00	20.00	416.36
MUS Fibernet	122.72	0.00	731.38
Nellie McGee	0.00	50.00	0.00
Pam Velder	0.00	0.00	110.00
Petty Cash	591.39	701.58	4,147.01
Porter's Tire Stores, Inc.	333.40	191.35	333.40
Postmaster General	0.00	98.00	98.00
Precision Automotive	0.00	0.00	326.74
QuickBooks Payroll Service	0.00	0.00	17.50
Raeleen L Whitaker	0.00	500.00	750.00
Randy Everhart	13.00	0.00	13.00
Revival Animal Health	674.91	0.00	1,835.15
Ridgefield Animal Hospital	0.00	0.00	1,022.00
Rix Copies	210.00	0.00	246.00
Rogersville Animal Hospital	60.00	0.00	60.00
Samantha Gray	0.00	0.00	50.00
Sandra Dunn	0.00	0.00	50.00
Scott Hayes	0.00	0.00	50.00
Screen Designs	0.00	0.00	507.00
Shawn Brooks	0.00	0.00	50.00
Sheila. Jackson	109.74	0.00	109.74
Shelter Planners of America	0.00	0.00	1,925.00
Slimware Holdings	0.00	0.00	29.97
Southern Care Veterinary Hospital	0.00	0.00	2,136.00
southern Global Refrigeration	0.00	0.00	256.46
Specialties, Inc	0.00	0.00	267.43
State of Tennessee	0.00	0.00	482.26
State of Tennessee, Corporate Filings	0.00	0.00	20.95
Stericycle, Inc.	79.33	0.00	475.98
Steve Gillespie	0.00	50.00	0.00
Tammy Degregio	0.00	0.00	50.00
The Argos Group	320.00	279.00	1,280.00
Tim Clevenger	0.00	50.00	0.00
Tim Schneider	0.00	0.00	50.00
Tina Grooms	0.00	0.00	50.00
Tina Pugh	0.00	0.00	50.00
TN Department of Labor & Workforce Develo	0.00	0.00	158.99
Tractor Supply Credit Plan	274.98	309.49	1,416.57
Uline	186.63	0.00	255.09
Vet Care Animal Hospital	0.00	60.00	0.00
Vortech Pharmaceuticals LTD	0.00	0.00	680.93
Wal-Mart Community	1,121.79	638.30	4,844.53
Warren & Kim Selton	0.00	50.00	0.00
Waste Industries	173.17	160.35	974.92
Wayne R. Stambaugh, ATTY.	0.00	660.00	240.00
White Pine Veterinary Practice	70.00	0.00	583.00
Zoetis	1,126.93	816.00	8,289.13

8:36 PM

01/02/18

Accrual Basis

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
December 2017

	Dec 17	Dec 16	Jul - Dec 17
TOTAL	<u>16,263.73</u>	<u>10,730.74</u>	<u>94,985.87</u>

Morristown-Hamblen Humane Society, Inc.

01/02/18

Profit & Loss

Accrual Basis

December 2017

	Dec 17	Dec 16	Jul - Dec 17
Ordinary Income/Expense			
Income			
3999 · Training / Education Refund	0.00	51.78	72.00
4000 · Adoption			
4001 · Fees	0.00	0.00	0.00
4002 · Refunds			
Vetting for Rescue refund.	85.00	0.00	85.00
4002 · Refunds - Other	50.00	0.00	-25.00
Total 4002 · Refunds	135.00	0.00	60.00
4004 · Adoption - Pet Sense	135.00	230.00	1,000.00
4007 · Adoption - Puppy	2,660.00	900.00	10,960.00
4000 · Adoption - Other	1,850.00	2,850.00	10,325.00
Total 4000 · Adoption	4,780.00	3,980.00	22,345.00
4003 · Medical Fee	330.00	160.00	1,612.00
4005 · After Hours Pick-up Charge	75.00	0.00	300.00
4008 · Microchip Fee	790.00	1,080.00	3,780.00
4009 · Dog-Cat Sponsorship	0.00	490.00	0.00
4010 · Animal Pick-up - County	50.00	0.00	270.00
4015 · Animal Pickups - Vet	80.00	300.00	620.00
4020 · Boarding Fees	15.00	30.00	629.00
4030 · Citations	310.00	300.00	2,503.40
4040 · Donations			
4041 · Donations - AJ Fund	2,836.70	1,361.00	4,306.88
4042 · Building Fund	20,253.00	518.81	220,768.15
4044 · Pet Sense Red Box	95.11	25.47	352.90
4045 · Memorial	150.00	50.00	890.00
4048 · Rescue	0.00	0.00	85.00
4049 · Amazon	0.00	0.00	44.76
4040 · Donations - Other	2,061.84	1,537.00	9,238.39
Total 4040 · Donations	25,396.65	3,492.28	235,686.08
4060 · Euthanasia Fees	200.00	0.00	1,200.00
4061 · Animal Disposal Fee	60.00	0.00	280.00
4100 · Fundraising			
4103 · Fundraising Bake Sale	0.00	0.00	812.00
4117 · Fundraising - Boxes	0.00	536.51	0.00
Total 4100 · Fundraising	0.00	536.51	812.00
4135 · T-shirts Income	0.00	0.00	615.00
4136 · Pet Sense Red Box	0.00	46.27	0.00
4200 · Funds - City of Morristown	11,490.00	11,490.00	68,940.00
4210 · Funds - Hamblen County	11,125.00	11,125.00	66,750.00
4250 · Membership Fees	195.00	15.00	1,020.00
4270 · Rabies Vaccination Deposit	117.00	182.00	1,146.00
4280 · Reclaim Fee	400.00	630.00	2,677.00
4290 · Surrender Fee	350.00	349.00	2,015.00
4300 · Spay / Neuter			
4301 · Spay / Neuter Deposit	800.00	50.00	1,725.00
4302 · Spay / Neuter Refund	-210.00	-400.00	-1,760.00
4304 · Spay / Neuter - Deposit	0.00	1,100.00	1,600.00
4300 · Spay / Neuter - Other	-1,743.50	-349.50	-1,743.50
Total 4300 · Spay / Neuter	-1,153.50	400.50	-178.50
4400 · Frozen Cats	0.00	176.00	320.00
Total Income	54,610.15	34,834.34	413,413.98
Gross Profit	54,610.15	34,834.34	413,413.98
Expense			
Professional Fee	0.00	594.91	109.98

Morristown-Hamblen Humane Society, Inc.

Profit & Loss

December 2017

	Dec 17	Dec 16	Jul - Dec 17
55555 • Christmas Bonus	435.94	0.00	435.94
6000 • Payroll Expense			
6010 • ACO	4,965.48	3,348.48	24,084.41
6020 • Admin	5,173.10	5,173.10	26,900.12
6030 • Office	5,657.70	5,035.64	28,346.76
6040 • Kennel	3,945.92	4,449.96	26,422.69
6100 • Payroll Tax Expense	1,580.22	1,420.90	8,680.02
Total 6000 • Payroll Expense	21,322.42	19,428.08	114,434.00
6400 • New Location			
6401 • Professional Fees	0.00	0.00	1,925.00
6402 • Bank Fees	0.00	0.00	61.90
Total 6400 • New Location	0.00	0.00	1,986.90
6500 • Monthly Expenses for New Shelter			
6501 • Utilities Gas	0.00	0.00	577.32
6502 • Utilities Electric N	102.40	0.00	1,967.27
6503 • Security Light	19.40	0.00	94.19
6504 • Garbage Fee	10.00	0.00	50.45
6505 • Metered Water	11.70	0.00	67.56
6506 • Sewage Fee	22.50	0.00	90.00
6507 • Utility Service Charge	0.00	0.00	35.53
Total 6500 • Monthly Expenses for New Shelter	166.00	0.00	2,882.32
7000 • Advertising	390.00	0.00	869.00
7001 • Refund on Adoption	90.00	0.00	90.00
7010 • Alarm Monitoring	20.00	20.00	416.36
7020 • Animal Care			
7021 • Animal Care Supplies	0.00	0.00	267.43
7024 • Kitty Litter	274.98	284.50	1,400.59
Total 7020 • Animal Care	274.98	284.50	1,668.02
7030 • Bank Charges	135.41	115.98	710.90
7040 • Bookkeeping & Audit	0.00	0.00	29.99
7050 • Communications			
7051 • ACO Radios	135.66	0.00	912.05
7052 • Cell Phone	0.00	164.20	0.00
7053 • Internet Service	24.98	0.00	149.88
7054 • Telephone	97.74	0.00	581.50
Total 7050 • Communications	258.38	164.20	1,643.43
7090 • Food - Animal	384.23	114.45	2,330.58
7110 • Insurance			
7112 • Auto	242.58	713.08	3,240.38
7113 • D&O Liability	710.00	0.00	2,130.00
7114 • Group Medical	-130.84	484.05	-718.61
7117 • Workmen's Comp	320.00	279.00	1,280.00
7119 • Commercial Property	0.00	0.00	2,141.00
7127 • Group Life	0.00	0.00	93.51
Total 7110 • Insurance	1,141.74	1,476.13	8,166.28
7120 • Landfill Fees			
7121 • TIDI Dumpster	173.17	160.35	974.92
7120 • Landfill Fees - Other	23.45	0.00	98.00
Total 7120 • Landfill Fees	196.62	160.35	1,072.92
7122 • Group Dental/Vision	0.00	0.00	314.91
7130 • Legal Fees	0.00	660.00	240.00
7140 • License & Fees	0.00	425.00	730.11
7150 • Meals			
7152 • Inmates	579.43	537.03	3,680.32

Morristown-Hamblen Humane Society, Inc.

01/02/18

Profit & Loss

Accrual Basis

December 2017

	Dec 17	Dec 16	Jul - Dec 17
Total 7150 · Meals	579.43	537.03	3,680.32
7159 · Medicine / Medical			
7160 · Medicine / Medical Supplies	2,558.84	1,682.44	14,181.51
7159 · Medicine / Medical - Other	79.33	0.00	857.09
Total 7159 · Medicine / Medical	2,638.17	1,682.44	15,038.60
7169 · Microchip			
7170 · Microchip Supplies	1,518.48	0.00	4,535.46
7171 · Reimbursement	10.00	0.00	10.00
7169 · Microchip - Other	-10.00	0.00	-10.00
Total 7169 · Microchip	1,518.48	0.00	4,535.46
7200 · Office Expenses	11.96	110.97	956.46
7210 · Penalties & Late Fees	388.45	0.00	1,102.07
7220 · Postage	0.00	145.00	98.00
7230 · Repairs & Maintenance			
7231 · Equipment	0.00	234.44	2,788.54
7232 · Property	0.00	0.00	24.08
Total 7230 · Repairs & Maintenance	0.00	234.44	2,812.62
7240 · Supplies			
7242 · Cleaning	1,548.40	0.00	1,830.30
7243 · Office			
7240a · Shipping Expense	0.00	0.00	27.30
7243 · Office - Other	607.05	0.00	983.10
Total 7243 · Office	607.05	0.00	1,010.40
7244 · Kennel Supplies			
7244a · Pest Control	0.00	70.00	472.00
7244 · Kennel Supplies - Other	416.45	548.84	1,307.30
Total 7244 · Kennel Supplies	416.45	618.84	1,779.30
7245 · Condiments	0.00	0.00	503.12
7240 · Supplies - Other	0.00	0.00	281.02
Total 7240 · Supplies	2,571.90	618.84	5,404.14
7250 · Taxes			
7251 · Property Tax	0.00	0.00	275.00
7250 · Taxes - Other	0.00	0.00	482.26
Total 7250 · Taxes	0.00	0.00	757.26
7252 · Taxes & Fees	32.39	0.00	32.39
7255 · Training / Education	0.00	0.00	594.10
7260 · Transportation			
7261 · Fuel			
Fuel- ACO Truck	545.10	0.00	1,498.17
Fuel - ACO Van	109.96	0.00	109.96
7261 · Fuel - Other	0.00	501.88	1,037.54
Total 7261 · Fuel	655.06	501.88	2,645.67
7263 · Repair & Maintenance	333.40	191.35	333.40
Total 7260 · Transportation	988.46	693.23	2,979.07
7270 · Uniforms	0.00	0.00	0.00
7280 · Utilities			
7281 · Electric	754.00	893.00	3,290.00
7282 · Utilities Security light	406.00	0.00	701.30
7283 · Gas	0.00	376.13	461.90
Total 7280 · Utilities	1,160.00	1,269.13	4,453.20

8:18 PM

Morristown-Hamblen Humane Society, Inc.

01/02/18

Profit & Loss

Accrual Basis

December 2017

	Dec 17	Dec 16	Jul - Dec 17
7300 • Veterinary Fees			
7310 • Regular Vet Fees	13.00	0.00	1,416.00
7315 • Veterinary Fees Rabies Certific	0.00	0.00	391.00
7316 • Spay & Neuter			
Spay & Neuter Grants	0.00	0.00	219.00
7317 • Spay/Neuter Red Box Grant	0.00	0.00	400.00
7316 • Spay & Neuter - Other	60.00	120.00	9,405.00
Total 7316 • Spay & Neuter	60.00	120.00	10,024.00
7320 • Special Medical	0.00	109.74	35.00
7300 • Veterinary Fees - Other	0.00	0.00	999.00
Total 7300 • Veterinary Fees	73.00	229.74	12,865.00
7304 • Claw & Paw 4 The Cause	773.00	0.00	2,067.00
7600 • Fundraisers			
7610 • Fundraising Bake Sale Expense	0.00	0.00	16.76
7612 • Motorcycle Ride	0.00	0.00	344.98
7635 • T-shirt Expenses	0.00	0.00	507.00
Total 7600 • Fundraisers	0.00	0.00	868.74
Total Expense	35,550.96	28,964.42	196,376.07
Net Ordinary Income	19,059.19	5,869.92	217,037.91
Other Income/Expense			
Other Income			
8050 • Interest Income	0.00	1.83	39.34
8090 • Grants	0.00	0.00	3,000.00
Total Other Income	0.00	1.83	3,039.34
Other Expense			
Late fees & charges	0.00	0.00	6.52
5555 • Contract Labor	0.00	925.00	8,587.00
9010 • Rescue Van Expenses			
9011 • Rescue Van - Fuel	0.00	0.00	0.00
Total 9010 • Rescue Van Expenses	0.00	0.00	0.00
9040 • Rescue Donations	0.00	-175.00	0.00
9091 • Reimbursement Misc Expense	0.00	0.00	150.00
Total Other Expense	0.00	750.00	8,743.52
Net Other Income	0.00	-748.17	-5,704.18
Net Income	19,059.19	5,121.75	211,333.73

Regular Calendar Items

Motion by Stancil Ford, seconded by Rick Eldridge to add to regular calendar items
Compensation for Finance Director under Personnel Committee.

All in favor say I
Randy DeBord
Rick Eldridge
Stancil Ford
Tim Goins
Herbert Harville
Doe Jarvis
Howard Shipley
Johnny Walker
Taylor Ward

Motion passed.

Motion by Herbert Harville, seconded by Howard Shipley to approve the
regular calendar items with addition.

R. Eldridge	YES
S. Ford	YES
J. Walker	YES
R. Debord	YES
H. Davis	Absent
H. Harville	(M) YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	(2) YES

Consent Calendar

Motion by Rick Eldridge, seconded by Randy DeBord to approve
the consent calendar.

R. Eldridge	(M) YES
S. Ford	YES
J. Walker	YES
R. DeBord	(2) YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	YES

6.a.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >

Monthly Checks

Motion by Randy DeBord, seconded by Stancil Ford to approve the
December 2017 monthly checks submitted by the County Mayor's Office.

R. Eldridge	YES
S. Ford	(2) YES
J. Walker	YES
R. Debord	(M) YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	YES

7.a.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
51100	312	Contracts With Private Agencies	2017-12-14	1010259422	Smith, Jerry Allen	100.00
51100	599	Other Charges	2017-12-14	1010259380	Citizen Tribune	34.16
51100	County Commission			Total: 2	134.16
51300	307	Communication	2017-12-07	1010259325	Century Link/Business Services	34.65
51300	307	Communication	2017-12-14	1010259372	AT&T	90.00
51300	320	Dues And Memberships	2017-12-20	1010259457	Morristown Area Chamber Of Commerce	140.00
51300	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	227.87
51300	351	Rentals	2017-12-28	1010259500	Pitney Bowes	816.00
51300	355	Travel	2017-12-07	1010259334	Fuelman	6.95
51300	355	Travel	2017-12-14	1010259375	Brittain, William H	39.95
51300	355	Travel	2017-12-28	1010259507	Suntrust Bankcard, NA	12.00
51300	599	Other Charges	2017-12-07	1010259338	Hamblen Co Register Of Deeds	17.00
51300	599	Other Charges	2017-12-14	1010259374	Blossom Shop, The	204.00
51300	599	Other Charges	2017-12-14	1010259380	Citizen Tribune	25.00
51300	599	Other Charges	2017-12-14	1010259389	English Mountain Spring Water	45.00
51300	599	Other Charges	2017-12-14	1010259402	Jersey Girl Diner	2,000.00
51300	599	Other Charges	2017-12-28	1010259512	Walmart Community BRC	147.73
51300	County Mayor/Executive			Total: 14	3,806.15
51400	331	Legal Services	2017-12-07	1010259362	Taylor Law Firm	90.00
51400	331	Legal Services	2017-12-28	1010259482	Capps, Cantwell, Capps & Byrd	1,492.50
51400	County Attorney			Total: 2	1,582.50
51500	307	Communication	2017-12-07	1010259325	Century Link/Business Services	1.66
51500	307	Communication	2017-12-14	1010259372	AT&T	18.86
51500	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	117.42
51500	355	Travel	2017-12-20	1010259445	Gardner, Jeffrey C	61.54
51500	355	Travel	2017-12-20	1010259446	Gorman, Linda D	56.84
51500	355	Travel	2017-12-20	1010259448	Hicks, Glenda N	60.60
51500	435	Office Supplies	2017-12-14	1010259389	English Mountain Spring Water	10.00
51500	Election Commission			Total: 7	326.92
51600	307	Communication	2017-12-07	1010259325	Century Link/Business Services	0.91
51600	355	Travel	2017-12-07	1010259365	Tipton, Marilyn A	601.02
51600	Register Of Deeds			Total: 2	601.93
51720	307	Communication	2017-12-07	1010259325	Century Link/Business Services	3.28
51720	312	Contracts With Private Agencies	2017-12-07	1010259341	Johns, Mark E	1,425.00
51720	312	Contracts With Private Agencies	2017-12-28	1010259490	East TN Development Dist	6,737.50
51720	331	Legal Services	2017-12-28	1010259482	Capps, Cantwell, Capps & Byrd	607.50
51720	332	Legal Notices, Recording And Court Costs	2017-12-14	1010259380	Citizen Tribune	381.33
51720	338	Maintenance And Repair Services - Vehicles	2017-12-20	1010259473	Ultimate Shine 3 Minute Express Car Wash	30.00

January 18, 2018

Return to Regular Calendar

**COMMISSION AP VAL LISTING
MONTHLY CHECKS**

Page: 2
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Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
51720	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	98.75
51720	425	Gasoline	2017-12-07	1010259334	Fuelman	52.68
51720	Planning			Total: 8	9,336.04
51760	309	Contracts With Government Agencies	2017-12-07	1010259327	City of Morristown	15,418.45
51760	Geographical Information Systems			Total: 1	15,418.45
51810	307	Communication	2017-12-07	1010259322	AT&T	1,292.71
51810	307	Communication	2017-12-14	1010259372	AT&T	797.04
51810	335	Maintenance And Repair Service - Buildings	2017-12-07	1010259344	Lowe's	293.01
51810	335	Maintenance And Repair Service - Buildings	2017-12-14	1010259381	City Electric Supply	8.38
51810	335	Maintenance And Repair Service - Buildings	2017-12-14	1010259391	Fenco Supply Co	537.82
51810	335	Maintenance And Repair Service - Buildings	2017-12-28	1010259510	Town & Country Lock & Key	282.00
51810	338	Maintenance And Repair Services - Vehicles	2017-12-20	1010259473	Ultimate Shine 3 Minute Express Car Wash	120.00
51810	347	Pest Control	2017-12-20	1010259430	Adrian Hale Pest Control Inc	40.00
51810	399	Other Contracted Services	2017-12-14	1010259389	English Mountain Spring Water	28.00
51810	410	Custodial Supplies	2017-12-07	1010259335	G & K Services Inc	175.32
51810	410	Custodial Supplies	2017-12-14	1010259403	Kelsan Inc	2,653.12
51810	415	Electricity	2017-12-28	1010259497	Morristown Utilities	28,884.00
51810	425	Gasoline	2017-12-07	1010259334	Fuelman	224.30
51810	434	Natural Gas	2017-12-20	1010259432	Atmos Energy	2,813.97
51810	451	Uniforms	2017-12-07	1010259335	G & K Services Inc	358.72
51810	Other Facilities			Total: 15	38,508.39
51910	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	117.42
51910	Preservation Of Records			Total: 1	117.42
52100	320	Dues And Memberships	2017-12-07	1010259337	Govt Finance Officers Assoc	595.00
52100	349	Printing, Stationery And Forms	2017-12-14	1010259392	First Impression Printing	45.00
52100	349	Printing, Stationery And Forms	2017-12-20	1010259429	Acme Printing Company, Inc	150.00
52100	355	Travel	2017-12-28	1010259507	Suntrust Bankcard, NA	130.84
52100	Accounting And Budgeting			Total: 4	920.84
52300	307	Communication	2017-12-07	1010259325	Century Link/Business Services	1.94
52300	338	Maintenance And Repair Services - Vehicles	2017-12-14	1010259412	Morristown Chevrolet	109.58
52300	338	Maintenance And Repair Services - Vehicles	2017-12-20	1010259473	Ultimate Shine 3 Minute Express Car Wash	60.00
52300	425	Gasoline	2017-12-07	1010259334	Fuelman	134.50
52300	435	Office Supplies	2017-12-14	1010259389	English Mountain Spring Water	25.00
52300	Property Assessor's Office			Total: 5	331.02
52310	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	108.58
52310	Reappraisal Program			Total: 1	108.58

**COMMISSION AP. VAL LISTING
MONTHLY CHECKS**

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Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
52400	307	Communication	2017-12-07	1010259325	Century Link/Business Services	0.69
52400	320	Dues And Memberships	2017-12-14	1010259386	County Officials Association	639.00
52400	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	117.42
52400	355	Travel	2017-12-28	1010259507	Suntrust Bankcard, NA	646.51
52400	County Trustee's Office			Total: 4	1,403.62
52500	307	Communication	2017-12-07	1010259325	Century Link/Business Services	11.21
52500	307	Communication	2017-12-14	1010259372	AT&T	37.72
52500	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	147.75
52500	355	Travel	2017-12-07	1010259328	Conway, Sharon L	80.61
52500	435	Office Supplies	2017-12-14	1010259387	County Record Services	195.00
52500	435	Office Supplies	2017-12-14	1010259389	English Mountain Spring Water	25.00
52500	County Clerk's Office			Total: 6	497.29
52600	307	Communication	2017-12-07	1010259368	Verizon Wireless	26.05
52600	312	Contracts With Private Agencies	2017-12-20	1010259460	MUS Fibernet	99.95
52600	312	Contracts With Private Agencies	2017-12-21	1010259479	MUS Fibernet	179.95
52600	317	Data Processing Services	2017-12-21	1010259479	MUS Fibernet	405.65
52600	411	Data Processing Supplies	2017-12-14	1010259381	City Electric Supply	230.00
52600	709	Data Processing Equipment	2017-12-28	1010259496	Microvote Corporation	1,200.00
52600	709	Data Processing Equipment	2017-12-28	1010259504	SHI International Corp.	4,238.62
52600	Data Processing			Total: 7	6,380.22
52900	307	Communication	2017-12-07	1010259325	Century Link/Business Services	1.74
52900	307	Communication	2017-12-14	1010259372	AT&T	360.83
52900	317	Data Processing Services	2017-12-07	1010259350	MUS Fibernet	139.19
52900	330	Operating Lease Payments	2017-12-28	1010259503	Sawyer, Mark	1,850.00
52900	335	Maintenance And Repair Service - Buildings	2017-12-14	1010259393	Fish Window Cleaning	23.00
52900	335	Maintenance And Repair Service - Buildings	2017-12-20	1010259443	Fish Window Cleaning	23.00
52900	351	Rentals	2017-12-14	1010259423	Thermocopy Of Tennessee	40.00
52900	351	Rentals	2017-12-20	1010259469	Thermocopy Of Tennessee	18.00
52900	351	Rentals	2017-12-20	1010259476	Waste Industries/102 Tidiwaste	42.16
52900	415	Electricity	2017-12-07	1010259348	Morristown Utilities	817.00
52900	435	Office Supplies	2017-12-14	1010259389	English Mountain Spring Water	23.00
52900	435	Office Supplies	2017-12-28	1010259481	Business Information Systems	546.52
52900	Other Finance			Total: 12	3,884.44
53100	307	Communication	2017-12-07	1010259325	Century Link/Business Services	14.43
53100	307	Communication	2017-12-14	1010259372	AT&T	37.72
53100	320	Dues And Memberships	2017-12-07	1010259329	County Officials Association	639.00
53100	349	Printing, Stationery And Forms	2017-12-07	1010259356	Shred-It	13.56
53100	349	Printing, Stationery And Forms	2017-12-20	1010259461	R Chatfield Co, Inc	125.00
53100	349	Printing, Stationery And Forms	2017-12-28	1010259505	Shred-It	13.56

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MONTHLY CHECKS

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
53100	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	457.95
53100	351	Rentals	2017-12-28	1010259500	Pitney Bowes	339.00
53100	435	Office Supplies	2017-12-07	1010259347	Morristown Signs, Inc	25.00
53100	435	Office Supplies	2017-12-07	1010259353	R Chatfield Co, Inc	50.00
53100	435	Office Supplies	2017-12-20	1010259461	R Chatfield Co, Inc	120.00
53100	435	Office Supplies	2017-12-20	1010259464	Schwaab Inc	53.73
53100	Circuit Court			Total: 12	1,888.95
53300	307	Communication	2017-12-07	1010259325	Century Link/Business Services	5.35
53300	307	Communication	2017-12-14	1010259372	AT&T	18.86
53300	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	84.70
53300	355	Travel	2017-12-20	1010259466	Snider-Morgan, Janice	675.56
53300	399	Other Contracted Services	2017-12-07	1010259342	Lakeway CASA	1,000.00
53300	435	Office Supplies	2017-12-14	1010259389	English Mountain Spring Water	33.00
53300	435	Office Supplies	2017-12-14	1010259407	LexisNexis/Matthew Bender & Co	18.02
53300	435	Office Supplies	2017-12-28	1010259507	Suntrust Bankcard, NA	299.99
53300	General Sessions Court			Total: 8	2,135.48
53330	307	Communication	2017-12-14	1010259372	AT&T	37.72
53330	322	Evaluation And Testing	2017-12-28	1010259495	Medtox Laboratories Inc	132.15
53330	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	117.42
53330	355	Travel	2017-12-07	1010259366	TN Assoc Of Drug Court Professionals	600.00
53330	355	Travel	2017-12-20	1010259441	Edwards, Kristi D	78.00
53330	355	Travel	2017-12-20	1010259449	Horton, Barbara R	78.00
53330	355	Travel	2017-12-20	1010259454	Marion, John A	78.00
53330	355	Travel	2017-12-20	1010259456	Miller, Ben	78.00
53330	425	Gasoline	2017-12-07	1010259334	Fuelman	40.73
53330	435	Office Supplies	2017-12-14	1010259389	English Mountain Spring Water	18.00
53330	Drug Court			Total: 10	1,258.02
53400	307	Communication	2017-12-07	1010259325	Century Link/Business Services	6.70
53400	307	Communication	2017-12-14	1010259372	AT&T	18.86
53400	348	Postal Charges	2017-12-07	1010259330	County Record Services	1,520.72
53400	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	147.75
53400	435	Office Supplies	2017-12-14	1010259389	English Mountain Spring Water	18.00
53400	Chancery Court			Total: 5	1,712.03
53500	307	Communication	2017-12-07	1010259325	Century Link/Business Services	2.96
53500	309	Contracts With Government Agencies	2017-12-20	1010259462	Richard L Bean Juvenile Srv	5,845.00
53500	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	117.42
53500	355	Travel	2017-12-20	1010259452	Knight, Penny	306.88
53500	355	Travel	2017-12-20	1010259470	Trent Doty, Cyndi	347.30
53500	399	Other Contracted Services	2017-12-20	1010259439	Doty, Thomas	300.00

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Fund: 101 General Fund #(101)

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
53500	399	Other Contracted Services	2017-12-20	1010259471	Trent, Chris	1,350.00
53500	422	Food Supplies	2017-12-14	1010259389	English Mountain Spring Water	35.00
53500	422	Food Supplies	2017-12-28	1010259512	Walmart Community BRC	216.99
53500	425	Gasoline	2017-12-07	1010259334	Fuelman	50.12
53500	Juvenile Court			Total: 10	8,571.67
53920	322	Evaluation And Testing	2017-12-28	1010259501	Primary Care Associates	480.00
53920	355	Travel	2017-12-28	1010259507	Suntrust Bankcard, NA	910.00
53920	524	In Service/Staff Development	2017-12-14	1010259420	Savant Learning Systems, Inc.	690.00
53920	716	Law Enforcement Equipment	2017-12-20	1010259444	Gall's Inc	930.10
53920	716	Law Enforcement Equipment	2017-12-28	1010259507	Suntrust Bankcard, NA	207.99
53920	Courtroom Security			Total: 5	3,218.09
54110	115	Sergeant(s)	2017-12-20	1010259435	Brooks, James	166.01
54110	307	Communication	2017-12-07	1010259325	Century Link/Business Services	73.61
54110	307	Communication	2017-12-07	1010259368	Verizon Wireless	1,360.00
54110	307	Communication	2017-12-14	1010259372	AT&T	94.30
54110	307	Communication	2017-12-20	1010259474	Verizon Wireless	1,834.57
54110	338	Maintenance And Repair Services - Vehicles	2017-12-07	1010259346	Morristown Ford	125.00
54110	338	Maintenance And Repair Services - Vehicles	2017-12-07	1010259355	Royston Chrysler Dodge Jeep	3,216.39
54110	338	Maintenance And Repair Services - Vehicles	2017-12-14	1010259388	Drinnon, Kenny	418.74
54110	338	Maintenance And Repair Services - Vehicles	2017-12-14	1010259404	Kings Collision	925.26
54110	338	Maintenance And Repair Services - Vehicles	2017-12-20	1010259440	Drinnon, Kenny	52.14
54110	338	Maintenance And Repair Services - Vehicles	2017-12-20	1010259463	Rogersville Marine	1,495.00
54110	338	Maintenance And Repair Services - Vehicles	2017-12-20	1010259467	Synergy Auto Wash	309.00
54110	338	Maintenance And Repair Services - Vehicles	2017-12-20	1010259473	Ultimate Shine 3 Minute Express Car Wash	420.00
54110	338	Maintenance And Repair Services - Vehicles	2017-12-20	1010259477	Xtreme Towing & Automotive Collision Center	919.20
54110	348	Postal Charges	2017-12-14	1010259390	Federal Express	73.89
54110	348	Postal Charges	2017-12-28	1010259507	Suntrust Bankcard, NA	60.45
54110	349	Printing, Stationery And Forms	2017-12-14	1010259370	Acme Printing Company, Inc	320.00
54110	351	Rentals	2017-12-07	1010259361	T.E.G. Enterprises	65.00
54110	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	173.21
54110	351	Rentals	2017-12-20	1010259468	T.E.G. Enterprises	65.00
54110	351	Rentals	2017-12-28	1010259500	Pitney Bowes	339.00
54110	353	Towing Services	2017-12-14	1010259424	Tipton, Ronald	100.00
54110	353	Towing Services	2017-12-20	1010259465	Short, Shannon J	50.00
54110	355	Travel	2017-12-14	1010259401	Jarnagin, Esco Ray	147.50
54110	355	Travel	2017-12-14	1010259410	Mize, Wayne E	147.50
54110	355	Travel	2017-12-20	1010259433	Beach, Sean D	88.50
54110	355	Travel	2017-12-20	1010259450	Ingram, Eddie	88.50
54110	399	Other Contracted Services	2017-12-28	1010259511	Transunion Risk & Alternative	36.50
54110	425	Gasoline	2017-12-07	1010259334	Fuelman	8,283.33
54110	425	Gasoline	2017-12-28	1010259491	Fastop Markets	31.85

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
54110	431	Law Enforcement Supplies	2017-12-07	1010259357	Sirchie Finger Print Labs	681.06
54110	431	Law Enforcement Supplies	2017-12-14	1010259418	Pocket Press, Inc	571.35
54110	431	Law Enforcement Supplies	2017-12-28	1010259512	Walmart Community BRC	123.09
54110	433	Lubricants	2017-12-07	1010259355	Royston Chrysler Dodge Jeep	662.63
54110	433	Lubricants	2017-12-14	1010259412	Morristown Chevrolet	65.53
54110	433	Lubricants	2017-12-20	1010259467	Synergy Auto Wash	48.98
54110	450	Tires And Tubes	2017-12-07	1010259355	Royston Chrysler Dodge Jeep	929.95
54110	451	Uniforms	2017-12-14	1010259395	Gall's Inc	1,140.00
54110	451	Uniforms	2017-12-14	1010259428	TruBlu Tactical Police Supply	2,553.48
54110	451	Uniforms	2017-12-20	1010259472	TruBlu Tactical Police Supply	99.98
54110	499	Other Supplies And Materials	2017-12-14	1010259416	National Pen Company	567.40
54110	499	Other Supplies And Materials	2017-12-28	1010259507	Suntrust Bankcard, NA	144.00
54110	599	Other Charges	2017-12-07	1010259339	Hamblen County Boat Dock, Inc	100.00
54110	599	Other Charges	2017-12-14	1010259389	English Mountain Spring Water	30.00
54110	599	Other Charges	2017-12-14	1010259421	Shred-It	20.34
54110	599	Other Charges	2017-12-14	1010259427	Tobin, Wade	368.00
54110	716	Law Enforcement Equipment	2017-12-14	1010259419	Precision Delta Corporation	266.60
54110	716	Law Enforcement Equipment	2017-12-14	1010259428	TruBlu Tactical Police Supply	95.98
54110	716	Law Enforcement Equipment	2017-12-28	1010259507	Suntrust Bankcard, NA	202.65
54110	Sheriff's Department		Total: 49		30,150.47
54160	309	Contracts With Government Agencies	2017-12-28	1010259508	TN Bureau Of Investigation	100.00
54160	317	Data Processing Services	2017-12-07	1010259368	Verizon Wireless	34.00
54160	Administration Of The Sexual Offender Registry		Total: 2		134.00
54210	322	Evaluation And Testing	2017-12-14	1010259378	Charlton S. Stanley	625.00
54210	335	Maintenance And Repair Service - Buildings	2017-12-07	1010259344	Lowe's	254.66
54210	335	Maintenance And Repair Service - Buildings	2017-12-07	1010259361	T.E.G. Enterprises	178.50
54210	335	Maintenance And Repair Service - Buildings	2017-12-07	1010259369	Waddell, Bill	165.00
54210	335	Maintenance And Repair Service - Buildings	2017-12-14	1010259381	City Electric Supply	32.77
54210	335	Maintenance And Repair Service - Buildings	2017-12-14	1010259391	Fenco Supply Co	70.65
54210	335	Maintenance And Repair Service - Buildings	2017-12-14	1010259425	TMS - Marlin	629.80
54210	335	Maintenance And Repair Service - Buildings	2017-12-20	1010259468	T.E.G. Enterprises	178.50
54210	335	Maintenance And Repair Service - Buildings	2017-12-28	1010259502	Relief Septic Service	800.00
54210	336	Maintenance And Repair Services - Equipment	2017-12-14	1010259406	Large Equipment Inc	372.85
54210	336	Maintenance And Repair Services - Equipment	2017-12-20	1010259453	Large Equipment Inc	1,309.61
54210	340	Medical And Dental Services	2017-12-14	1010259384	Correcthealth, LLC	45,005.23
54210	340	Medical And Dental Services	2017-12-14	1010259385	Correctional Risk Services Inc	5,651.88
54210	340	Medical And Dental Services	2017-12-14	1010259411	Mobile Images Acquisition LLC	2,690.00
54210	340	Medical And Dental Services	2017-12-14	1010259415	Morristown-Hamblen Hospital	4,359.52
54210	340	Medical And Dental Services	2017-12-20	1010259431	American Esoteric Laboratories	1,358.70
54210	340	Medical And Dental Services	2017-12-20	1010259437	Correctional Risk Services Inc	1,817.54
54210	340	Medical And Dental Services	2017-12-20	1010259459	Morristown-Hamblen Hospital	5,453.56

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
54210	340	Medical And Dental Services	2017-12-28	1010259488	Correcthealth, LLC	43,280.93
54210	340	Medical And Dental Services	2017-12-28	1010259489	Correctional Risk Services Inc	4,691.84
54210	351	Rentals	2017-12-20	1010259436	Canon Solutions America, Inc	147.75
54210	355	Travel	2017-12-28	1010259507	Suntrust Bankcard, NA	372.04
54210	410	Custodial Supplies	2017-12-07	1010259326	Chem Clean Systems LLC	744.88
54210	410	Custodial Supplies	2017-12-14	1010259379	Chem Clean Systems LLC	394.93
54210	410	Custodial Supplies	2017-12-14	1010259403	Kelsan Inc	3,971.93
54210	410	Custodial Supplies	2017-12-20	1010259476	Waste Industries/102 Tidiwaste	511.13
54210	410	Custodial Supplies	2017-12-28	1010259485	Chem Clean Systems LLC	349.95
54210	413	Drugs And Medical Supplies	2017-12-20	1010259438	Diamond Drugs, Inc	6,080.79
54210	422	Food Supplies	2017-12-07	1010259333	Flowers Baking Company	3,275.35
54210	422	Food Supplies	2017-12-20	1010259434	Borden Dairy Of Ky / Flavorich	1,827.50
54210	422	Food Supplies	2017-12-28	1010259499	Pfg Hale , Inc	47,185.86
54210	524	In Service/Staff Development	2017-12-07	1010259352	Pepperball/Ato Systems Llc	395.00
54210	524	In Service/Staff Development	2017-12-14	1010259409	Medics LLC	1,000.00
54210	599	Other Charges	2017-12-14	1010259394	Food City	412.81
54210	599	Other Charges	2017-12-14	1010259421	Shred-It	6.78
54210	716	Law Enforcement Equipment	2017-12-14	1010259428	TruBlu Tactical Police Supply	199.98
54210	790	Other Equipment	2017-12-28	1010259507	Suntrust Bankcard, NA	47.20
54210	Jail			Total: 37	185,850.42
54250	307	Communication	2017-12-07	1010259325	Century Link/Business Services	8.98
54250	399	Other Contracted Services	2017-12-07	1010259359	Stepping Out Ministries	560.00
54250	399	Other Contracted Services	2017-12-28	1010259493	Helen Ross McNabb Center	6,000.00
54250	399	Other Contracted Services	2017-12-28	1010259506	Stepping Out Ministries	120.00
54250	425	Gasoline	2017-12-07	1010259334	Fuelman	129.99
54250	Work Release Program			Total: 5	6,818.97
54410	307	Communication	2017-12-07	1010259324	Bell, Chris E	56.00
54410	338	Maintenance And Repair Services - Vehicles	2017-12-07	1010259360	Synergy Auto Wash	57.97
54410	338	Maintenance And Repair Services - Vehicles	2017-12-14	1010259413	Morristown Ford	292.50
54410	425	Gasoline	2017-12-07	1010259334	Fuelman	375.95
54410	435	Office Supplies	2017-12-28	1010259507	Suntrust Bankcard, NA	40.98
54410	599	Other Charges	2017-12-07	1010259368	Verizon Wireless	34.00
54410	599	Other Charges	2017-12-14	1010259394	Food City	102.60
54410	599	Other Charges	2017-12-14	1010259399	Independent Suppression Consul	66.90
54410	Civil Defense			Total: 8	1,026.90
54510	322	Evaluation And Testing	2017-12-14	1010259400	IPMA-HR	372.00
54510	Inspection And Regulation			Total: 1	372.00
54610	312	Contracts With Private Agencies	2017-12-07	1010259332	Dockery Funeral Home Inc	250.00
54610	312	Contracts With Private Agencies	2017-12-07	1010259336	Giles, Todd E	200.00

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
54610	312	Contracts With Private Agencies	2017-12-07	1010259340	Holt, Jeffrey E.	80.00
54610	312	Contracts With Private Agencies	2017-12-07	1010259351	Peoples, Jimmy W	200.00
54610	312	Contracts With Private Agencies	2017-12-07	1010259363	Thompson, Claude, JR	560.00
54610	312	Contracts With Private Agencies	2017-12-07	1010259364	Thompson, Tom C, MD	2,083.33
54610	312	Contracts With Private Agencies	2017-12-14	1010259373	Axis Forensic Toxicology, Inc.	250.00
54610	312	Contracts With Private Agencies	2017-12-14	1010259405	Knox County Medical Examiner	284.31
54610	312	Contracts With Private Agencies	2017-12-21	1010259478	Knox County Medical Examiner	1,575.00
54610	312	Contracts With Private Agencies	2017-12-28	1010259494	Knox County Medical Examiner	7,131.44
54610	399	Other Contracted Services	2017-12-07	1010259331	Davis, Eddie	750.00
54610	County Coroner/Medical Examiner			Total: 11	13,364.08
55110	309	Contracts With Government Agencies	2017-12-07	1010259325	Century Link/Business Services	49.46
55110	309	Contracts With Government Agencies	2017-12-07	1010259354	Roberts Cleaning Company	1,950.00
55110	309	Contracts With Government Agencies	2017-12-14	1010259372	AT&T	211.13
55110	309	Contracts With Government Agencies	2017-12-20	1010259432	Atmos Energy	156.32
55110	309	Contracts With Government Agencies	2017-12-20	1010259436	Canon Solutions America, Inc	16.94
55110	309	Contracts With Government Agencies	2017-12-20	1010259442	English Mountain Coffee	179.80
55110	309	Contracts With Government Agencies	2017-12-28	1010259497	Morristown Utilities	1,655.00
55110	355	Travel	2017-12-07	1010259323	Becerra, Michele L	183.30
55110	355	Travel	2017-12-07	1010259358	Smith, Kim	120.79
55110	399	Other Contracted Services	2017-12-14	1010259408	Media Directions Advertising Inc.	1,727.94
55110	399	Other Contracted Services	2017-12-20	1010259455	Media Directions Advertising Inc.	1,352.94
55110	399	Other Contracted Services	2017-12-28	1010259486	College Square Mall	325.00
55110	Local Health Center			Total: 12	7,928.62
55120	316	Contributions	2017-12-07	1010259349	Morristown-Hamblen Humane Soc	11,125.00
55120	Rabies And Animal Control			Total: 1	11,125.00
55170	316	Contributions	2017-12-28	1010259493	Helen Ross McNabb Center	210.00
55170	Alcohol And Drug Programs			Total: 1	210.00
55590	316	Contributions	2017-12-14	1010259398	Helen Ross McNabb Center	425.00
55590	Other Local Welfare Services			Total: 1	425.00
56700	307	Communication	2017-12-07	1010259350	MUS Fibernet	127.06
56700	336	Maintenance And Repair Services - Equipment	2017-12-28	1010259512	Walmart Community BRC	48.88
56700	399	Other Contracted Services	2017-12-28	1010259513	Williams, Cindy	400.00
56700	410	Custodial Supplies	2017-12-20	1010259476	Waste Industries/102 Tidiwaste	239.22
56700	412	Diesel Fuel	2017-12-20	1010259475	Voyager Fleet Systems Inc	118.33
56700	415	Electricity	2017-12-07	1010259348	Morristown Utilities	164.00
56700	415	Electricity	2017-12-14	1010259371	Appalachian Electric Co-Op	22.68
56700	415	Electricity	2017-12-14	1010259414	Morristown Utilities	3,672.00
56700	425	Gasoline	2017-12-20	1010259475	Voyager Fleet Systems Inc	321.17

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Fund: 101 General Fund #(101)

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
56700	454	Water And Sewer	2017-12-07	1010259348	Morristown Utilities	1,698.00
56700	499	Other Supplies And Materials	2017-12-07	1010259344	Lowe's	37.05
56700	599	Other Charges	2017-12-14	1010259389	English Mountain Spring Water	36.00
56700	791	Other Construction	2017-12-20	1010259458	Morristown Tree Service	2,975.00
56700	Parks And Fair Boards			Total: 13	9,859.39
57100	307	Communication	2017-12-07	1010259325	Century Link/Business Services	4.05
57100	355	Travel	2017-12-01	1010259321	TN 4-H Foundation	100.00
57100	355	Travel	2017-12-07	1010259334	Fuelman	19.22
57100	355	Travel	2017-12-07	1010259343	Long, Debra	114.68
57100	Agricultural Extension Service			Total: 4	237.95
57800	429	Instructional Supplies And Materials	2017-12-20	1010259451	Keep M'town Hamblen Beautiful	1,000.00
57800	Storm Water Management			Total: 1	1,000.00
58300	307	Communication	2017-12-07	1010259325	Century Link/Business Services	3.05
58300	Veterans' Services			Total: 1	3.05
58600	299	Other Fringe Benefits	2017-12-14	1010259397	Hamblen County Government	212.50
58600	Employee Benefits			Total: 1	212.50
58900	399	Other Contracted Services	2017-12-14	1010259382	City of Morristown	134.70
58900	Miscellaneous			Total: 1	134.70
91130	716	Law Enforcement Equipment	2017-12-28	1010259480	Axon Enterprise, Inc.	36,161.85
91130	Public Safety Projects			Total: 1	36,161.85
Total of checks for General Fund #(101)						407,157.11

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Fund: 116 Solid Waste/Sanitation Fund #(116)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
55710	299	Other Fringe Benefits	2017-12-14	1160023202	Hamblen County Government	37.50
55710	302	Advertising	2017-12-14	1160023199	Citizen Tribune	1,073.90
55710	312	Contracts With Private Agencies	2017-12-14	1160023207	Quality Waste - S & B Recycling	3,202.30
55710	336	Maintenance And Repair Services - Equipment	2017-12-07	1160023192	D&J Hydraulic Service, Inc.	898.44
55710	336	Maintenance And Repair Services - Equipment	2017-12-07	1160023196	NAPA Auto Parts Of Morristown	1,925.38
55710	336	Maintenance And Repair Services - Equipment	2017-12-07	1160023197	Triad Freightliner	216.66
55710	336	Maintenance And Repair Services - Equipment	2017-12-14	1160023204	Interstate Battery System	111.95
55710	336	Maintenance And Repair Services - Equipment	2017-12-14	1160023205	Moore's Tractor & Trailer	954.55
55710	336	Maintenance And Repair Services - Equipment	2017-12-20	1160023210	Lawson Products, Inc	51.20
55710	359	Disposal Fees	2017-12-14	1160023203	Hamblen County-Morristown Solid Waste	58,079.30
55710	412	Diesel Fuel	2017-12-07	1160023194	Fuelman	9,402.14
55710	425	Gasoline	2017-12-07	1160023194	Fuelman	216.48
55710	446	Small Tools	2017-12-07	1160023196	NAPA Auto Parts Of Morristown	500.00
55710	450	Tires And Tubes	2017-12-14	1160023200	Goforth Tire & Auto, Inc	19,833.65
55710	451	Uniforms	2017-12-28	1160023211	Cintas Corp., Loc. 207	420.80
55710	499	Other Supplies And Materials	2017-12-07	1160023193	Elliott Boots	194.99
55710	499	Other Supplies And Materials	2017-12-20	1160023208	Country Corner Restaurant	480.00
55710	499	Other Supplies And Materials	2017-12-28	1160023211	Cintas Corp., Loc. 207	179.98
55710	Sanitation Management			Total: 18	97,779.22
Total of checks for Solid Waste/Sanitation Fund #(116)						97,779.22

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
61000	307	Communication	2017-12-07	1313041538	Verizon Wireless	158.03
61000	307	Communication	2017-12-14	1313041540	AT&T	77.54
61000	415	Electricity	2017-12-20	1313041554	Holston Electric Cooperative	726.49
61000	415	Electricity	2017-12-28	1313041565	Morristown Utilities	30.00
61000	442	Propane Gas	2017-12-20	1313041553	Heritage Propane	704.14
61000	454	Water and Sewer	2017-12-20	1313041556	Morristown Utilities	67.00
61000	511	Vehicle And Equipment Insurance	2017-12-07	1313041536	Strate Insurance Group	22,377.00
61000	599	Other Charges	2017-12-14	1313041545	Kennedy, Thomas A.	153.80
61000	599	Other Charges	2017-12-20	1313041550	Country Corner Restaurant	480.00
61000	599	Other Charges	2017-12-20	1313041551	Elliott Boots	175.45
61000	599	Other Charges	2017-12-28	1313041563	Gravity Networks	135.00
61000	599	Other Charges	2017-12-28	1313041567	Suntrust Bankcard, NA	257.34
61000	Administration			Total: 12	25,341.79
62000	404	Asphalt - Hot Mix	2017-12-14	1313041539	Apac Atlantic, Inc	1,564.20
62000	404	Asphalt - Hot Mix	2017-12-14	1313041542	Duracap Asphalt Paving Co, Inc	1,015.64
62000	404	Asphalt - Hot Mix	2017-12-20	1313041557	Newport Paving & Ready Mix	14,157.57
62000	409	Crushed Stone	2017-12-20	1313041558	Vulcan Materials Company	8,023.95
62000	436	Other Road Materials	2017-12-14	1313041547	Power Equipment Company	956.04
62000	451	Uniforms	2017-12-28	1313041562	Cintas Corp., Loc. 207	252.90
62000	467	Fencing	2017-12-14	1313041544	Highway Markings, Inc	935.00
62000	599	Other Charges	2017-12-07	1313041528	Apac Atlantic, Inc	51,088.00
62000	Highway And Bridge Maintenance			Total: 8	77,993.30
63100	412	Diesel Fuel	2017-12-07	1313041530	Cocke Farmers Co-Op	908.79
63100	412	Diesel Fuel	2017-12-07	1313041531	Fuelman	2,346.26
63100	416	Equipment Parts - Heavy	2017-12-07	1313041532	Interstate Tractor	324.95
63100	416	Equipment Parts - Heavy	2017-12-07	1313041534	NAPA Auto Parts Of Morristown	1,423.68
63100	416	Equipment Parts - Heavy	2017-12-07	1313041535	Stowers Machinery Corporation	247.30
63100	416	Equipment Parts - Heavy	2017-12-20	1313041555	Moore's Tractor & Trailer	2,382.90
63100	416	Equipment Parts - Heavy	2017-12-20	1313041559	Worldwide Equip/Volunteervolve	763.15
63100	424	Garage Supplies	2017-12-14	1313041548	Scott-Gross Co Inc	12.83
63100	425	Gasoline	2017-12-07	1313041529	BP	289.01
63100	425	Gasoline	2017-12-07	1313041531	Fuelman	990.27
63100	446	Small Tools	2017-12-07	1313041534	NAPA Auto Parts Of Morristown	999.99
63100	450	Tires And Tubes	2017-12-14	1313041543	Goforth Tire & Auto, Inc	14,796.35
63100	Operation And Maintenance Of Equipment			Total: 12	25,485.48
68000	714	Highway Equipment	2017-12-28	1313041564	Kiefer Manufacturing & Sales LLC	2,950.00
68000	726	State Aid Projects	2017-12-07	1313041528	Apac Atlantic, Inc	0.00
68000	726	State Aid Projects	2017-12-28	1313041560	Apac Atlantic, Inc	153,624.87
68000	Capital Outlay			Total: 3	156,574.87

Fund: 131 Highway/Public Works Fund (#131)

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
Total of checks for Highway/Public Works Fund (#131)						285,395.44

Bid-Award

Motion by Randy DeBord, seconded by Howard Shipley to award the bid for the Tractor & Cab with Boom Mower to Dickson County Equipment in the amount of \$102,000.

R. Eldridge	YES
S. Ford	YES
J. Walker	YES
R. Debord	(M) YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	(2) YES

7.b.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >



Hamblen County Highway Department

3373 Herbert Harville Drive
Morristown, TN 37813
Office: (423) 586-3273 Fax: (423) 586-5298

MEMO

To: Bill Brittain, Hamblen County Mayor
Randy DeBord, Finance Committee Chairman
Doe Jarvis, Hamblen County Commission Chairman

Date: January 2, 2018

RE: Tractor Bid Received on 9/21/2017
By Hamblen County Highway Department

In an effort to complete the purchase of a tractor and mower for use in 2018, I request that the lowest bid from "Dickson County Equipment" in the amount of \$102,000 be accepted.

Sincerely,

Barry G. Poole
Hamblen County Road Superintendent

Hamblen County, Tennessee Bid Tabulation

Bid Name: Tractor & Cab with Boom Mower Department: Highway Dept Date Bids Opened: 9/21/17 @ 2:00 p.m. Finance Committee Review: 10/10/2017 Co. Commission Review: 10/19/2017	Bid Advertisement: Citizen Tribune Newspaper - Public Notice Citizen Tribune Newspaper (online) - Public Notice Hamblen County Government Website Emailed 17 Approved Vendors
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Vendors Bidding

	Meade Tractor	Dickson County Equipment		Chattanooga Tractor & Equipment	CMI Equipment Sales
Specifications: Tractor and Cab	John Deere 6110M	John Deere 6120E *Demo Model*	New Holland TS6.110	New Holland T5 Series	John Deere 6105E
Engine: Diesel: In-line; Wet-sleeve cylinder liners with 4 valves-in-head; US EPA final tier 4/Stage IV; After treatment type: EGR, DPF, DOC, SCR using DEF; Common rail fuel injection displacement:4/4.5L	✓	✓	✓	✓	✓
Power: 110 HP @ 2100 engine rpm	✓	✓	✓	✓	105HP
Transmission: 16-speed power quad plus (16F/16R); Left-hand power reverser	✓	24 x 12 Power Shuttle	8 x 8 full power shuttle; analog instrument cluster; parent board design	✓	12 x 12
Electrical System: 14 Volt, 200 amps; Battery circuit breaker	✓	✓	✓	120 amp w/ 800 CCA	✓
Rear Axles and Wheel Equipment: Flanged axle, 8-position adjustable steel wheels; 3-Planetary gear reduction; Rear differential lock-electronic multi-disc oil cooled	✓	✓	✓	✓	✓

	Meade Tractor	Dickson County Equipment		Chattanooga Tractor & Equipment	CMI Equipment Sales
Specifications: Tractor and Cab	John Deere 6110M	John Deere 6120E *Demo Model*	New Holland TS6.110	New Holland T5 Series	John Deere 6105E
Front Axles: MFWD: Differential lock-limited slip	✓	✓	✓	✓	✓
Hydraulic System: Selective control valves (rear/mid); Main pump, axial positional (displacement) 35cc/45cc; Maximum pressure, 2900 psi; Rated flow, 21.1 US gpm; Available flow at a single SCV 21.1 US gpm; Takeout oil capacity without/with additional tank, 6.6/9.8 gallon	✓	✓	✓	✓	2828psi 20gpm
PTO: 540 rpm @ 1932 engine rpm	✓	✓	✓	✓	✓
Capacities: Fuel tank, approximately 51 gallons, with bottom guard; DEF tank, approximately 3.4 gallons; Cooling system, approximately 5.8 gallons; Transmission-hydraulic system, approximately 13.7 gallons	✓	✓	✓	Fuel tank 43.6 gallons	✓
Wheelbase: MFWD, approximately 101.6 inches	✓	✓	✓	93.7 in	✓
Frame Size: 2580mm, full length	✓	✓	✓	✓	2450mm
Operator Station: Air suspension seat; LCD instrument cluster	✓	✓	✓	✓	✓
Rear Wheel Size: Size 460/85R24	✓	✓	✓	460/85R34	480/85R34
Front Wheel Size: Size 380/85R24	✓	✓	✓	14.9 X R24	✓

	Meade Tractor	Dickson County Equipment		Chattanooga Tractor & Equipment	CMI Equipment Sales
Specifications: Tractor and Cab	John Deere 6110M	John Deere 6120E *Demo Model*	New Holland TS6.110	New Holland T5 Series	John Deere 6105E
Rear Brakes: Heavy Duty	✓	✓	✓	✓	✓
Options: Lockable fuel cap. DEF cap and door handles; windshield washer and wiper kit; hood guard	✓	✓	✓	✓	✓
Specifications: Boom Mower	Tiger Bengal 22	Diamond DBM-C-N	Diamond DBM-C-N	Tiger	Alamo Machete 2
Boom Length: Length = 22 feet; Cradle provision	✓	✓	✓	✓	✓
Boom Control: Four function proportional control joystick	✓	✓	✓	✓	✓
Hydraulic System: 65 hydraulic actuator	✓	✓	✓	✓	✓
Warranty Option	24 months or 2,000 hours	1 year or 100 hours	2 years	Tractor 2-year/ 2,000 hr; Mower 1 year full	Tractor 2 years; Mower 1 year
Item Total - Tractor & Cab with Boom Mower	\$ 117,198.85	\$ 110,000.00	\$ 102,000.00	\$ 113,538.00	\$ 126,755.00
Annual Maintenance Agreement (cost per year) if applicable	NA	NA	NA	NA	NA
Delivery Cost	\$ -	\$ -	\$ -	\$ 900.00	\$ -
Delivery Time - Number of Days	150 Days	30 Days	30 Days	90 Days	5 Days
Total Cost less Annual Maintenance Agreement:	\$ 117,198.85	\$ 110,000.00	\$ 102,000.00	\$ 114,438.00	\$ 126,755.00

Recommendation from Barry Poole for Award:	Meade Tractor - A) Vendor bid meets all specifications.
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Resolution18-01 Special Litter Grant

Motion by Randy DeBord, seconded by Howard Shipley to approve

Resolution 18-01 Authorizing a Special Litter Grant Application.

R. Eldridge	YES
S. Ford	YES
J. Walker	YES
R. Debord	(M) YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	(2) YES

7.c.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >

Resolution 18-01

A RESOLUTION OF THE COUNTY COMMISSION OF HAMBLLEN COUNTY, TENNESSEE
AUTHORIZING A SPECIAL LITTER GRANT APPLICATION

Resolution authorizing submission of an application for a Special Litter Grant focusing on community-based litter prevention projects from the Tennessee Department of Transportation and authorizing the acceptance of said grant.


Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the Tennessee Department of Transportation, and

Whereas, the contract related to the aforementioned grant effective July 1, 2018 thru June 30, 2020 will impose certain legal obligations upon Hamblen County.


Now, therefore, be it resolved:

1. That Bill Brittain, County Mayor of Hamblen County, is hereby authorized to apply on behalf of Hamblen County for a Special Litter Grant focusing on community-based litter prevention projects from the Tennessee Department of Transportation.
2. That should said application be approved by the Tennessee Department of Transportation, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Special Litter Grant focusing on community-based litter prevention projects by Hamblen County.

Approved at the regular meeting held on the 18th day of January, 2018.


County Mayor


Chairman


Attest:

County Clerk

Notary: _____

Date: _____



T E N N E S S E E
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

To: Hamblen County Commission
From: Bill Brittain, County Mayor 
Date: January 2, 2018
Re: Special Litter Grant for Community-Based Litter Prevention Projects Resolution

The Tennessee Department of Transportation is currently offering a special litter grant for community-based litter prevention projects. This is a two-year grant to help counties fund one-time projects or kick-start a new community service. Awarded amounts will be between \$20,000 and \$200,000. There is no local match. **I am asking for approval to apply for the grant.**

Bill Brittain, County Mayor

Pharmacy Benefit Manager

Motion by Randy DeBord, seconded by Herbert Harville to approve the award

Of the pharmacy benefit management contract to MedBen on Newark, Ohio.

R. Eldridge	YES
S. Ford	YES
J. Walker	YES
R. Debord	(M) YES
H. Davis	Absent
H. Harville	(2) YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	YES

7.d

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >



TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

To: Finance Committee
Hamblen County Commission

From: Bill Brittain, County Mayor *BB*

Date: January 2, 2018

Re: Selection of Pharmacy Benefit Manager

The next step of our strategic plan to improve Hamblen County's self-insured health insurance plan is to separate the management of our pharmacy benefit from the medical claims. Our pharmacy claims totaled \$770,882 in 2017.

In partnership with Belva Hale of Sherrill Morgan (our broker/consultant for health insurance), the Mayor's office has interviewed three companies and is recommending MedBen of Newark, Ohio to manage our pharmacy benefit. We anticipate significant savings from this move with minimal impact on county employees and their families.

I am requesting the County Commission to approve awarding the pharmacy benefit management contract to MedBen of Newark, Ohio.

Do not hesitate to call me with any questions.

Bill Brittain, County Mayor

Resolution 18-02 Alternative Transportation Pilot Project

Motion by Randy DeBord, seconded by Howard Shipley to authorize the application for the Alternative Transportation Pilot Project in the amount of \$176,000 with a 25% cash match.

R. Eldridge	YES
S. Ford	YES
J. Walker	YES
R. Debord	(M) YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	(2) YES

7.e.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >

Resolution 18-02

A RESOLUTION OF THE COUNTY COMMISSION OF HAMBLLEN COUNTY, TENNESSEE AUTHORIZING THE SUBMITTAL OF A PROPOSAL FOR A TMHSAS ALTERNATIVE TRANSPORTATION PILOT PROJECT

WHEREAS, the Hamblen County Commission recognizes the number and cost of transporting mental health patients involuntarily committed to psychiatric hospitals has grown substantially during the past few years; and

WHEREAS, the county sheriff's department is the agency solely responsible for transporting these patients to the psychiatric facilities under state law; and

WHEREAS, the Tennessee Department of Mental Health and Substance Abuse Services is trying to address the problem by appropriating \$ 1 million for Alternative Transportation Pilot Projects to identify new, innovative ways to transport mental health patients that reduce the stigma surrounding involuntary hospitalization by decriminalizing the transport of individuals to mental health hospitals; and

WHEREAS, Hamblen County is one of only six counties that qualify to apply for the pilot projects because it is a partner with Helen Ross McNabb Centers in the TMHSAS Pre-Arrest Diversion Grant Program; and

WHEREAS, Hamblen County is committed to provide the necessary funds and/or in-kind services which will be used to satisfy the twenty-five percent (25%) funding match required by TMHSAS;

NOW, THEREFORE, BE IT RESOLVED, that the Hamblen County Commission hereby authorizes the County Mayor or his representative(s) to submit a proposal for the TMHSAS Alternative Transportation Pilot Project. The proposal will request funding of not more than \$176,000 with 25% of the total project cost to be matched by Hamblen County. If awarded the project, Hamblen County will meet the deadlines outlined in the grant contract.

WHEREFORE, it was moved by R. Debord and seconded by H. Shipley that this Resolution be adopted.

Voting Aye: 9 Voting Nay: 0 Pass: yes

The Chair declared the Resolution adopted this 18th day of January, 2018.

Hamblen County Board of Commissioners

By: 

Louis "Doe" Jarvis, Chairman

APPROVED:

By: 

Bill Brittain
Hamblen County Mayor

ATTEST:

By: 

Penny Petty
Hamblen County Clerk



TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

To: Finance Committee
Hamblen County Commission

From: Bill Brittain, County Mayor 

Date: January 2, 2018

Re: Alternative Transportation Pilot Project

The cost of transporting patients from local hospitals and county jails to and from mental health hospitals is one of the fastest growing areas of the sheriff's department budgets statewide. In response to the concerns voiced by county sheriffs, the Tennessee Department of Mental Health and Substance Abuse has issued an RFP for funding of alternative transportation pilot projects for mental health patients.

Hamblen County is one of only six jurisdictions that qualify for the 2018 grant that offers \$333,333 funding for East Tennessee with a 25% cash match. I am asking for permission from the County Commission to apply for the grant. I anticipate using funds we already use for mental health transports as our match.

Do not hesitate to call me with any questions.

Bill Brittain, County Mayor

Transfer from Sanitation Capital Project Fund #173 to Capital Project Fund #171

Motion by Randy DeBord, seconded by Howard Shipley to transfer \$53,316.72 from the Sanitation Capital Project Fund #173 to Capital Project Fund #171 to finance future projects leaving the balance of \$25,000 in the Sanitation Capital Projects Fund.

R. Eldridge	YES
S. Ford	YES
J. Walker	YES
R. Debord	(M) YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	(2) YES

7.f.


Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >



T E N N E S S E E
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

To: Finance Committee
Hamblen County Commission

From: Bill Brittain, Hamblen County Mayor 

Date: January 2, 2018

Re: Transfer from Sanitation Capital Projects Fund (#173) to Capital Projects Fund (#171)

Several years ago, TDEC required Hamblen County to repair the cap of its old landfill site on Neblett Road. The repair work was completed in 2014 and TDEC told me last week that it is ready to begin the process to remove the site from the state's superfund list. Once it is removed from the list, the County will only be responsible for minor maintenance to the property.

There is a balance of \$78,316.72 in the Sanitation Capital Projects Fund (#173) from the repair project. **I am asking the Finance Committee to recommend to the full County Commission that we keep \$25,000 in the fund to pay for future repairs to the property and move \$53,316.72 to the Capital Projects Fund (#171) to finance future projects.**

Do not hesitate to call me with any questions or concerns.

Bill Brittain, County Mayor

511 West Second North Street • Morristown, TN 37814 • office. 423.586.1931 • fax. 423.585.4699

www.HamblenCountyTN.gov • email. bbrittain@co.hamblen.tn.us

Budget Amendment

Motion by Randy DeBord, seconded by Stancil Ford to approve the Budget Amendment
for Fund #101 Capital Project in the amount of \$155,000.

R. Eldridge	YES	vacant	Absent
S. Ford	(2) YES	T. Ward	YES
J. Walker	YES	J. Smyth	Absent
R. Debord	(M) YES	T. Goins	NO
H. Davis	Absent	D. Wampler	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	Absent	VChair H. Shipley	YES
L. Carter	Absent		

7.g.1.

Passed (8 YES - 1 NO - 0 ABS - 6 Absent)

Majority Vote >



TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

Hamblen County Commission

Month DECEMBER Year 2017

Fund #101 DEPT: CAPITAL PROJECTS

Account Number	Description	Increase	Decrease
	INCREASE APPROPRIATIONS:		
	CAPITAL PROJECTS - PUBLIC SAFETY PROJECTS		
91130.715	Land	155,000	
	DECREASE FUND BALANCE:		
39000.000	Unassigned		155,000

Brief Descriptions of issue:

To increase appropriations to allow for the purchase of a piece of property for the Jail Project. The property is: Annie Dorene Johnson Property located at 422 West Third North Street.

Signature: Bill Burtman

Title: County Mayor

Date: 12-5-2017

For Finance Department Only:

Reviewed by: _____

Budget Amendment: _____

Date: _____

Budget Amendment

Motion by Herbert Harville, seconded by Stancil Ford to approve the Budget Amendment
for Fund #101 Planning in the amount of \$4,000.

R. Eldridge	YES
S. Ford	(2) YES
J. Walker	YES
R. Debord	(M) YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	YES

7.g.2

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >


TENNESSEE
Hamblen County
 SERVICE • COMMUNITY • INDUSTRY
 OFFICE OF THE MAYOR

Hamblen County Commission

Month JANUARY Year 2018

Fund #101 DEPT: PLANNING

Account Number	Description	Increase	Increase
	APPROPRIATIONS:		
	PLANNING		
51720.106	Deputy(ies)	4,000	
51720.312	Contracts with Private Agencies		4,000
	↑		
	This should have been the following:		
51720.312	Increase- Contracts w/Private Agencies	4,000	
51720.106	Decrease- Deputy(ies)		4,000

Handwritten: Decrease

Handwritten: ADH 2/1/18

Brief Descriptions of issue:

To reclassify appropriations to allow for building inspections. The inspections are being contracted out while the County Building Inspector position is vacant.

Signature: Lina Whitaker
 Title: Department Manager
 Date: Jan 3, 2018

For Finance Department Only:

Reviewed by: _____
 Budget Amendment: _____
 Date: _____

Approval of Hamblen County Road List

Motion by Tim Goins, seconded by Stancil Ford to approve

The Hamblen County Road List as presented.

R. Eldridge	YES
S. Ford	(2) YES
J. Walker	YES
R. Debord	YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	(M) YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	YES

8.a.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
ACADEMY DR.	COUNTRY ROAD	MOUNTAIN LAUREL	0.31	ASP	24	1
ACORN DR.	SEVEN OAKS DR.	SUSSEX LN.	0.09	ASP	24	1
AILSHIE RD.	WITT ROAD	WATKINS CHAPEL ROAD	0.35	ASP	20	2
ALEXANDER RD.	CHUCKY RIVER RD.	DEAD END	0.52	ASP	18	2
ALISHA AVE.	BRIGHTS PIKE	CUL-DE-SAC	0.40	ASP	24	1
ALLEN RD.	WINDY COVE LN.	LAKESHORE RD.	0.09	ASP	22	2
ALPHA DR.	COLLINSON FORD RD.	DEAD END	0.27	BST	22	2
AMANDA AVE.	ELLAREE DRIVE	DEAD END	0.05	ASP	20	2
AMY DR.	BUELL STREET	DEARING ROAD	0.43	ASP	16	3
ANDERSON BEND RD.	THREE SPRINGS RD.	MULLINS ROAD	2.83	ASP	20	2
ANDREW CIR.	ANDREW JOHNSON HWY.	GLENN DRIVE	0.47	ASP	22	2
ANNE CIR.	GRAZELAND DRIVE	DEAD END	0.12	ASP	22	2
APOSTLE RD.	CENTRAL CHURCH ROAD	KIDWELLS RIDGE ROAD	0.64	ASP	24	1
APPLETREE CIR.	ORCHARD GROVE	CUL-DE-SAC	0.30	ASP	24	1
ARC DR.	MILBURN STREET	GRAY STREET	0.07	ASP	16	3
ARCHER CIR.	BROOKS DRIVE	ANDREW JOHNSON HWY	0.23	ASP	20	2
ARDEN LN.	DEAD END	ST HWY 160	0.61	ASP	16	3
ARROW DR.	INDIAN TRAIL	TOMAHAWK HILL	0.34	ASP	16	2
ARTHUR DR.	CANTER DRIVE	DEAD END	0.05	ASP	12	3
ARVIN RD.	CEDAR CREEK ROAD	DEAD END	0.11	ASP	12	3
ASHFORD DR.	DANBURY DRIVE	BROCKLAND DRIVE	0.32	ASP	24	1
ASHLEY CT.	SCARLET DRIVE	CUL-DE-SAC	0.09	ASP	24	1
AUDREY LN.	SHIRLEY LANE	DEAD END	0.07	ASP	22	2
AUTUMN LN.	STUFFEL ROAD	DEAD END	0.13	ASP	24	1
AVERY LN.	MAYES ROAD	DEAD END	0.06	ASP	24	1
AZALEA CT.	WISTERIA DRIVE	DEAD END	0.14	ASP	24	1
BALCH ST.	CHAPMAN STREET	SOUTH CUMBERLAND	0.22	ASP	24	1
BARBARA DR.	BRITTON DRIVE	DEAD END	0.74	ASP	24	1
BARDING DR.	FISH HATCHERY ROAD	DEAD END	0.45	ASP	24	1
BARNARD DR.	OLD RUSSELLVILLE PIKE	HIGHWAY 11-E	0.04	ASP	14	3
BAYBERRY DR.	WINDFIELD DR.	CUL-DE-SAC	0.04	ASP	24	1
BEACON LIGHT RD.	WARRENSBURG ROAD	SILVER CITY ROAD	2.09	ASP	22	2
BEACON RD.	GREENBRIAR ROAD	JEFFERSON COUNTY LINE	0.92	ASP	20	2
BEAR SPRINGS RD.	ACADEMY DRIVE	DEAD END	0.18	ASP	24	1
BEATRICE DR.	OLD KENTUCKY ROAD	DEAD END	0.06	ASP	12	3
BEAVER RD.	LAMPKIN ROAD	FALCON ROAD	0.26	ASP	17	3
BECK LN.	ANDREW JOHNSON HWY.	DEAD END	0.14	ASP	19	2
BEECHURST AVE.	BUXTON ROAD	RIVERVIEW DRIVE	0.05	ASP	18	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
BEECHWOOD CIR.	RAVENWOOD DRIVE	COTTON WOOD LANE	0.28	ASP	24	1
BELLWOOD RD. N.	ANDREW JOHNSON HWY	DEAD END	0.25	ASP	20	2
BELLWOOD RD. S.	ANDREW JOHNSON HWY	MAPLE VALLEY ROAD	1.25	ASP	20	2
BENJAMIN BLVD.	BRENTWOOD DRIVE	BRENTWOOD DRIVE	0.27	ASP	24	4
BENT CREEK RD.	SILVER CITY ROAD	COUNTY LINE	2.27	BST	14	3
BENT VIEW LN.	STONEHENGE	CUL-DE-SAC	0.07	ASP	24	1
BENTON RD.	ANDREW JOHNSON HWY	WALL ST.	0.06	ASP	24	1
BERNIE CIR.	BUELL STREET	BUELL STREET	0.50	ASP	18	2
BERTIE CIR.	OLD FORD RD.	DEAD END	0.04	ASP	22	2
BETH DR.	JARRELL ROAD	DEAD END	0.40	ASP	24	1
BETHEL RD.	ST HWY 160	FISH HATCHERY ROAD	1.00	ASP	20	2
BETHESDA RD.	ANDREW JOHNSON HWY	OLD KENTUCKY ROAD	0.82	ASP	17	3
BETSY LN.	VENNIE CIRCLE	FORD ROAD	0.11	ASP	22	2
BIG ELM DR.	ESSEX LANE	SEVEN OAKS DRIVE	0.15	ASP	24	1
BIG ORANGE DR.	WIN VUE DRIVE	CUL-DE-SAC	0.65	BST	24	1
BIG WOODS DR.	HERRON DR.	CUL-DE-SAC	0.17	ASP	18	2
BILL CIR.	TINA CIRCLE	DEAD END	0.09	ASP	18	2
BIRCHWOOD CIR.	GREEN HILL DRIVE	CUL-DE-SAC	0.13	ASP	22	2
BLACKBERRY LN.	BRANDY DRIVE	CUL-DE-SAC	0.10	ASP	26	1
BLUE RIDGE DR.	CLEAR VIEW ROAD	DEAD END	0.38	ASP	22	2
BLUEBIRD CIR.	INMAN BEND	INMAN BEND	0.59	ASP	24	1
BOARDWALK CIR.	OLD KENTUCKY	OLD KENTUCKY	0.82	ASP	24	1
BOAT DOCK RD.	CEDAR HILL ROAD	DEAD END	0.46	ASP	20	2
BOAT LAUNCH RD.	BRIGHTS PIKE	CUL-DE-SAC	0.28	ASP	18	2
BOATMANS MTN. RD.	NOES CHAPEL	MACEDONIA	3.38	ASP	20	2
BOATMANS RIDGE RD.	BOATMAN MTN. RD.	DEAD END	0.74	ASP	16	3
BOB WHITE TRAIL	FALL CREEK DOCK	DEAD END	0.11	ASP	12	4
BOBBIE CT.	DAN DRIVE	CUL-DE-SAC	0.03	ASP	24	1
BOHANAN RD.	TALEY ROAD	DEAD END	0.19	ASP	12	4
BOND CIR.	JULIAN AVENUE	CUL-DE-SAC	0.05	ASP	22	2
BONNEVILLE DR.	LECONTE STREET	CUL-DE-SAC	0.30	ASP	26	1
BONNIE LN.	ENKA HWY	CUL-DE-SAC	0.18	ASP	20	2
BOUNDS DR.	ALPHA VALLEY HOME ROAD	REGGIE DRIVE	0.04	ASP	20	2
BOW TRAIL	LAKESHORE RD.	CUL-DE-SAC	0.18	ASP	20	2
BRAD DR.	LAKE DRIVE	CUL-DE-SAC	0.06	ASP	24	1
BRADY DR.	ANDREW JOHNSON	FOX DRIVE	0.36	ASP	18	2
BRANDI DR.	ALISHA AVENUE	CUL-DE-SAC	0.17	ASP	24	1
BREEDING PIKE RD.	MAPLE VALLEY	DEAD END	0.45	BST	16	3

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
BRENTWOOD DR.	COTTONWOOD DRIVE	E. BRENTWOOD DRIVE	0.63	ASP	24	1
BRENTWOOD DR. E.	BRENTWOOD DRIVE	MURRELL ROAD	0.61	ASP	24	1
BRIAR CT.	CLAUDETTE DRIVE	WOODWARD DRIVE	0.13	ASP	24	1
BRIARWOOD DR.	GREENBRIAR ROAD	CUL-DE-SAC	0.30	ASP	22	2
BRIGHTON LN.	CARROLL ROAD	DEAD END	0.11	ASP	26	1
BRIGHT'S PIKE RD.	CHEROKEE PARK	FALL CREEK DOCK	5.63	ASP	24	1
BRIMER RD.	VINEYARD ROAD	DEAD END	0.37	ASP	16	3
BRITT LN.	SHIELDS FERRY	DEAD END	0.65	ASP	24	1
BRITTON DR.	ANDREW JOHNSON HWY.	HUNTER ROAD	0.74	ASP	20	2
BROCK LN.	VALLEY HOME ROAD	DEAD END	0.21	BST	24	1
BROCKLAND DR.	DOVER ROAD	STAPLETON ROAD	1.14	ASP	26	1
BROCKWOOD DR.	DOVER ROAD	BROCKLAND DRIVE	0.40	ASP	26	1
BROGAN RD.	ALPHA VALLEY HOME	DEAD END	0.19	ASP	18	2
BROOKDELL DR.	MULLINS	CUL-DE-SAC	0.21	ASP	24	1
BROOKS DR.	ANDREW JOHNSON HWY	DEAD END	0.14	ASP	20	2
BROOKSIDE DR.	SULPHUR SPRINGS	CUL-DE-SAC	0.22	ASP	24	1
BROOKVIEW DR.	MILLSTONE DRIVE	CUL-DE-SAC	0.04	ASP	24	1
BROUGHTON CT.	WELLINGTON BLVD.	CUL-DE-SAC	0.07	ASP	24	1
BROWNING WAY	REMMINGTON DRIVE	PHILLIP LANE	0.31	ASP	24	1
BROYLES LN.	CALVIN ROAD	CALVIN ROAD	0.24	BST	20	2
BRUCE ST.	STANDIFER LANE	KIDWELLS RIDGE	0.06	ASP	18	2
BUCKINGHAM DR.	MARY STREET	LEOLA STREET	0.12	ASP	24	1
BUELL CHAPEL RD.	ST. PAUL ROAD	SPENCER HALE	1.47	BST	20	2
BUELL ST.	BERNIE CIRCLE	DEARING ROAD	1.09	ASP	18	2
BUGGY RD.	BOATMANS RIDGE	DEAD END	0.13	ASP	14	3
BULLARD DR.	PANTHER CREEK	PINEWOOD CIRCLE	0.21	ASP	24	1
BURKE LN.	BRITTON DRIVE	DEAD END	0.11	ASP	18	2
BURL LANE	OLD KENTUCKY	DEAD END	0.25	ASP	15	3
BUTLER ST.	ENGLISH STREET	DEAD END	0.06	ASP	22	2
BUTTERFLY CT.	HUMMINGBIRD LN.	CUL-DE-SAC	0.20	ASP	24	1
BUXTON DR.	LANGDON ROAD	DEAD END	0.04	ASP	18	2
BYRD RD.	CEDAR CREEK ROAD	WINCHESTER AVENUE	2.01	ASP	16	3
BYRON DR.	MELANIE CIRCLE	CUL-DE-SAC	0.13	ASP	24	1
CAIN MILL RD.	THREE SPRINGS	THREE SPRINGS	1.57	ASP	20	2
CALVIN RD.	HELTON-GABY ROAD	BROYLES LANE	0.19	ASP	20	2
CAMBRIDGE CIR.	THOMPSIE DRIVE	HARVEY DRIVE	0.33	ASP	24	1
CAMDEN LN.	WARRENSBURG RD.	DEAD END	0.43	ASP	15	3
CAMERON RD.	PANTHER CREEK	KIDWELLS RIDGE	2.18	ASP	25	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
CANARY LN.	MEADOW RUN DRIVE	MEADOW RUN DRIVE	0.25	ASP	24	1
CANEY FORK RD.	ANDREW JOHNSON	COUNTY LINE	0.64	BST	20	2
CANNERY RD.	WALL STREET	ANDREW JOHNSON	0.41	ASP	15	3
CANNON CIR.	SCENIC LAKE CIRCLE	CUL-DE-SAC	0.04	ASP	25	1
CANTER DR.	HELTON LANE	ARTHUR DRIVE	0.27	ASP	20	2
CANTERBURY DR.	MAPLE LEAF DRIVE	SEVEN OAKS DRIVE	0.25	ASP	24	1
CANTER-KING RD.	SPRINGVALE	ST. RT. 160	0.94	ASP	20	2
CARL DR.	STEADMAN ROAD	CARLANNA DRIVE	0.08	BST	10	4
CARLANNA DR.	ANDREW JOHNSON	DEAD END	0.23	BST	18	2
CARLYLE AVE.	CEDAR CREEK ROAD	CUL-DE-SAC	0.25	ASP	24	1
CARMEL DR.	SEALS LANE	BIG WOODS DRIVE	0.15	ASP	20	2
CARNATION DR.	WISTERIA DRIVE	CUL-DE-SAC	0.22	ASP	24	1
CARROLL RD.	DOVER	ANDREW JOHNSON	2.37	ASP	19	2
CASIO ST.	ROSA CIRCLE	OLD KENTUCKY ROAD	0.13	ASP	20	2
CASTAIN DR.	SOUTH CUMBERLAND	DEAD END	0.33	ASP	21	2
CATAWBA LN.	SEVEN OAKS DRIVE	CUL-DE-SAC	0.15	ASP	24	1
CATRON LN.	W. ECONOMY	DEAD END	0.40	ASP	15	3
CAUGHORN DR.	NICHOLSON ROAD	ANDREW JOHNSON	0.08	BST	18	2
CEDAR COVE DR.	COPPER RIDGE ROAD	CUL-DE-SAC	0.23	ASP	24	1
CEDAR CREEK CHURCH RD.	BRIGHT'S PIKE	DEAN END	0.80	ASP	14	3
CEDAR CREEK RD.	ANDREW JOHNSON	CUL-DE-SAC	2.34	ASP	23	2
CEDAR GROVE RD.	SIMPSON ROAD	COUNTY LINE	0.15	ASP	24	1
CEDAR HILL RD.	PANTHER CREEK	LAKESHORE RD.	1.89	ASP	24	1
CEDAR TRACE LN.	PINE BARREN DRIVE	CUL-DE-SAC	0.09	ASP	24	1
CEDARWOOD LN.	RAVENWOOD DRIVE	CUL-DE-SAC	0.08	ASP	24	1
CELESTE AVE.	RIDGEMONT DRIVE	CUL-DE-SAC	0.20	ASP	26	1
CENTRAL CHURCH RD.	ANDREW JOHNSON	JOE STEPHENS ROAD	1.37	ASP	22	2
CHAN LN.	GRAY ST.	RODDY DRIVE	0.04	ASP	24	1
CHAPMAN ST.	BALCH STREET	DEAD END	0.19	ASP	22	2
CHARLENE DR.	BETH DRIVE	CUL-DE-SAC	0.19	ASP	24	1
CHARLESTON CT.	WESTOVER PLACE	CUL-DE-SAC	0.07	ASP	24	1
CHARLIE'S DR.	NICHOLSON ROAD	ANDREW JOHNSON	0.14	ASP	22	2
CHEROKEE DR.	MCBRIDE ROAD	COLE ROAD	3.28	ASP	23	2
CHERRY BLOSSOM LN.	CHERRY BROOK LANE	CUL-DE-SAC	0.19	ASP	24	1
CHERRYBROOK LN.	PRATT ROAD	DEAD END	0.19	ASP	24	1
CHESTNUT OAK DR.	SEVEN OAKS DRIVE	SEVEN OAKS DRIVE	0.49	ASP	24	1
CHICKASAW DR.	ACADEMY DRIVE	DEAD END	0.11	ASP	24	1
CHRIS CIR.	DEANNA COURT	DEAD END	0.03	ASP	18	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
CHRISTIAN VALLEY RD.	HARBIN CIRCLE	DEAD END	0.22	ASP	14	3
CHRISTINE LN.	KAY DRIVE	CUL-DE-SAC	0.18	ASP	24	1
CHUCKY RIVER RD.	ST. RT. 160	FISH HATCHERY ROAD	4.00	ASP	22	2
CIRCLE DR.	OLD WITT ROAD	OLD WITT ROAD	0.29	BST	18	2
CIRCLE DR. N.	CIRCLE DRIVE	COVE ROAD	0.08	ASP	16	3
CIRCLE POINT DR.	WINDY COVE LANE	WINDY COVE LANE	0.70	ASP	24	1
CITRUS LN.	RAMBLING ROAD	DEAD END	0.07	ASP	24	1
CLAUDE COLLINS RD.	SUPLUR SPRINGS ROAD	DEAD END	0.55	ASP	20	2
CLAUDETTE DR.	GREENBRIAR ROAD	BRIARWOOD	0.32	ASP	23	2
CLEARVIEW RD.	CENTRAL CHURCH	MCBRIDE	0.87	ASP	22	2
CLINT CIR.	ROE JUNCTION ROAD	DEAD END	0.15	ASP	20	2
CLOVER LN.	LANIER DRIVE	LAVERN DRIVE	0.14	ASP	20	2
CLYDE THOMAS RD.	SPRINGVALE ROAD	HALE ROAD	2.56	ASP	22	2
COBBLE LN.	ST. PAUL	DEAD END	0.09	ASP	24	1
CODY RD.	CEDAR HILL ROAD	ALLEN ROAD	0.13	ASP	14	3
COFFEY RD.	SULPHUR SPRINGS	DEAD END	0.68	ASP	12	3
COFFEY RD. N.	SULPHUR SPRINGS ROAD	DEAD END	0.09	ASP	12	3
COLGATE DR.	BRITTON DRIVE	WESTGATE CIRCLE	0.12	ASP	22	2
COLLINSON FORD RD.	HIAWATHA	GOLDEN DR.	0.74	ASP	22	2
CONRAD DR.	BOATMANS MTN. ROAD	CHEROKEE DRIVE	0.61	ASP	18	2
COOPER DR.	ST RT 160	DEAD END	0.13	BST	14	3
COPELAND DR.	GREEN HILL DRIVE	JAYBIRD ROAD	0.17	ASP	22	2
COPPER RIDGE RD.	WISTERIA DRIVE	REEDS CHAPEL	2.73	ASP	22	2
CORBIN DR.	REEDS CHAPEL	OLD KENTUCKY	0.66	ASP	20	2
COTTON TAIL LN.	SILVER FOX	SILVER FOX	0.34	ASP	24	1
COTTON WOOD LN.	PANTHER CREEK	RAVENWOOD DRIVE	0.35	ASP	24	1
COUNTRY RD.	FOX DRIVE	RODDY DRIVE	0.38	ASP	22	2
COUNTY LINE RD.	STAGECOACH ROAD	COUNTY LINE	0.68	ASP	16	3
COURTNEY RD.	WARRENSBURG	MOUNTAIN VALLEY	1.53	ASP	18	2
COVE EDGE TRAIL	TURNER'S LANDING RD.	CUL-DE-SAC	0.31	ASP	24	1
COVINGTON DR.	KIDWELLS CHURCH ROAD	KIDWELLS CHURCH ROAD	0.30	ASP	16	3
COWAN LN.	CAMERON ROAD	KIDWELL RIDGE	0.41	BST	14	3
CREECHWOOD DR.	DOVER ROAD	DEAD END	0.18	BST	26	1
CREEK VIEW LN.	AUTUMN LANE	CUL-DE-SAC	0.09	ASP	24	1
CREEKSIDE CIR.	MILLSTONE DRIVE	CUL-DE-SAC	0.06	ASP	24	1
CREST AVE. S.	BARBARA DRIVE	SHAVER DRIVE	0.15	ASP	24	1
CREST VIEW CIR.	CRESTWAY DRIVE	DEAD END	0.06	ASP	24	1
CREST WAY DR.	CAMERON ROAD	WINDCREST DRIVE	0.29	ASP	24	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
CRIGGER RD.	WHITE OAK GROVE	DEAD END	0.32	BST	16	3
CROSS CREEK DR.	GREENBRIAR DRIVE	GREENBRIAR DRIVE	0.55	ASP	24	1
CROSS DR.	HELTON-GABY	SPOUT SPRINGS ROAD	0.26	ASP	22	2
CROSSWINDS DR.	FOWLER DR.	CUL-DE-SAC	0.22	ASP	24	1
CROXDALE RD. E.	CROXDALE RD. W.	DEAD END	0.20	ASP	14	2
CROXDALE RD. W.	SOUTH CUMBERLAND	ST. RT. 160	0.81	ASP	13	4
CUSTER DR.	BETHESDA ROAD	DEAD END	0.11	ASP	16	4
D. SHORT DR.	SHIELDS FERRY	CROSS DRIVE	0.19	ASP	14	3
DALTON FORD RD.	HWY 25-E	REEDS CHAPEL	0.66	ASP	15	3
DAMASCUS CIR.	POPLAR SPRINGS	POPLAR SPRINGS	0.27	ASP	22	2
DAN DR.	COPPER RIDGE	CUL-DE-SAC	0.65	ASP	24	1
DANBURY DR.	DOVER ROAD	BROCKWOOD DRIVE	0.54	ASP	26	1
DANDELION CIR.	WENDY CIRCLE	CUL-DE-SAC	0.21	ASP	24	1
DARNELL RD.	MCBRIDE ROAD	DEAD END	0.16	ASP	11	4
DAVID ST. JOHN RD.	WILSON-HALVE ROAD	DEAD END	0.10	ASP	10	4
DEANNA CT.	REEDS CHAPEL	CHRIS CIRCLE	0.12	ASP	18	2
DEARING RD.	STATE ROUTE 160	COUNTY LINE	1.37	ASP	20	2
DEENA CIR.	GRAND DRIVE	CUL-DE-SAC	0.26	ASP	26	1
DEER RIDGE DR.	QUAIL HOLLOW	CUL-DE-SAC	0.20	ASP	24	1
DEERFIELD DR.	McCLANAHAN ROAD	CUL-DE-SAC	0.14	ASP	16	3
DEHART DR.	VINEYARD ROAD	WITT ACRES CIRCLE	0.29	ASP	20	2
DELEONARDO DR.	FERNWOOD CHURCH	DEAD END	0.30	BST	14	3
DENEEN LN.	STACY AVENUE	NORTHBROOK DRIVE	0.28	ASP	24	1
DENNISON DR.	HWY 11-E	DEAD END	0.15	ASP	22	2
DENTON DR.	CEDAR CREEK	CUL-DE-SAC	0.16	ASP	24	1
DEPEW CIR.	GRAND DRIVE	CUL-DE-SAC	0.08	ASP	24	1
DEPOT ST.	HWY 11-E	OLD RUSSELLVILLE PIKE	0.07	ASP	22	2
DEWBERRY DR.	FOXGLOVE LANE	MEADOWLAND DRIVE	0.14	ASP	24	1
DODSON FERRY RD.	LUTHER PROFFIT	THREE SPRINGS	0.45	ASP	14	3
DOGWOOD LN.	RONALD DRIVE	COUNTY LINE	0.52	ASP	20	2
DOVE ST.	INMAN BEND	CUL-DE-SAC	0.21	ASP	24	1
DOVER RD.	MORRIS BLVD.	FISH HATCHERY ROAD	3.11	ASP	22	2
DREW DR.	SPENCER HALE	CUL-DE-SAC	0.21	ASP	12	4
DUGGAN DR.	SOUTH CUMBERLAND	ROBLEE ROAD	0.01	ASP	22	2
DUNN ST.	JULIAN AVENUE	CUL-DE-SAC	0.05	ASP	22	2
DURHAM DR.	SPENCER HALE	DEAD END	0.06	ASP	16	3
DYLAN LN.	MAPLE VALLEY	DEAD END	0.08	ASP	22	2
EAGLE TRL.	FISH HATCHERY	LINDA	0.40	ASP	20	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
EAGLE'S NEST DR.	GEORGE BYRD	CUL-DE-SAC	0.35	ASP	24	1
EAGLE'S VIEW CT.	EAGLE'S NEST	CUL-DE-SAC	0.10	ASP	24	1
EARLY BIRD HILL	BREEDING PIKE	DEAD END	0.42	BST	22	2
EARLY RD.	COURTNEY	DEAD END	0.34	BST	10	4
EAST BRANCH DR.	SOUTH POINTE DRIVE	CUL-DE-SAC	0.04	ASP	24	1
EAST HAMPTON BLVD.	JONES FRANKLIN	STAPLETON RD.	0.03	ASP	24	1
EAST WINDS LANE	BEACON LIGHT ROAD	HEATH WINDS CT.	0.08	ASP	24	1
ECONOMY RD. S.	MORRIS BLVD.	DEAD END	0.20	ASP	16	1
EDDIE PRICE BLVD.	STATE ROUTE 160	DEADEND	0.06	ASP	24	1
ELGERLOTTE LN.	NORTH CUMBERLAND	DEAD END	0.25	ASP	12	4
ELGIN DR.	REED'S CHAPEL	ROSA CIRCLE	0.69	ASP	18	2
ELIJAH MARTIN RD.	BEACON LIGHT	SILVER CITY	1.32	ASP	20	2
ELK DR.	ARC DR.	DEAD END	0.06	ASP	20	2
ELLAREE DR.	RIVER VIEW DRIVE	AMANDA AVENUE	0.11	ASP	20	2
ELLENCLIFF CIR.	BRIARWOOD DRIVE	CUL-DE-SAC	0.06	ASP	16	3
ELLER RD.	MAPLE VALLEY	DEAD END	0.52	ASP	20	2
ELLIS ST.	JULIAN AVENUE	DEAD END	0.03	ASP	20	2
ELM WAY CIR.	HILL DRIVE	CUL-DE-SAC	0.42	ASP	24	1
ELWOOD DR.	JAYBIRD ROAD	DEAD END	0.05	ASP	18	2
EMERALD AVE.	APOSTLE LANE	LAURA DRIVE	0.47	ASP	26	1
ENGLISH ST.	BUTLER STREET	DEAD END	0.07	ASP	22	2
ERIC DR.	LITTLE MOUNTAIN ROAD	CUL-DE-SAC	0.27	ASP	24	1
ESSEX LN.	SEVEN OAKS DRIVE	CHESTNUT OAK DRIVE	0.25	ASP	24	1
EVERETT RD.	SUGAR HOLLOW S.	DEAD END	0.27	BST	14	3
EVOLINE CIR.	LOWE DRIVE	DEAD END	0.21	ASP	22	2
EWING RD.	FISH HATCHERY ROAD	DEAD END	0.50	BST	16	3
FAIRFAX CIR.	LAWSON ROAD	CUL-DE-SAC	0.06	ASP	24	1
FALCON RD.	ELGIN DRIVE	HINKLE DRIVE	0.31	ASP	21	2
FALL CREEK DOCK RD.	BRIGHT'S PIKE	DEAD END	0.75	ASP	23	2
FALL CREEK RD.	BRIGHT'S PIKE	THREE SPRINGS	1.12	ASP	23	2
FARM RD.	ST. RT. #160	DEAD END	0.23	ASP	24	
FAWN LN.	COPPER RIDGE	BRIGHT'S PIKE	0.24	ASP	14	3
FERN CIR.	BETSY LANE	CUL-DE-SAC	0.22	ASP	21	2
FERNWOOD CHURCH RD.	SULPHUR SPRINGS	McCLANAHAN	1.66	ASP	22	2
FERNWOOD RD.	FERNWOOD CHURCH ROAD	DEAD END	0.14	BST	16	3
FIELD STONE DR.	SAVANNAH DRIVE	LEEANN DRIVE	0.13	ASP	24	1
FIRST ST. N.	THREE SPRINGS	2ND STREET NORTH	0.10	ASP	15	3
FISH HATCHERY RD.	JOE HALL RD.	COUNTY LINE	3.61	ASP	24	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
FISHER RD.	DALTON FORD	DEAD END	0.17	ASP	12	4
FISHERMAN DR.	BOAT DOCK ROAD	DEAD END	0.26	ASP	20	2
FISHING ROD LN.	CUL-DE-SAC	CUL-DE-SAC	0.14	ASP	24	1
FLEDGLING LN.	POINTE DRIVE	CUL-DE-SAC	0.05	ASP	24	1
FLETCHER RD.	JULIAN AVENUE	DEAD END	0.07	ASP	22	2
FLOYD HALL DR.	CHEROKEE PARK ROAD	HAMBLEN BOAT DOCK	0.76	ASP	23	2
FOWLER DR.	HARBOR DRIVE	CUL-DE-SAC	0.56	ASP	24	1
FOX DR.	BRADY DRIVE	WOODS DRIVE	0.59	ASP	18	2
FOX TROTT LN.	COTTON TAIL LANE	CUL-DE-SAC	0.12	ASP	24	1
FOXCREEK CT.	CROSSWINDS DR.	CUL-DE-SAC	0.04	ASP	24	1
FOXGLOVE LN.	MEADOW LAND DRIVE	CUL-DE-SAC	0.34	ASP	24	1
FRANK BROOKS RD.	NORTH 3RD STREET	DEAD END	0.15	ASP	18	2
FRANK HODGE RD.	CEDAR HILL ROAD	KEETOOWAH TRAIL	0.92	ASP	18	2
FRANK RD.	JAYBIRD ROAD	FRED ROAD	0.11	ASP	17	3
FRED MARSHALL RD.	FISH HATCHERY	BENT CREEK	1.41	ASP	18	2
FRED RD.	JAYBIRD ROAD	FRANK ROAD	0.12	ASP	16	3
FULLER DR.	CIRCLE DRIVE	CUL-DE-SAC	0.25	ASP	16	3
GABY CIR.	BROYLES LANE	BROYLES LANE	0.26	ASP	20	2
GALA CT.	WINESAP WAY	CUL-DE-SAC	0.10	ASP	24	1
GARY ST.	RUTHENA CIRCLE	DEAD END	0.14	ASP	24	1
GENTRY RD.	GREENBRIAR	PRATT ROAD	0.48	ASP	20	2
GEORGE BYRD RD.	DOVER ROAD	CUL-DE-SAC	0.39	ASP	14	3
GEORGE ELLIS RD.	CANTER DRIVE	DEAD END	0.12	ASP	20	2
GIDEON RD.	N. 2ND STREET	DEAD END	0.04	ASP	14	3
GILLIAM CIR.	COUNTY LINE	DEAD END	0.24	ASP	22	2
GLEN DEL DR.	CEDAR CREEK ROAD	MARY STREET	0.06	ASP	24	1
GLENN DR.	ANDREW CIRCLE	LAKESHORE ROAD	0.28	ASP	22	2
GOLDEN DR.	COLLINSON FORD	NIGHTINGALE	0.43	ASP	24	
GOVERNOR CIR.	PLEASANT VIEW	DEAD END	0.15	ASP	20	2
GRANBY DR.	BROCKLAND DRIVE	BROCKWOOD DRIVE	0.08	ASP	26	1
GRAND DR.	APOSTLE ROAD	EMERALD AVENUE	0.22	ASP	50	1
GRANDVIEW TRACE	LECONTE STREET	CUL-DE-SAC	0.08	ASP	26	1
GRAVES LN.	11-E	DEAD END	0.15	ASP	18	2
GRAY ST.	MILBURN STREET	ARC DRIVE	0.26	ASP	24	1
GRAZELAND DR.	ANNE CIRCLE	OLD FORD ROAD	0.30	ASP	22	2
GREELY HAUN RD.	FISH HATCHERY	DEAD END	0.03	BST	11	4
GREEN HILL DR.	LAWSON DRIVE	COPELAND DRIVE	0.22	ASP	22	1
GREENBRIAR RD.	11-E	COUNTY LINE	3.21	ASP	22	2

HAMBLÉN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
GREENBROOK DR.	THREE SPRINGS	CUL-DE-SAC	0.17	ASP	24	1
GREENE RD.	OLD KENTUCKY	JAYBIRD ROAD	0.50	ASP	16	3
GREGG RD.	INMAN BEND ROAD	JOE STEPHENS ROAD	1.01	ASP	14	3
GRETCHEN DR.	E. ECONOMY ROAD	THOMAS R. JAMES DRIVE	0.08	ASP	20	2
GRIGSBY RD.	ENKA HWY.	DEAD END	0.54	BST	12	4
GROVE DALE DR.	CENTRAL CHURCH	DEAD END	0.22	ASP	12	4
GROVE ST.	GULF STREET	DEAD END	0.05	ASP	20	2
GUINN RD.	PRATT ROAD	DEAD END	0.26	ASP	14	3
GULF ST.	11-E	GROVE STREET	0.10	ASP	20	2
GULLEY LN.	MOUNTAIN ROAD	DEAD END	0.33	ASP	10	4
GUY COLLINS RD.	OLD WITT ROAD	DEAD END	0.24	ASP	18	2
HALIFAX CIR.	CARROLL ROAD	CARROLL ROAD	0.81	ASP	26	1
HAMBLÉN DOCK RD.	FLOYD HALL DRIVE	DEAD END	0.35	ASP	23	2
HAMPSHIRE LN.	CARROLL ROAD	PEMBROOK DRIVE	0.06	ASP	24	1
HARBIN CIR.	CHRISTIAN VALLEY ROAD	D. SHORT DRIVE	0.23	ASP	14	3
HARBOR DR.	BRIGHT'S PIKE	CUL-DE-SAC	0.80	ASP	26	1
HARBOR VIEW DR.	SOLOMON RIDGEWAY	CUL-DE-SAC	0.80	ASP	24	1
HARDY RD.	WHITE OAK CHURCH	COUNTY LINE	0.64	ASP	22	2
HARLEY RD.	VALLEY HOME ROAD	DEAD END	0.70	ASP	18	2
HARMONY CIR.	LAKESHORE ROAD	CUL-DE-SAC	0.24	ASP	24	1
HARRIS RD.	SPARKS LANE	STUBBLEFIELD STREET	0.09	BST	12	4
HARVEY DR.	11-E	GLEN DEL DRIVE	0.66	ASP	24	1
HAYDEN COURT	LAKE MEADOW LANE	CUL-DE-SAC	0.07	ASP	24	1
HAYES RD.	HARVEY DRIVE	VAUGHN ROAD	0.27	ASP	16	3
HAZELWOOD CIR.	PINE BARREN	CUL-DE-SAC	0.21	ASP	20	1
HEATH WINDS CT.	EAST WINDS LANE	CUL-DE-SAC	0.29	ASP	24	1
HEATHCLIFF RD.	MAYES RD.	HINDLEY RD.	0.50	ASP	24	1
HELTON LN.	WILSON HALE ROAD	DEAD END	0.22	ASP	24	1
HELTON-GABY RD.	BRITT LANE	SPOUT SPRINGS	0.61	ASP	20	2
HENRIETTA DR.	WANDA TERRACE	DEAD END	0.17	ASP	21	2
HERBERT HARVILLE DR.	ST. RT. #160	DEAD END	0.12	ASP	24	1
HERRON DR.	RURITAN DRIVE	CUL-DE-SAC	0.30	ASP	18	2
HERSHEY DR.	S.R. 344	CUL-DE-SAC	0.29	ASP	24	1
HIAWATHA RD.	PANTHER SPRINGS	CEDAR HILL	1.07	ASP	24	1
HIBISCUS DR.	N. BELLWOOD ROAD	DEAD END	0.11	ASP	14	3
HICKORY SHADOW DR.	SHADOW WOOD LANE	CUL-DE-SAC	0.26	ASP	24	1
HICKORY VIEW DR.	SHADOW WOOD LANE	CUL-DE-SAC	0.60	ASP	24	1
HIGH OAK DR.	MARTINDALE DRIVE	DEAD END	0.05	ASP	24	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
HIGHVIEW DR.	LEVANT DRIVE	DEAD END	0.13	ASP	18	2
HILL TRAIL DR.	SPOUT SPRINGS	LAKEWOOD DRIVE	0.75	ASP	20	2
HILLSIDE CIR.	CHICKASAW DRIVE	DEAD END	0.04	ASP	24	1
HINDLEY RD.	HEATHCLIFF RD.	CUL-DE-SAC	0.24	ASP	24	1
HINKLE DR.	OLD KENTUCKY	FALCON ROAD	0.30	ASP	15	3
HITE RD.	N. BELLWOOD ROAD	DEAD END	0.04	ASP	12	4
HOLDER DR.	MCBRIDE ROAD	JELlicORSE ROAD	0.19	ASP	18	2
HOLDWAY ST.	PENDLETON AVENUE	RIPPETOE AVENUE	0.39	ASP	24	1
HOLLY TREE LN.	MURRELL ROAD	DEAD END	0.30	ASP	24	1
HOLSTON CREST DR.	OLD FORD ROAD	CUL-DE-SAC	0.14	ASP	24	1
HOLT'S CHURCH RD.	CHEROKEE DRIVE	DEAD END	0.24	ASP	18	2
HONEYSUCKLE LN.	WILDERNESS DRIVE	CUL-DE-SAC	0.12	ASP	24	1
HOOVER DR.	LAKE DRIVE	CUL-DE-SAC	0.08	ASP	24	1
HORNER DR.	REED'S CHAPEL ROAD	LILA STREET	0.30	ASP	24	1
HOSKINS RD.	JERRY DRIVE	WHIPPOORWILL DRIVE	0.22	ASP	22	2
HOWARD-ALLEN RD.	WITT ROAD	COUNTY LINE	0.50	ASP	17	3
HULLS MILL RD.	GREENBRIAR ROAD	COUNTY LINE	0.46	ASP	22	2
HUMMINGBIRD LN.	WARRENSBURG RD.	CUL-DE-SAC	0.16	ASP	24	1
HUNTER RD.	COUNTY LINE	CITY LIMITS	0.80	ASP	22	2
HYATT LN.	STAGECOACH ROAD	DEAD END	0.26	ASP	16	3
IDA MOYERS RD.	LAKEWAY ROAD	DEAD END	0.20	ASP	12	4
INDIAN TRAIL	LONGS FERRY ROAD	TANASI TRAIL	0.39	ASP	15	3
INMAN BEND RD.	KIDWELL CHURCH ROAD	KIDWELL RIDGE ROAD	1.63	ASP	22	2
IRONWOOD DR.	BUELL STREET	DEAD END	0.34	ASP	13	4
IRVIN CHAPEL RD.	CANNERY ROAD	SILVER CITY ROAD	0.15	ASP	15	3
ISAAC AVE.	KIDWELL RIDGE ROAD	CUL-DE-SAC	0.48	ASP	24	1
IVANHOE RD.	OLD KENTUCKY	DEAD END	0.17	ASP	19	1
JACOBS RD.	SPENCER HALE	BY PASS 32	1.02	ASP	22	2
JACQUILIN ST.	HORNER DRIVE	CUL-DE-SAC	0.04	ASP	24	1
JAMES CLINE RD.	PANTHER CREEK ROAD	DEAD END	0.29	ASP	16	3
JANEWAY HOLLOW RD.	WHITE HORN CREEK ROAD	DEAD END	0.43	ASP	11	4
JARRELL RD.	SHINBONE ROAD	LITTLE MOUNTAIN ROAD	0.69	ASP	20	2
JARRELL-RAY RD.	WHETSEL ROAD	MOUNTAIN VALLEY ROAD	1.40	ASP	18	2
JAYBIRD RD.	OLD KENTUCKY ROAD	CITY LIMITS	1.52	ASP	22	2
JELlicORSE RD.	MCBRIDE ROAD	DEAD END	1.03	BST	15	3
JENNY LN.	FOX DRIVE	DEAD END	0.11	ASP	18	2
JERRY DR.	DOGWOOD LANE	COUNTY LINE	0.24	ASP	24	1
JESSICA DR.	HOLLY TREE LANE	CUL-DE-SAC	0.11	ASP	24	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
JESSIE LN.	BEACON LIGHT	CUL-DE-SAC	0.14	ASP	24	1
JOANNE CIR.	CORBIN DRIVE	NORTON DRIVE	0.08	ASP	24	1
JOE STEPHENS RD.	KIDWELLS RIDGE	DEAD END	1.43	ASP	18	2
JOHN HENRY RD.	SILVER CITY	E. SUN STREET	0.11	BST	12	4
JOLLEY CT.	HARBOR DRIVE	CUL-DE-SAC	0.07	ASP	24	1
JONATHAN DR.	DAN DRIVE	CUL-DE-SAC	0.35	ASP	24	1
JONES-FRANKLIN RD.	CITY LIMITS	STAPLETON ROAD	0.15	ASP	24	1
JULIAN AVE.	KIDWELL RIDGE ROAD	DEAD END	0.42	ASP	22	2
JUNCTION LN.	SULPHUR SPRINGS	DEAD END	0.11	ASP	18	2
JUNIPER LN.	WINDFIELD DR.	CUL-DE-SAC	0.08	ASP	24	1
KALEY DR.	FRANK HODGE ROAD	CUL-DE-SAC	0.45	ASP	24	1
KATHRYN CIR.	GREENBRIAR	DEAD END	0.09	ASP	24	1
KATIE LN.	SHANDEE LANE	CUL-DE-SAC	0.10	ASP	24	1
KAY DR.	BETH DRIVE	CHRISTINE LANE	0.32	ASP	24	1
KEETOOWAH TR.	FRANK HODGE ROAD	CUL-DE-SAC	0.17	ASP	24	1
KEITH LN.	DEARING ROAD	CUL-DE-SAC	0.32	ASP	22	2
KELLER RD.	LEEPERS FERRY	RIVER ROAD	0.31	ASP	12	0
KEN LN.	LAKE SHORE ROAD	NAVAHO TRAIL	0.22	ASP	18	2
KIDWELLS CHURCH RD.	LAKEWAY ROAD	DEAD END	0.52	ASP	24	1
KIDWELLS RIDGE RD.	KIDWELLS CHURCH ROAD	11-E	3.82	ASP	24	1
KIMBERLY DR.	KIDWELL RIDGE ROAD	NINA CIRCLE	0.38	ASP	24	1
KINGSWOOD DR.	FISH HATCHERY	LINDA STREET	0.47	ASP	20	2
KINNEY ST.	N. MOORE ROAD	DEAD END	0.05	ASP	17	2
KNOLLGATE CT.	BRITTON LANE	CUL-DE-SAC	0.25	ASP	24	1
LADREW LN.	COUNTY LINE	CUL-DE-SAC	0.22	ASP	14	3
LAINY JANE CT.	ST. CLAIR ROAD	CUL-DE-SAC	0.28	ASP	24	1
LAKE DR.	BRIGHT'S PIKE	DEAD END	0.51	ASP	20	2
LAKE FOREST DR.	OLD KENTUCKY	CUL-DE-SAC	0.23	ASP	24	1
LAKE FRONT DR.	LAKEMONT CIRCLE	CUL-DE-SAC	0.08	ASP	22	2
LAKE MEADOW LN.	SOLOMON RIDGEWAY	HARBOR VIEW DR.	0.14	ASP	24	1
LAKE PARK CIR.	HIAWATHA DRIVE	HIAWATHA DRIVE	0.80	ASP	24	1
LAKE POINT DR.	TIMBERCREST DRIVE	CUL-DE-SAC	0.30	ASP	24	1
LAKEMONT CIR.	BRIGHT'S PIKE	BRIGHT'S PIKE	0.63	ASP	24	1
LAKESHORE RD.	CEDAR HILL ROAD	11-E	2.28	ASP	24	1
LAKEWAY RD.	CHEROKEE DRIVE	KIDWELLS CHURCH	2.01	ASP	25	1
LAKEWOOD DR.	HILL TRAIL DRIVE	HILL TRAIL DRIVE	0.50	ASP	20	2
LAKINS DR.	SOUTHERN TERRACE	DEAD END	0.11	ASP	24	1
LAMPKIN DR.	COPPER RIDGE	HINKLE DRIVE	0.24	ASP	18	2

HAMBLÉN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
LANE ST.	SLOAT CIRCLE	STUBBLEFIELD	0.17	BST	18	2
LANGDON RD.	ST. PAUL ROAD	BUXTON ROAD	0.18	ASP	18	2
LANIER DR.	HUNTER ROAD	CUL-DE-SAC	0.31	ASP	18	2
LARCH CIR.	CANTERBURY DRIVE	CUL-DE-SAC	0.05	ASP	24	1
LAURA DR.	EMERALD AVENUE	CUL-DE-SAC	0.12	ASP	22	2
LAVERN CIR.	LANIER DRIVE	LANIER DRIVE	0.40	ASP	20	2
LAWSON RD.	COPPER RIDGE	JAYBIRD ROAD	0.57	ASP	18	2
LEADVALE RD.	POWER ROAD	COUNTY LINE	0.56	ASP	17	2
LEBANON CHURCH RD.	GREENBRIAR ROAD	ALLEN ROAD	1.60	ASP	24	1
LECONTE ST.	CELESTE AVE.	RIDGEMONT DR.	0.30	ASP	26	1
LEDEAN DR.	JOE STEPHENS ROAD	JOE STEPHENS ROAD	0.49	ASP	24	1
LEE RIDGE RD	KIDWELLS CHRUCH RD.	CUL-DE-SAC	0.21		24	1
LEEANN DR.	SAVANNAH DRIVE	CUL-DE-SAC	0.17	ASP	24	1
LEEPERS FERRY RD.	OLD WHITE PINE	COUNTY LINE	3.95	ASP	20	2
LEEWOOD DR.	RAVENWOOD DRIVE	CUL-DE-SAC	0.04	ASP	24	1
LEIA DR.	HENRIETTA	OLD KENTUCKY ROAD	0.24	ASP	21	2
LEOLA ST.	MAXINE STREET	THOMPSIE DRIVE	0.16	ASP	24	1
LESLIE DR.	LEIA DRIVE	CUL-DE-SAC	0.33	ASP	22	2
LEVANT DR.	RARITAN DRIVE	DEAD END	0.13	ASP	22	2
LIBBY LN.	ALPHA VALLEY HOME ROAD	DEAD END	0.10	ASP	20	2
LILA ST.	HORNER DRIVE	DEAD END	0.05	ASP	24	1
LILAC ST.	BRUCE STREET	DEAD END	0.05	ASP	15	3
LILLY LN.	WISTERIA DRIVE	CUL-DE-SAC	0.10	ASP	24	1
LINDA ST.	EAGLE TRAIL	KINGSWOOD DRIVE	0.10	ASP	20	2
LINE ST.	MILBURN STREET	DEAD END	0.05	ASP	18	2
LINWOOD LN.	LAKE DRIVE	CUL-DE-SAC	0.07	ASP	22	2
LITTLE MOUNTAIN RD.	WARRENSBURG ROAD	SILVER CITY ROAD	2.62	ASP	20	2
LITZ DR.	MAYES ROAD	DEAD END	0.07	ASP	24	1
LOCKLEY CT.	EAST HAMPTON BLVD.	CUL-DE-SAC	0.17	ASP	24	1
LOCUST GROVE COURT	TURLEY MILL ROAD	CUL-DE-SAC	0.15	ASP	24	1
LON CIR.	RARITAN DRIVE	DEAD END	0.15	ASP	17	3
LONESOME OAK LN.	BROWNING WAY	WINCHESTER AVENUE	0.24	ASP	24	1
LONG CREEK RD.	LEEPERS FERRY	SPENCER HALE	1.19	ASP	23	2
LONGS FERRY RD.	MACEDONIA ROAD	INDIAN TRAIL	0.46	ASP	21	2
LONGSTREET RD.	SOUTH FORK CIRCLE	DEAD END	0.02	ASP	16	3
LONNIE CIR.	FISH HATCHERY	DEAD END	0.30	ASP	18	2
LORI LN.	FERN CIRCLE	OLD FORD ROAD	0.09	ASP	20	2
LOWE DR.	CEDAR HILL ROAD	FRANK HODGE ROAD	1.37	ASP	23	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
LOWLAND PK.	ST. RT. 160	SPRINGVALE ROAD	0.54	ASP	24	1
LUDLOW CT.	WELLINGTON BLVD.	CUL-DE-SAC	0.04	ASP	24	1
LUTHER PROFFITT RD.	OLD RUSSELLVILLE PIKE	VAUGHN ROAD	0.09	ASP	16	3
LYMAN RD.	BRIGHT'S PIKE	DEAD END	0.24	ASP	11	4
LYNNDALE LN.	OLD WHITE PINE ROAD	DEAD END	0.12	ASP	24	1
MACEDONIA RD.	CHEROKEE DRIVE	LONGS FERRY ROAD	2.45	ASP	20	2
MACON DR.	NAOMI DRIVE	LEDEAN DRIVE	0.06	ASP	24	1
MAE COLLINS RD.	SULPHUR SPRINGS	DEAD END	0.36	ASP	18	2
MAJESTIC MAGNOLIA LN.	MURRELL ROAD	CUL-DE-SAC	0.25	ASP	24	1
MANLEY COURT CIR. E.	11-E	CUL-DE-SAC	0.15	ASP	22	2
MANLEY COURT CIR. S.	MANLEY COURT CIR. E.	MANLEY COURT CIR. W.	0.15	ASP	22	2
MANLEY COURT CIR. W.	11-E	DEAD END	0.16	ASP	22	
MAPLE LEAF DR.	SEVEN OAKS DRIVE	CUL-DE-SAC	0.17	ASP	24	2
MAPLE VALLEY RD.	VALLEY HOME ROAD	AIR PARK BLVD.	2.76	ASP	22	2
MARIA CT.	MT. VISTA DRIVE	CUL-DE-SAC	0.09	ASP	24	1
MARIE ST.	ARCHER CIRCLE	YOUNG AVENUE	0.40	ASP	24	1
MARK LN.	LAKE DRIVE	CUL-DE-SAC	0.09	ASP	24	1
MARTHA'S VINEYARD	KIDWELL'S RIDGE RPAD	SUNSET STRIP	0.10	ASP	20	2
MARTINDALE DR.	OLD KENTUCKY	HIGH OAK DRIVE	0.22	ASP	24	1
MARTY DR.	KIDWELLS RIDGE	DEAD END	0.04	ASP	24	1
MARY ST.	GLEN-DEL DRIVE	THOMPSIE DRIVE	0.13	ASP	24	1
MAXEY RD.	LONG CREEK ROAD	DEAD END	0.24	ASP	14	3
MAXINE ST.	MARY STREET	HARVEY DRIVE	0.26	ASP	24	1
MAXWELL TER.	BARBARA DRIVE	SHAYER DRIVE	0.08	ASP	24	1
MAY RD.	HUNTER ROAD	COUNTY LINE	0.34	ASP	20	2
MAYES RD.	STATE HWY. 160	CUL-DE-SAC	0.42	ASP	24	1
MAYFAIR ST.	BARBARA DRIVE	SHAYER DRIVE	0.15	ASP	24	1
MAYO DR.	BROCKLAND DRIVE	BROCKWOOD DRIVE	0.06	ASP	26	1
MCANALLY CIR.	OLD FORD ROAD	CUL-DE-SAC	0.12	ASP	24	1
MCBRIDE RD.	W. ECONOMY ROAD	CHEROKEE DRIVE	2.86	ASP	23	2
MCCLANAHAN RD.	FERNWOOD CHURCH	COUNTY LINE	0.93	ASP	22	2
MCCLISTER RD.	SPRINGVALE ROAD	OLD LOWLAND ROAD	2.13	ASP	22	2
MCFADDEN DR.	11-E	OLD RUSSELLVILLE PIKE	0.09	ASP	13	2
MCGINNIS RD.	PANTHER CREEK	CAMERON ROAD	0.54	ASP	24	1
MCINTOSH LN.	WINESAP WAY	CUL-DE-SAC	0.15	ASP	24	1
MEADOW DR.	CARLANNA DRIVE	DEAD END	0.36	ASP	14	3
MEADOW LANE CIR.	LOWLAND PIKE	LOWLAND PIKE	0.31	ASP	22	2
MEADOW RUN DR.	JAYBIRD ROAD	CUL-DE-SAC	0.59	ASP	21	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
MEADOW SPRINGS CT.	MULLINS	CUL-DE-SAC	0.23	ASP	24	1
MEADOWLAND DR.	KIDWELL RIDGE ROAD	CUL-DE-SAC	0.47	ASP	24	1
MEEK ST.	ARCHER CIRCLE	YOUNG AVENUE	0.40	ASP	24	1
MELANIE CIR.	W. PIERCE DRIVE	BYRON DRIVE	0.52	ASP	24	1
MIDRIDGE DR.	TOM TREECE ROAD	CUL-DE-SAC	0.19	ASP	24	1
MIKE DR.	HALIFAX CIRCLE	HALIFAX CIRCLE	0.17	ASP	26	1
MILBURN ST.	CITY LIMITS	DEAD END	0.12	ASP	18	2
MILL RUN RD.	CANEY FORK ROAD	COUNTY LINE	0.11	ASP	15	3
MILL WHEEL RD.	PAPERMILL DRIVE	DEAD END	0.13	ASP	13	4
MILLRACE RD.	PANTHER CRÉEK ROAD	CUL-DE-SAC	0.21	ASP	24	1
MILLSTONE DR.	CREEKSIDE DRIVE	BROOKVIEW DRIVE	0.33	ASP	24	1
MILTON RIDGE COURT	LEE RIDGE RD.	CUL-DE-SAC	0.05	ASP	24	1
MIMOSA DR.	BOATMANS MOUNTAIN ROAD	DEAD END	0.48	ASP	15	3
MINERAL HILLS RD.	HARLEY ROAD	DEAD END	0.16	ASP	14	3
MISTY DR.	THREE SPRINGS ROAD	DEAD END	0.12	ASP	14	3
MISTY HILL LN.	LAKEWAY ROAD	DEAD END	0.56	ASP	24	1
MISTY WOOD DR.	SULPHUR SPRINGS	CUL-DE-SAC	0.07	ASP	24	1
MOORE RD.	STAGECOACH ROAD	N. MOORE ROAD	0.79	ASP	20	2
MOORE RD. N.	MOORE ROAD	NORTH STREET	0.31	ASP	18	2
MORELOCK RD.	REEDS CHAPEL	CITY LIMITS	0.68	ASP	24	1
MORGAN RD.	CLAUDE COLLINS ROAD	CITY LIMITS	0.30	ASP	18	2
MOUNTAIN LAUREL RD.	PANTHER CREEK	CUL-DE-SAC	0.34	ASP	24	1
MOUNTAIN RD.	MOUNTAIN ROAD	COUNTY LINE	2.62	ASP	18	2
MOUNTAIN VALLEY RD.	SILVER CITY ROAD	COUNTY LINE	3.05	ASP	23	2
MOYER LN.	CAMERON ROAD	WINDCREST DRIVE	0.14	ASP	24	1
MT. VISTA DR.	WARRENSBURG ROAD	CUL-DE-SAC	0.23	ASP	24	1
MULLINS RD.	ST. CLAIR ROAD	THREE SPRINGS	2.35	ASP	22	2
MURRELL RD.	PANTHER DRIVE	CAMERON ROAD	0.90	ASP	23	2
MUSICK RD.	STUFFEL ROAD	DEAD END	0.31	ASP	11	4
MUSSER RD.	CARROLL ROAD	THOMPSON CREEK ROAD	1.53	ASP	22	2
MYERS RD.	CEDAR CREEK ROAD	DEAD END	0.29	ASP	3	3
NAOMI DR.	DEER RIDGE DRIVE	CUL-DE-SAC	0.37	ASP	24	1
NATHAN DR.	SPENCER HALE	DEAD END	0.14	ASP	14	3
NAVAHO TRL.	11-E	KEN LANE	0.37	ASP	20	2
NEBLETT RD.	OLD WITT ROAD	DEAD END	0.13	ASP	17	3
NEEDMORE RD.	ST. CLAIR ROAD	THREE SPRINGS ROAD	1.50	ASP	22	2
NEIL CIR.	PORTRUM DRIVE	CUL-DE-SAC	0.07	ASP	24	1
NELSON SCHOOL RD.	ALPHA VALLEY HOME ROAD	VALLEY HOME ROAD	1.28	ASP	18	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
NENA CIR.	KIMBERLY DRIVE	KIMBERLY DRIVE	0.29	ASP	24	1
NEUHOFF RD.	ENKA HWY.	DEAD END	0.42	ASP	20	2
NEW POPLAR RIDGE RD.	OLD POPLAR RIDGE ROAD	CUL-DE-SAC	0.04	ASP	24	1
NEWBERRY ST.	GREENBRIAR ROAD	CLAUDETTE ROAD	0.08	ASP	24	2
NICELY AVE.	OLD RUSSELLVILLE PIKE	DODSON FERRY ROAD	0.13	ASP	18	2
NICHOLSON RD.	OLD RUSSELLVILLE PIKE	OLD RUSSELLVILLE PIKE	0.32	ASP	17	3
NIGHTINGALE ST.	GOLDEN DRIVE	COLLINSON FORD	0.19	ASP	24	1
NOES CHAPEL RD.	BRITT LANE	BOATMAN'S MOUNTAIN	1.25	ASP	24	1
NOLEN RD.	HOLT'S CHURCH ROAD	DEAD END	0.10	ASP	12	4
NORLAND DR.	DANBURY DRIVE	ASHFORD DRIVE	0.06	ASP	24	1
NORTH ST.	N. MOORE ROAD	DEAD END	0.07	ASP	18	2
NORTHBROOK DR.	NOES CHAPEL ROAD	DENEEN LANE	0.29	ASP	24	1
NORTHVIEW DR.	SPOUT SPRINGS	DENEEN LANE	0.37	ASP	24	1
NORTHWIND DR.	BRIGHT'S PIKE	BRIGHT'S PIKE	0.25	ASP	24	1
NORTON DR.	CORBIN DRIVE	JOANNE CIRCLE	0.39	ASP	24	1
OAK DALE LN.	BRIGHT'S PIKE	PAPERMILL ROAD	0.16	ASP	15	3
OAK TRACE DR.	STANSBERRY	CUL-DE-SAC	0.22	ASP	24	1
OAKCREST DR.	LAKE DRIVE	CUL-DE-SAC	0.10	ASP	22	2
O'DONOGHUE RD.	ENKA HWY.	DEAD END	0.21	BST	10	4
OLD CEDAR LN.	LAKESHORE ROAD	CUL-DE-SAC	0.20	ASP	18	2
OLD FORD RD.	BRIGHT'S PIKE	GRAZELAND DRIVE	0.72	ASP	22	2
OLD HIGHWAY 160	ENKA HWY.	COUNTY LINE	0.35	ASP	10	4
OLD HOLLOW RD.	SULPHUR SPRINGS	DEAD END	0.15	BST	14	3
OLD KENTUCKY RD.	BRIGHT'S PIKE ROAD	CEDAR CREEK ROAD	3.35	ASP	24	1
OLD LOWLAND RD.	ST. PAUL ROAD ST. RT. #160	ST. PAUL ROAD DEAD END	0.61	ASP	20	2
OLD OAK LN.	CENTRAL CHURCH	DEAD END	0.50	ASP	16	3
OLD POPLAR RIDGE RD.	11-E	NEW POPLAR RIDGE ROAD	0.50	ASP	20	2
OLD RUSSELLVILLE PK.	11-E	11-E	0.50	ASP	20	2
OLD STAGE RD.	BRADY ROAD	CITY LIMITS	0.32	ASP	16	3
OLD WHITE PINE RD.	DAVY CROCKETT PKWY.	CONTY LINE	2.11	ASP	22	2
OLD WITT RD.	SOUTH CUMBERLAND	DAVY CROCKETT PKWY.	1.80	ASP	22	2
ORCHARD GROVE LN.	INMAN BEND	APPLETREE CIRCLE	0.11	ASP	24	1
ORIOLE CT.	CANARY LANE	CUL-DE-SAC	0.09	ASP	24	1
OSPREY DR.	NIGHTINGALE STREET	DEAD END	0.12	ASP	24	1
OUTLOOK TRAIL	TURNER'S LANDING RD.	CUL-DE-SAC	0.37	ASP	24	1
OVERVIEW DR.	DEENA CIRCLE	EMERALD AVENUE	0.08	ASP	26	1
OXFORD CIR.	HARVEY DRIVE	CUL-DE-SAC	0.10	ASP	24	1
PANTHER CREEK RD.	CEDAR HILL ROAD	RAUN RD.	1.31	ASP	24	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
PANTHER SPRINGS RD.	OLD STAGE RD.	11-E	0.36	ASP	24	1
PAPER MILL DR.	BRIGHT'S PIKE	DEAD END	0.18	ASP	15	3
PARK PLACE DR.	OLD KENTUCKY RD.	CUL-DE-SAC	0.17	ASP	24	1
PARK VIEW DR.	PEACE DRIVE	CUL-DE-SAC	0.53	ASP	22	2
PARKWAY CHURCH RD.	OLD KENTUCKY	DEAD END	0.17	ASP	20	2
PARKWAY DR.	OLD KENTUCKY	CUSTER DRIVE	0.28	ASP	22	2
PARRISH CIR.	JAYBIRD ROAD	JAYBIRD ROAD	0.22	ASP	22	2
PATTERSON DR.	FRANK HODGE ROAD	CUL-DE-SAC	0.12	ASP	12	4
PEACE DR.	LAKE DRIVE	COPPER RIDGE ROAD	1.03	ASP	22	2
PEARL DR.	PARKWAY DRIVE	DEAD END	0.05	ASP	22	2
PEMBROOK DR.	WINDSOR ROAD	BRIGHTON LANE	0.36	ASP	22	1
PENDLETON AVE.	HOLDWAY STREET	SYKES ROAD	0.25	ASP	22	2
PHILLIP LN.	ALISHA AVE.	CUL-DE-SAC	0.19	ASP	24	1
PHYLLIS	GLENN DRIVE	ANDREW CIRCLE	0.32	ASP	22	2
PIERCE DR. W.	BYRON DRIVE	LEBANON CHURCH ROAD	0.48	ASP	24	1
PILGRAM RD.	NOES CHAPEL ROAD	DEAD END	0.18	ASP	12	4
PIN OAK DR.	SEVEN OAKS DRIVE	CUL-DE-SAC	0.27	ASP	24	1
PINE BARREN DR.	MOUNTAIN LAUREL	CUL-DE-SAC	0.27	ASP	24	1
PINE BROOKE RD.	SULPHUR SPRINGS ROAD	SOUTH CUMBERLAND	1.22	ASP	24	1
PINEWOOD CIR.	BULLARD DRIVE	BULLARD DRIVE	1.12	ASP	24	1
PINKNEY CIR.	THOMASON LANE	DEAD END	0.08	ASP	20	2
PLANTATION DR.	BRIGHT'S PIKE	BRIGHT'S PIKE	0.66	ASP	24	1
PLEAS SENTER RD.	LEBANON CHURCH ROAD	DEAD END	0.13	ASP	22	2
PLEASANT RIDGE RD.	ALPHA VALLEY HOME	COUNTY LINE	0.47	ASP	20	2
PLEASANT VIEW DR.	PRATT ROAD	ALLEN ROAD	0.51	ASP	24	1
PLUM CT.	CHERRYBROOK	DEAD END	0.08	ASP	24	1
POINTE DR.	RINES ROAD	CUL-DE-SAC	0.46	ASP	24	4
PONDER DR.	GREENBRIAR ROAD	COUNTY LINE	0.18	ASP	24	1
POPLAR SPRINGS RD.	CEDAR HILL ROAD	CUL-DE-SAC	0.39	ASP	20	2
POTRUM DR.	SUSONG DRIVE	CUL-DE-SAC	0.12	ASP	24	1
POTTER RD.	SUBLETT ROAD	DEAD END	0.21	BST	10	4
POWERS RD.	LEEPERS FERRY	COUNTY LINE	0.54	ASP	24	1
PRATT RD.	LAKESHORE ROAD	CEDAR HILL ROAD	1.44	ASP	22	2
PRESIDENT CIR.	PLEASANT VIEW DRIVE	CUL-DE-SAC	0.08		22	2
PRIMROSE CIR.	GREENBRIAR ROAD	CUL-DE-SAC	0.06	ASP	24	1
PRISCILLA ST.	KIDWELL RIDGE ROAD	TERRI STREET	0.20	ASP	18	2
PRYOR'S PASSING	LONNIE CIRCLE	CUL-DE-SAC	0.19	ASP	24	1
PULLEN RD.	STAGECOACH ROAD	WARRENSBURG ROAD	1.25	ASP	19	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
QUAIL HOLLOW RD.	INMAN BEND	DEER RIDGE DRIVE	0.16	ASP	24	1
QUENTIN CIR.	CORBIN DRIVE	CUL-DE-SAC	0.08	ASP	24	1
RAINBOW CIR.	RODDY DRIVE	DEAD END	0.17	ASP	26	1
RALPH RAY RD.	MOUNTAIN VALEY	STAGECOACH	1.40	ASP	20	2
RAMBLIN RD.	WENDY CIRCLE	CITRUS LANE	0.34	ASP	24	1
RAMONA CIRCLE	RUTHENA CIRCLE	CUL-DE-SC	0.20	ASP	24	1
RANDOLPH DR.	ENGLISH STREET	CUL-DE-SAC	0.34	ASP	20	2
RARITAN DR.	FISH HATCHERY	DEAD END	0.25	ASP	18	2
RAUN RD.	PANTHER CREEK	PANTHER CREEK	0.15	ASP	12	4
RAVEN RD.	OLD KENTUCKY	CUL-DE-SAC	0.25	ASP	20	2
RAVENWOOD DR.	COTTONWOOD LANE	WOODWAY DRIVE	0.68	ASP	24	1
REBECCA LN.	SHAVER DRIVE	BARBARA DRIVE	0.20	ASP	24	1
RED BIRD ST.	INMAN BEND	CUL-DE-SAC	0.20	ASP	24	1
RED BUD DR.	COTTONWOOD LANE	RED OAK DRIVE	0.10	ASP	24	1
RED DR.	PARK PLACE DR.	CUL-DE-SAC	0.04	ASP	24	1
RED FOX AVE.	SULPHUR SPRINGS	SYKES ROAD	0.19	ASP	24	1
RED OAK DR.	PINEWOOD CIRCLE	BRENTWOOD DRIVE	0.26	ASP	26	1
REEDS CHAPEL RD.	DAVID CROCKETT PARKWAY	JAYBIRD	1.99	ASP	22	2
REGGIE DR.	BOUNDS DRIVE	DEAD END	0.10	ASP	22	2
REMMINGTON DR.	LONESOME OAK	CUL-DE-SAC	0.34	ASP	24	1
RENO DR.	JENNY LANE	DEAD END	0.09	ASP	17	3
REX DR.	KEN LANE	LAKESHORE ROAD	0.14	ASP	22	2
REYNOLDS RD.	TOM TREECE ROAD	DEAD END	0.32	ASP	13	4
RHETT CIR.	SCARLETT DRIVE	SCARLETT DRIVE	0.25	ASP	14	1
RIDGEMONT DR.	CHRISTMAS DRIVE	LECONTE	0.35	ASP	26	1
RINES RD.	POINTE DRIVE	LEBANON CHURCH	0.30	ASP	18	2
RIPPETOE AVE.	HOLDWAY STREET	SYKES ROAD	0.30	ASP	22	2
RITA CIR.	WILDERNESS	CUL-DE-SAC	0.26	ASP	22	2
RIVER PATH	SPENCER HALE RD.	FISHING ROD LN.	0.49	ASP	24	1
RIVER RD.	SPENCER HALE	COUNTY LINE	1.44	ASP	22	2
RIVER VIEW DR.	BEECHHURST AVENUE	ST. PAUL ROAD	0.38	ASP	20	2
ROBERT WATKINS DR.	TARR ROAD	COUNTY LINE	0.21	ASP	20	2
ROBIN CIR.	ROBINSON CREEK ROAD	ROBINSON CREEK ROAD	0.86	ASP	18	2
ROBINSON CREEK RD.	SPRINGVALE ROAD	FISH HATCHERY ROAD	1.11	ASP	20	2
ROBLEE RD.	SOUTH CUMBERLAND	DUGGAN ROAD	0.05	ASP	24	1
ROCK CHURCH RD.	LORINO PARK ROAD	CARROLL ROAD	0.13	ASP	16	3
ROCKY TOP DR.	DAMASCUS CIRCLE	DEAD END	0.07	ASP	18	2
RODDY DR.	COUNTRY ROAD	DEAD END	0.85	ASP	24	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
ROE JUNCTION RD.	VALLEY HOME ROAD	SULPHUR SPRINGS	0.67	ASP	22	2
RONALD DR.	GREENBRIAR ROAD	JERRY DRIVE	0.64	ASP	24	1
ROOSEVELT DR.	NELSON SCHOOL ROAD	DEAD END	0.17	ASP	18	2
ROSA CIR.	ELGIN DRIVE	ELGIN DRIVE	0.40	ASP	21	2
ROTHERFIELD CT.	WELLINGTON BLVD.	CUL-DE-SAC	0.05	ASP	24	1
ROUSE RD.	OLD WHITE PINE	SPENCER HALE	1.12	ASP	22	2
ROY POTTER RD.	N. 2ND STREET	DODSON FERRY ROAD	0.13	ASP	16	3
ROY ROGERS RD.	SLOAT CIRCLE	SPARKS LANE	0.08	BST	14	3
RUSTIC CIR.	PINE BARREN ROAD	CUL-DE-SAC	0.06	ASP	24	1
RUTHENA CIR.	MUSSER ROAD	CUL-DE-SAC	0.72	ASP	24	1
RYDER LN.	S. ECONOMY ROAD	THOMAS R. JAMES DRIVE	0.14	ASP	24	1
SAGEWOOD DR.	SEQUOYAH DRIVE	SEQUOYAH DRIVE	0.41	ASP	24	1
SALEM AVE.	NORTH 2ND STREET	DODSON FERRY ROAD	0.14	ASP	14	3
SALINA'S LN.	MAPLE VALLEY ROAD	SAN FRANCISCO DRIVE	0.25	BST	17	3
SAM ADAMS RD.	WHITE OAK GROVE ROAD	DEAD END	0.29	BST	16	3
SAM KING LN.	ENKA HIGHWAY	DEAD END	0.12	ASP	12	4
SAN FRANCISCO DR.	SALINA'S DRIVE	SALINA'S DRIVE	0.30	BST	18	2
SANDERS AVE.	OLD POPLAR RIDGE ROAD	MARIE STREET	0.17	ASP	24	1
SANDERS AVE. W.	MARIE STREET	KEN LANE	0.08	ASP	18	2
SANORIA LN.	JAYBIRD ROAD	DEAD END	0.11	ASP	14	3
SARAH WAY	CHRISTINE LANE	CUL-DE-SAC	0.05	ASP	24	1
SAVANNAH DR.	LEEANN DRIVE	SLOP CREEK ROAD	0.34	ASP	24	1
SAWYERS RD.	PINE BROOKE ROAD	DEAD END	0.25	ASP	17	3
SCARLETT DR.	KIDWELL RIDGE ROAD	DEAD END	0.65	ASP	24	1
SCARLETT OAK DR.	STANSBERRY	CUL-DE-SAC	0.24	ASP		1
SCENIC LAKE CIR.	COPPER RIDGE ROAD	COPPER RIDGE ROAD	0.62	ASP	25	1
SCOTTIE CIR.	LOWE DRIVE	LOWE DRIVE	0.17	ASP	18	2
SEAGLE LN.	FISH HATCHERY ROAD	CUL-DE-SAC	0.19	ASP	12	4
SEAL-BROOKS RD.	SHIELDS FERRY ROAD	DEAD END	0.15	ASP	16	3
SEALS LN.	HERRON ROAD	RARITAN ROAD	0.08	ASP	18	2
SECOND ST. N.	LUTHER PROFFIT ROAD	THREE SPRINGS ROAD	0.52	ASP	15	3
SENATOR CIR.	PLEASANT VIEW DRIVE	DEAD END	0.06		22	2
SEQUOYAH DR.	OLD WITT ROAD	SOUTH CUMBERLAND STREET	0.68	ASP	24	1
SEVEN OAKS DR.	ESSEX LANE	PANTHER CREEK ROAD	1.38	ASP	24	1
SEVILLE RD.	DUGGAN DRIVE	CUL-DE-SAC	0.24	ASP	24	4
SHADOW LN.	SAN FRANCISCO DRIVE	DEAD END	0.06		18	2
SHADOW WOOD LN.	HICKORY SHADOW DRIVE	HICKORY VIEW DRIVE	0.36	ASP	24	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
SHADOWLAND WAY	SHADOW WOOD LANE	CUL-DE-SAC	0.06	ASP	24	1
SHADOWWOOD	STONEHENGE	CUL-DE-SAC	0.07	ASP	24	1
SHADY GROVE RD.	WOOD DALE ROAD	DEAD END	0.03	ASP	20	2
SHANDEE LN.	ISAAC AVENUE	CUL-DE-SAC	0.26	ASP	24	1
SHANNON RD.	JAYBIRD ROAD	DEAD END	0.27	ASP	14	3
SHANNON'S LITTLE MTN.	JAYBIRD ROAD	JAYBIRD ROAD	0.85	ASP	17	3
SHARON CIR.	LOWE DRIVE	LOWE DRIVE	0.25	ASP	18	2
SHAVER DR.	11-E	BARBARA DRIVE	0.66	ASP	24	1
SHEILA CT.	BARBARA DRIVE	CUL-DE-SAC	0.13	ASP	24	1
SHIELDS FERRY RD.	SPOUT SPRINGS ROAD	DEAD END	0.35	ASP	24	1
SHINBONE RD.	SILVER CITY ROAD	CITY LIMITS	2.75	ASP	23	2
SHIRLEY LN.	CASTAIN DRIVE	DEAD END	0.06	ASP	21	2
SIGMON ST.	CONRAD DRIVE	CHEROKEE DRIVE	0.08	ASP	20	2
SILVER FOX TRAIL	COTTON TAIL LANE	COLLINSON FORD ROAD	0.35	ASP	24	1
SILVER SKY LN.	WARRENSBURG ROAD	CUL-DE-SAC	0.17	ASP	24	1
SKEEN RD.	FERNWOOD CHURCH ROAD	DEAD END	0.39	BST	16	3
SKY HIGH CT.	SILVER SKY LANE	CUL-DE-SAC	0.08	ASP	24	1
SLOAT CIR.	LANE STREET	11-E	0.16	BST	16	3
SLOP CREEK RD.	SHINBONE ROAD	SILVER CITY	2.56	ASP	22	2
SMOKEY VIEW DR.	FOX DRIVE	BRADY DRIVE	0.14	ASP	17	3
SMOKY MOUNTAIN CT.	TURNER'S LANDING RD.	CUL-DE-SAC	0.11	ASP	24	1
SMYTH TRAIL	WARRENSBURG ROAD	DEAD END	0.59	ASP	11	4
SNOWFLAKE DR.	OAK DALE LANE	PAPERMILL DRIVE	0.13	ASP	16	3
SNYDER RD.	MORRIS BLVD.	LORINO PARK ROAD	0.25	ASP	19	2
SOLOMON RIDGE WAY	BOAT LAUNCH RD	HARBOR VIEW DR.	0.17	ASP	24	1
SOUTH POINTE DR.	WEST POINTE DRIVE	CUL-DE-SAC	0.14	ASP	24	1
SOUTH ST.	11E	OLD RUSSELLVILLE PIKE	0.06	ASP	14	3
SOUTHERN TER.	LAKINS DRIVE	SOUTH CUMBERLAND	0.11	ASP	24	1
SOUTHFORK CIR.	SPENCER HALE ROAD	SPENCER HALE ROAD	1.22	ASP	22	2
SPANGLE RD.	MCBRIDE ROAD	DEAD END	1.15	ASP	20	2
SPARKS LN.	HARRIS ROAD	ROY ROGERS DRIVE	0.16	BST	16	3
SPENCER HALE RD.	SPRINGVALE ROAD	COUNTY LINE	4.06	ASP	23	2
SPITZER RD.	GULF STREET	DEAD END	0.04	ASP	16	3
SPOUT SPRINGS RD.	BOATMAN'S MOUNTAIN ROAD	HILL TRAIL	1.21	ASP	22	2
SPRING CREEK RD.	OLD BRIGHT'S PIKE	OLD BRIGHT'S PIKE	0.45	ASP	24	1
ST. PAUL RD.	OLD WHITE PINE ROAD	ENKA HWY.	3.64	ASP	22	2
STACY AVE.	NORTHVIEW DRIVE	CUL-DE-SAC	0.23	ASP	24	1
STAGECOACH RD.	11-E	COUNTY LINE	5.35	ASP	22	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
STANDIFER LN.	CITY LIMITS	E SUNSET HILLS	0.11	ASP	16	3
STANLEY RD.	PRATT ROAD	DEAD END	0.14	ASP	12	4
STANSBERRY RD.	SLOP CREEK ROAD	DOVER ROAD	0.79	ASP	16	3
STAPLETON RD.	SLOP CREEK ROAD	DOVER ROAD	1.10	ASP	21	2
STATEM GAP RD.	SOUTH CUMBERLAND	PINE BROOK ROAD	1.23	ASP	14	3
STEADMAN RD.	11-E	DEAD END	0.74	BST	14	2
STONEBROOK LN.	NORTHBROOK DRIVE	CUL-DE-SAC	0.04	ASP	24	1
STONEHENGE DR.	GREENBRIAR ROAD	CUL-DE-SAC	0.29	ASP	24	1
STUBBLEFIELD ST.	11-E	LANE STREET	0.20	BST	18	2
STUFFEL RD.	JAYBIRD ROAD	CEDAR CREEK ROAD	0.88	ASP	20	2
SUBLETT RD.	FERNWOOD CHURCH ROAD	WITT ROAD	0.58	ASP	22	2
SUGAR HOLLOW RD. E.	SHINBONE ROAD	WARRENSBURG ROAD	1.04	ASP	24	1
SUGAR HOLLOW RD. S.	A.J. HWY.	ST. RT. #160	1.16	ASP	22	2
SUGAR MAPLE ST.	HERRON DRIVE	RARITAN DRIVE	0.05	ASP	18	2
SUGARWOOD DR.	GREENBRIAR ROAD	CUL-DE-SAC	0.50	ASP	24	1
SULPHUR LN.	N. COFFEY ROAD	SULPHUR SPRINGS ROAD	0.08	ASP	12	4
SULPHUR SPRINGS RD.	ST. RT. #160	OLD WITT ROAD	2.56	ASP	25	1
SUN ST. E.	11-E	JOHN HENRY ROAD	0.08	BST	12	4
SUNFLOWER CT.	FOXGLOVE LANE	CUL-DE-SAC	0.10	ASP	24	1
SUSONG DR.	CHEROKEE DRIVE	PORTRUM DRIVE	0.23	ASP	24	1
SUSSEX LN.	ACORN DRIVE	CUL-DE-SAC	0.25	ASP	24	1
SWEETBRIAR DR.	GREENBRIAR ROAD	CUL-DE-SAC	0.26	ASP	24	1
SYKES RD.	WYLIE MILLER ROAD	DEAD END	0.38	ASP	18	2
TAGEN LN.	EAGLE TRAIL	KINGSWOOD DRIVE	0.11	ASP	20	2
TALLEY CHAPEL PK.	FALL CREEK ROAD	THREE SPRINGS ROAD	1.11	ASP	18	2
TALLEY RD.	BETHEL ROAD	SPRINGVALE ROAD	1.24	ASP	24	1
TALON COURT	POINTE DRIVE	CUL-DE-SAC	0.06	ASP	24	1
TANASI TRAIL	TOMAHAWK HILL	INDIAN TRAIL	0.30	ASP	15	3
TARR RD.	HULLS MILL ROAD	COUNTY LINE	0.36	ASP	20	2
TASHA CIR.	BRIARWOOD DRIVE	CUL-DE-SAC	0.06	ASP	16	3
TAYLOR RD.	KIDWELL RIDGE ROAD	DEAD END	0.19	ASP	22	2
TAZEWELL CIR.	PEACE DRIVE	CUL-DE-SAC	0.05	ASP	24	1
TENNESSEE HILLS DR.	CENTRAL CHURCH ROAD	CENTRAL CHURCH ROAD	0.27	ASP	24	1
TERANCE CIR.	WOODWIND COURT	WOODWIND COURT	0.12	ASP	20	2
TERRELL CIR.	LEIA DRIVE	CUL-DE-SAC	0.04	ASP	22	2
TERRI ST.	PRISCILLA STREET	KIDWELL RIDGE ROAD	0.14	ASP	18	2
THIRD ST. N.	GIDEON ROAD	THREE SPRINGS ROAD	0.39	ASP	16	3
THOMAS DR.	SHIELDS FERRY ROAD	DEAD END	0.22	ASP	18	2

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
THOMASON LN.	11-E	PINKNEY CIRCLE	0.08	ASP	20	2
THOMPSIE DR.	HARVEY DRIVE	MARY STREET	0.38	ASP	24	1
THOMPSON CREEK RD.	CITY LIMITS	FISH HATCHERY ROAD	2.21	ASP	20	2
THREE SPRINGS RD.	RUSSELLVILLE PIKE	COUNTY LINE	5.48	ASP	24	1
TIMBERCREEK LN.	PINE BARREN DRIVE	CUL-DE-SAC	0.13	ASP	24	1
TIMBERCREST DR.	MACEDONIA ROAD	CUL-DE-SAC	0.87	ASP	26	1
TIMOTHY RD.	BOAT DOCK ROAD	WITHERS CIRCLE	0.08	ASP	18	2
TINA CIR.	LAKESHORE ROAD	DEAD END	0.16	ASP	18	2
TITUS DR.	WITHERS CIRCLE	DEAD END	0.05	ASP	18	2
TOM TREECE RD.	BOATMAN'S MOUNTAIN ROAD	CHEROKEE DRIVE	1.25	ASP	20	2
TOMAHAWK HILL	TANASI TRAIL	DEAD END	0.13	ASP	15	3
TONI AVE.	ELLAREE DRIVE	DEAD END	0.07	ASP	14	3
TORNADO TRAIL	ENKA HWY.	DEAD END	0.79	ASP	24	1
TRACY ST.	HORNER DRIVE	CUL-DE-SAC	0.04	ASP	24	1
TRAVIS RD.	LEBANON CHURCH ROAD	PRATT ROAD	0.36	ASP	15	3
TRETOWER CT.	WELLINGTON BLVD.	CUL-DE-SAC	0.03	ASP	24	1
TURLEY BRIDGE RD.	CHEROKEE DRIVE	CHEROKEE DRIVE	1.53	ASP	16	3
TURLEY MILL RD.	CHEROKEE DRIVE	CUL-DE-SAC	0.67	ASP	15	3
TURNER ST.	HORNER DRIVE	COPPER RIDGE ROAD	0.06	ASP	23	2
TURNER'S LANDING RD.	TALLEY CHAPEL PIKE	CUL-DE-SAC	0.97	ASP	24	1
TURNER'S POND TRAIL	TURNER'S LANDING RD.	CUL-DE-SAC	0.26	ASP	24	1
TWIN OAKS LN.	DEARING ROAD	COUNTY LINE	0.10	ASP	14	3
UNION GROVE RD.	FISH HATCHERY ROAD	WARRENSBURG ROAD	2.77	ASP	22	2
VALE DR.	POPLAR SPRINGS ROAD	DEAD END	0.10	ASP	20	2
VALLEY HOME ROAD	MAPLE VALLEY	DR. MARTIN LUTHER KING JR. PKWY.	0.91	ASP	24	1
VAUGHN RD.	N. 2ND ST.	VAUGHN DR.	0.41	ASP	15	3
VENNIE CIR.	GRAZELAND DRIVE	VENNIE CIRCLE	0.25	ASP	24	1
VICTOR LN.	STAGECOACH ROAD	DEAD END	0.07	ASP	14	3
VINE RD.	WALDO DRIVE	DEAD END	0.07	ASP	18	2
VINEYARD RD.	DAVY CROCKETT PKWY.	SPENCER HALE	0.34	ASP	20	2
VIRGIE RD.	SUGAR HOLLOW ROAD	DEAD END	0.09	BST	18	2
VOLUNTEER DR.	OLD KENTUCKY ROAD	DEAD END	0.19	ASP	18	2
WADDELL DR.	ST. PAUL ROAD	DEAD END	0.30	ASP	16	3
WAGON RD.	MIMOSA DRIVE	DEAD END	0.09	ASP	12	4
WALDO DR.	HARLEY ROAD	VINE ROAD	0.18	ASP	18	2
WALL ST.	CANNERY ROAD	BENTON ROAD	0.35	BST	24	1
WALNUT HILL DR.	SHADOW WOOD LANE	CUL-DE-SAC	0.11	ASP	24	1

HAMBLEN COUNTY 2017 ROAD LIST

ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
WANDA DR.	KEN LANE	DEAD END	0.08	ASP	18	2
WANDA TER.	HENRIETTA DRIVE	LESLIE DRIVE	0.18	ASP	21	2
WARRENSBURG RD.	11-E	MOUNTAIN ROAD	5.75	ASP	24	1
WARWICK CT.	WELLINGTON BLVD.	CUL-DE-SAC	0.06	ASP	24	1
WATER'S EDGE DR.	BRIGHT'S PIKE	CUL-DE-SAC	0.34	ASP	24	1
WATKINS CHAPEL RD.	OLD WITT ROAD	SOUTH CUMBERLAND	0.66	ASP	24	2
WAYNE JOHNSON RD.	BETHESDA ROAD	DEAD END	0.37	ASP	14	3
WEATHERBY CT.	REMMINGTON DRIVE	CUL-DE-SAC	0.05	ASP	24	1
WEBB DR.	SPRINGVALE ROAD	DEAD END	0.08	ASP	16	3
WEESNER ST.	E. BRENTWOOD DRIVE	CUL-DE-SAC	0.03	ASP	24	1
WELCH DR.	BEACON ROAD	DOGWOOD LANE	0.25	ASP	22	2
WELLINGTON BLVD.	KIDWELLS RIDGE ROAD	CUL-DE-SAC	0.38	ASP	24	1
WELLS RD.	LEBANON CHURCH	GREENBRIAR ROAD	0.58	ASP	20	2
WENDY CIR.	MURRELL ROAD	CUL-DE-SAC	0.11	ASP	26	1
WENTWORTH SQ.	WESTOVER PLACE	CUL-DE-SAC	0.05	ASP	24	1
WEST POINTE DR.	TARR ROAD	CUL-DE-SAC	0.65	ASP	24	1
WESTGATE CIR.	BRITTON DRIVE	BRITTON DRIVE	0.63	ASP	24	1
WESTOVER PL.	STAPLETON	CUL-DE-SAC	0.33	ASP	24	1
WHETSEL RD.	SILVER CITY	STAGECOACH ROAD	1.18	ASP	18	2
WHIPPOORWILL DR.	RONALD DRIVE	JERRY DRIVE	0.74	ASP	22	2
WHITE HORN CREEK RD.	STAGECOACH	DEAD END	1.09	ASP	12	4
WHITE OAK CHURCH RD.	HARDY ROAD	DEAD END	0.17	ASP	20	2
WHITE OAK GROVE RD.	HARDY ROAD	FERNWOOD CHURCH ROAD	1.11	ASP	24	1
WHITE PINE DR. N.	OLD WHITE PINE	COUNTY LINE	0.54	ASP	24	1
WHITECLIFF ST.	YORKSHIRE LANE	CUL-DE-SAC	0.50	ASP	24	1
WHITESBURG PK.	11-E	ST. CLAIR ROAD	1.17	ASP	24	1
WIDE VIEW DR.	MUSICK ROAD	CUL-DE-SAC	0.08	ASP	13	4
WILBURN RD.	STAGECOACH ROAD	BEACON LIGHT	1.10	ASP	22	1
WILD CHERRY LN.	BROOKDELL DRIVE	CUL-DE-SAC	0.04	ASP	24	1
WILDERNESS DR.	RINES ROAD	CUL-DE-SAC	0.51	ASP	24	1
WILLOW WAY	KIDWELL RIDGE ROAD	CUL-DE-SAC	0.67	ASP	24	1
WILSON-HALE RD.	DAVY CROCKETT PKWY.	ENKA HWY.	1.44	ASP	20	2
WIN VUE DR.	BIG ORANGE DRIVE	BARDING DRIVE	0.54	ASP	24	1
WINCHESTER AVE.	BYRD ROAD	CUL-DE-SAC	0.10	ASP	24	1
WIND CHASE DR.	GREENBRIAR ROAD	CUL-DE-SAC	0.40	ASP	24	1
WIND CIR.	NORTHWIND DRIVE	CUL-DE-SAC	0.23	ASP	24	1
WIND CREST DR.	CAMERON ROAD	MURRELL ROAD	0.44	ASP	24	1
WINDFIELD DR.	STANSBERRY RD.	CUL-DE-SAC	0.22	ASP	24	1

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ROAD	BEGINNING	ENDING	LENGTH MI	SURFACE TYPE	SURFACE WIDTH	CLASS
WINDGATE CT.	BRITTON DRIVE	CUL-DE-SAC	0.11	ASP	20	2
WINDHAVEN CT.	STAPLETON ROAD	CUL-DE-SAC	0.10	ASP	24	1
WINDSONG LN.	SPENCER HALE ROAD	CUL-DE-SAC	0.19	ASP	12	4
WINDSOR RD.	CARROLL ROAD	DEAD END	0.10	ASP	26	1
WINDY COVE LN.	ALLEN ROAD	FRANK HODGE ROAD	0.68	ASP	18	2
WINESAP WAY	SHINBONE	CUL-DE-SAC	0.13	ASP	24	1
WISECARVER RD.	BENT CREEK ROAD	DEAD END	0.33	BST	18	2
WISTERIA DR.	CARNATION DRIVE	CUL-DE-SAC	0.28	ASP	24	1
WITHERS CIR.	CEDAR HILL ROAD	CEDAR HILL ROAD	0.45	ASP	17	3
WITT ACRES CIR.	DEHART DRIVE	DEHART DRIVE	0.27	ASP	18	2
WITT RD.	OLD WITT ROAD	COUNTY LINE	1.22	ASP	18	2
WITT VIEW DR.	SPENCER HALE	DEAD END	0.13	ASP	20	2
WOODCHUCK DELL	ELGERLOTTE LANE	ELGERLOTTE LANE	0.11	ASP	10	4
WOODDALE RD.	COLLINSON FORD ROAD	COLLINSON FORD ROAD	0.98	ASP	22	2
WOODDAWN DR.	HILL TRAIL DRIVE	LAKEWOOD DRIVE	0.27	ASP	20	2
WOODHAVEN DR.	BROCKLAND DRIVE	BROCKLAND DRIVE	0.33	ASP	26	1
WOODS DR.	FOX DRIVE	11-E	0.15	ASP	18	2
WOODWAY DR.	RAVENWOOD DRIVE	CUL-DE-SAC	0.12	ASP	24	1
WOODWIND DR.	CLAUDETTE DRIVE	CUL-DE-SAC	0.13	ASP	20	2
WYLIE MILLER RD.	SULPHUR SPRINGS	SYKES ROAD	0.42	ASP	22	2
WYNN ST.	JULIAN AVENUE	KIDWELL RIDGE ROAD	0.21	ASP	22	2
YALE DR.	DANBURY DRIVE	BROCKLAND DRIVE	0.08	ASP	26	1
YELLOW BRICK RD.	DOGWOOD LANE	CUL-DE-SAC	0.08	ASP	22	2
YORK QUILLEN RD.	STAGECOACH ROAD	COUNTY LINE	0.53	ASP	16	3
YORKSHIRE LN.	DOVER ROAD	CUL-DE-SAC	0.10	ASP	24	1
YOUNG AVE.	MARIE STREET	MEEK STREET	0.07	ASP	24	1

TOTAL LENGTH

402.67

Fiscal Year 2018-2019 Preliminary Budget Plan of Action

Motion by Doe Jarvis, seconded by Howard Shipley to approve the

Fiscal Year 2018/2019 Preliminary Budget Plan of Action.

R. Eldridge	YES
S. Ford	YES
J. Walker	YES
R. Debord	YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	(M) YES
VChair H. Shipley	(2) YES

9.a.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote : >



TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

December 28, 2017

TO: Doe Jarvis
Budget Committee Chair

FROM: Bill Brittain, County Mayor 

RE: Fiscal Year 2018-2019 Preliminary Budget Plan of Action

I present the following preliminary plan of action for the upcoming FY 2018-2019 Budget Plan and look forward to working with the Budget Committee, elected officials, and department heads to develop a budget that will allow us to meet the needs of Hamblen County taxpayers in an efficient manner.

As in previous years, it is my plan to present to you the budget in its totality; and the goal is to pass a budget by June 30, 2018. I encourage you to please contact me if you have questions or need additional explanations. Please keep in mind that the budget process is a fluid process.

Budget worksheets will be prepared and remitted to the elected officials and department heads during the first week in February 2018. Meetings will be held with the elected officials/department heads on an individual basis during March 2018 to discuss the specifics of the budget. If a **SPECIAL REQUEST** exists, it is to be discussed during the individual meetings, and a request by memo is to be submitted to the Finance Department. Based on the nature of the special requests, the elected official/department head may be required to appear before the Budget Committee for explanation. The Finance Director will manage the agendas of the Budget Committee to allow elected officials/department heads to be heard should the need to do so arise.

We are scheduling the large courtroom as usual for May & June on Tuesdays and Thursdays at 4:00 PM. Please see the attached Preliminary Budget Plan of Action for the anticipated meetings and corresponding agendas. All of these dates may not be required. We will meet on an as-needed basis as determined by you, the County Commission Chairman.

I look forward to working together, so that we can and will prepare a budget that meets the needs of the citizens.

Bill Brittain, County Mayor

HAMBLEN COUNTY, TENNESSEE
PRELIMINARY BUDGET PLAN OF ACTION
FOR FISCAL YEAR 2018-2019

FEBRUARY 2018

- February 9 • Letters to Department Heads and Elected Officials
 • Letters to Charitable and Civic Organizations

MARCH 2018

- March 16 • Deadline to receive budget requests and required documentation
 from Charitable and Civic Organizations
- March 30 • Deadline to receive budget request from Department Heads and
 Elected Officials

APRIL 2018

- April 9 • Annual Debt Report presented to Commissioners
- April 27 • Budget notebooks ready for Commissioners

MAY 2018

- May 8 • Budget Committee
 Budget Overview Presentation
 • Proposed Budget posted to Internet
- May 10 • Budget Committee
 General Fund Summary
 General Fund, Fund #101 – Special Requests
 General Fund, Fund #101 – Open Items
- May 15 • Budget Committee
 Solid Waste/Sanitation Fund, Fund #116 (Garbage)
 Highway/Public Works Fund, Fund #131
 Highway Capital Projects Fund, Fund #176
 Drug Control Fund, Fund #122
 General Debt Service Fund, Fund #151
- May 17 • Budget Committee
 School Department Presentation
- May 22 • Budget Committee
 School Department Deliberations

HAMBLETON COUNTY, TENNESSEE
PRELIMINARY BUDGET PLAN OF ACTION (Continued)

MAY 2018 (con't)

- May 24 • Budget Committee
 Open Items
- May 29 • Budget Committee
 Budget Updates

JUNE 2018

- June 5 • Budget Committee – Recommends A Proposed Budget
- June 10 • Publish Proposed Budget in Local Papers
- June 21 • Commission Meeting – Adopt Budget
 1. Resolution Tax Levy
 2. Resolution Making Appropriations
 3. Resolution Making Appropriations to Nonprofits and Charitable Organization
- June 29 • Approved Budget remitted to the Comptroller of the Treasury,
 Office of State and Local Finance
- Letters of Agreements Finalized
- Certification of Road Revenues

JULY 2018

- July 16 • Approved Budget posted to Internet
- Printed budget document available for distribution

Hamblen County Hazard Mitigation Plan

Motion by Rick Eldridge, seconded by Randy DeBord to adopt the
Hamblen County Hazard Mitigation Plan.

R. Eldridge	(M) YES
S. Ford	YES
J. Walker	YES
R. Debord	(2) YES
H. Davis	Absent
H. Harville	YES
J. Huntsman	Absent
L. Carter	Absent

vacant	Absent
T. Ward	YES
J. Smyth	Absent
T. Goins	YES
D. Wampler	Absent
Chair L. Jarvis	YES
VChair H. Shipley	YES

10.a.

Passed (9 YES - 0 NO - 0 ABS - 6 Absent)

Majority Vote >



Morristown-Hamblen Emergency Management Agency
Hamblen County Courthouse
511 West Second North Street
Morristown, Tennessee 37814
(423) 581-6225
cbell@co.hamblen.tn.us

MEMORANDUM

TO: Mayor Bill Brittain, Administrator Tony Cox, Director Hugh Clement
FROM: Chris Bell, Director
DATE: 4 December 2017
RE: Hamblen County Hazard Mitigation Plan
CC:

I have attached the updated and FEMA approved Hamblen Hazard Mitigation Plan to this email. Hamblen County, the City of Morristown, and Hamblen County School System are all three listed as jurisdictions in the plan. The plan allows for counties that have an approved plan to apply for Hazard Mitigation Grant funds when they are available. It also is a critical component in our mitigation practices to assess projects that could mitigation areas that could be impacted by a larger natural threat. A final component is that the plan aids in a jurisdiction being considered for higher percentages for reimbursement in a large scale event in which a disaster declaration is declared.

Our final step in the process is for adoption by all three jurisdiction's governing bodies. If you would place this item on your next scheduled governing body agenda and inform me as to what the date and time will be, I will attend and present the document for adoption.

I have attached the plan and the letter from FEMA for your records and the presentation to the governing bodies.

If you need any additional information, please contact the EMA office.

U.S. Department of Homeland Security
FEMA Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341



FEMA

November 30, 2017

Mr. Doug Worden
State Hazard Mitigation Officer
Tennessee Emergency Management Agency
3041 Sidco Drive
Nashville, Tennessee 37204

Reference: Multi-jurisdictional Hazard Mitigation Plan: Hamblen County

Dear Mr. Worden:

This is to confirm that we have completed a Federal review of the draft Hamblen County Multi-jurisdictional Hazard Mitigation Plan for compliance with the Federal hazard mitigation planning requirements contained in 44 CFR 201.6(b)-(d). Based on our review and comments, Hamblen County Hazard Mitigation Planning Committee developed and submitted all the necessary revisions. Our staff has reviewed and approved these revisions.

We have determined that the revised Hamblen County Hazard Mitigation Plan is now compliant with Federal requirements, subject to formal community adoption. Upon submittal of a copy of documentation of the adoption resolution(s) to our office, we will issue formal approval of the Hamblen County Hazard Mitigation Plan.

Please have the Hamblen County Hazard Mitigation Planning Committee submit a final copy of their Plan, without draft notations and track changes.

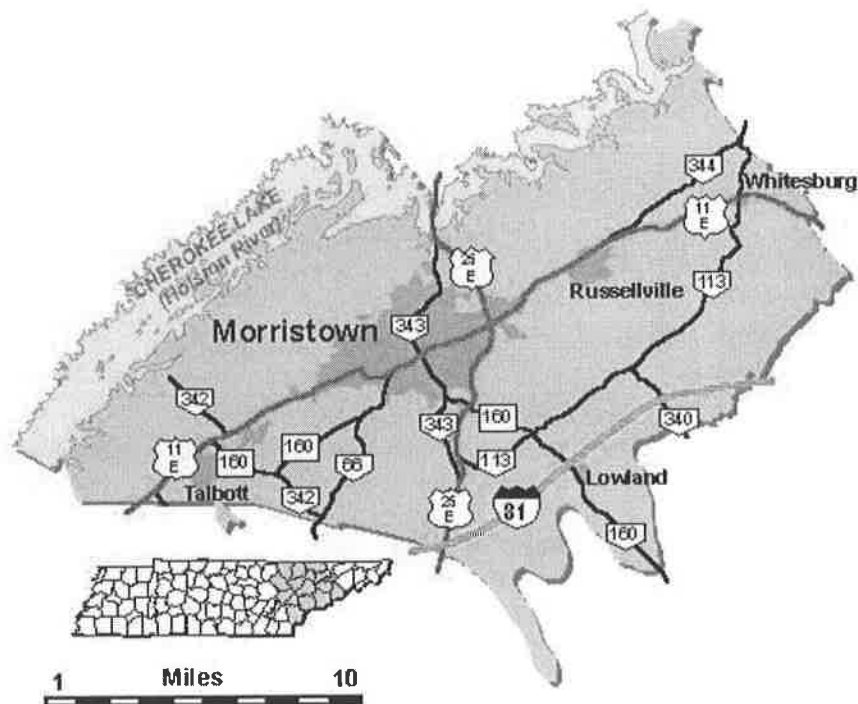
For further information, please do not hesitate to contact Valerie Anderson, of the Hazard Mitigation Assistance Branch, at (770) 220-5661 or Darlene Booker, of my staff, at (770) 220-5404.

Sincerely,

A handwritten signature in black ink, reading "Kristen Martinenza".

Kristen M. Martinenza, P.E., CFM
Branch Chief
Risk Analysis
FEMA Region IV

Hamblen County Hazard Mitigation Plan



November 30, 2017

Prepared By:

**Hamblen County Hazard Mitigation Committee
Hamblen County Emergency Management**

Assistance Provided By:

Tennessee Emergency Management Agency
as part of the Tennessee Mitigation Initiative

November 30, 2017
January 18, 2018

Executive Summary

Over the past three decades, hazard mitigation has gained increased national attention due to the large number of natural disasters that have occurred throughout the U.S. and the rapid rise in costs associated with those disaster recoveries. It has become apparent that money spent mitigating potential impacts of a disaster event can result in substantial savings of life and property. With these benefit cost ratios being extremely advantageous, the Disaster Mitigation Act of 2000 was developed as U.S. Federal legislation that reinforces the importance of pre-disaster mitigation planning by calling for local governments to develop mitigation plans (*44 CFR 201*).

The purpose of a local hazard mitigation plan is to identify the community's notable risks and specific vulnerabilities, and then to create/implement corresponding mitigation projects to address those areas of concern. This methodology helps reduce human, environmental, and economical costs from natural and man-made hazards through the creation of long-term mitigation initiatives.

The advantages of developing a local hazard mitigation plan are numerous including improved post-disaster decision making, education on mitigation approaches, an organizational method for prioritizing mitigation projects, etc. It has been noted that communities who successfully complete and maintain a mitigation plan receive larger amounts of Federal and State funding to be used on mitigation projects, and receive these funds faster, than communities who do not have a plan. Such funding sources that the plan caters to are Pre-Disaster Mitigation, Flood Mitigation Assistance, Severe Repetitive Loss, and Hazard Mitigation Grant Programs.

The 2016 update of the Hamblen County Hazard Mitigation Plan was created to act as a well thought-out guide to be used by, and for, the people of Hamblen County. For this plan to be successful, each jurisdiction within the county participated in the drafting and preparation of the plan. These participating jurisdictions include:

- Hamblen County (unincorporated)
- City of Morristown
- Hamblen County School Board

In reference to federal code title *44 CFR 201*, the plan is required to be submitted to both TEMA (State) and FEMA (Federal) for review to be approved. When the plan is deemed "approval pending adoption" by FEMA

(44 CFR 201.6(c)5), each of the participating jurisdictions will adopt the plan through a local resolution.

Every 5 years the plan is required to be updated and revised in regards to maps, vulnerability assessments, tables, information, and projects. This is the updated plan that the committee met in August of 2016 and submitted to TEMA in October 2016. After recommendations from TEMA Planning, additional revisions and updates were made to the plan and resubmitted to TEMA in April 2017.

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Section 1: Planning Process

Planning Process

The previous Hamblen County Hazard Mitigation Plan was approved by FEMA on March 20, 2012. Per federal requirements stated in 44 CFR 201, all local hazard mitigation plans are required to go through a FEMA update review every 5 years to remain eligible for hazard mitigation grants. This update methodology was developed to assure that local governments are continuing to re-evaluate their risks and to regularly implement mitigation projects that can reduce community vulnerabilities.

The beginning of the plan's five year update process took place at a meeting on October 8th, 2013 (See [Appendix 1](#) for the meeting's attendance sheet). At this meeting Hamblen County Emergency Management Agency stated that they would continue the role of leading staff and interested persons in updating their mitigation plan. The tasks to be undertaken by Hamblen County Emergency Management Agency consisted of continuing to get agencies and the public involved in the county's mitigation efforts, performing the written plan's required 5-year update, and soliciting for new mitigation actions/projects to be added to the plan. On October 9, 2014 the Hamblen County Hazard Mitigation Committee met again (see [Appendix 2](#) for meeting attendance sheet and minutes). On August 11, 2016 the committee met again to approve all plan updates, revisions and the new project list (see [Appendix 3](#) for attendance sheet and meeting minutes).

At each of these meetings, Hamblen County continued to have a county-wide hazard mitigation committee. Realizing that a successful mitigation committee includes a number of representatives, specialists, and individuals who can give valuable/unique insights that local emergency management staff may not have considered; invites to be a part of this committee were sent by email with link attached to view the document on our website included open invitation to elected officials, county and city staff, representatives of the jurisdictions, neighboring counties, local businesses, state agencies, private organizations, academia, non-profits, and other noticeable persons. This was done after the final draft was received back from TEMA.

Within this committee all three jurisdictions are participants, as well as a cross-section of other representatives. The Hamblen County Hazard Mitigation Committee consists of the following members:

Hamblen County Hazard Mitigation Plan October 30, 2017

Member	Title	Representation
Chris Bell (Current Chair)	Director	Hamblen County EMA
Clark Taylor	Deputy Chief	Morristown Fire Department
Paul Brown	Director	Morristown Public Works
Keith Ely	Assessor of Property	Property Assessor
Tina Whitaker	Department Manager	Hamblen Planning Department
Danny Houseright	Director	Morristown/Hamblen EMS
Billy Gulley	Lieutenant	Morristown Police Department
Hugh Clement	Assistant Director	Hamblen County Schools
Eric Carpenter	Director	Hamblen 911
Don Ellison	Training Officer	Hamblen County EMA
Tim Greene	Deputy Chief Training Officer	Morristown Fire Department
Charles Southerland	Safety and Planning	Morristown Utility
Dale Griffie	Deputy Director	Hamblen County EMA
Barry Poole	Road Superintendent	Hamblen County Road Department
Daniel Singleton	Operations District Supervisor	TDOT, Morristown
Anthony Cavallucci	Warning Meteorologist	NWS, Morristown

The Hamblen County Hazard Mitigation Committee is the county's lead in all mitigation efforts and in the development of the county's mitigation plan. . The committee member's efforts in the plan update were broken down into five stages: **1)** analysis of the original plan (*the plan as it stood prior to the updates*), **2)** updating of the plan, **3)** public participation, **4)** review of the final updated plan, and **5)** adoption of the plan.

Stage 1: During the analysis of the plan, Hamblen County Emergency Management Agency reviewed the original county plan and made notes on what sections would require the main updates. Hamblen County Emergency Management Agency suggested that the three core areas for needed updates were in the risk/vulnerability assessment, localized flood prone areas for mitigation actions, and in the restructuring of the county's listed hazard mitigation projects.

Stage 2: From there the committee started making the updates to the plan. A large amount of this effort took place at the second Hamblen County Hazard Mitigation Committee meeting that was held on October 9th 2014. Tasks included re-evaluating the plan's hazards, re-assessing their risks, re-calculating each jurisdiction's vulnerable areas, re-establishing the county's mitigation goals, examine the status of mitigation projects listed in the original plan, update the county's mitigation project chart and to prioritize the projects listed, and set another date to finalize any remaining business needs for the plan. TEMA, East Planning personnel Bart Hose, was present at this meeting to

Hamblen County Hazard Mitigation Plan October 30, 2017

answer mitigation planning and grant questions. **Appendix 2** provides a copy of the meeting's attendance sheet and minutes.

The committee next met on August 11th, 2016, to finalize the county's mitigation project chart, prioritize the projects listed, and conduct a final review of the hazard mitigation plan prior to submission to FEMA.

Appendix 3 provides a copy of the meeting's attendance sheet and minutes.

Appendix 4 details a year by year summary of actions involving the Hazard Mitigation Plan.

Stage 3: To encourage public involvement, the Hamblen County Hazard Mitigation Committee held a meeting for public comment with a public notice. **Appendix 5** presents a copy of the public notice. There was no public feedback.

Stage 4: Next the committee evaluated the written updates of the plan against FEMA's crosswalk requirements via email correspondence.

Stage 5: Upon receiving the "Approval Pending Adoption" designation from FEMA, the public will be given a chance to comment on the final draft of the plan prior to its adoption by each local jurisdiction. This opportunity will take place at a local board meeting for each jurisdiction before the plan adoption decision takes place. The opportunity for final public comment will therefore be documented through the receipt of a signed adoption resolution.

Review of Existing Information

A preliminary review of existing plans, reports, and information was conducted during the initial phase of creating the Hamblen County Hazard Mitigation Plan. The primary purpose of reviewing this information was to identifying local hazards, recognizing local risks, and understanding different local vulnerabilities. The following list of sources identifies some of the existing studies that were reviewed:

- State of Tennessee Hazard Mitigation Plan
- Tennessee Emergency Management Plan (TEMP)
- U.S. Census Bureau
- FEMA Mitigation "How to" Guides
- NOAA National Climatic Data Center (NCDC) storm reports
- City of Morristown Land Use Plan
- Hamblen County Land Use Plan
- Hamblen County Building/Zoning Codes
- Hamblen County BEOP

Hamblen County Hazard Mitigation Plan October 30, 2017

- Hamblen County Schools Strategic Plan

All of the listed plans, studies, and data sources were incorporated into the Hamblen County Hazard Mitigation Plan. These sources developed the plan's hazard, risk, and vulnerability assessment sections that in return led to the establishment of meaningful mitigation actions.

Updates within the Plan

It is important to note that this countywide plan was reorganized and updated from the original Hamblen County Hazard Mitigation Plan. Hamblen County reviewed and analyzed each section of the original plan and made updates in the following ways:

Section 1: Planning Process

Hamblen County updated the original plan's description of the planning process to include the new or no longer participating committee members, the countywide mitigation meetings that took place for the plan's update, and the latest opportunity for the public to get involved. Hamblen County also compiled a new list of existing documents that they reviewed in updating their sections in the plan.

Section 2: County Profile

Hamblen County created a new development trends section in this plan update.

Section 3: Risk Assessment

Hamblen County kept all of their listed natural hazards from the original hazard mitigation plan.

As part of the plan update, Hamblen County updated their previous occurrence hazard listings to cover the most recent five years (if data was available) and re-evaluated each hazard's extent, probability, and potential impacts. Also, the plan updated the HAZUS-flood model study and simplified countywide floodplain maps for the first time, as seen in the plan's appendices.

Section 4: Mitigation Strategy

Hamblen County has updated their mitigation goals to address a more realistic view based on access to funds both locally and through grants. Hamblen County also has brainstormed some new mitigation projects that were added to the list, used a new chart method to profile project details, and developed a system to describe where their previous plan's projects are in terms of being implemented.

Hamblen County Hazard Mitigation Plan October 30, 2017

Section 5: Plan Maintenance

Hamblen County will continue to work with the other jurisdictions in monitoring, evaluating, and updating the plan; provided an updated list of mechanisms they could incorporate mitigation within; stated that now the Hamblen County BEOP has mitigation concepts incorporated into it; and will continue to strive to achieve the goals and projects within the plan by each jurisdiction.

Section 2: County Profile

Development Trends

Hamblen County and its jurisdictions can be found in East Tennessee. It is bordered by the Grainger County to the northwest, Hawkins County to the northeast, Greene County to the East, Cocke County to the southeast, and Jefferson County to the southwest. It has a population of 63,074 (2013). Hamblen County was named in honor of Hezekiah Hamblen (1775–1854), an early settler, landowner, attorney, and member of the Hawkins County Court for many years. Governor Dewitt Clinton Senter, a resident of the county, used his influence to assist in its establishment. The county has a total area of 176 square miles, of which 161 square miles is land and 15 square miles is water.

The incorporated jurisdictions have populations as follows (2010 census):

Jurisdiction	Population
Morristown	29,137

Morristown is the focal point for medical services, dining, and entertainment, with 3 major industrial parks all located within the city boundaries. There is a moderate agricultural base. Hamblen County is centrally located to all major U.S. markets with transportation access via 3 state routes. Historical sites and tourism are also a critical component of the development and expansion of Morristown and Hamblen County.

Due to current land use trends, the Hamblen County Property Assessor predicts future growth in residential, commercial, and industry. There are no immediately anticipated flooding problems from the residential expansion. During the past several years, both retail and commercial growth have been expanding rapidly. Some of this growth is attributed to new transportation projects being completed to add more options for access to Morristown. Most of the commercial development has been focused in the western part of the city/county and also on highway 25E near exit 8 in the southern part of the county. The central part of the city has also seen redevelopment of existing sites. Along with this, storm water plans have continued to be updated and followed for infrastructure build-out.

Commercial growth and development in Morristown has increased and has trended towards the west in the recent years. Residential development has been more evenly distributed and more muted. The City's storm water ordinance requires storm water peak flow control for

Hamblen County Hazard Mitigation Plan October 30, 2017

new development so that runoff after development does not exceed the runoff prior to development. This growth has not significantly affected the City's storm water plan. This control is typically provided by detention ponds or other storage methods. These facilities must be designed by state-licensed engineers and are reviewed by a licensed engineer on behalf of the City. Since the control is provided at each site as new development occurs, no significant upgrades to the City's infrastructure have been required.

Legal & Regulatory Capability

The following chart indicates the legal and regulatory adherence of each of the jurisdictions within Hamblen County:

Regulatory Tools/Plans	Regulatory Type: Ordinance Resolution Codes Plans, Etc.	Hamblen County	Morristown
Building Codes	Municipal Code	Y	Y
Zoning	Municipal Code	Y	Y
Emergency Response Plan	Basic Emergency Operations Plan (BEOP)	Y	Y
National Flood Insurance Program Participant		Y	Y
Post-Disaster Recovery Plan	BEOP	Y	Y

Section 3: Risk Assessment

Hazard Identification

To begin to assess Hamblen County's risk to natural hazards and identify the community's areas of highest vulnerability, the mitigation committee had to identify which hazards have or could impact the county. This hazard identification process began with researching previous hazard events that have occurred in Hamblen County by going through newspaper articles, Hamblen County Emergency Management records, and recalling personal experiences. From there Emergency Management staff also analyzed hazard events that could occur in the county by reviewing scientific studies and the State of Tennessee Hazard Mitigation Plan. The following hazards have been identified as hazards of concern by the Hamblen County mitigation committee during the update process.

Flooding

Flooding events occur when excess water from rivers and other bodies of water overflow onto riverbanks and adjacent floodplains. In addition, lower lying regions can collect water from rainfall and poorly drained land can accumulate rainfall through ponding on the surface. Floods in Hamblen County are usually caused by rainfall, but may also be caused by snowmelt and man-made incidents. The below charts explain common ways flooding occurs and common factors that contribute toward the severity of floods.

Common Ways Flooding Occurs	
Methods	Description
Overland Flow (a) Infiltration (b) Saturation	-Excess overland flow occurs when the rain is falling more rapidly than it infiltrates into the soil. -Excess overland flow occurs when soil spaces are so full of water that no more rain can be absorbed.
Throughflow	-Rainwater which has infiltrated into unsaturated soil can move horizontally to the river channel. This process is slower than overland flow but faster than baseflow.
Baseflow	-Rainwater which has percolated to the aquifer can seep into the river channel. This is the slowest process.

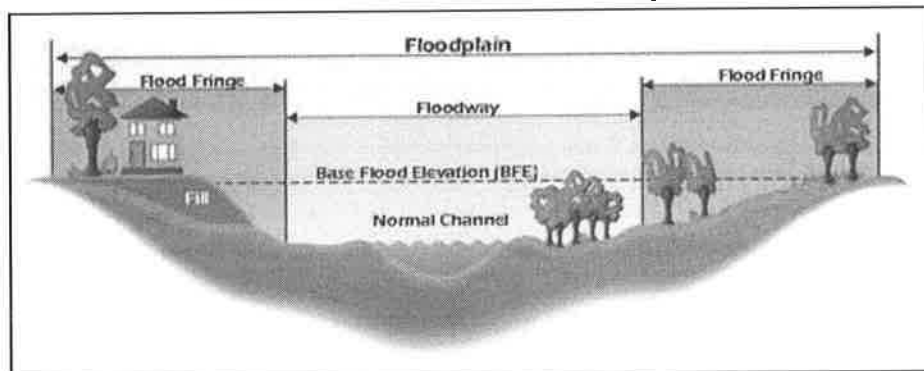
Source: The Field Studies Council

Common Causes of Flooding	
Factor	Effect on Flooding
Geology	Impermeable rocks are saturated more quickly than porous and pervious rocks. Saturation-excess overland flow is more common. Sandy soils have larger pore spaces than clay soils. Infiltration is most rapid in sandy soils.
Relief	Water reaches the channel more rapidly in a steeper basin as water is travelling more quickly downhill.
Vegetation	Vegetation intercepts a large proportion of rainfall. Where trees are deciduous, discharge is higher in a forested basin in winter as there is less interception.
Meteorological Factors	Where rain is falling faster than the infiltration rate there is infiltration-excess overland flow. This is common after a summer storm. Snow does not reach the channel but is stored on the ground surface. As snow melts, the meltwater will reach the channel quickly as infiltration is impeded if the ground is still frozen.
Catchment Shape	It takes less time for water to reach the channel in a circular basin as all extremities are roughly equidistant from the channel.
Land Use	Surface runoff is higher in urban areas because there are more urban surfaces (concrete & tarmac) and sewers take water rapidly to rivers. There is less interception and evapotranspiration and more surface runoff in a deforested catchment.
Catchment Size	Water reaches the channel more rapidly in a smaller basin as water has a shorter distance to travel.
Antecedent Conditions	The level of discharge before the storm is called the antecedent discharge. Even a small amount of rain can lead to flooding.

Source: The Field Studies Council

In Hamblen County some areas are more flood-prone than others. One of the ways of identifying these flood-prone areas is through determining the county's 100- and 500-year floodplains. 100-year floods are calculated to be the level of flood water expected to be equaled or exceeded every 100 years on average, meaning a flood that has a 1% chance of being equaled or exceeded in magnitude in any single year. A 500-year floodplain has a 0.2% chance. A 100-year floodplain would include the areas adjoining a stream, river, or watercourse that would be covered by water in the event of a 100-year flood (see diagram below).

Characteristics of a Floodplain



Source: FEMA

In Hamblen County, all jurisdictions have 100-year floodplains located within their boundaries and all jurisdictions are susceptible to smaller localized flooding outside of the 100-year floodplains. Areas in the county known to flood more often include:

Localized Flood Areas Mitigated			
Location	Action/Project	Project Description	Project Completed
East Morris Blvd	Drainage Project at Flash Flooding Sites	Storm water system reworked for development	July 2016
Intersection of Shinbone Road and Jarrell Road	Road Elevation and Culvert Project	Bridge, culvert rebuilt	November 2015
South Henry at Sunrise	Drainage Project at Flash Flooding Sites	Replaced bridge	July 2016

Localized Flood Areas Carried Over from 2011 and New Areas			
Location	Action/Project	Project Description	Project Completed
South Cumberland at Railroad*	Drainage Project at Flash Flooding Sites		
Dalton Ford & Reeds Chapel Rd	Drainage Project at Flash Flooding Sites		
Old Russellville Pike (Hwy. 344)	Drainage Project at Flash Flooding Sites		
South Cumberland at Parker Rd	Drainage Project at Flash Flooding Sites		
Tara Subdivision	Drainage Project at Flash Flooding Sites		
Old Kentucky Rd at Jaybird	Drainage Project at Flash Flooding Sites		
Russellville Primary School	Drainage Project at Flash Flooding Sites		
Debi Circle (Stubblefield Creek)	Drainage Project at Flash Flooding Sites		
Russellville Intermediate School†	Drainage Project at Flash Flooding Sites		

*Public Works has a plan in place for 2017

† TDOT has plan to repair when four-lane project commences

Detailed Flood Insurance Rate Maps (FIRMs) are also included in **Appendix 4**, which shows where FEMA has placed the 100-year and 500-year floodplains for each jurisdiction.

Hamblen County historically has had many flood events in the past. Based on NOAA NCDC data, the following charts provide a list of flood events occurring in Hamblen County from January 1994 to May 2016 and a list of floods impacts imposed on the community since 1997.

Hamblen County Hazard Mitigation Plan October 30, 2017

Flood Events in Hamblen County: January 1994 to May 2016

Location	Date	Type	Deaths	Injuries	Property Damage
Morristown	2/10/1994	Flash Flood	0	0	1K
Countywide	3/27/1994	Flash Flooding	0	0	50K
Countywide	6/14/1997	Flash Flood	0	0	0
Countywide	5/7/1998	Urban/Sml Stream Fld	0	0	0
Countywide	7/11/1999	Flood	0	0	0
Regional	3/17/2002	Flood	0	0	50M (regional)
Countywide	3/18/2002	Flash Flood	0	0	0
Regional	2/14/2003	Flood	0	0	18.1M (regional)
Countywide	2/21/2003	Flood	0	0	0
Countywide	4/10/2003	Flood	0	0	0
Morristown	9/26/2009	Flood	0	0	0
Morristown	2/28/2011	Flood	0	0	10K
Morristown	2/28/2011	Flood	0	0	5K
Russellville	6/20/2011	Flash Flood	0	0	45K

Flood Impacts in Hamblen County: January 1997 to May 2011

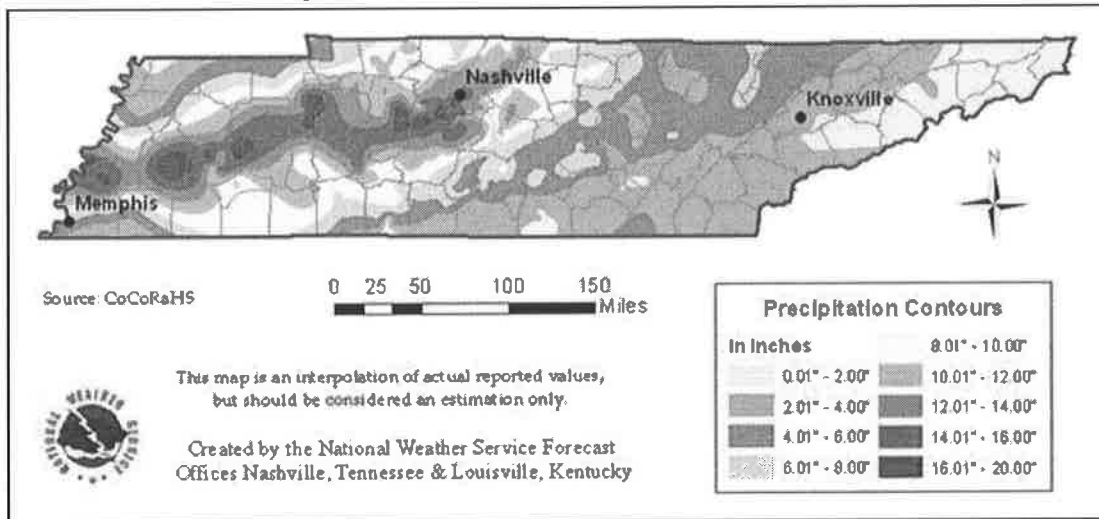
Location	Date	Impact Description
Countywide	6/14/1997	Hamblen county EOC reported numerous bridges washed out on backroads in eastern and southern parts of the county.
Countywide	5/7/1998	Thunderstorms with very heavy rain cause extensive urban and small stream flooding throughout the county.
Countywide	7/11/1999	Numerous incidents of minor flooding were reported.
Regional	3/17/2002	Widespread flooding occurred across most of East Tennessee. Rainfall totals between five and eight inches were reported in 36 hours. Total damage estimates were calculated to be over 5 million dollars.
Regional	2/14/2003	Four day rainfall totals of two to eight inches fell across east Tennessee, with the highest amounts occurring across the Cumberland Plateau and adjacent valleys areas. This rainfall combined with a melting snowpack (reports of up to a foot in the higher elevations) to produce widespread flooding of rivers and streams with numerous mudslides.
Countywide	2/21/2003	With the ground already saturated from the previous week's rainfall, three day rainfall totals of one to three inches created some flooding of streams and rivers as well as several mudslides across east Tennessee.
Countywide	4/10/2003	Seven day rainfall totals (4th through the 10th) of three to five inches were reported across central east Tennessee and northeast Tennessee, with one to three inches occurring on the 10th. Several secondary roads across the area were flooded with several rivers experiencing some minor flooding.
Morristown	9/26/2009	Area flooding occurred along highways 11 east and 25 east in and around Morristown, Tennessee. Several inches to nearly a foot of water was over a few of the area roads, with several areas briefly impassable due to the flooding.
Morristown	2/28/2011	A NWS employee reported heavy rain from a thunderstorm caused flooding along Panther Creek Road.
Morristown	2/28/2011	Mesonet reported 2.26 inches of rain in a 3 hour period from a thunderstorm producing minor flooding.

Small localized flood events are likely to occur about every year in Hamblen County. The severity of flooding that may occur in the county is measured by inches of rainfall and by feet of flooding. Based on previous occurrences, in a worse case scenario it is possible for the extent of a flooding event to exceed 9 inches of rainfall and cause over 2 feet of

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localized flooding in the span of two days. As seen with the May 2010 Tennessee Flood Event (*DR-1909*), it is possible for 20 inches or more of rainfall to amass within two days (see following map).

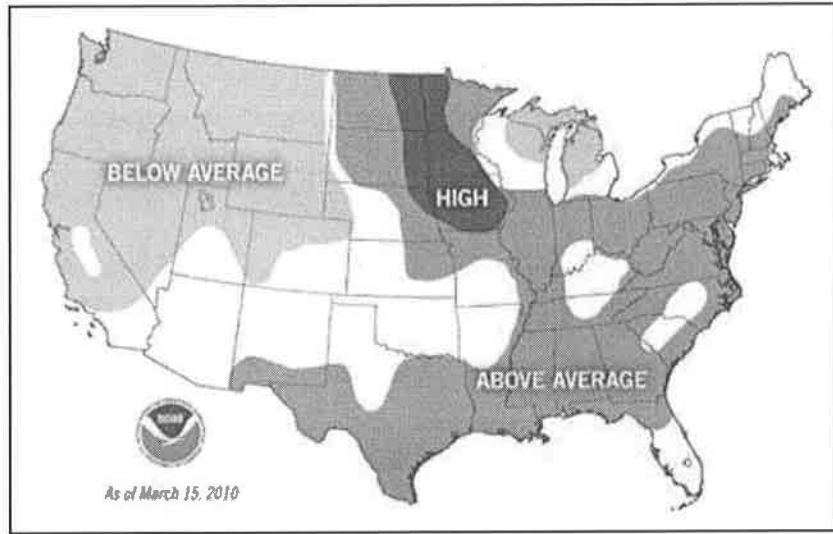
Tennessee May Flood- Precipitation for May 1st & 2nd 2010



Source: National Weather Service

According to a NOAA Flood Risk Map (see map below), the majority of Tennessee was located in an "above average" risk of flooding zone during spring 2010. This proposed vulnerability is coupled with the fact that on average Tennessee usually acquires over 50-60 inches of rainfall a year (see following map).

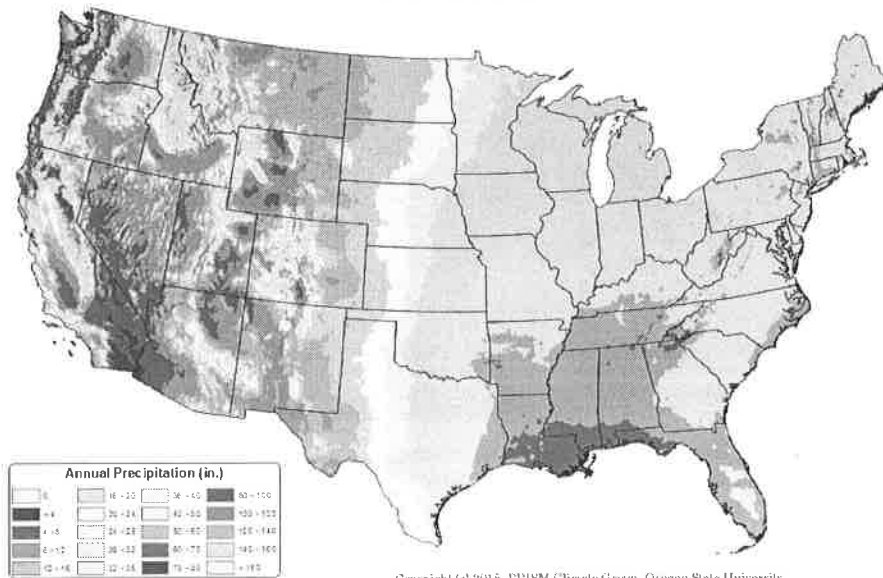
Flood Risk Map



Source: NOAA

Average Annual Precipitation per Year (1981-2014)

30-yr Normal Precipitation: Annual
Period: 1981-2010



Copyright (c) 2015, PRISM Climate Group, Oregon State University

Source: PRISM Climate Group, Northwest Alliance for Computational Science and Engineering-Oregon State University

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Hamblen County uses a ranking system to determine each jurisdiction's vulnerability to flooding events. This system is based off simple arithmetic which analysis's potential impacts to determine vulnerabilities and then analysis's the probability of a flood event occurring to calculate a flood risk ranking for each jurisdiction.

Jurisdiction	Impacts			Vulnerability <i>H+P+B=#; #/3=V</i>
	<i>Human</i>	<i>Property</i>	<i>Business</i>	
Hamblen County Unincorporated	2	3	1	2.00
City of Morristown	1	3	1	1.67
Hamblen County School Board	1	2	1	1.33

Jurisdiction	Vulnerability	Probability	Risk	
			<i>V+P=R</i>	
Hamblen County Unincorporated	2.00	3	5.00	Moderate
City of Morristown	1.67	4	5.67	Medium
Hamblen County School Board	1.33	1	2.33	Low

Scale	
Low	2-3.6
Moderate	3.7-5.2
Medium	5.3-6.8
High	6.9-8.4
Severe	8.5-10

Human	
<i>Risk of injuries and deaths from the hazard</i>	
1	Death very unlikely, injuries are unlikely
2	Death unlikely, injuries are minimal
3	Death unlikely, injuries may be substantial
4	Death possible, injuries may be substantial
5	Deaths probable, injuries will likely be substantial

Property	
<i>Amount of residential property damage associated from the hazard</i>	
1	Less than \$500 in damages
2	\$500-\$10,000 in damages
3	\$10,000-\$500,000 in damages
4	\$500,000-\$2,000,000 in damages
5	More than \$2,000,000 in damages

Business	
<i>Amount of business damage associated from the hazard</i>	
1	Less than 3 businesses closed for only a day
2	More than 3 businesses closed for a week
3	More than 3 businesses closed for a few months
4	More than 3 businesses closed indefinitely or relocated
5	A top-10 local employer closed indefinitely

Probability	
<i>Likelihood of the hazard occurring within a given span of years</i>	
1	Less than once every 10 years
2	About once every 5-10 years
3	About once every 2-5 years
4	About once a year
5	More than once a year

For further information about flooding hazards in Hamblen County, see the HAZUS vulnerability study in **Appendix 5**.

Sinkholes

Both the City of Morristown and Hamblen County have begun to see a rise in the occurrence of sink holes in both jurisdictions in recent years. This has affected our infrastructure, transportation, and our own public works and road departments. There is some possible contemplation that our rapid economic growth in certain areas has just revealed these with our karst geological structure in certain parts of our jurisdiction. Because of the costs and time associated with repairing the sink holes, we would like to try and mitigate through study where we are vulnerable to these sinkholes and if certain areas have the risk to more developing.

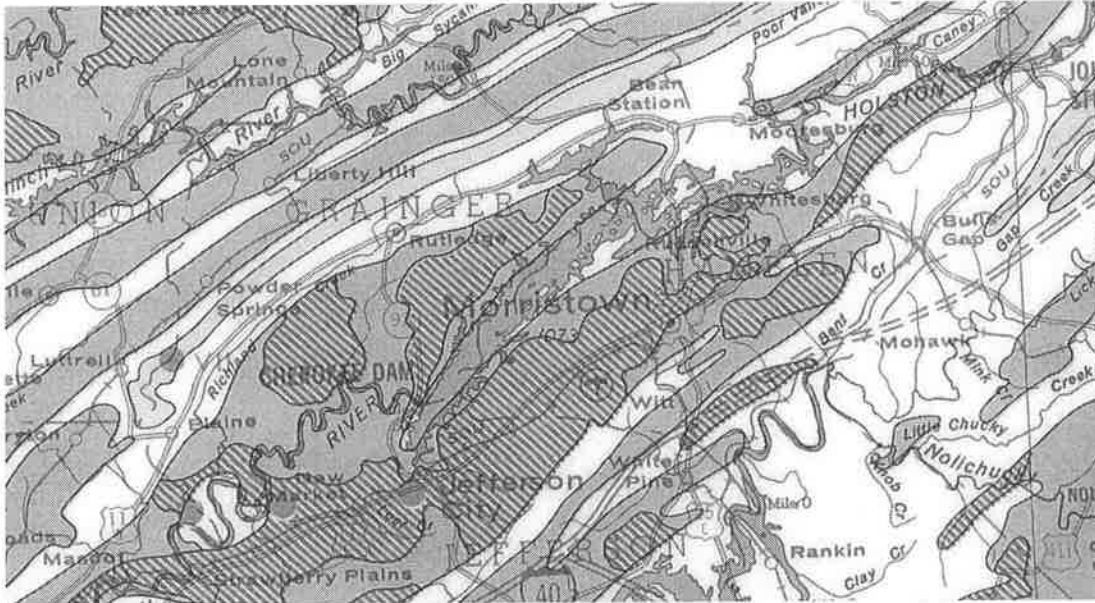
Data of occurrences from past five years (2012-2017)

Date of Sinkhole	Work Completed to Fix Sinkhole	Location
7/2/12	12/30/16	MORRISTOWN AIRPORT
5/29/13	6/4/13	COMMERCE BLVD.
8/7/13	8/16/13	RESOURCE DRIVE
12/2/13	12/3/13	SOUTH ECONOMY
5/16/14	5/21/14	HUNTER ROAD
8/8/2014	8/13/2014	MORNINGSIDE DRIVE
7/16/15	6/17/16	AMESBURY DRIVE
8/28/15	8/28/15	MORTON STREET
12/18/15	2/20/17	EAST INDUSTRIAL PARK *
12/28/15	12/31/16	VANTAGE VIEW DRIVE
9/16/16	9/16/16	VETERANS PARKWAY
12/8/16	12/9/16	MARTIN LUTHER KING BLVD.
9/26/17	9/27/17	SUPERIOR DRIVE

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* The East Industrial Park sinkhole took 2 years to fix at a cost of \$360,795.52.

The following map was retrieved by the Geologic Hazards Map of Tennessee.



Karst areas (areas with caves, sinkholes and disappearing streams)



Areas with a high density of karst features

According to the Geologic Hazards Map of Tennessee, because of the potential for property damage if a structure is located over a cavern, it is imperative to study existing karst features and associated hydrologic conditions during the planning and investigative stages of a construction program. It is believed increased sinkhole activity in the Hamblen County area has increased because of new infrastructure construction. Already stated in this plan is Hamblen County's flood risk. When Hamblen County floods, there is risk to the karst's in the area flooding as well. The flooding of a karst causes an imbalance between surface runoff into the sinkhole and discharge into the underlying cavern system. Consideration must be given, therefore, to the flood history of a depression before a structure is located.

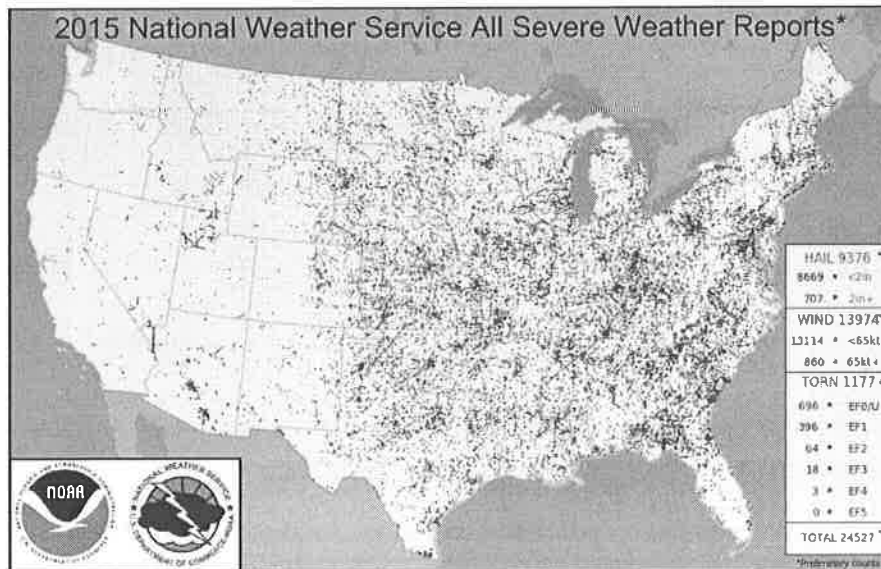
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The above chart provided details about Hamblen County's sinkhole history which totals 131 work days to fix the area affected. Significant sinkholes which require repair occur about 3 to 5 times per year, on average. Accurate data on the extent of sinkholes, in units of measurement, is not currently available. Units of measurement are not gathered by those who remediate sinkholes because there is yet to be a standard established in reference to the overall documentation of the issue.

Tornadoes/Severe Storms

According to the National Weather Service, to consider a storm severe it must encompass one of three traits: produce winds greater than 58 miles per hour (50.4 knots), produce hail $\frac{3}{4}$ of an inch or greater in diameter, or produce tornadoes. On average, a typical county in Tennessee has about 10 severe storm watches per year (see map below).

Average Severe Storm Watches Per Year (1999-2015)



Source: NOAA/NWS Storm Prediction Center

A tornado is a violently rotating column of air that extends from a thunderstorm, etc. down to the ground, and can reach wind speeds of 40 mph to 250 mph and higher. Tornadoes paths, lengths, and widths can vary greatly. In Hamblen County, all jurisdictions are vulnerable to tornado threats. The following map places much of Tennessee in the highest wind zone (see following map).

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Wind Zones in the United States



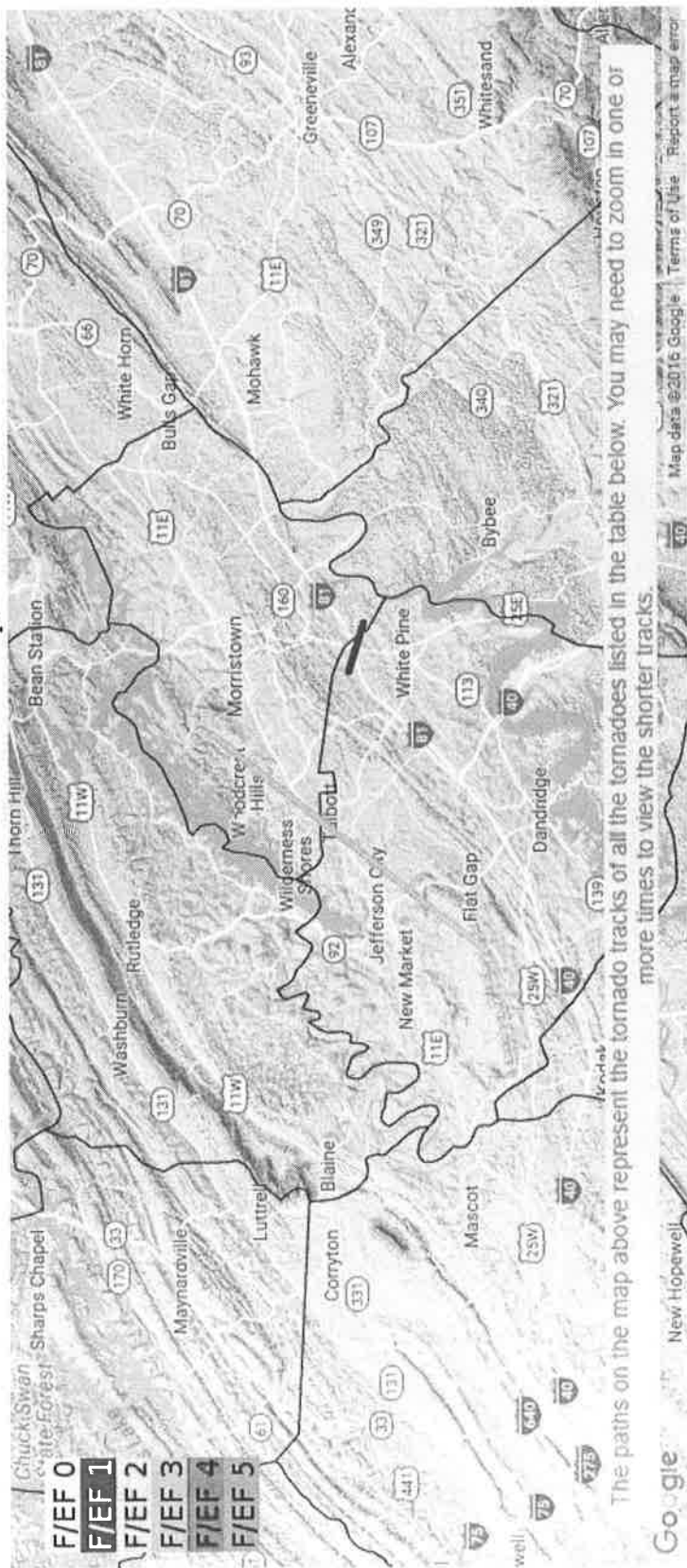
Source: FEMA

Hamblen County historically has had only one tornado in the past. Based on NOAA NCDC data, the following table provides information on this event. No damages have been reported from this EF1 tornado.

Tornado Events in Hamblen County: Nov. 1985 to April 2011

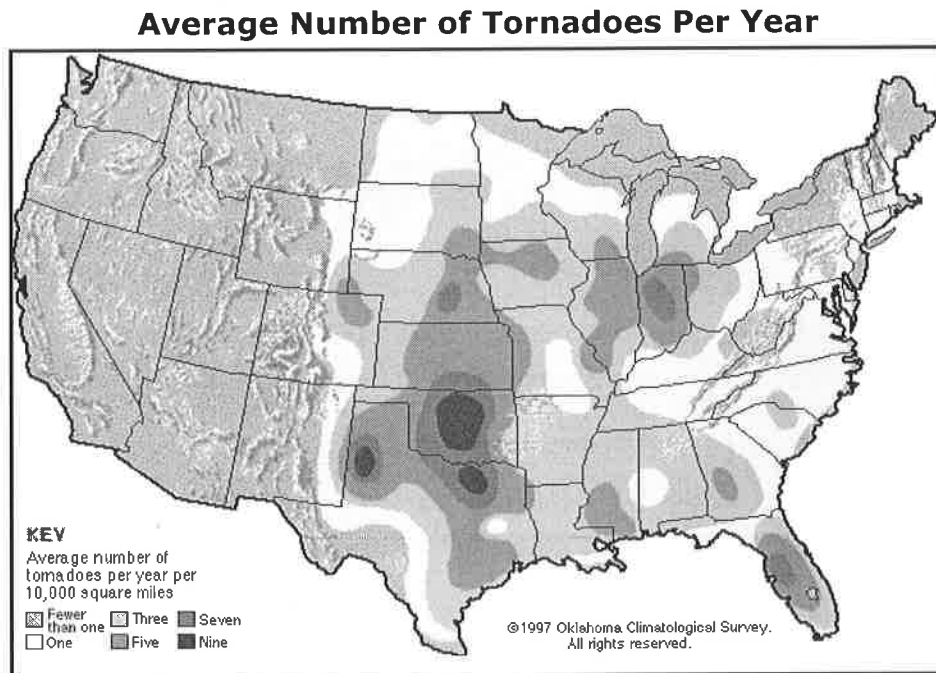
Location	Date	Extent	Deaths	Injuries	Property Damage
Hamblen County	11/27/1985	EF1	0	0	25K
Hamblen County	4/27/2011	EF0	0	0	10K

2011 Tornado Event Map



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Even though major tornado events haven't occurred in Hamblen County, tornado risk studies show that it is possible for Hamblen County to receive a tornado every year (see the following map for this probability information).



Source: Oklahoma Climatological Survey

The severity of tornadoes that may occur in the county is measured using the Enhanced Fujita Scale for tornadoes (see chart below). Based on historical events, in a worse case scenario it is possible for the extent of a tornado to exceed an EF3 ranking.

Fujita Scale/Enhanced Fujita Scale for Tornadoes

Fujita Scale/Enhanced Fujita Scale for Tornadoes				
F-Scale	Fastest Quarter Mile Wind Speed	Typical Impacts	Enhanced Scale: 3 Sec Wind Gust Speed	Enhanced F-Scale
F0	40-72 mph	Some damage to chimney; breaks branches off trees; pushes over shallow-rooted trees; damages sign boards.	65-85 mph	EF0
F1	73-112 mph	Peels surface off roofs; mobile homes pushed off foundations or overturned; moving autos pushed off the roads; attached garages may be destroyed.	86-110 mph	EF1
F2	113-157 mph	Considerable damage. Roofs torn off frame houses; mobile homes demolished; boxcars pushed over; large trees snapped or uprooted; light object missiles generated.	111-135 mph	EF2
F3	158-206 mph	Roof and some walls torn off well constructed houses; trains overturned; most trees in forest uprooted.	136-165 mph	EF3
F4	207-260 mph	Well-constructed houses leveled; structures with weak foundations blown off some distance; cars thrown and large missiles generated.	166-200 mph	EF4
F5	261-318 mph	Strong frame houses lifted off foundations and carried considerable distances to disintegrate; automobile sized missiles fly through the air in excess of 100 meters; trees debarked; steel reinforced concrete structures badly damaged.	Over 200 mph	EF5

Source: NOAA National Weather Service; The Tornado Project

Hail is the frozen form of precipitation, falling as small spheres of solid ice. Even though the risk from hail is relatively low, all jurisdictions have the possibility of hail causing some window and roof damage. Historically, hail events occur about once a year in Hamblen County. The severity of hail is measured by the diameter of the hail itself, commonly using the TORRO Hail Index (see following chart). The largest hail event in Hamblen County was recorded in Morristown on May 18, 1995, where tennis ball size hail (H7/2.75 inch) was reported causing window damage to several vehicles.

TORRO Hail Index

TORRO Hail Index			
Scale	Max Diameter	Comparisons	Typical Impacts
H0	5-9mm	Pea	No damage.
H1	10-15mm	Mothball	Slight general damage to plants, crops.
H2	16-20mm	Marble	Significant damage to fruit, crops, vegetation.
H3	21-30mm	Walnut	Severe damage to fruit and crops, damage to glass and plastic structures, paint and wood scored.
H4	31-40mm	Pigeon's Egg	Widespread glass damage, vehicle bodywork damage.
H5	41-50mm	Golf Ball	Wholesale destruction of glass, damage to tiled roofs, significant risk of injuries.
H6	51-60mm	Hen's Egg	Bodywork of grounded aircraft dented, brick walls pitted.
H7	61-75mm	Tennis Ball	Severe roof damage, risk of serious injuries.
H8	76-90mm	Soft Ball	Severe damage to aircraft bodywork.
H9	91-100mm	Grapefruit	Extensive structural damage. Risk of severe or even fatal injuries to persons caught in the open.

Source: The Tornado & Storm Research Organization

The following chart provides hail event information for Hamblen County between January 2000 and May 2014.

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Hail Events in Hamblen County: January 2000 to May 2016

Location	Date	Extent	Death	Injuries	Property Damage
Morristown	5/21/2000	0.75 in.	0	0	0
Morristown	5/23/2000	1.00 in.	0	0	0
Morristown	8/17/2000	0.75 in.	0	0	0
Russellville	7/8/2001	0.75 in.	0	0	0
Morristown	8/11/2001	1.00 in.	0	0	0
Morristown	4/28/2002	1.00 in.	0	0	5K
Morristown	4/28/2002	1.75 in.	0	0	5K
Morristown	6/2/2004	0.75 in.	0	0	0
Morristown	6/2/2004	0.75 in.	0	0	0
Morristown	6/2/2004	0.88 in.	0	0	0
Morristown	6/2/2004	1.00 in.	0	0	0
Russellville	6/12/2004	0.75 in.	0	0	0
Morristown	7/26/2004	1.75 in.	0	0	0
Morristown	3/13/2005	1.00 in.	0	0	0
Russellville	4/22/2005	0.75 in.	0	0	0
Morristown	12/28/2005	0.75 in.	0	0	0
Morristown	4/7/2006	0.75 in.	0	0	0
Morristown	8/10/2006	1.00 in.	0	0	0
Morristown	5/18/2008	0.75 in.	0	0	0
Morristown	7/21/2008	1.00 in.	0	0	0
Alpha	5/8/2009	0.75 in.	0	0	0
Morristown	6/11/2009	0.75 in.	0	0	0
Morristown	5/26/2011	1.25 in.	0	0	0
Morristown	5/26/2011	1.00 in.	0	0	0
Morristown	7/1/2012	1.00 in.	0	0	0
Alpha	6/5/2013	1.00 in.	0	0	0
Morristown	5/22/2014	1.00 in.	0	0	0
Morristown	6/10/2014	1.00 in.	0	0	0

Severe storm winds most commonly occur as straight-line winds; a downburst of wind created by an area of significantly rain-cooled air that spreads out in all directions after hitting the ground. All jurisdictions are vulnerable to receiving damage from these severe storm winds.

Historically, severe storm wind events occur about three times a year in Hamblen County. The severity of severe storm winds is commonly measured by wind speed (knots or mph). The highest severe storm wind event in Hamblen County was recorded August 4, 1997 with wind speeds clocked at 75 knots. Historically, wind impacts have largely been in the form of downed trees and powerlines in Hamblen County.

The following chart provides severe storm wind event information for Hamblen County between January 2005 and May 2016.

Wind Events in Hamblen County: January 2005 to May 2016

Location	Date	Extent	Death	Injuries	Property Damage
Morristown	4/22/2005	70 kts.	0	0	25K
Morristown	4/22/2005	65 kts.	0	0	5K
Morristown	6/6/2005	65 kts.	0	0	15K
Countywide	7/1/2005	60 kts.	0	0	20K
Morristown	4/2/2006	60 kts.	0	0	5K
Countywide	4/8/2006	60 kts.	0	0	12K
Morristown	6/24/2006	40 kts.	0	0	5K
Morristown	7/28/2006	60 kts.	0	0	25K
Morristown	8/8/2006	60 kts.	0	0	10K
Countywide	8/10/2006	60 kts.	0	0	25K
Russellville	9/28/2006	60 kts.	0	0	3K
Russellville	9/28/2006	60 kts.	0	0	3K
Morristown	4/3/2007	50 kts.	0	0	30K
Morristown	6/8/2007	60 kts.	0	0	15K
Morristown	6/24/2007	55 kts.	0	0	12K
Russellville	6/25/2007	55 kts.	0	0	10K
Morristown	6/26/2007	55 kts.	0	0	15K
Pineville	7/18/2007	55 kts.	0	0	0
Alpha	7/18/2007	55 kts.	0	0	0
Morristown	7/19/2007	60 kts.	0	0	0
Morristown Arpt	1/30/2008	55 kts.	0	0	0
Russellville	3/19/2008	50 kts.	0	0	0
Cherokee Lake	4/11/2008	45 kts.	0	0	2K
Morristown	6/28/2008	55 kts.	0	0	8K
Russellville	6/28/2008	52 kts.	0	0	5K
Russellville	2/11/2009	60 kts.	0	0	20K
Morristown	6/11/2009	60 kts.	0	0	0
Morristown	6/16/2009	60 kts.	0	0	20K
Morristown	6/16/2009	60 kts.	0	0	15K
Russellville	8/4/2009	60 kts.	0	0	30K
Alpha	9/7/2009	50 kts.	0	0	5K
Valley Home	7/13/2010	50 kts.	0	0	0
Morristown	8/5/2010	50 kts.	0	0	2K
Morristown	8/5/2010	50 kts.	0	0	1K
Alpha	9/3/2010	50 kts.	0	0	0
Morristown	9/3/2010	50 kts.	0	0	0
Russellville	2/28/2011	55 kts.	0	0	20K
Morristown	4/27/2011	55 kts.	0	0	20K
Morristown	5/26/2011	50 kts.	0	0	0
Russellville	6/20/2011	50 kts.	0	0	2K
Morristown	6/21/2011	55 kts.	0	0	5K
Morristown	6/21/2011	60 kts.	0	0	20K
Morristown	7/1/2012	55 kts.	0	0	0
Morristown	7/5/2012	60 kts.	0	0	0
Witt	7/5/2012	60 kts.	0	0	0
Morristown	7/5/2012	60 kts.	0	0	0
Cherokee Lake	7/31/2012	50 kts.	0	0	0
Morristown	5/21/2013	50 kts.	0	0	0
Morristown	5/22/2013	50 kts.	0	0	0
Morristown	6/27/2013	50 kts.	0	0	2K
Alpha	6/27/2013	50 kts.	0	0	2K
Russellville	8/23/2013	50 kts.	0	0	5K
Morristown	2/21/2014	55 kts.	0	0	10K
Morristown	6/10/2014	50 kts.	0	0	10K
Valley Home	6/18/2015	50 kts.	0	0	0
Morristown	9/30/2015	50 kts.	0	0	0
Hamblen (Zone)	2/24/2016	60 kts.	0	0	0

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Hamblen County uses a ranking system to determine each jurisdiction's vulnerability to severe storm events (with a focus on tornadoes). This system is based off simple arithmetic which analysis's potential impacts to determine vulnerabilities and then analysis's the probability of a severe storm event occurring to calculate a risk ranking for each jurisdiction.

Jurisdiction	Impacts			Vulnerability $H+P+B=\#; \#/3=V$
	Human	Property	Business	
Hamblen County Unincorporated	3	4	3	3.33
City of Morristown	3	5	3	3.67
Hamblen County School Board	3	3	3	3.00

Jurisdiction	Vulnerability	Probability	Risk	
			$V+P=R$	
Hamblen County Unincorporated	3.33	1	4.33	Moderate
City of Morristown	3.67	1	4.67	Moderate
Hamblen County School Board	3.00	1	4.00	Moderate

Scale	
Low	2-3.6
Moderate	3.7-5.2
Medium	5.3-6.8
High	6.9-8.4
Severe	8.5-10

Human	
<i>Risk of injuries and deaths from the hazard</i>	
1	Death very unlikely, injuries are unlikely
2	Death unlikely, injuries are minimal
3	Death unlikely, injuries may be substantial
4	Death possible, injuries may be substantial
5	Deaths probable, injuries will likely be substantial

Property	
<i>Amount of residential property damage associated from the hazard</i>	
1	Less than \$500 in damages
2	\$500-\$10,000 in damages
3	\$10,000-\$500,000 in damages
4	\$500,000-\$2,000,000 in damages
5	More than \$2,000,000 in damages

Business	
<i>Amount of business damage associated from the hazard</i>	
1	Less than 3 businesses closed for only a day
2	More than 3 businesses closed for a week
3	More than 3 businesses closed for a few months
4	More than 3 businesses closed indefinitely or relocated
5	A top-10 local employer closed indefinitely

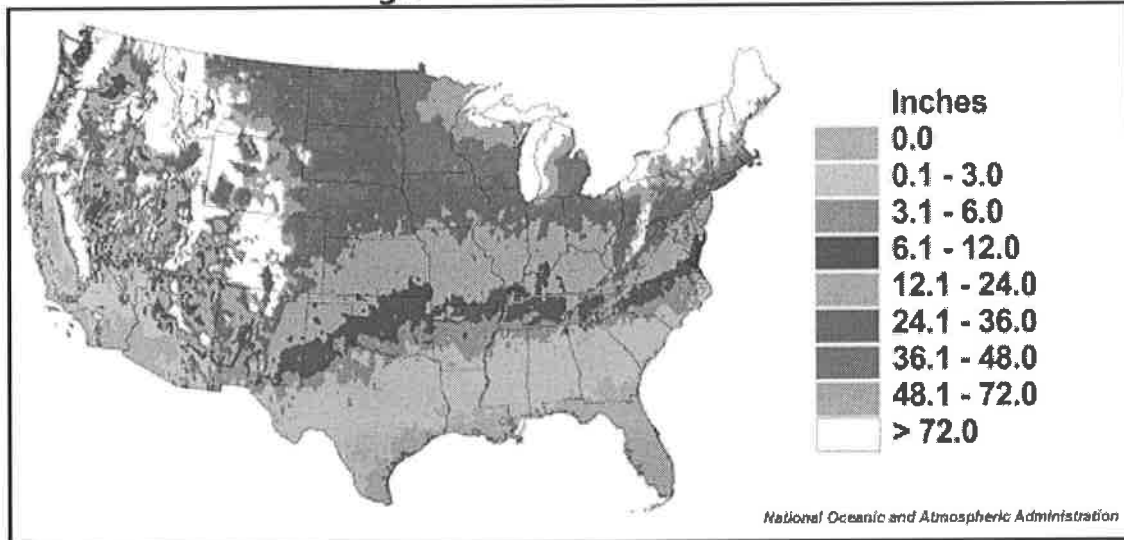
Probability	
<i>Likelihood of the hazard occurring within a given span of years</i>	
1	Less than once every 10 years
2	About once every 5-10 years
3	About once every 2-5 years
4	About once a year
5	More than once a year

Freezes/Winter Storms

A freeze occurs when temperatures are below 32 degrees Fahrenheit for a period of time. These temperatures can damage agricultural crops, burst water pipes, and create layers of "black ice." Winter storms are events that can range from a few hours of moderate snow to blizzard-like circumstances that can affect driving conditions and impact communications, electricity, and other services. In Hamblen County, all jurisdictions are vulnerable to freezes and moderate winter storms, but not to the severity level seen in much of the northern U.S.

Based on previous occurrences, Hamblen County usually experiences one winter storm event every 2 years. The severity of winter storms is commonly measured by inches of snowfall. It is possible for snowfall to accumulate over 6 inches in Hamblen County. The average mean snowfall per year in Hamblen County is between 6 to 12 inches (as seen on the map below).

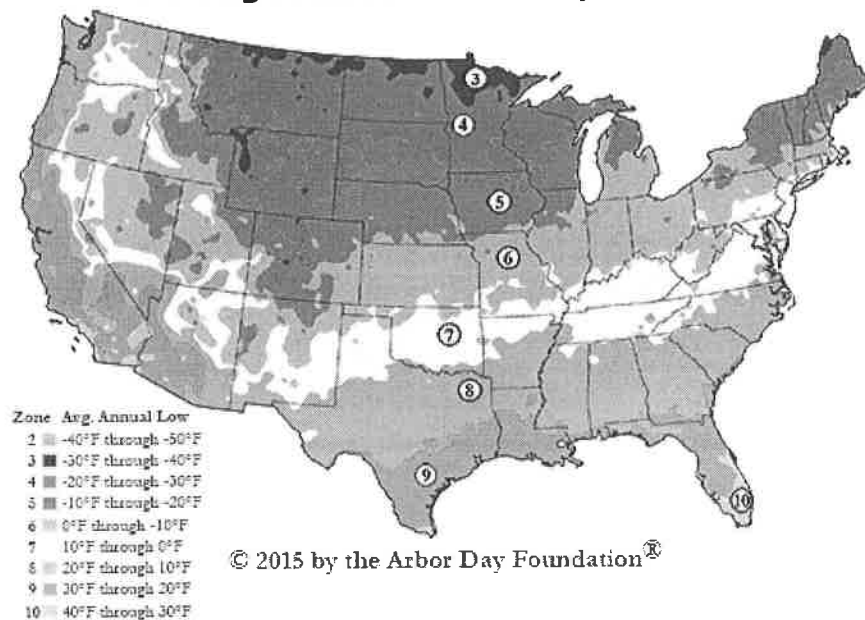
Average Mean Snowfall Per Year



Source: NOAA

Hamblen County can experience temperatures between 15 to 5 degrees Fahrenheit, thus causing multiple freeze conditions during the winter months (see the following map for other average lows).

Average Annual Low Temperatures



Source: NOAA

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The following chart provides winter storm event information for Hamblen County between January 2000 and January 2017.

Winter Storm Impacts in Hamblen County: Jan. 2000 – Jan. 2017

Location	Date	Type	Deaths	Injuries	Property Damage
Hamblen (zone)	1/22/2000	Winter Storm	0	0	0
Hamblen (zone)	12/2/2000	Winter Storm	0	0	0
Hamblen (zone)	12/18/2000	Winter Storm	0	0	0
Hamblen (zone)	1/1/2001	Winter Storm	0	0	0
Hamblen (zone)	1/20/2001	Winter Storm	0	0	0
Hamblen (zone)	1/5/2003	Heavy Snow	0	0	0
Hamblen (zone)	1/16/2003	Winter Storm	0	0	0
Hamblen (zone)	1/22/2003	Winter Storm	0	0	0
Hamblen (zone)	1/9/2004	Winter Storm	0	0	0
Hamblen (zone)	2/26/2004	Heavy Snow	0	0	0
Hamblen (zone)	1/29/2005	Ice Storm	0	0	0
Hamblen (zone)	1/29/2010	Heavy Snow	0	0	0
Hamblen (zone)	12/12/2010	Heavy Snow	0	0	0
Hamblen (zone)	1/17/2013	Heavy Snow	0	0	0
Hamblen (zone)	2/13/2014	Heavy Snow	0	0	0
Hamblen (zone)	2/16/2015	Ice Storm	0	0	0
Hamblen (zone)	2/16/2015	Winter Storm	0	0	0
Hamblen (zone)	2/21/2015	Heavy Snow	0	0	0
Hamblen (zone)	1/20/2016	Heavy Snow	0	0	0
Hamblen (zone)	1/22/2016	Heavy Snow	0	0	0
Hamblen (zone)	1/6/2017	Heavy Snow	0	0	0

The following chart provides winter storm event information Hamblen County between January 2000 and January 2017.

Winter Events in Hamblen County: Jan. 2000 – Jan. 2017

Type	Date	Impact Description
Winter Storm	1/22/2000	2 to 4 inches reported.
Winter Storm	12/02/2000	1 to 3 inches reported.
Winter Storm	12/18/2000	1 to 2 inches reported.
Winter Storm	1/1/2001	Light snow reported.
Winter Storm	1/20/2001	Around 1 inch reported.
Winter Storm	1/5/2002	2 to 4 inches reported.
Heavy Snow	1/5/2003	4 to 6 inches reported.
Winter Storm	1/16/2003	2 to 8 inches reported.
Winter Storm	1/22/2003	2 to 8 inches reported; highest amount in higher elevations.

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Section 3: Risk Assessment

Winter Storm	1/9/2004	2 to 3 inches reported.
Ice Storm /Heavy Snow	1/29/2005	¼ to ½ inches of ice accumulation reported along with 4 to 8 inches of snow. Trees and power lines down.
Heavy Snow	1/29/2010	4 to 8 inches reported.
Heavy Snow	12/12/2010	4 inches reported.
Heavy Snow	1/17/2013	4 to 5 inches reported.
Heavy Snow	2/13/2014	7.2 inches reported.
Ice Storm	2/16/2015	Up to an inch of ice accumulation causing trees and power lines to go down.
Heavy Snow	2/21/2015	5 inches reported.
Heavy Snow	1/20/2016	4.3 inches reported.
Heavy Snow	1/22/2016	6 inches reported.
Heavy Snow	1/6/2017	4 inches reported

Due to the incidents that occurred on February 16 and February 21, 2015, Hamblen County had a Presidential Declaration for Public Assistance (DR-4211).

Hamblen County uses a ranking system to determine each jurisdiction's vulnerability to freezes/winter storm events. This system is based off simple arithmetic which analysis's potential impacts to determine vulnerabilities and then analysis's the probability of a freeze/winter storm event occurring to calculate a risk ranking for each jurisdiction.

Jurisdiction	Impacts			Vulnerability	
	Human	Property	Business	$H+P+B=\#;$	$\#/3=V$
Hamblen County Unincorporated	2	3	2		2.33
City of Morristown	2	3	2		2.33
Hamblen County School Board	2	2	3		2.33

Jurisdiction	Vulnerability	Probability	Risk	
			$V+P=R$	
Hamblen County Unincorporated	2.33	4	6.33	Medium
City of Morristown	2.33	4	6.33	Medium
Hamblen County School Board	2.33	5	7.33	High

Scale	
Low	2-3.6
Moderate	3.7-5.2
Medium	5.3-6.8
High	6.9-8.4
Severe	8.5-10

Human	
<i>Risk of injuries and deaths from the hazard</i>	
1	Death very unlikely, injuries are unlikely
2	Death unlikely, injuries are minimal
3	Death unlikely, injuries may be substantial
4	Death possible, injuries may be substantial
5	Deaths probable, injuries will likely be substantial

Property	
<i>Amount of residential property damage associated from the hazard</i>	
1	Less than \$500 in damages
2	\$500-\$10,000 in damages
3	\$10,000-\$500,000 in damages
4	\$500,000-\$2,000,000 in damages
5	More than \$2,000,000 in damages

Business	
<i>Amount of business damage associated from the hazard</i>	
1	Less than 3 businesses closed for only a day
2	More than 3 businesses closed for a week
3	More than 3 businesses closed for a few months
4	More than 3 businesses closed indefinitely or relocated
5	A top-10 local employer closed indefinitely

Probability	
<i>Likelihood of the hazard occurring within a given span of years</i>	
1	Less than once every 10 years
2	About once every 5-10 years
3	About once every 2-5 years
4	About once a year
5	More than once a year

Section 4: Mitigation Strategy

Mitigation Goals

The purpose for developing a set of Goals is to clearly state the community's overall vision for hazard mitigation and to provide a path towards building a safer, more resilient community. The Hamblen County Hazard Mitigation Committee identified the following goals to be the forefront in the overall development of this plan. All actions/projects recommended as mitigation efforts for the Hazard Mitigation Plan must first meet or further at least one of these goals. The goals are provided in a ranked order where the first goal is paramount.

Goal 1: Protect the lives and health of citizens from the effects of natural hazards.

Goal 2: Emphasize mitigation planning to decrease vulnerability of existing and new structures.

Goal 3: Encourage public support and commitment to hazard mitigation, by communicating mitigation benefits.

Identification and Prioritization of Mitigation Projects

Hamblen County has developed a comprehensive range of mitigation projects. These projects were solicited and identified by the different entities who make up the Hamblen County Hazard Mitigation Committee. Once the proposed projects attained a sponsoring agency and the details of the projects were discussed by the committee, the committee then proceeded to prioritize the mitigation projects.

The prioritization process was important since most mitigation projects represent a large investment of financial and personal resources. By evaluating each project's degree of feasibility and the level of costs versus benefits, Hamblen County was able to determine when and which projects should be implemented based on available funding and time.

The Hamblen County Hazard Mitigation Committee used the SAFE-T method to prioritize these projects. This approach was adopted from the successful methodology used by other counties in FEMA Region 4. This rating system uses five variables to evaluate the overall feasibility and appropriateness: Societal, Admistrative, Financial, Environmental, and

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Technical. A focus on this methodology emphasizes the use of a cost-benefit review to maximize benefits.

Project Prioritization Method: SAFE-T			
	Variable	Value	Description
S	Societal: The public must support the overall implementation strategy and specified mitigation actions. The projects will be evaluated in terms of community acceptance and societal benefits.	1	Low community priority, few societal benefits
		2	Moderate community acceptance/priority
		3	High community acceptance/priority
A	Administrative: The projects will be evaluated for anticipated staffing and maintenance requirements to determine if the jurisdiction has the personnel and administrative capabilities necessary to implement the project or whether outside help will be needed.	1	High staffing, outside needed
		2	Some staffing, help may be needed
		3	Low staffing, no outside help needed
F	Financial: The projects will be evaluated on their general cost-effectiveness and whether additional outside funding will be required.	1	Somewhat cost-effective
		2	Moderately cost-effective
		3	Very cost-effective
E	Environmental: The projects will be evaluated for any immediate or long-term environmental impacts caused by their construction or operation.	1	Many environ. impacts, possibly long-term
		2	Some environ. impacts, some possibly long-term
		3	Few, if any, environ. impacts
T	Technical: The projects will be evaluated on their ability to reduce losses in the long-term, whether there are secondary impacts, and whether the proposed project solves the associated problem or if additional components are necessary.	1	Other actions are needed or short-term fix
		2	Other actions may be needed for long-term fix
		3	Other actions not needed, long-term fix

Committee members ranked the projects as a group by determining the value for each variable and then by adding the variables rates up for a project sum value. All the project rankings can be seen on the Hamblen County Hazard Mitigation Project List.

Hamblen County Project List

The following Project List provides an overview of all the Hamblen County Hazard Mitigation Committee projects. This includes potential funding sources, implementation timeframes, the project's responsible agency, and other information. This list is to remain active and updated.

Hamblen County Project List for 2016 Plan

Priority Rank	Action/Project	Hazard Mitigated	Jurisdictions Benefitted & Represented	Mitigation Projects			Possible Funding Source(s)	Timeframe	Project Status
				Addresses Existing Buildings/Infra	Existing	Responsible Agency			
1	Drainage Projects at Flash Flooding Sites	Flood	All		Existing	Hamblen County Highway Department	HMGP, PDM, FMA,	1-2 years	
2	All Hazards (Including Severe Weather) Educational Program Regarding Mitigation	All	All		New/Existing	Hamblen County EMA	Local	Continuous	
3	Road Elevation and Culvert	Flood	Morristown; All		Existing	Highway Departments	HMGP, PDM, TDOT	3-5 years	
4	Tree Limb Removal on Public Right of Ways	Winter Storms	Hamblen County Unincorporated		n/a	Public Works, TDOT, Hamblen County	Local	Continuous	
5	Engineering Study to address Public Right of Ways and Public Property Sinkholes	Severe Weather	All		New/Existing	Local Government	HMGP	5 years	
6	Public Safe Space Projects for Schools						HMGP, PDM		

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Hamblen County Project List from 2011 Plan

Priority Rank	Action/Project	Mitigation Projects			Responsible Agency	Possible Funding Source(s)	Timeframe
		Hazard Mitigated	Jurisdictions Benefitted & Represented	Addresses New or Existing Buildings/Infra			
1	Drainage Projects at Flash Flooding Sites	Flood	All	Existing	Hamblen County Highway Department	HMGP, PDM, FMA,	1-2 years
2	All Hazards Educational Program regarding Mitigation	All	All	New/Existing	Hamblen County EMA	Local	Continuous
3	Road Elevation and Culvert Projects for Evacuation Routes	Flood	Morristown; All	Existing	Highway Departments	HMGP, PDM, TDOT	1-3 years
4	Public Safe Space Projects for Schools	Tornado/ Severe Storms	All; Hamblen County Schools	New/Existing	Hamblen County Public Schools	HMGP, PDM	2-4 years
5	Severe Weather Awareness Projects	All	All	n/a	Hamblen County EMA	Local	Continuous
6	Tree Limb Removal on Public Right of Ways	Winter Storms	Hamblen County Unincorporated	n/a	Hamblen County EMA	Local	Continuous

Updates to the 2011 Plan Projects:

Priority Rank	Update
1	See "Localized Flood Areas Mitigated" chart (page 14)
2	See meeting dates in appendices. Conducted training during meetings. Bart Hose, TEMA East Regional Planner conducted one of these trainings on October 9, 2014.
3	See "Localized Flood Areas Carried Over from 2011 and New Areas" chart (page 14)
4	Did not receive any HMGP or PDM monies for this project. Not completed/ Eliminated from 2016 plan, but shown for reference.
5	<p>Projects for Severe Weather Awareness Week include:</p> <ul style="list-style-type: none"> a. 2011 – Tours of National Weather Service in Morristown b. 2012 – spoke at various schools during the week on preparedness for severe weather c. 2013 – Elementary school coloring contest on severe weather d. 2014 – Video contest with high schools on severe weather <p>Every year tornado drills were conducted</p>
6	Morristown Public Works and Hamblen County Road Department continues to pick up limbs after severe weather events.

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National Flood Insurance Program Compliance

The National Flood Insurance Program (NFIP) is a pre-disaster flood hazard mitigation and insurance protection program which has reduced the increasing cost of disasters. The intent of the program is to: require new and substantially improved structures be designed and constructed to minimize or eliminate future flood damage; provide floodplain residents and business owners with financial insurance assistance in the form of insurance after floods; and it transfers most of the cost of private property flood losses from the taxpayers to floodplain property owners through flood insurance premiums. Participation in the NFIP is based on an agreement between communities and FEMA.

Currently Hamblen County unincorporated and the City of Morristown are NFIP participants. FEMA has listed these two jurisdictions to have a current effective map date as of 7/3/2006, with Hamblen County having its initial FIRM (flood insurance rate map) performed in 1991 and Morristown in 1978. Below are two charts that give an overview of NFIP policy and loss data for Hamblen County.

NFIP Policy Data for Hamblen County (as of 4/30/2011)			
Jurisdiction	Policies In-Force	Insurance In-Force Whole \$	Written Premium In-Force
Hamblen Co.	15	2,169,600	9,737
Morristown	56	11,000,000	69,318

Policies In-force: number of NFIP flood insurance policies

Insurance In-force whole \$: value of building and contents insured by the NFIP

Written Premium In-force: total premiums paid for NFIP insurance policies

NFIP Loss Data for Hamblen County (as of 4/30/2011)					
Jurisdiction	Total Losses	Closed Losses	Open Losses	CWOP Losses	Total Payments
Hamblen Co.	1	1	0	0	961.81
Morristown	18	10	0	8	910,654.71

Total Losses: number of flood insurance claims filled by policyholders

Closed Losses: number of flood insurance claims paid to policyholders

Open Losses: claims that are still being processed

CWOP Losses: claims that were "closed without payment"

Total Payments: total dollars paid to policyholders

According to the National Flood Insurance Program, repetitive flood loss is defined as a facility or structure that has experienced two or more insurance claims of at least \$1,000 in any given 10 year period since 1978. Within the NFIP, repetitive flood loss properties are usually considered the most vital structures to mitigate. The chart below provides

a summary of Hamblen County's only repetitive loss property as of May 2011.

Repetitive Loss Properties for Hamblen County						
Jurisdiction	Type of Structure	Flood Zone	Number of Losses	Total Building Payment	Total Contents Payment	Total Paid
Morristown	Non Resident	C	2	1,643.71	678.68	2,322.39

To continue compliance with the NFIP, the jurisdictions have identified, analyzed, and prioritized three mitigation strategies to stay active with the program.

1. Continue to evaluate improved standards that are proven to reduce flood damage.
2. Maintaining supplies of FEMA/NFIP materials to help homeowners evaluate measures to reduce damage.
3. Maintaining a map of areas that flood frequently and prioritizing those areas for inspection immediately following heavy rains or flooding event.

Section 5: Plan Maintenance

Monitoring, Evaluating, and Updating

The Hamblen County Hazard Mitigation Committee is designated to monitor and evaluate the mitigation plan. This committee is chaired by Hamblen County Emergency Management who leads the monitoring, evaluating, and updating process.

Monitoring activities will involve Hamblen County Emergency Management setting up a committee meeting to be held on an annual basis. Hamblen County Emergency Management will prepare a brief annual report of the meeting's findings by addressing mitigation progress and shortfalls within the county and include in plan updates.

The plan is to be evaluated annually and after any significant disaster causing human, infrastructure, and property losses. Following each annual informal evaluation of the plan by emergency management staff, any proposed revisions or recommendations will be brought before the Mitigation Committee to be incorporated into the plan. Potential updates to the plan will address changes to the hazard assessment, the critical facilities list, the repetitive loss list, the committee membership list, and the project priority list.

The plan will be formally updated every five years in accordance to 44 CFR 201.6(d)3, which states that the plan shall be reviewed, revised, and resubmitted for approval within five years to continue eligibility for HMGP grant funding. For the five year update, Hamblen County Emergency Management will notify the jurisdictional governments and the Hamblen County Hazard Mitigation Committee approximately one year prior to the plan's expiration date. The review of the plan will include updating the planning process, the hazard profiles, the risk assessment, the vulnerability assessment, the mitigation strategies, and the plan maintenance descriptions.

The five year plan update will also include soliciting other interested persons/agencies to join the Mitigation Committee and a review of what has been accomplished in the past 5 years. The Hamblen County Hazard Mitigation Committee's goal is to have meetings within this time span; dates, public notices, and objectives for these meetings will be determined by Hamblen County Emergency Management.

Five months prior to the plan's expiration date, Hamblen County Emergency Management will submit the revised plan to the Tennessee

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Emergency Management Agency for preliminary review. Upon approval by the state, TEMA will submit the updated plan to FEMA for review. Once Hamblen County has attained the designation of the plan's approval pending adoption, each jurisdiction will adopt the plan through a resolution within a year.

Incorporation into Planning Mechanisms

By incorporating the Hamblen County Hazard Mitigation Plan into other planning documents and mechanisms, information contained in the mitigation plan can help fill-in missing gaps in existing documents, can contribute to already existing mitigation-based projects, and can create a strengthen stance of mitigation implementation and awareness within the county and its jurisdictions.

Some of the mechanisms that the Hamblen County Hazard Mitigation Plan could be incorporated into include:

- City of Morristown Land Use Plan
- Hamblen County Land Use Plan
- Hamblen County Building/Zoning Codes
- Hamblen County BEOP
- Hamblen County Schools Strategic Plan

The process of incorporating the hazard mitigation plan into other plans will begin during the other plan's update cycles. Hamblen County Emergency Management will first review the plans side-by-side, and where deemed necessary, Emergency Management will make notes on how mitigation concepts and actions can be incorporated into the other plans. These recommendations will be submitted to the lead agencies of the other planning mechanisms for them to place relevant information within the documents.

Additionally, in the past few years information from the original Hamblen County Hazard Mitigation Plan has been incorporated into the County's BEOP. This method of incorporation attempted to follow the described process stated above.

Continued Public Participation

The Hamblen County Mitigation Committee will strive to involve the public in future mitigation activities. This will be accomplished by continuing to post Mitigation Committee Meeting dates in the local newspaper, by attempting to have a public mitigation meeting once a year, by providing public access to copies of the Hamblen County Hazard Mitigation Plan in

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the local emergency management office, and by soliciting other interested persons to participate in the mitigation planning process. By implementing these methods, the public will have an opportunity to comment on the plan during the update drafting stage and prior to plan approval.

Appendix 1

Hazard Mitigation Plan Committee 2013 Update

October 8, 2013 11:00am

West Wing Conference Room

<u>Name</u>	<u>Agency</u>	<u>Signature</u>
1. Danny Young	Hamblen Planning Comm.	
2. Danny Houseright	M-H EMS	
3. Barry Poole	Hamblen Road Dept	
4. Hugh Clement	Hamblen County Schools	
5. Don Ellison	EMA	
6. Charles Southerlan	Morristown Utility	
7. Nathan Antrican	Morristown Police Dept	
8. Clark Taylor	Morristown fire Dept.	
9. Kevin Jarnigan	South Hamblen VFD	
10. Chris Bell	M-H EMA	

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Appendix 2

Hazard Mitigation Planning Meeting
October 9, 2014
2:30 PM

Member	Representation	Attendance
Chris Bell	Hamblen County EMA	<i>Chris Bell</i>
Hugh Clement	Hamblen County Schools	<i>Hugh Clement</i>
Reece Conway	Morristown Public Works	<i>Reece Conway</i>
Don Ellison	Hamblen County EMA	
Keith Ely	Property Assessor	
Buddy Fielder	City of Morristown	<i>Buddy Fielder</i>
Tim Greene	Morristown Fire Department	<i>Tim Greene</i>
Dale Griffie	Hamblen County EMA	<i>Dale Griffie</i>
Billy Gulley	Morristown Police Department	<i>B. Gulley</i>
Jamie Purkey	Morristown/Hamblen EMS	<i>Jamie Purkey</i>
Charles Southerland	Morristown Utility	<i>Charles R. Southerland</i>
Danny Young	Hamblen Planning Department	<i>Danny Young</i>

✓ Teresa Ewing EMA *Teresa Ewing*
✓ Chris Wisecarver Morristown P.D. *Chris Wisecarver*
✓ Gary Ryan MFD *Gary Ryan*
~~*Billy Gulley* MPD *Billy Gulley*~~
~~*Hugh Clement* HCS *Hugh Clement*~~

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Agenda

Hazard Mitigation Committee

October 9, 2014

2:30 PM

- I. Review basic components of the Hazard Mitigation Plan and why we have a
County Plan – Bart Hose, Representative from TEMA Planners
- II. High Risk Flood Areas List Updated (Plan Page 6)
*Add Debbie Circle (Stubblefield Creek)
*South Cumberland at Algonquin
- III. Flood Events List Update to 2013 NOAA (Plan Pages 6-7)
Checked with NOAA and no update needed
- IV. Project List (Reference page 22-23 for information on how project list is determined.) ----Page 24
Possible revisions and additions include 1) having utility lines run underground in downtown area; 2) add a hazard for “Sinkhole” on the West end of Morristown
- V. County and City Planning Departments (Page 25)
No items needed updates
- VI. Severe Winter Weather Mitigation – Risk/Vulnerability Analysis and Possible Project – TEMA Planner Bart Hose conducts

Revise projects list to include tree remove and replacements
Additional Items not on agenda brought forth in meeting:
1) Add a TDOT rep for the committee (Jay Rosen as a possible candidate)

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- 2) Look into armoring the EOC
- 3) Discussion for money for the EOC Facility
- 4) Use CDBG for the Early Warning System for the Community

**Hazard Mitigation Planning Minutes
October 9, 2014 2:30 PM
Fire Station 1 Training Room**

The meeting was called to order and opened up by Morristown-Hamblen EMA Director, Chris Bell. Chris stated that the grant has been applied for in order for the projects that are listed on the plan to proceed to completion.

Mr. Bart Hose from TEMA gave a presentational slide on the risks/hazards on different aspects of disasters and the outcome once the clean-up has been completed. Bart confirmed with the committee members that were present on ways to adopt a plan, restructure or update an existing plan that is already in place.

Bart stressed how important it is to make sure that on the plan that is set in place to note the wording on each project and how the project (s) are going to effect the area and how it will be resolved to include the amount of time the project will take to complete in order to ensure that all grant monies are given correctly without any delays.

All grant monies that are issued out of that 15% goes to the state and incidents that are not eligible for grant monies are: Warning Systems, Generators, Repairs and/or Clean-ups, Dredging or Creek Re-routing. Any monies needed for these will come out of the agency that is responsible for these types of uses for either the City or County.

Bart stressed that at any given time we apply for grants FEMA wants point direction which means the purpose for the grant monies and the completion date, they are very strict on the usage of funds. Also before applying for grants find out what areas would be affected and address the strength of the hazard and the possible impact due to the hazard.

Chris opened the floor for discussions to see if any agency present had any concerns or issue that should be addressed so that they could be looked into. Buddy Fielder with the City of Morristown asked why Debi Circle was not included on the plan for a flood zone and needed to be added on the project list. Chris Wisecarver with MPD stated that there are two large

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sinkholes in the Windsor Square development behind K-Mart that also needs to be addressed as well as the flood area on South Cumberland at Algonquin Street.

Gary Ryan with MFD ask about the electrical wires located on the North Side of the alley downtown because if a structural fire happened in that general area none of the fire trucks would be able to get in because of the power lines. Chris discussed this some in detail with Charles Southerland with Morristown Utility and stated that they would look into possibility having the electrical lines put underground.

Meeting was adjourned by Chris.

Appendix 3

Sign in Sheet for Hazard Mitigation Plan Meeting

Thursday, August 11, 2016 @ 11:00 am

Rescue Squad Building

1.	Greg Ellison	City of Morristown
2.	Mark Johns	Planning
3.	Claude Smith	Bld Inspections
4.	Charles R Southernland	Morristown Utility Systems
5.	Daniel Singleton	TDOT
6.	PAUL E. BROWN	CITY OF MORRISTOWN
7.	Clark Taylor	Morristown Fire
8.	Tim Greene	Morristown Fire
9.	Billy Gulley	MPD
10.	Jeff Clement	Hamblen Co. Dept. of Education
11.	Anthony Cavallucci	NWS Anthony.Cavallucci@ncora.gov email
12.	Todd S Jones	TEMA tjones@tema.org email

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Hazard Mitigation Plan Meeting Minutes August 11, 2016 at 11:00 am Morristown Rescue Squad Building

In attendance: Greg Ellison, Mark Johns, Claude Smith, Charles Southerland, Daniel Singleton, Paul Brown, Clark Taylor, Tim Greene, Billy Gulley, Hugh Clement, Anthony Cavallucci, Todd Jones, Elise Hagner, Jessica Wuton, Lindsey Horn

EMA Director Chris Bell opened the meeting at 11 am.

In 2010 General Bassum of TEMA saw that TN was lacking in Hazard Mitigation plans.

Hazard mitigation grants are in smaller amounts. Money is limited. There will be a 30-40% increase because we have an active mitigation plan.

Director Bell then read from 44 CFR 201 which explains the purpose of hazard mitigation. The purpose of hazard mitigation planning is to look at the vulnerabilities we have in the area and see what we can mitigate to prevent there from being a greater impact at the time of the incident.

The first Hamblen County Hazard Mitigation Plan was finalized and approved in 2011- has to be updated every five (5) years. Committee is supposed to meet every other year. Last meeting held in 2014.

Committee then reviewed each of the jurisdictions; then reviewed the vulnerabilities and hazards, both with no changes. Then the committee moved to the localized flooding areas to review. (see Hazard Mitigation Plan, page 6):

- East Morris Blvd – Mitigated Lomar July 2016
- Old Russellville Pike – 344
- South Cumberland at Railroad – Plan is in place
- South Cumberland at Parker Road
- Intersection of Shinbone Road and Jarrell Rd – bridge and culvert rebuilt
- South Henry at Sunrise – replaced bridge
- Debi Circle spelling needs to be corrected
- Remove both East Andrew Johnson Hwy @ Larry Baker Rd and South Cumberland @ Algonquin
- Add Russellville Intermediary School
- Add Dalton Ford and Reeds Chapel Rd.

Hazards for Hamblen County: winds, hail, flooding, tornadic activity, severe weather, and winter storms – no changes.

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The committee then reviewed and made revisions and updates to projects list:

- Change timeframe on Priority #1 to 3-5 years
- Combine #2 and #5
- Edit #3 – remove “evac routes” and change to 3-5 years
- Remove Public safe space for schools
 - Hugh Clement: We have not utilized safe space build-outs, but we do have a designated space set in our emergency plan for each school.
 - Todd Jones: Can retrofit buildings; expensive
- Tree removal on public right of way – change responsibility to Public Works, TDOT, Hamblen County
- Add “Repair public property and drainage area sinkholes as affected” – Jurisdiction – all; new/existing infra; TDOT, Local government; 5 years

Director Bell asked if there were any more projects to add- none.

Everyone went around the table and introduced themselves

Director Bell said that he would send changes to everyone, asked they reply back with approval of changes to the Hazard Mit Plan and then at first of October they would be submitted to TEMA -> FEMA.

Meeting was adjourned.

Appendix 4

Yearly Reviews

2012:

1. February 2012: Conducted severe weather awareness education during Severe Weather Awareness Week.
Projects included: (Project Rank #5)
 - Tornado drills in schools, government, daycares, medical centers, nursing homes, business facilities.
 - Radio, TV interviews.
 - Tested emergency systems.

2013:

1. Vantage view Project
 - Hazard Mitigation Grant Program [HMGP] #4060-0001 City of Morristown Drainage Improvement Project (Project Rank #1)
2. Updated and Revised Hamblen County Hazard Mitigation Committee (page 2)
3. Severe Weather Awareness Week Activities (Projects Rank #5)
 - (Same as above)
 - Presentations in 8 schools during week
 - Coloring contest

2014:

1. Continue "Vantage View" Hazard Mitigation Program Project (Project Rank #1)
2. February 2014: Severe Weather Awareness Week Activities
 - Conduct Public Service Announcement video contest between two local high schools. Winning video shown on local and regional TV stations.
3. Committee meeting on October 9, 2014 with TEMA East planner Bart Hose on updates to hazard Mitigation Plan.

**The Hazard Mitigation Grant for the Vantage View Project was approved for Phase I in October 2013. But as of November 2014, the City of Morristown cancelled the contract because of "undue burden of the state and federal levels requiring continued additional forms and information to proceed with Phase II of actual construction. The FEMA approval letter and City of Morristown contact cancellation letter is shown below.

November 24, 2014

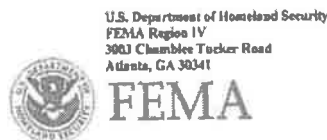
Chris Bell
 Director
 Morristown-Hamblen Emergency Management Agency
 511 West Second St.
 Morristown, TN 37814

Director Bell,
 Do to overwhelming concern for safety the City of Morristown has decided to no longer pursue the Hazard Mitigation Grant for the Vantage View Storm Water Project. The pipe failure beneath Vantage View Drive is critical. We feel should the processes and information required for the grant funding slow the bid and construction portions of the project, potential storm or geologic events will cut off this singular access to the 200 plus residents of the area. We greatly appreciate the efforts your office and those at the State and Federal level. Your assistance in making the proper notifications regarding our decision is appreciated.

We hope that the participating funding agencies will understand our position relative to our safety concerns and will continue to assist Morristown should funding be needed in the future. Thank you for serving our community.

Ralph "Buddy" Fielder ACA
 City of Morristown, Tennessee

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October 30, 2013

Mr. James Bassham, Director
Tennessee Emergency Management Agency
3041 Sidco Drive
Nashville, TN 37204-1502

Attention: Mr. Douglas Worden, State Hazard Mitigation Officer

Reference: Hazard Mitigation Grant Program (HMGP) Project 4060-0001: City of Morristown
Drainage Improvement Project (Phase One)

Dear Mr. Bassham:

We are pleased to inform you that the subject project has been approved for \$69,000 with a Federal share of \$36,087 and a Non-Federal share of \$32,913. The following is the approved Scope of Work (SOW) for the above-referenced project:

The project's intent is to replace the damaged culvert and embankment. The objective is to size the culvert such that it will safely pass inflows from the watershed without increasing flood levels upstream and without increasing peak flows downstream. This will be accomplished by preparing a study of the watershed and stream to verify and/or establish the drainage area and to determine the hydrologic response (the watershed is karst in nature) as well as the hydraulic response. (Note that FEMA indicated that there is no effective model available for the stream, therefore new models will need to be created.) The City will use HEC-HMS, HEC-RAS, SWMM, and HY8 software to conduct these analyses in accordance with FEMA-accepted protocols. The current Phase I application will only include the engineering and design phase. An engineering study is needed for the benefit cost analysis to reflect correct information. Once the engineering and design phase complete that data will be used to run an accurate benefit cost analysis and then proceed with Phase II.

The Period of Performance (POP) for Phase I of this project is two (2) years from the date of this correspondence and shall end on October 30, 2015. All the activities specified in the scope of work should be completed and all Phase I deliverables submitted to FEMA no later than this date. In accordance with HMGP rules and policy, we will require the submittal of all closeout documentation, even if the project is deemed unfeasible or not cost effective, within 90 days, no later than January 28, 2016.

The City of Morristown shall deliver to FEMA through the Tennessee Emergency Management Agency for review and comment on the following project conditions:

www.fema.gov

Hamblen County Hazard Mitigation Plan October 30, 2017

2015:

1. February 2015: Severe Weather Awareness Week Activities
2. Reviewed Plan May 2015 and all items up to date
3. Preparing for 5 year update for 2016
4. No meeting this year

2016:

**Hazard Mitigation Plan 5 Year Review and Update Minutes
August 11, 2016 at 11:00 am
Morristown Rescue Squad Building**

In attendance: Greg Ellison, Mark Johns, Claude Smith, Charles Southerland, Daniel Singleton, Paul Brown, Clark Taylor, Tim Greene, Billy Gulley, Hugh Clement, Anthony Cavallucci, Todd Jones, Elise Hagner, Jessica Wuton, Lindsey Horn, Chris Bell

EMA Director Chris Bell opened the meeting at 11 am.

In 2010 General Bassum of TEMA saw that TN was lacking in Hazard Mitigation plans.

Hazard mitigation grants are in smaller amounts. Money is limited. There will be a 30-40% increase because we have an active mitigation plan.

Director Bell then read from 44 CFR 201 which explains the purpose of hazard mitigation. The purpose of hazard mitigation planning is to look at the vulnerabilities we have in the area and see what we can mitigate to prevent there from being a greater impact at the time of the incident.

The first Hamblen County Hazard Mitigation Plan was finalized and approved in 2011- has to be updated every five (5) years. Committee is supposed to meet every other year. Last meeting held in 2014.

Committee then reviewed each of the jurisdictions; then reviewed the vulnerabilities and hazards, both with no changes. Then the committee moved to the localized flooding areas to review. (see Hazard Mitigation Plan, page 6):

- East Morris Blvd – Mitigated Lomar July 2016

Hamblen County Hazard Mitigation Plan October 30, 2017

- Old Russellville Pike – 344
- South Cumberland at Railroad – Plan is in place
- South Cumberland at Parker Road
- Intersection of Shinbone Road and Jarrell Rd – bridge and culvert rebuilt
- South Henry at Sunrise – replaced bridge
- Debi Circle spelling needs to be corrected
- Remove both East Andrew Johnson Hwy @ Larry Baker Rd and South Cumberland @ Algonquin
- Add Russellville Intermediary School
- Add Dalton Ford and Reeds Chapel Rd.

Hazards for Hamblen County: winds, hail, flooding, tornadic activity, severe weather, and winter storms – no changes.

The committee then reviewed and made revisions and updates to projects list:

- Change timeframe on Priority #1 to 3-5 years
- Combine #2 and #5
- Edit #3 – remove “evac routes” and change to 3-5 years
- Remove Public safe space for schools
 - Hugh Clement: We have not utilized safe space build-outs, but we do have a designated space set in our emergency plan for each school.
 - Todd Jones: Can retrofit buildings; expensive
- Tree removal on public right of way – change responsibility to Public Works, TDOT, Hamblen County
- Add “Repair public property and drainage area sinkholes as affected” – Jurisdiction – all; new/existing infra; TDOT, Local government; 5 years

Director Bell asked if there were any more projects to add- none.

Everyone went around the table and introduced themselves

Director Bell said that he would send changes to everyone, asked they reply back with approval of changes to the Hazard Mit Plan and then at first of October they would be submitted to TEMA -> FEMA.

Meeting was adjourned.

Hamblen County Hazard Mitigation Plan October 30, 2017

Appendix 5

Public Notice

Print

3/23/2017

The newspapers of **Tennessee** make public notices from their printed pages available electronically in a single database for the benefit of the public. This enhances the legislative intent of public notice - keeping a free and independent public informed about activities of their government and business activities that may affect them. Importantly, Public Notices now are in one place on the web (www.PublicNoticeAds.com), not scattered among thousands of government web pages.

County: Hamblen
Printed In: Citizen Tribune (Morristown)
Printed On: 2017/03/16

PUBLIC NOTICE

Hamblen County Multi-Hazard Mitigation Committee meeting will be held on Wednesday, March 22 at 4:00 pm at the Hamblen County Courthouse, Third Floor, Small Courtroom. The purpose of this meeting is to gather input from the public on the updated Hamblen County Multi-Hazard Mitigation Plan. This meeting is open to the public.

Chris Bell
EMA Director

Published: 3/16/17

Public Notice ID:
24017857

Hamblen Hazard Mitigation Plan Public Meeting

March 22, 2017 Small Courtroom Hamblen County Courthouse 4:00pm

- 1) *Chris Bell* *Hamblen EMTA*
- 2) *Tim Greene* *MFD*
- 3) *Mark Johns* *Planning Horizon*
- 4) *Paul Brown* *City of Morristown Public Works*
- 5) *[Signature]* *MHEMA*
Don Ellison
- 6) *Lindsay Horn* *MHEMA*
- 7)
- 8)
- 9)
- 10)

Hamblen County Hazard Mitigation Plan October 30, 2017

Appendix 6

Flood Insurance Rate Maps for Hamblen County



The above map shows Hamblen County broken into FIRM Panels with numeric labeling. The following maps show a close-up of each Panel Label indicating the area's 100 year floodplains through shading. These maps were produced on July 3, 2006 and are available from the FEMA Map Service Center.

NFIP
NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0025E

FIRM
FLOOD INSURANCE RATE MAP
HAMBLLEN COUNTY,
TENNESSEE
AND INCORPORATED AREAS

PANEL 25 OF 250
 (SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
HAMBLLEN COUNTY	470346	0025	E

Notice to User: The Map Number shown below should be used when placing map orders. The Community Number shown above should be used on insurance applications for the subject community.

MAP NUMBER
47063C0025E

EFFECTIVE DATE
JULY 3, 2006

Federal Emergency Management Agency

LEGEND

SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD

The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zones A, AE, AH, AG, AR, A99, V, and VE. The base flood elevation is the water-surface elevation of the 1% annual chance flood.

ZONE A No Base Flood Elevations determined.

ZONE AE Base Flood Elevations determined.

ZONE AH Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.

ZONE AO Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.

ZONE AR Special Flood Hazard Areas formerly protected from the 1% annual chance flood by a flood control system that was subsequently determined. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.

ZONE A99 Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.

ZONE V Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.

ZONE VE Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.

FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

OTHER FLOOD AREAS

ZONE X Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.

OTHER AREAS

ZONE X Areas determined to be outside the 0.2% annual chance floodplain.

ZONE D Areas in which flood hazards are undetermined, but possible.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS

OTHERWISE PROTECTED AREAS (OPAs)

CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.

———— Floodplain Boundary

———— Floodway Boundary

———— Zone D Boundary

***** CBRS and OPA boundary

Boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths or flood velocities.

~~~~~ 513 ~~~~~ Base Flood Elevation line and value; elevation in feet\*

(EL 987) Base Flood Elevation value where uniform within zone; elevation in feet\*

\*Referenced to the North American Vertical Datum of 1988

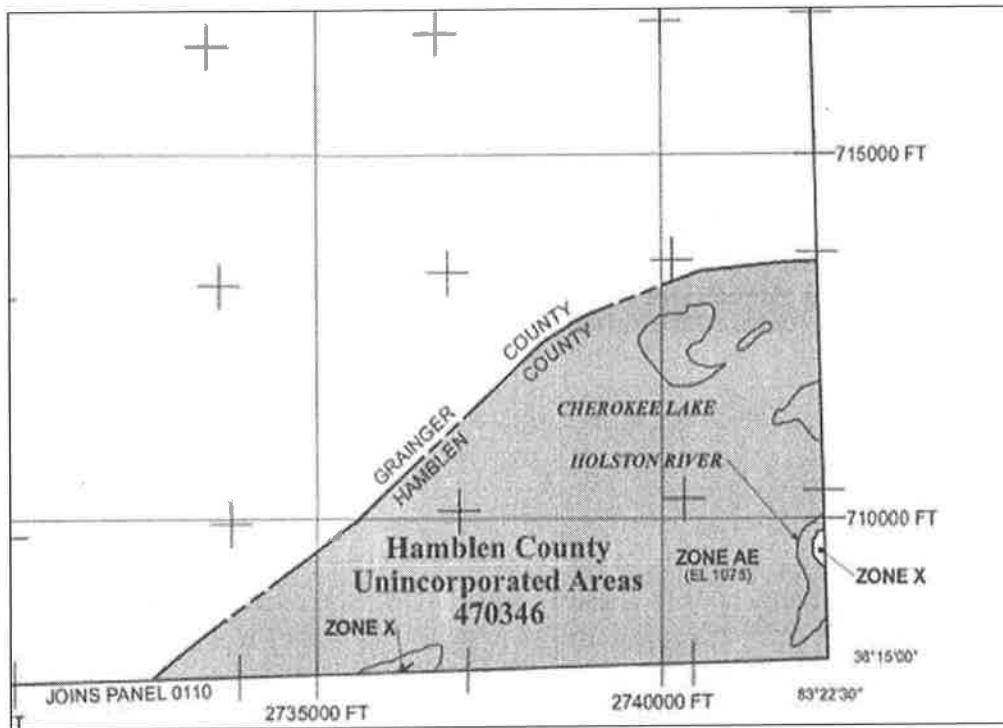
⊙ ——— ⊙ Cross section line

⊙ ——— ⊙ Transect line

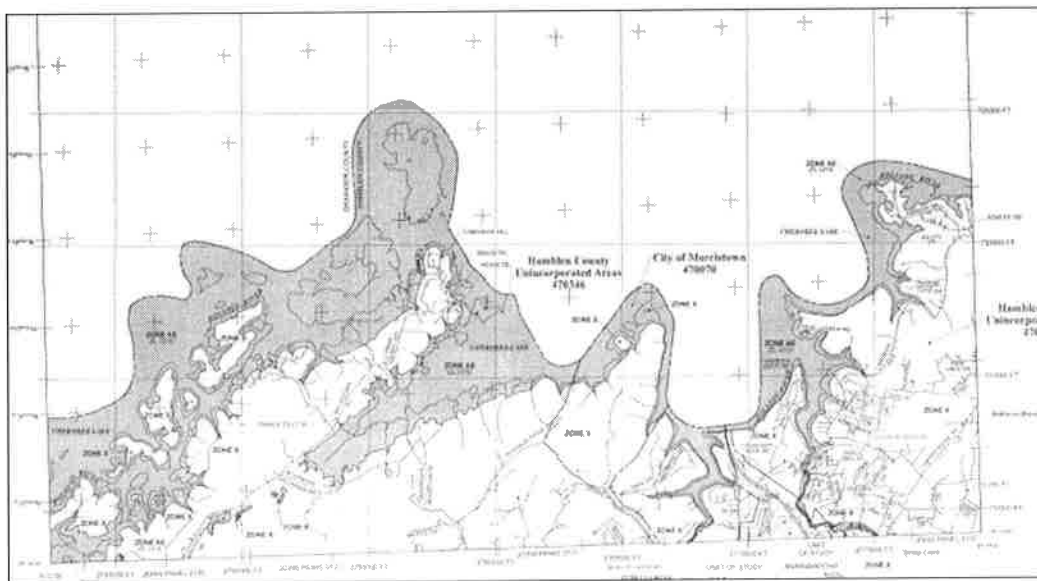
45° 02' 08", 93° 02' 17" Geographic coordinates referenced to the North American Datum of 1983 (NAD 83) Western Hemisphere

Hamblen County Hazard Mitigation Plan October 30, 2017

### Panel 1

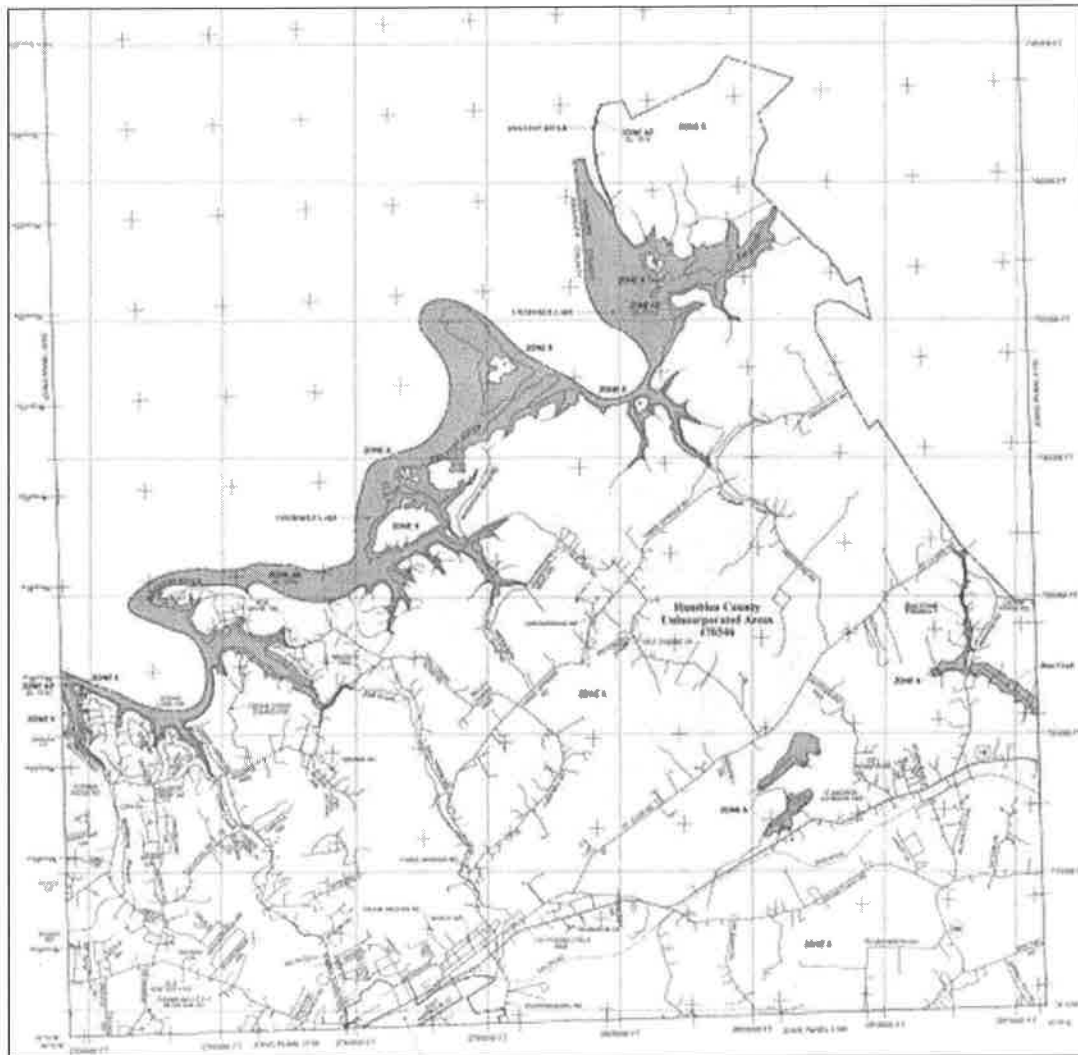


## Panel 2



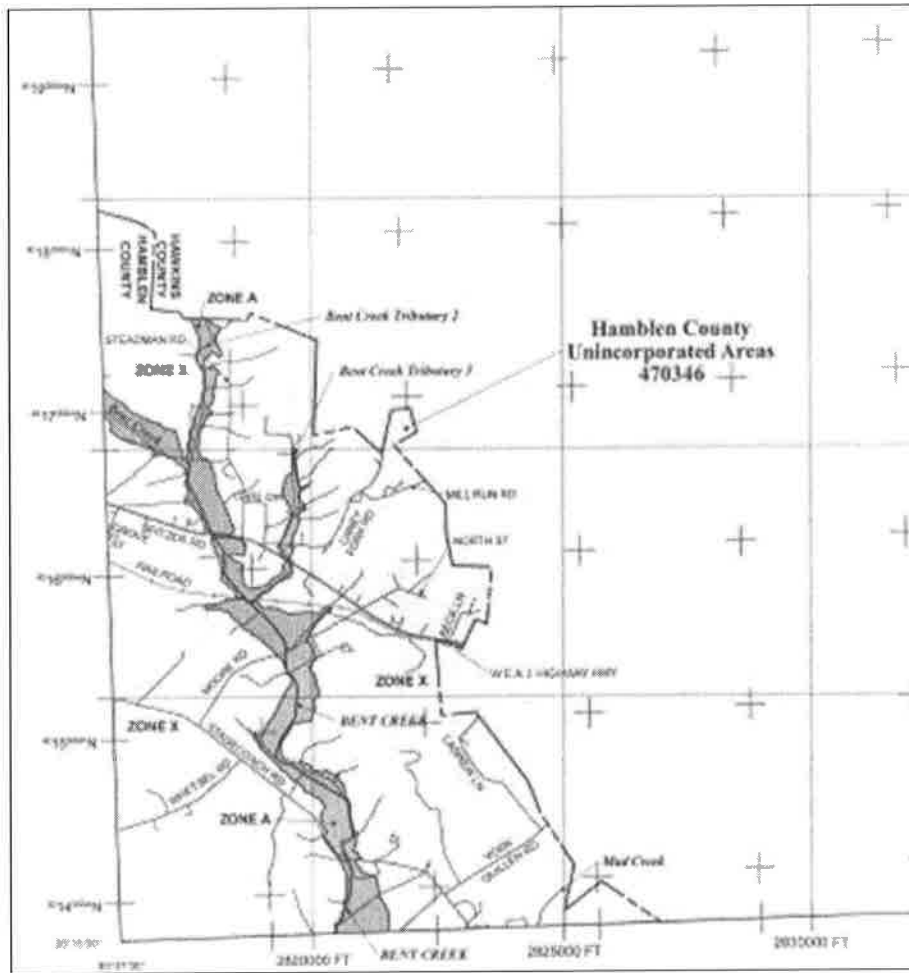
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## Panel 3



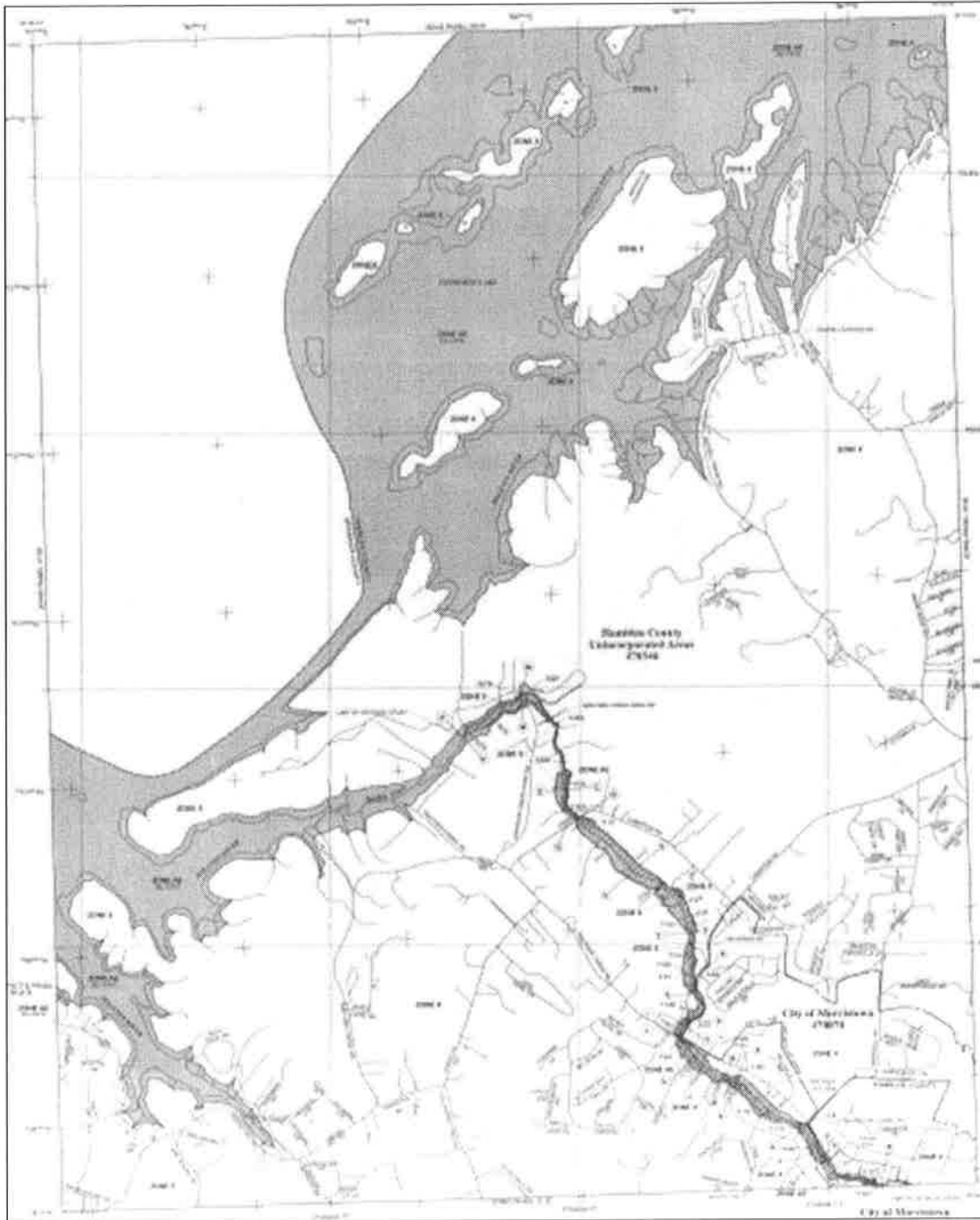
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## Panel 4



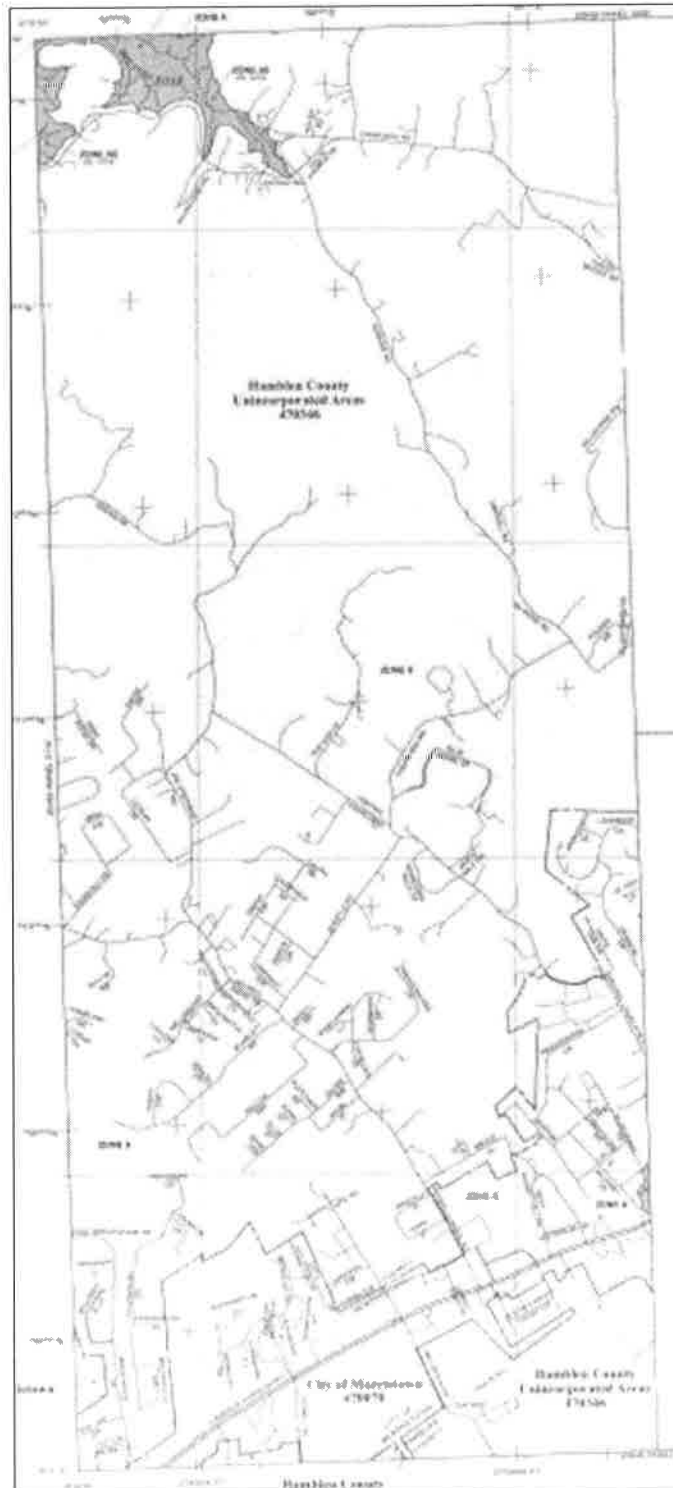
Hamblen County Hazard Mitigation Plan October 30, 2017

## Panel 5



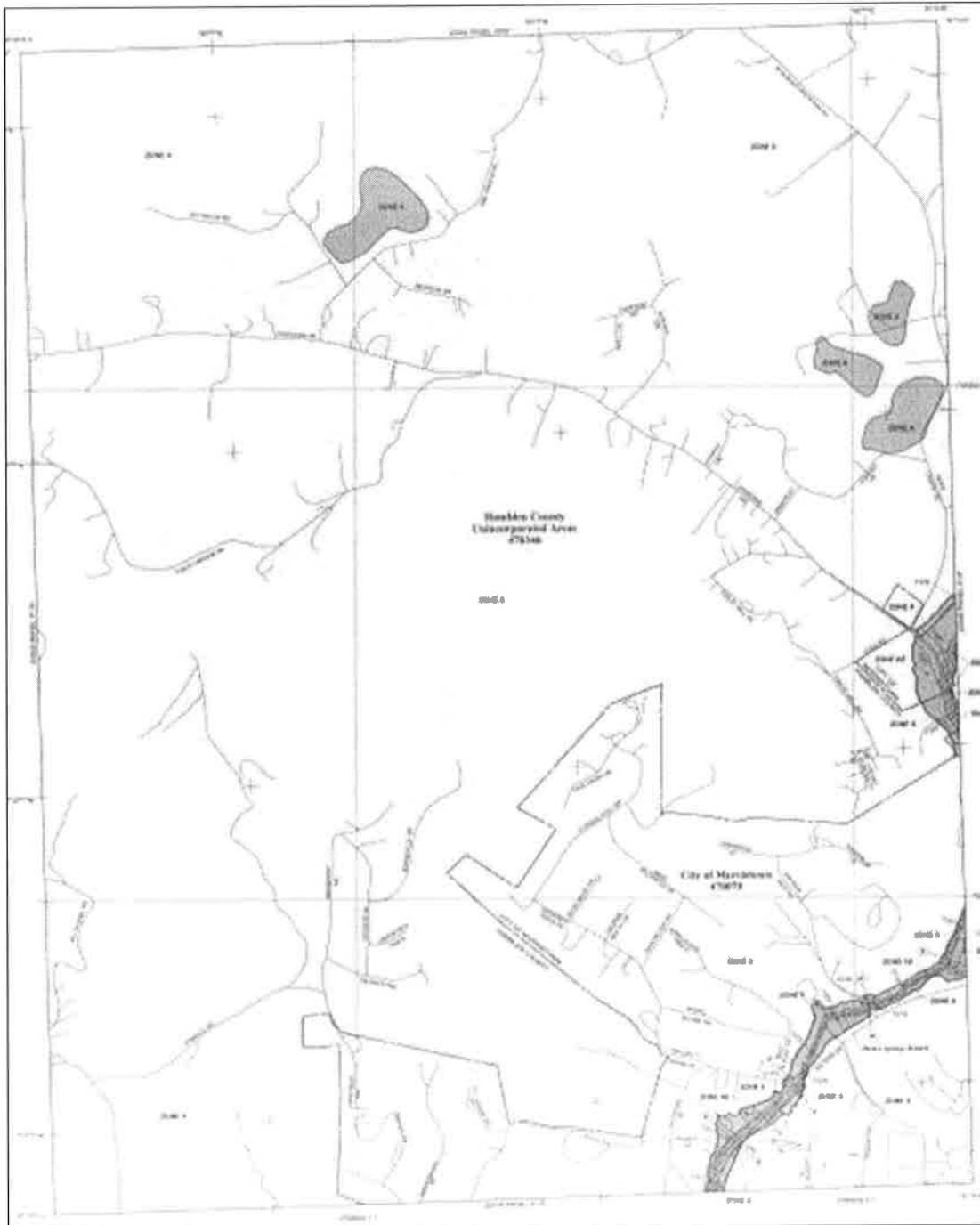
Hamblen County Hazard Mitigation Plan October 30, 2017

## **Panel 6**



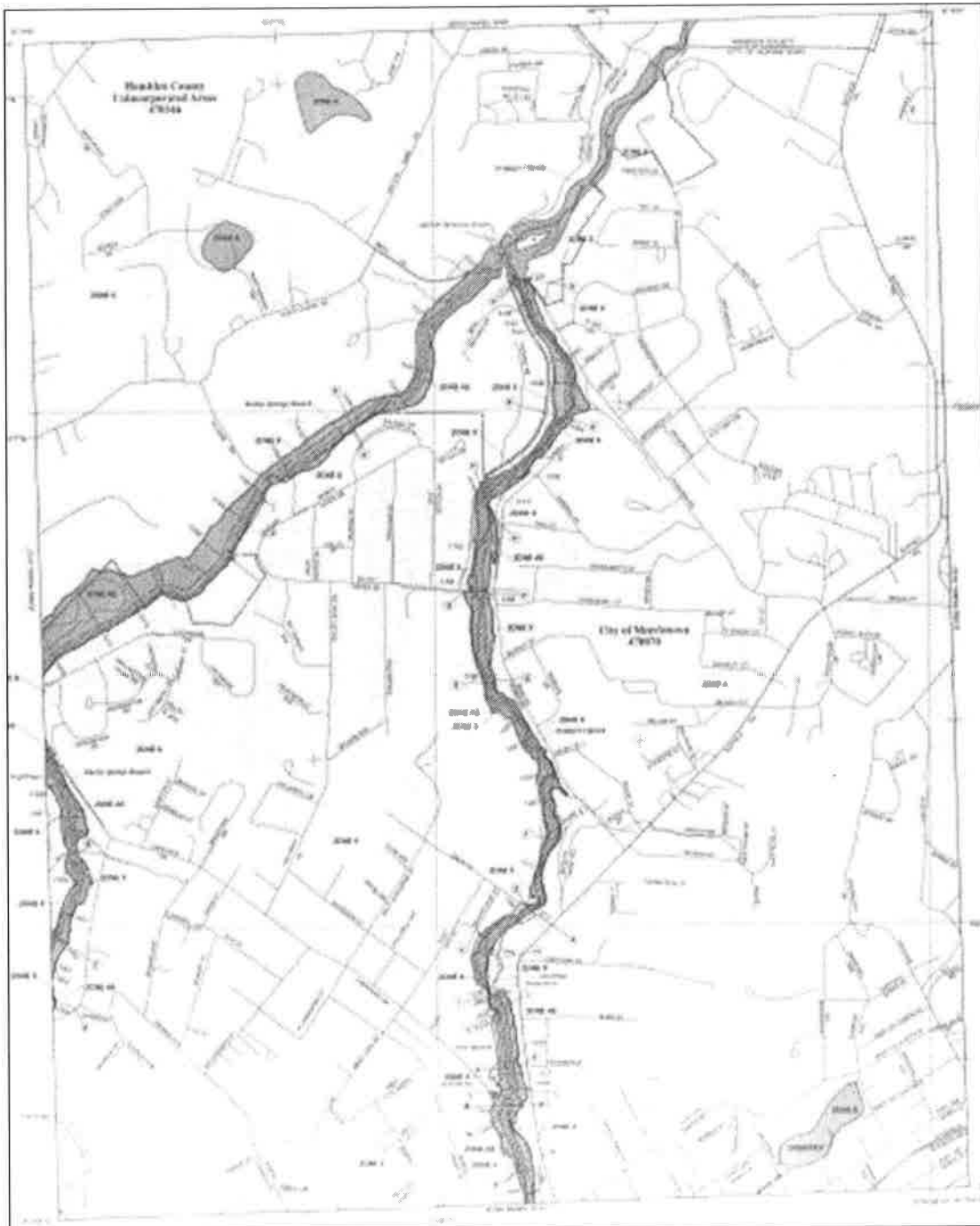
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## **Panel 7**



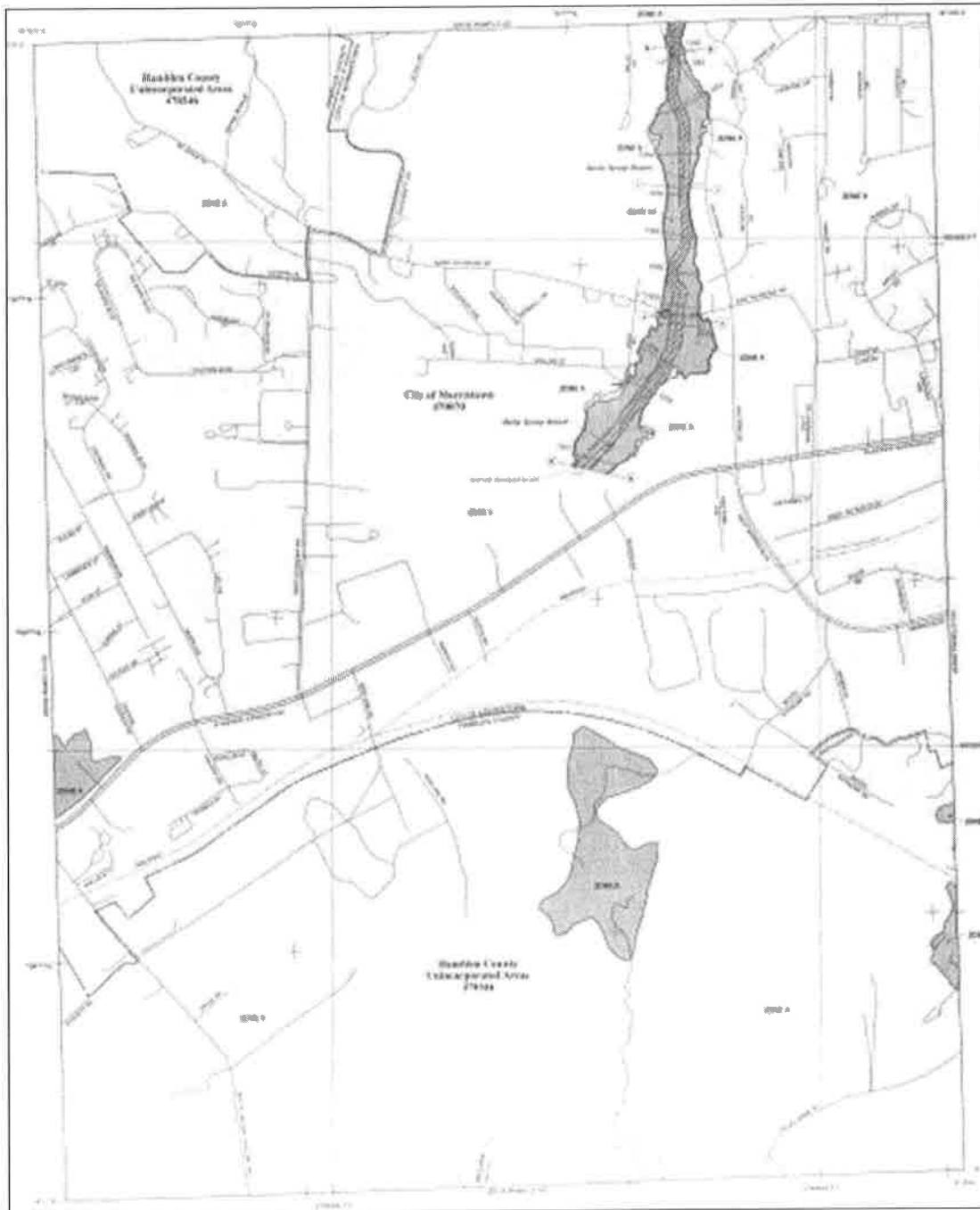
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## **Panel 8**



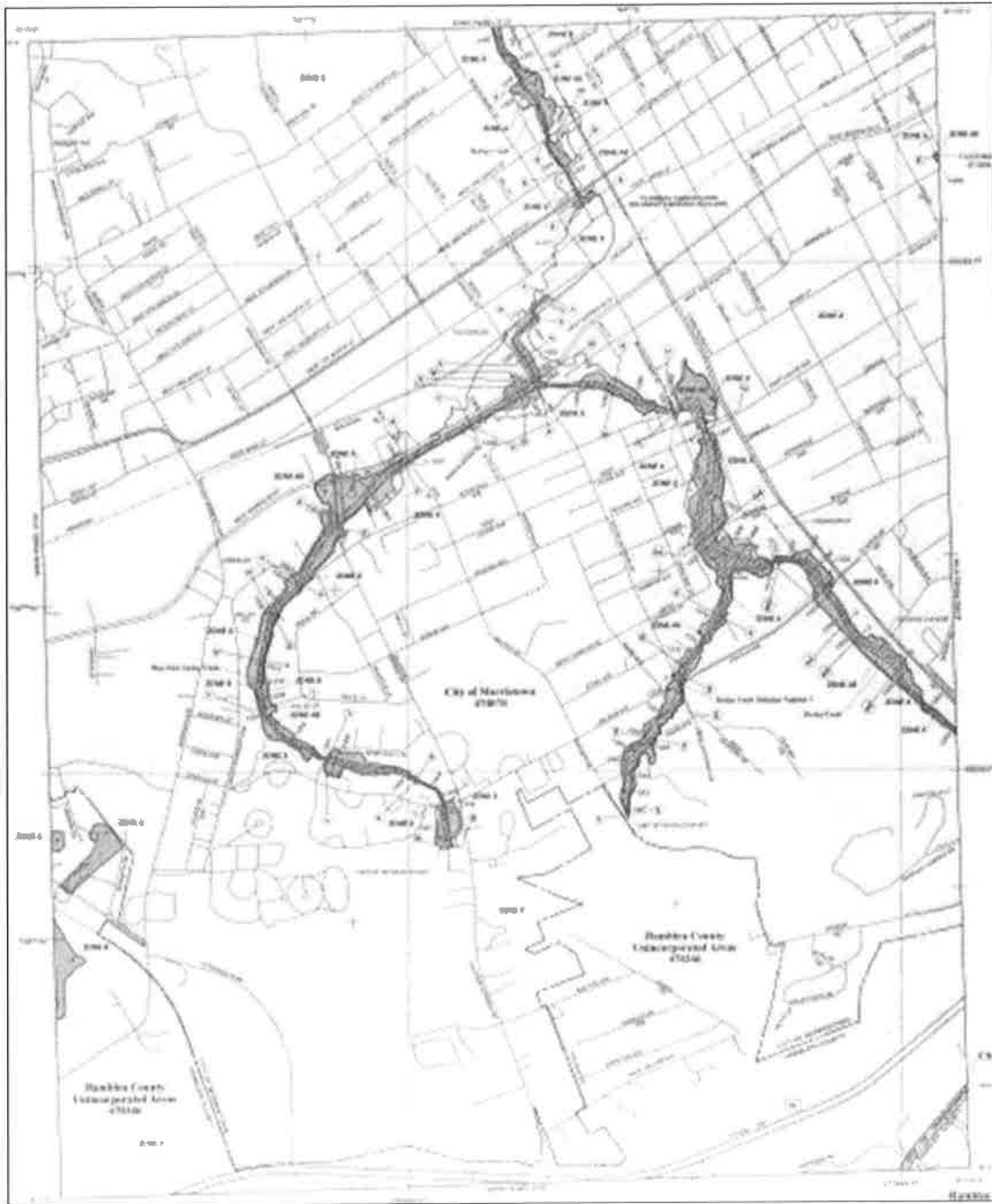
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## Panel 9



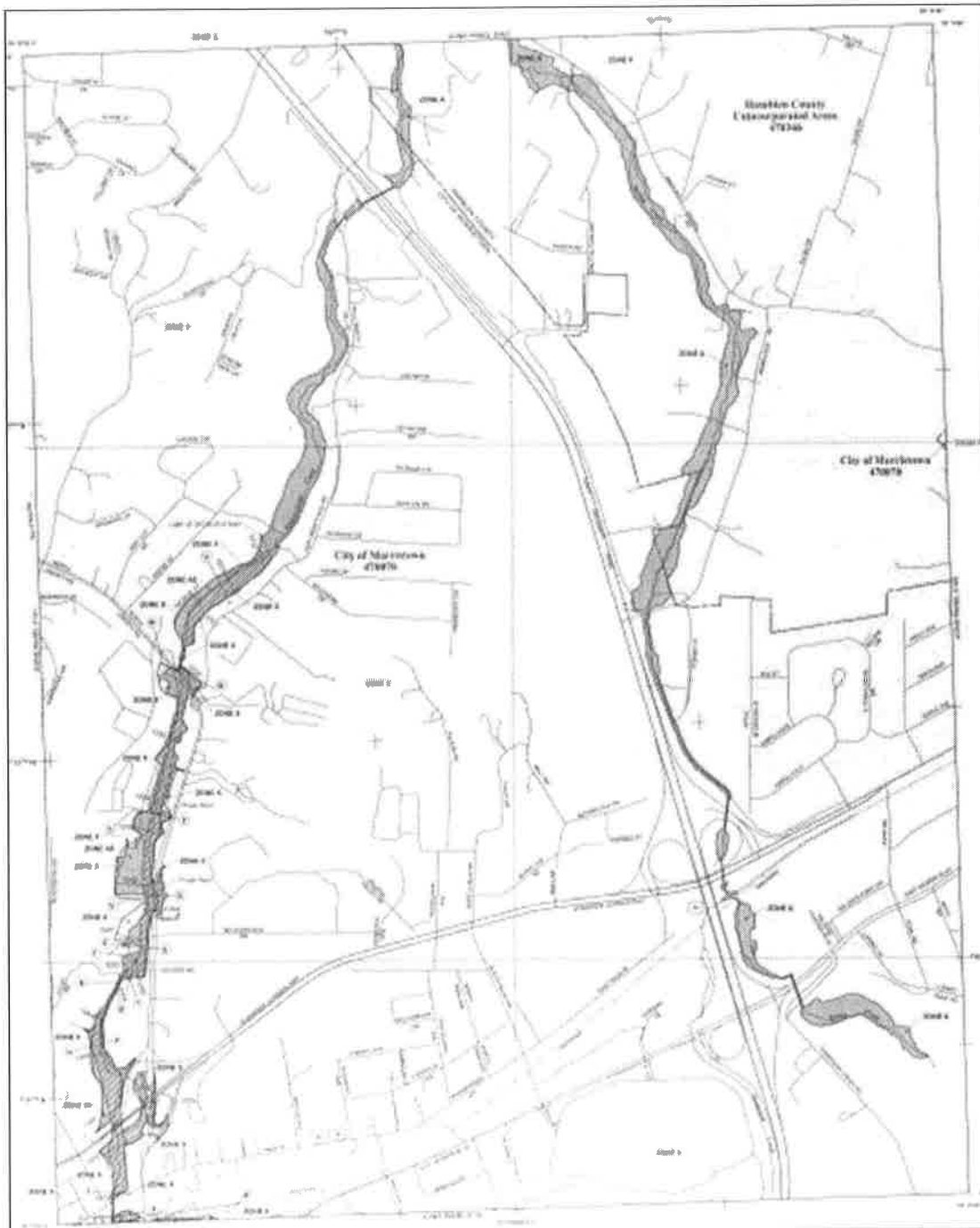
Hamblen County Hazard Mitigation Plan October 30, 2017

## **Panel 10**



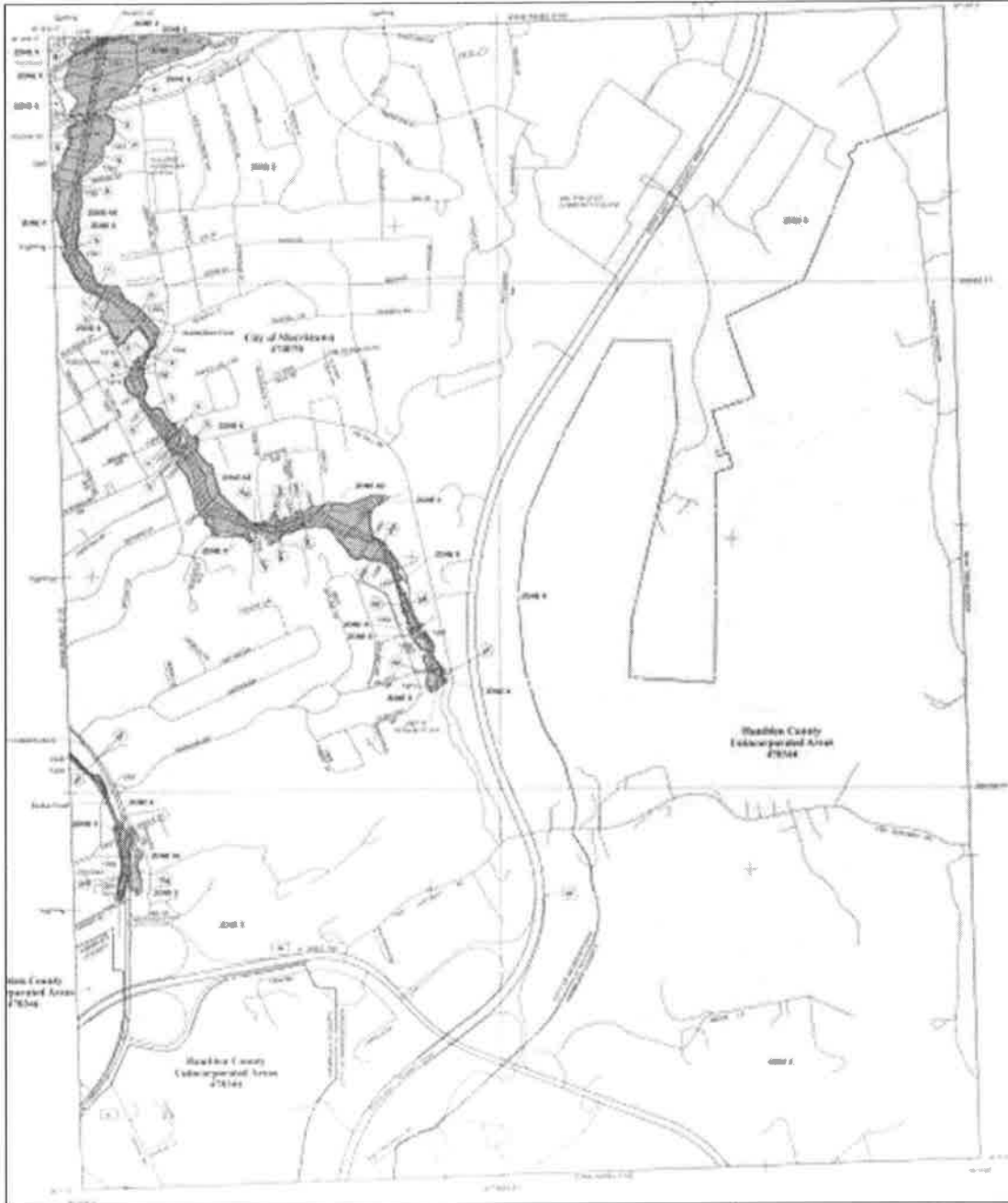
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## **Panel 11A**



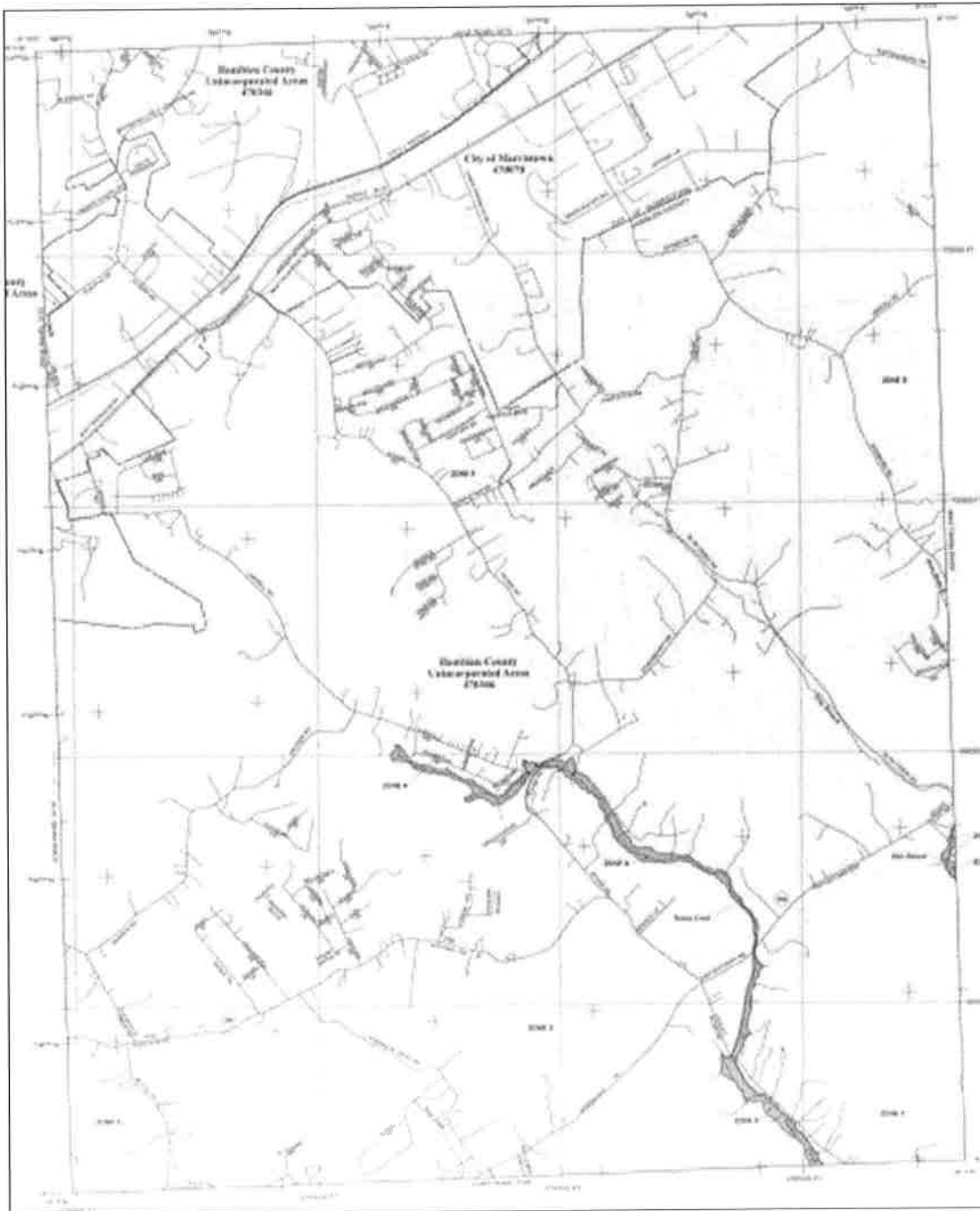
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## **Panel 11B**



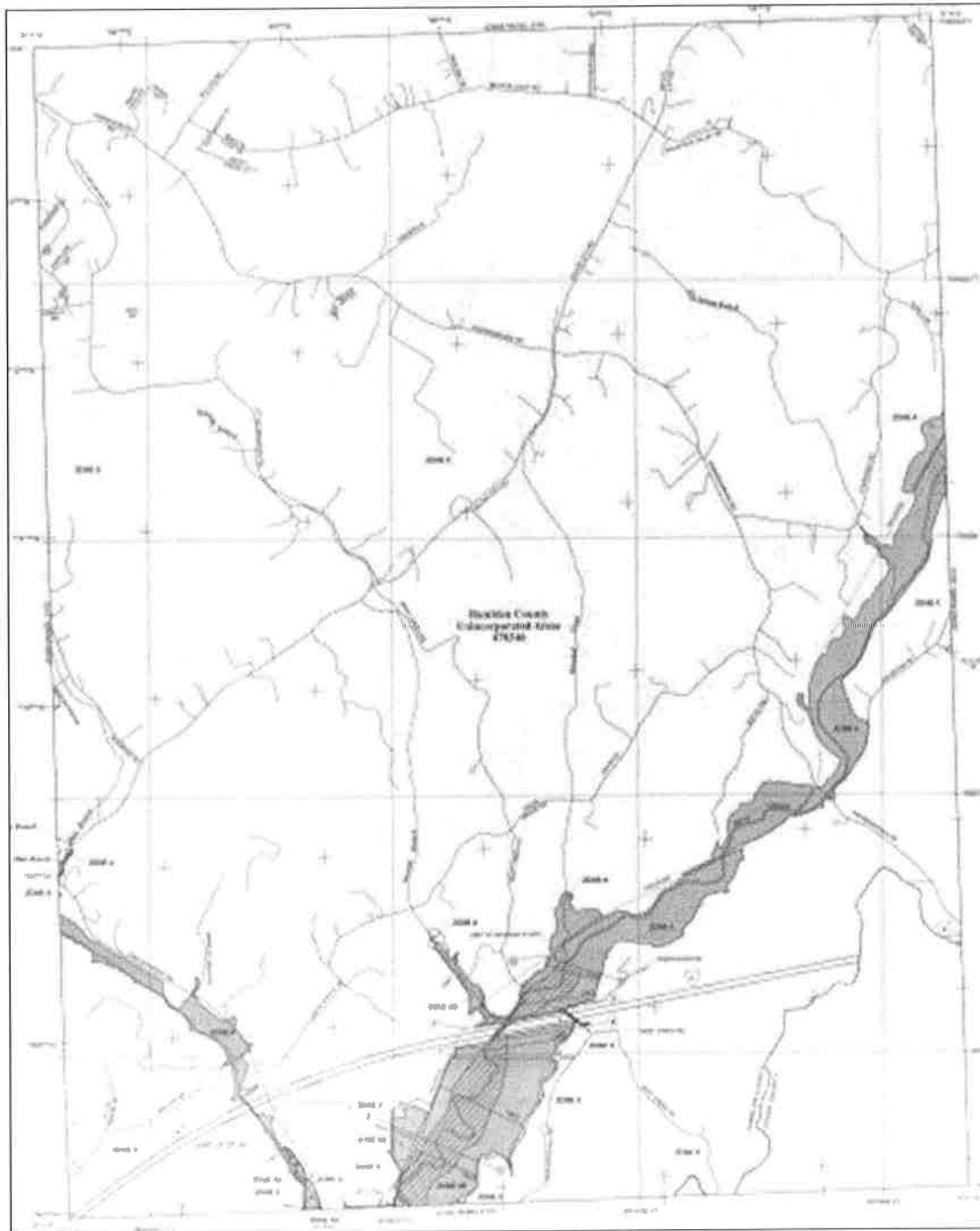
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## **Panel 12**



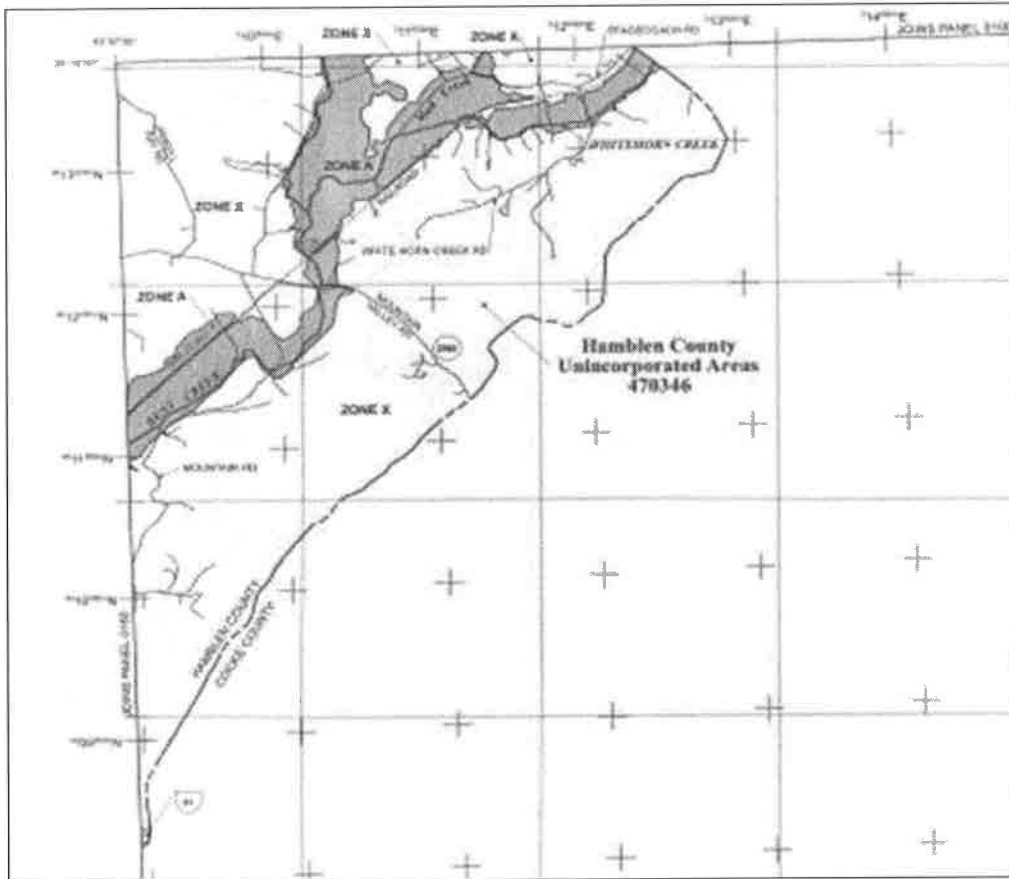
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### Panel 13



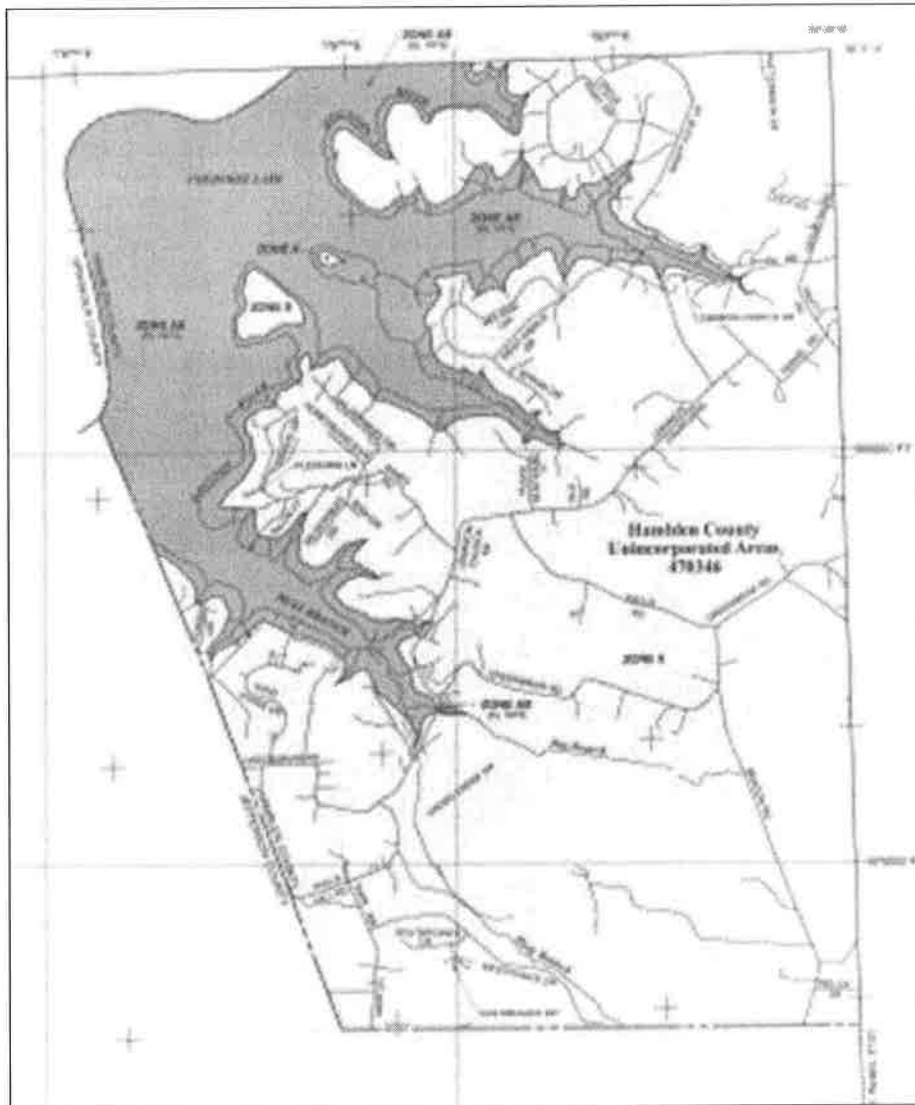
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## **Panel 14**



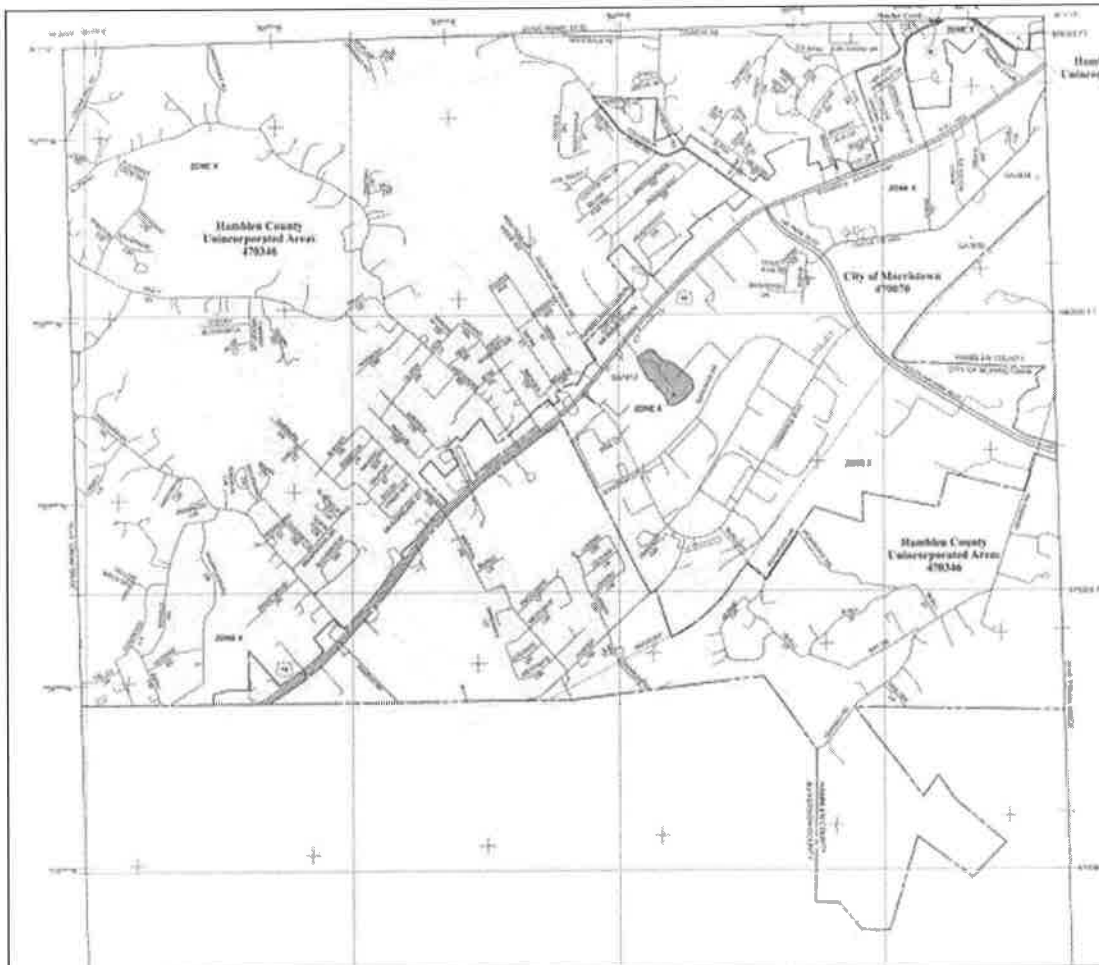
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## **Panel 15**



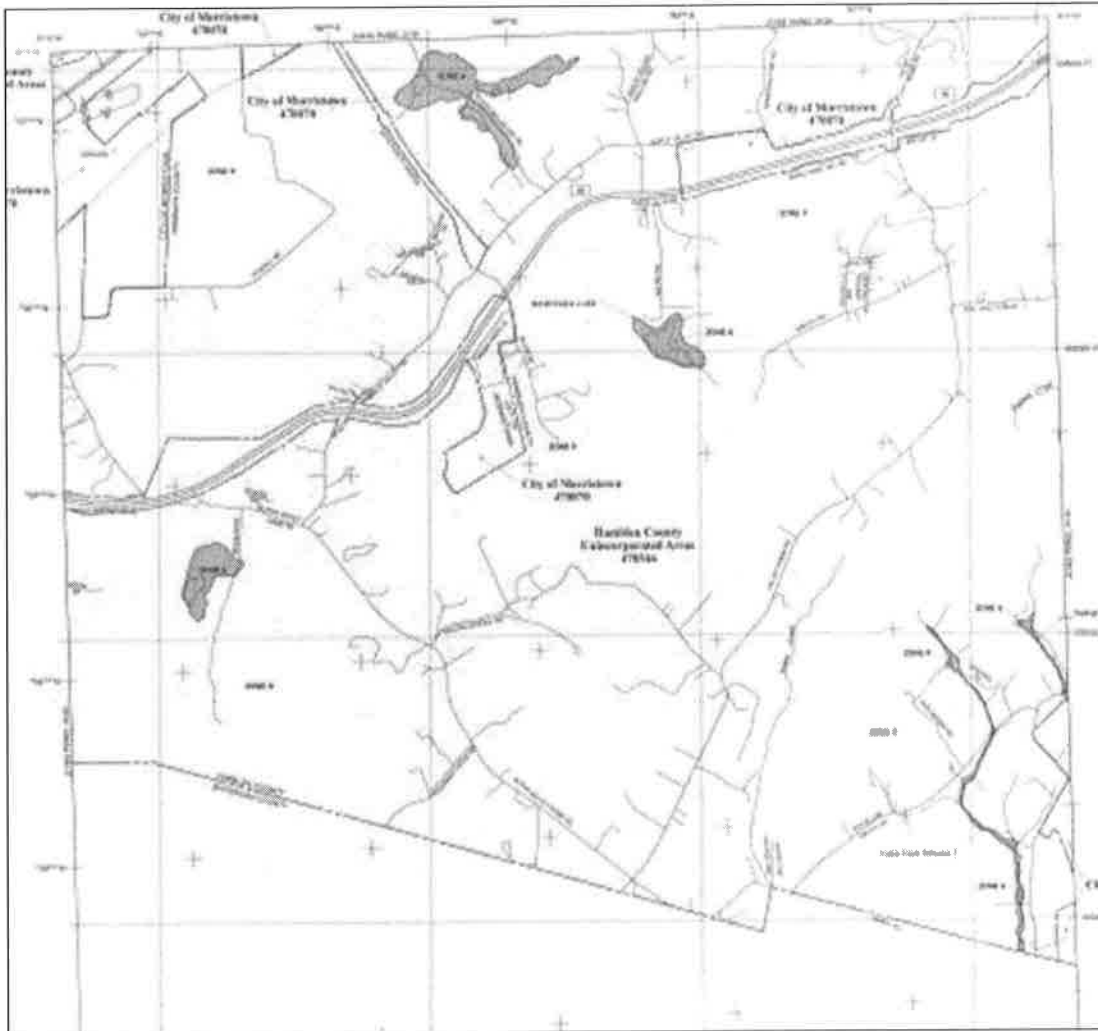
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## Panel 16



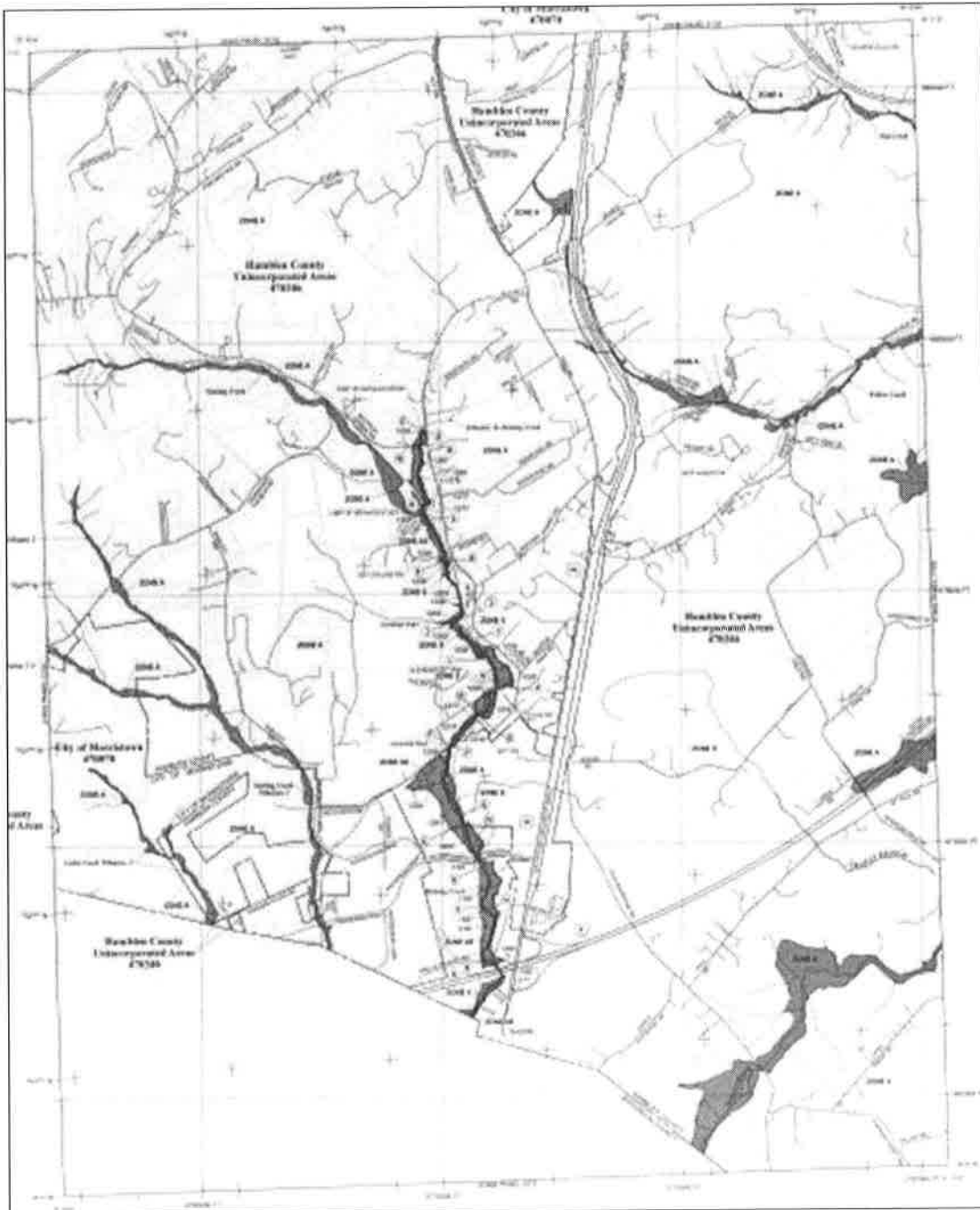
Hamblen County Hazard Mitigation Plan October 30, 2017

## **Panel 17**



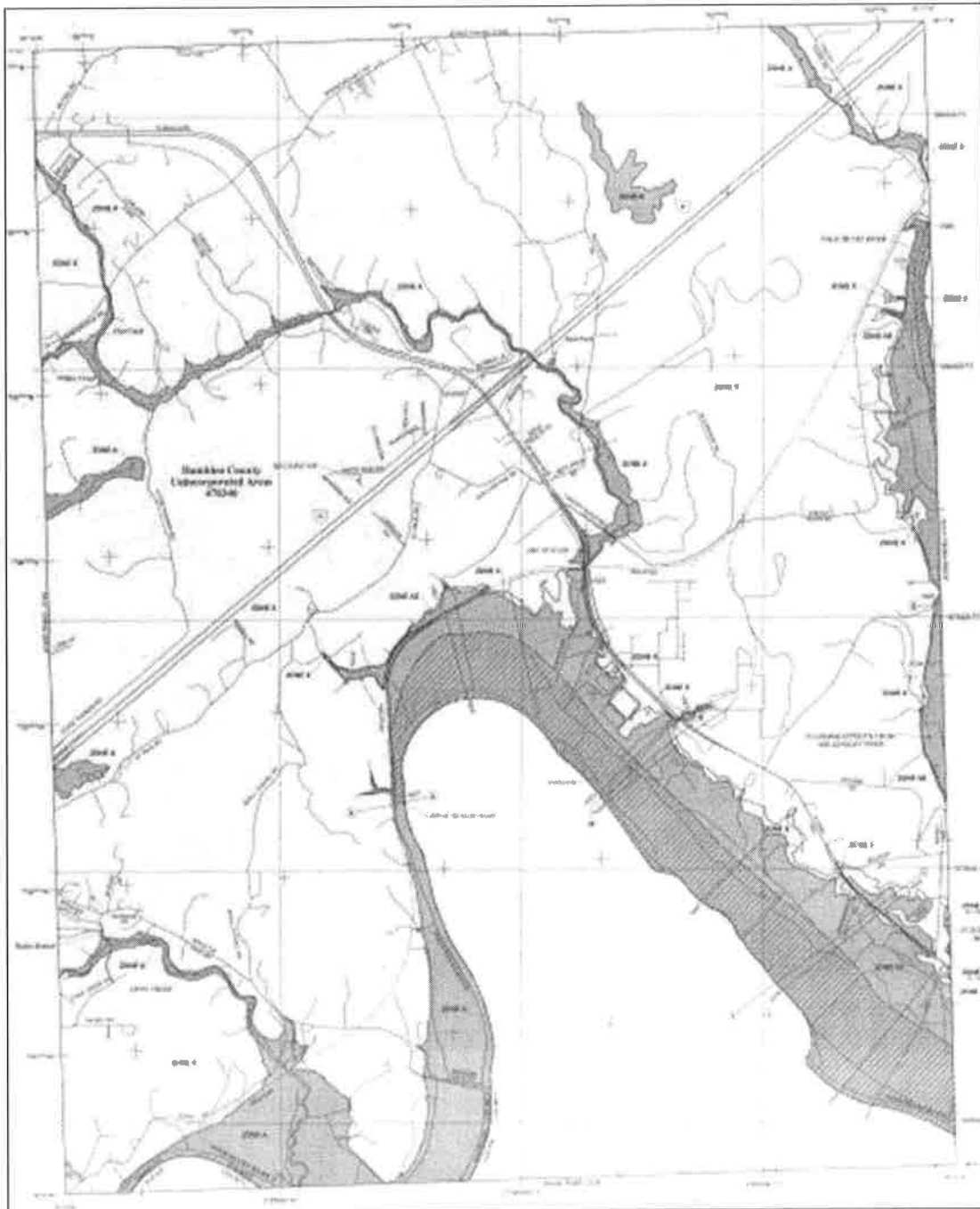
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## Panel 18



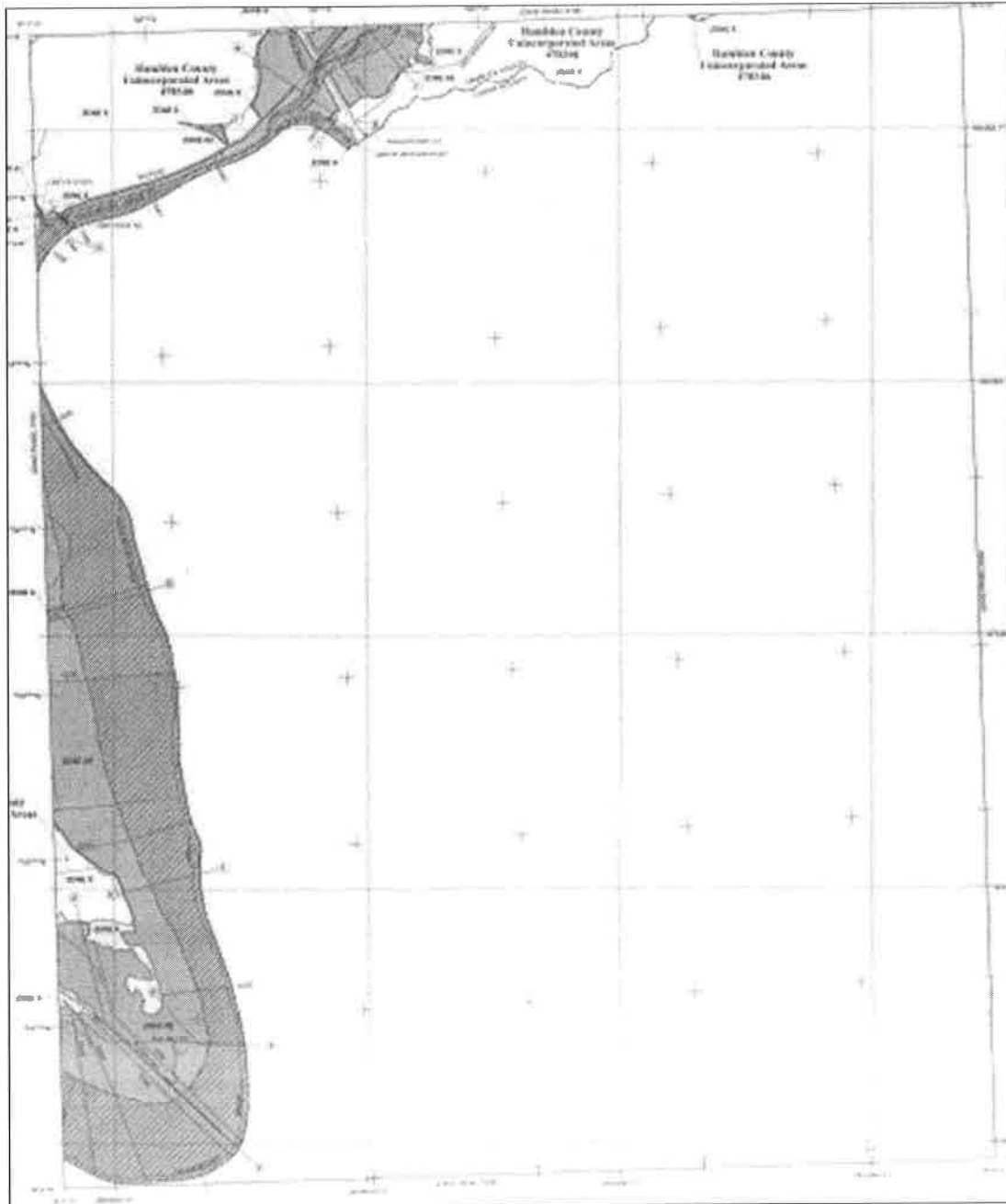
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## **Panel 19**



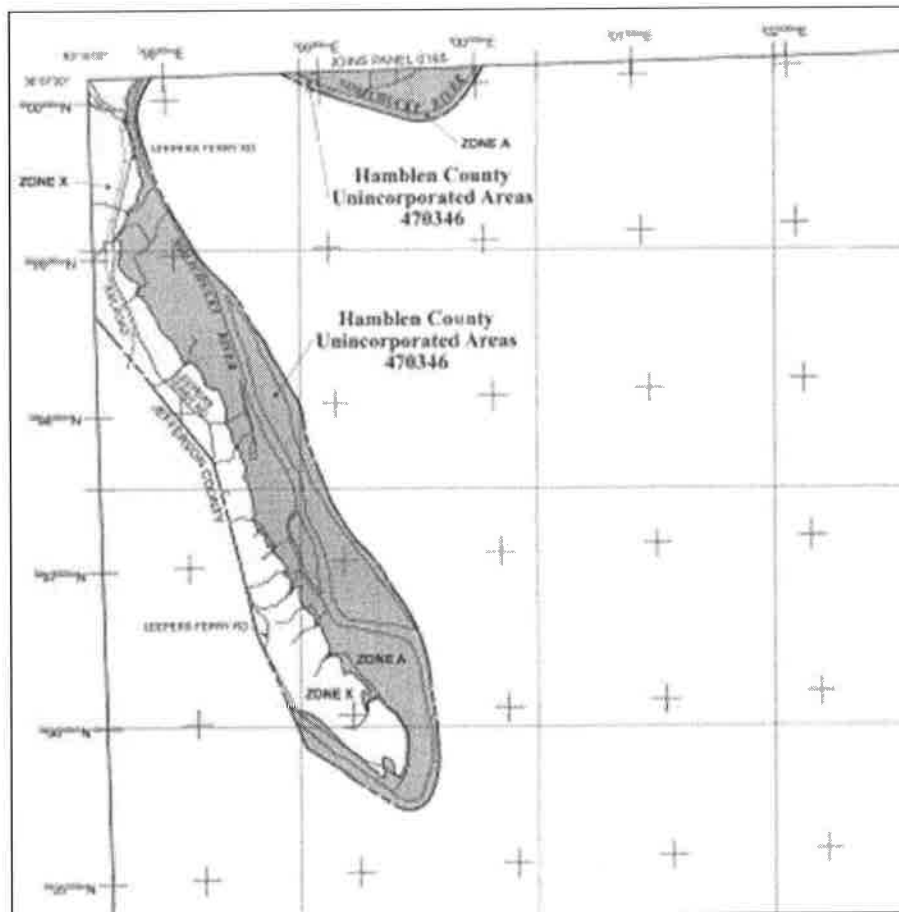
*Hamblen County Hazard Mitigation Plan October 30, 2017*

## Panel 20



*Hamblen County Hazard Mitigation Plan October 30, 2017*

80  
January 18, 2018



*Hamblen County Hazard Mitigation Plan October 30, 2017*

## **Appendix 7**

### ***HAZUS: Flood***

## **Hazus-MH: Flood Event Report**

**Region Name:** HamblenCo

**Flood Scenario:** 100 year flood

**Print Date:** Friday, February 17, 2017

**Disclaimer:**

*This version of Hazus utilizes 2010 Census Data.  
Totals only reflect data for those census tracts/blocks included in the user's study region.*

*The estimates of social and economic impacts contained in this report were produced using Hazus loss estimation methodology software which is based on current scientific and engineering knowledge. There are uncertainties inherent in any loss estimation technique. Therefore, there may be significant differences between the modeled results contained in this report and the actual social and economic losses following a specific Flood. These results can be improved by using enhanced inventory data and flood hazard information.*

*Hamblen County Hazard Mitigation Plan October 30, 2017*

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## General Description of the Region

Hazus is a regional multi-hazard loss estimation model that was developed by the Federal Emergency Management Agency (FEMA) and the National Institute of Building Sciences (NIBS). The primary purpose of Hazus is to provide a methodology and software application to develop multi-hazard losses at a regional scale. These loss estimates would be used primarily by local, state and regional officials to plan and stimulate efforts to reduce risks from multi-hazards and to prepare for emergency response and recovery.

The flood loss estimates provided in this report were based on a region that included 1 county(ies) from the following state(s):

- Tennessee

**Note:**

Appendix A contains a complete listing of the counties contained in the region.

The geographical size of the region is 176 square miles and contains 2,321 census blocks. The region contains over 25 thousand households and has a total population of 62,544 people (2010 Census Bureau data). The distribution of population by State and County for the study region is provided in Appendix B.

There are an estimated 26,439 buildings in the region with a total building replacement value (excluding contents) of 6,481 million dollars (2010 dollars). Approximately 91.55% of the buildings (and 71.73% of the building value) are associated with residential housing.

## Building Inventory

### General Building Stock

Hazus estimates that there are 26,439 buildings in the region which have an aggregate total replacement value of 6,481 million (2010 dollars). Table 1 and Table 2 present the relative distribution of the value with respect to the general occupancies by Study Region and Scenario respectively. Appendix B provides a general distribution of the building value by State and County.

**Table 1**  
**Building Exposure by Occupancy Type for the Study Region**

| Occupancy    | Exposure (\$1000) | Percent of Total |
|--------------|-------------------|------------------|
| Residential  | 4,648,815         | 71.7%            |
| Commercial   | 975,462           | 15.1%            |
| Industrial   | 609,369           | 9.4%             |
| Agricultural | 15,684            | 0.2%             |
| Religion     | 115,858           | 1.8%             |
| Government   | 30,518            | 0.5%             |
| Education    | 85,370            | 1.3%             |
| <b>Total</b> | <b>6,481,076</b>  | <b>100.00%</b>   |

**Table 2**  
**Building Exposure by Occupancy Type for the Scenario**

| Occupancy    | Exposure (\$1000) | Percent of Total |
|--------------|-------------------|------------------|
| Residential  | 660,855           | 83.4%            |
| Commercial   | 65,406            | 8.3%             |
| Industrial   | 52,580            | 6.6%             |
| Agricultural | 2,048             | 0.3%             |
| Religion     | 8,865             | 1.1%             |
| Government   | 417               | 0.1%             |
| Education    | 1,972             | 0.2%             |
| <b>Total</b> | <b>792,143</b>    | <b>100.00%</b>   |

### Essential Facility Inventory

For essential facilities, there are 2 hospitals in the region with a total bed capacity of 278 beds. There are 23 schools, 5 fire stations, 2 police stations and no emergency operation centers.

## Building Damage

### General Building Stock Damage

Hazus estimates that about 10 buildings will be at least moderately damaged. This is over 67% of the total number of buildings in the scenario. There are an estimated 0 buildings that will be completely destroyed. The definition of the 'damage states' is provided in Volume 1: Chapter 5 of the Hazus Flood Technical Manual. Table 3 below summarizes the expected damage by general occupancy for the buildings in the region. Table 4 summarizes the expected damage by general building type.

Table 3: Expected Building Damage by Occupancy

| Occupancy    | 1-10     |      | 11-20    |       | 21-30    |       | 31-40    |       | 41-50    |       | Substantially |      |
|--------------|----------|------|----------|-------|----------|-------|----------|-------|----------|-------|---------------|------|
|              | Count    | (%)  | Count    | (%)   | Count    | (%)   | Count    | (%)   | Count    | (%)   | Count         | (%)  |
| Agriculture  | 0        | 0.00 | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0             | 0.00 |
| Commercial   | 0        | 0.00 | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0             | 0.00 |
| Education    | 0        | 0.00 | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0             | 0.00 |
| Government   | 0        | 0.00 | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0             | 0.00 |
| Industrial   | 0        | 0.00 | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0             | 0.00 |
| Religion     | 0        | 0.00 | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0        | 0.00  | 0             | 0.00 |
| Residential  | 0        | 0.00 | 5        | 50.00 | 3        | 30.00 | 1        | 10.00 | 1        | 10.00 | 0             | 0.00 |
| <b>Total</b> | <b>0</b> |      | <b>5</b> |       | <b>3</b> |       | <b>1</b> |       | <b>1</b> |       | <b>0</b>      |      |

Table 4: Expected Building Damage by Building Type

| Building Type | 1-10  |      | 11-20 |       | 21-30 |       | 31-40 |       | 41-50 |       | Substantially |      |
|---------------|-------|------|-------|-------|-------|-------|-------|-------|-------|-------|---------------|------|
|               | Count | (%)  | Count | (%)   | Count | (%)   | Count | (%)   | Count | (%)   | Count         | (%)  |
| Concrete      | 0     | 0.00 | 0     | 0.00  | 0     | 0.00  | 0     | 0.00  | 0     | 0.00  | 0             | 0.00 |
| ManufHousing  | 0     | 0.00 | 0     | 0.00  | 0     | 0.00  | 0     | 0.00  | 0     | 0.00  | 0             | 0.00 |
| Masonry       | 0     | 0.00 | 0     | 0.00  | 0     | 0.00  | 0     | 0.00  | 0     | 0.00  | 0             | 0.00 |
| Steel         | 0     | 0.00 | 0     | 0.00  | 0     | 0.00  | 0     | 0.00  | 0     | 0.00  | 0             | 0.00 |
| Wood          | 0     | 0.00 | 5     | 50.00 | 3     | 30.00 | 1     | 10.00 | 1     | 10.00 | 0             | 0.00 |

## Essential Facility Damage

Before the flood analyzed in this scenario, the region had 278 hospital beds available for use. On the day of the scenario flood event, the model estimates that 278 hospital beds are available in the region.

Table 5: Expected Damage to Essential Facilities

| Classification  | Total | # Facilities      |                      |             |
|-----------------|-------|-------------------|----------------------|-------------|
|                 |       | At Least Moderate | At Least Substantial | Loss of Use |
| Fire Stations   | 5     | 0                 | 0                    | 0           |
| Hospitals       | 2     | 0                 | 0                    | 0           |
| Police Stations | 2     | 0                 | 0                    | 0           |
| Schools         | 23    | 0                 | 0                    | 0           |

If this report displays all zeros or is blank, two possibilities can explain this.

- (1) None of your facilities were flooded. This can be checked by mapping the inventory data on the depth grid.
- (2) The analysis was not run. This can be tested by checking the run box on the Analysis Menu and seeing if a message box asks you to replace the existing results.

## Induced Flood Damage

### Debris Generation

Hazus estimates the amount of debris that will be generated by the flood. The model breaks debris into three general categories: 1) Finishes (dry wall, insulation, etc.), 2) Structural (wood, brick, etc.) and 3) Foundations (concrete slab, concrete block, rebar, etc.). This distinction is made because of the different types of material handling equipment required to handle the debris.

The model estimates that a total of 955 tons of debris will be generated. Of the total amount, Finishes comprises 56% of the total, Structure comprises 21% of the total. If the debris tonnage is converted into an estimated number of truckloads, it will require 38 truckloads (@25 tons/truck) to remove the debris generated by the flood.

## Social Impact

### Shelter Requirements

Hazus estimates the number of households that are expected to be displaced from their homes due to the flood and the associated potential evacuation. Hazus also estimates those displaced people that will require accommodations in temporary public shelters. The model estimates 126 households will be displaced due to the flood. Displacement includes households evacuated from within or very near to the inundated area. Of these, 56 people (out of a total population of 62,544) will seek temporary shelter in public shelters.

## Economic Loss

The total economic loss estimated for the flood is 15.87 million dollars, which represents 2.00 % of the total replacement value of the scenario buildings.

### Building-Related Losses

The building losses are broken into two categories: direct building losses and business interruption losses. The direct building losses are the estimated costs to repair or replace the damage caused to the building and its contents. The business interruption losses are the losses associated with inability to operate a business because of the damage sustained during the flood. Business interruption losses also include the temporary living expenses for those people displaced from their homes because of the flood.

The total building-related losses were 15.86 million dollars. 0% of the estimated losses were related to the business interruption of the region. The residential occupancies made up 76.53% of the total loss. Table 6 below provides a summary of the losses associated with the building damage.

**Table 6: Building-Related Economic Loss Estimates**  
(Millions of dollars)

| Category                     | Area            | Residential  | Commercial  | Industrial  | Others      | Total        |
|------------------------------|-----------------|--------------|-------------|-------------|-------------|--------------|
| <u>Building Loss</u>         |                 |              |             |             |             |              |
|                              | Building        | 8.06         | 0.50        | 0.19        | 0.14        | 8.89         |
|                              | Content         | 4.08         | 1.65        | 0.46        | 0.60        | 6.79         |
|                              | Inventory       | 0.00         | 0.08        | 0.10        | 0.01        | 0.19         |
|                              | <b>Subtotal</b> | <b>12.14</b> | <b>2.23</b> | <b>0.74</b> | <b>0.75</b> | <b>15.86</b> |
| <u>Business Interruption</u> |                 |              |             |             |             |              |
|                              | Income          | 0.00         | 0.00        | 0.00        | 0.00        | 0.00         |
|                              | Relocation      | 0.00         | 0.00        | 0.00        | 0.00        | 0.00         |
|                              | Rental Income   | 0.00         | 0.00        | 0.00        | 0.00        | 0.00         |
|                              | Wage            | 0.00         | 0.00        | 0.00        | 0.00        | 0.01         |
|                              | <b>Subtotal</b> | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.01</b>  |
| <b>ALL</b>                   | <b>Total</b>    | <b>12.14</b> | <b>2.23</b> | <b>0.74</b> | <b>0.75</b> | <b>15.87</b> |

## Appendix A: County Listing for the Region

Tennessee

- Hamblen

*Hamblen County Hazard Mitigation Plan October 30, 2017*

**Appendix B: Regional Population and Building Value Data**

|                           | Population    | Building Value (thousands of dollars) |                  |                  |
|---------------------------|---------------|---------------------------------------|------------------|------------------|
|                           |               | Residential                           | Non-Residential  | Total            |
| <b>Tennessee</b>          |               |                                       |                  |                  |
| Hamblen                   | 62,544        | 4,648,815                             | 1,832,261        | 6,481,076        |
| <b>Total</b>              | <b>62,544</b> | <b>4,648,815</b>                      | <b>1,832,261</b> | <b>6,481,076</b> |
| <b>Total Study Region</b> | <b>62,544</b> | <b>4,648,815</b>                      | <b>1,832,261</b> | <b>6,481,076</b> |

## Compensation for Finance Director

Motion by Johnny Walker to table the Issue until next month to get more information it. No seconded. Motion Failed.

Motion by Stancil Ford, seconded by Howard Shipley to approve to give Mayor Brittain the authority to offer a starting compensation package not to exceed \$80,000 to include base salary, education component and longevity pay.

### Voting For:

Randy DeBord  
Rick Eldridge  
Stancil Ford  
Tim Goins  
Herbert Harville  
Doe Jarvis  
Howard Shipley  
Taylor Ward

### Against:

Johnny Walker

Motion passed

Thereupon, meeting adjourned at 5:35p.m.



TENNESSEE  
**Hamblen County**  
SERVICE • COMMUNITY • INDUSTRY  
OFFICE OF THE MAYOR

To: Hubert Davis, Personnel Committee Chair  
Hamblen County Commission

From: Bill Brittain, County Mayor *BB*

Date: January 18, 2018

Re: Add to Regular Calendar – Compensation for Finance Director

---

The vote by the Personnel Committee last Friday for the finance director salary was void because there was not a quorum of the committee present.

In an effort to not delay the search for a new finance director please add the following to regular calendar under Personnel Committee:

**Compensation for Finance Director**

**During the Finance Director search Mayor Brittain has the authority to offer a starting compensation package not to exceed \$80,000 to include base salary, education component and longevity pay.**

This package is within the guidelines established by the commission approved Hamblen County Pay Plan effective July 1, 2015.

Bill Brittain, County Mayor

# ANNUAL OPERATIONS REPORT



**2017**

**Hamblen County Emergency  
Communications District**

The mission of the Hamblen County Emergency Communications District (E-911) is to aid and assist in the rapid and accurate collection, exchange, and dissemination of information relating to emergencies and other vital public safety functions.

# ANNUAL OPERATIONS REPORT

## HAMBLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT

12 January 2018

I am very pleased to present the Fourth Annual Operations Report of the Hamblen County Emergency Communications District.

Following you will find information regarding the over 76,000 calls for service and over 142,000 telephone calls handled by Hamblen County ECD last year. This year's Report has been expanded to include additional charts which better relate the historical data/trends of our client agencies.

Also included is data relating to our performance under NFPA 1221, the Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems. NFPA 1221 was revised in 2016; with changes occurring in Section 7.4.2 as it relates to the times allotted for the processing and dispatching of specific call types. This year's Report reflects our level of compliance with the updated Standard.

Hamblen County ECD has performed at a superior level in our efforts to lower the response times of our client agencies; as is shown by our average times for call processing and dispatching for all the entities we serve:

| 2017 Average Times for Call Processing & Dispatching |     |
|------------------------------------------------------|-----|
| Morristown Police Department                         | :50 |
| Hamblen Co. Sheriff's Department                     | :55 |
| Morristown-Hamblen EMS                               | :31 |
| Morristown Fire Department                           | :37 |
| Volunteer Fire Departments                           | :43 |

As referenced by our NCIC Activity Report, Hamblen County ECD serves as the TBI's Terminal Agency and we entered / queried over 55,500 entries in 2017.

In order to continue to serve our jurisdiction and our client agencies with the excellent service they are accustomed to, we understand that a robust training program is essential. In 2017, Hamblen County ECD employees completed a combined 945 hours of training.

This Report will continue to evolve as we face new challenges and ever-changing innovations. Meeting our goals with efficiency and professionalism will always be our aim.

I hope that you will find this information useful.



S. Eric Carpenter, CMCP  
Executive Director

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| NCIC Activity Report                               | Page 28 |

# ***Hamblen County Emergency Communications District***



## **Fact Sheet – 2017**

---

### **Basic Facts**

- Hamblen County – 161 sq. miles, population of 63,400
- Consolidated Center, answering all 9-1-1 & non-emergency calls for Hamblen County and City of Morristown
- Dispatch calls for service for ten (10) departments:
  - Morristown Police Department
  - Hamblen County Sheriff's Department
  - Morristown Fire Department
  - Hamblen County Volunteer Fire Departments (4)
  - Morristown-Hamblen EMS
  - Morristown Emergency Rescue Squad
  - Emergency Management Agency
- Redundant backup center, fully equipped
- NCIC Terminal Agency for Hamblen County

### **Call Statistics**

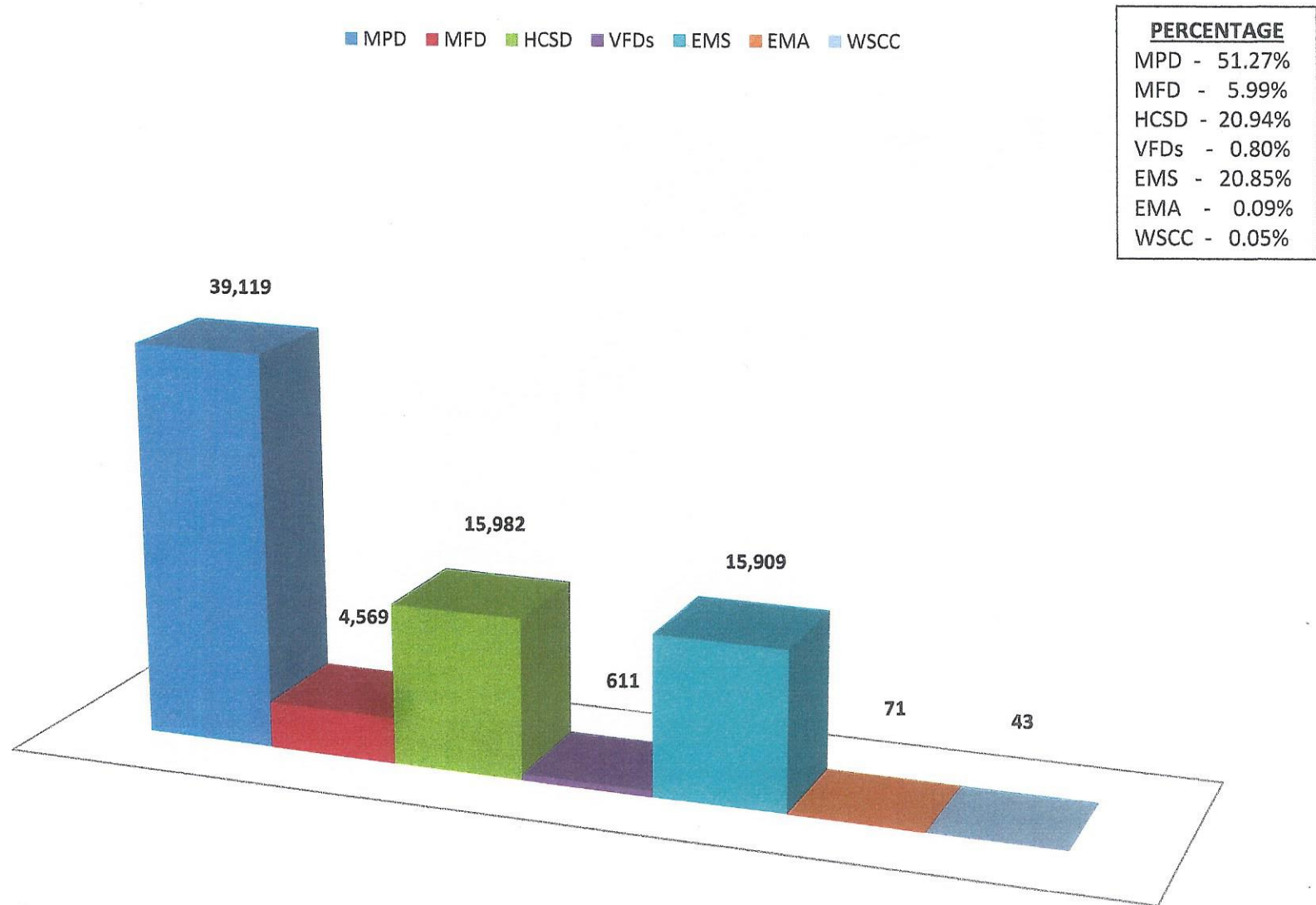
- Processed 142,305 telephone calls; approx. 11,859 per month
- Dispatched 76,304 calls for service
- Average answer time for 9-1-1 calls was under 5 seconds
- Average time for call processing and dispatching was 43 seconds
- All telecommunicators cross trained as both call takers and dispatchers; handling any type of call – Police, Fire, or EMS

### **Systems / Applications**

- Global Software / Cisco CAD v.2015.4.49
- Airbus Sentinel Patriot VoIP Telephone Controller v.3.3
- Avtec Scout IP Radio System v.3.5.13.3
- DSS Corp. / Equature Voice Logger/Recorder v.1.72.1.30000

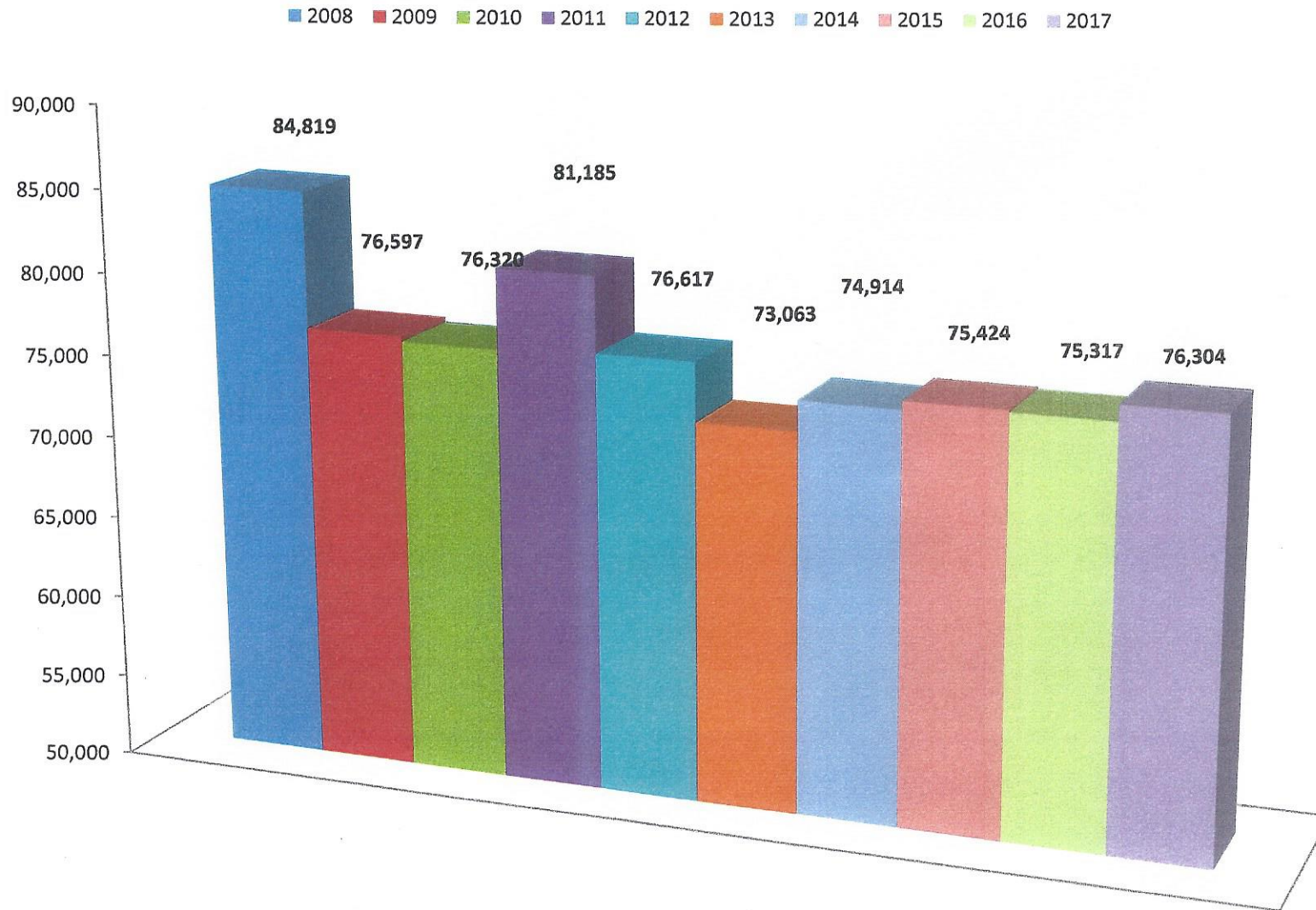
# 2017 Calls For Service

## 76,304



**NOTICE:** Law Enforcement Calls for Service include officer initiated activities (i.e. – traffic stops, investigations of suspicious individuals, etc.).

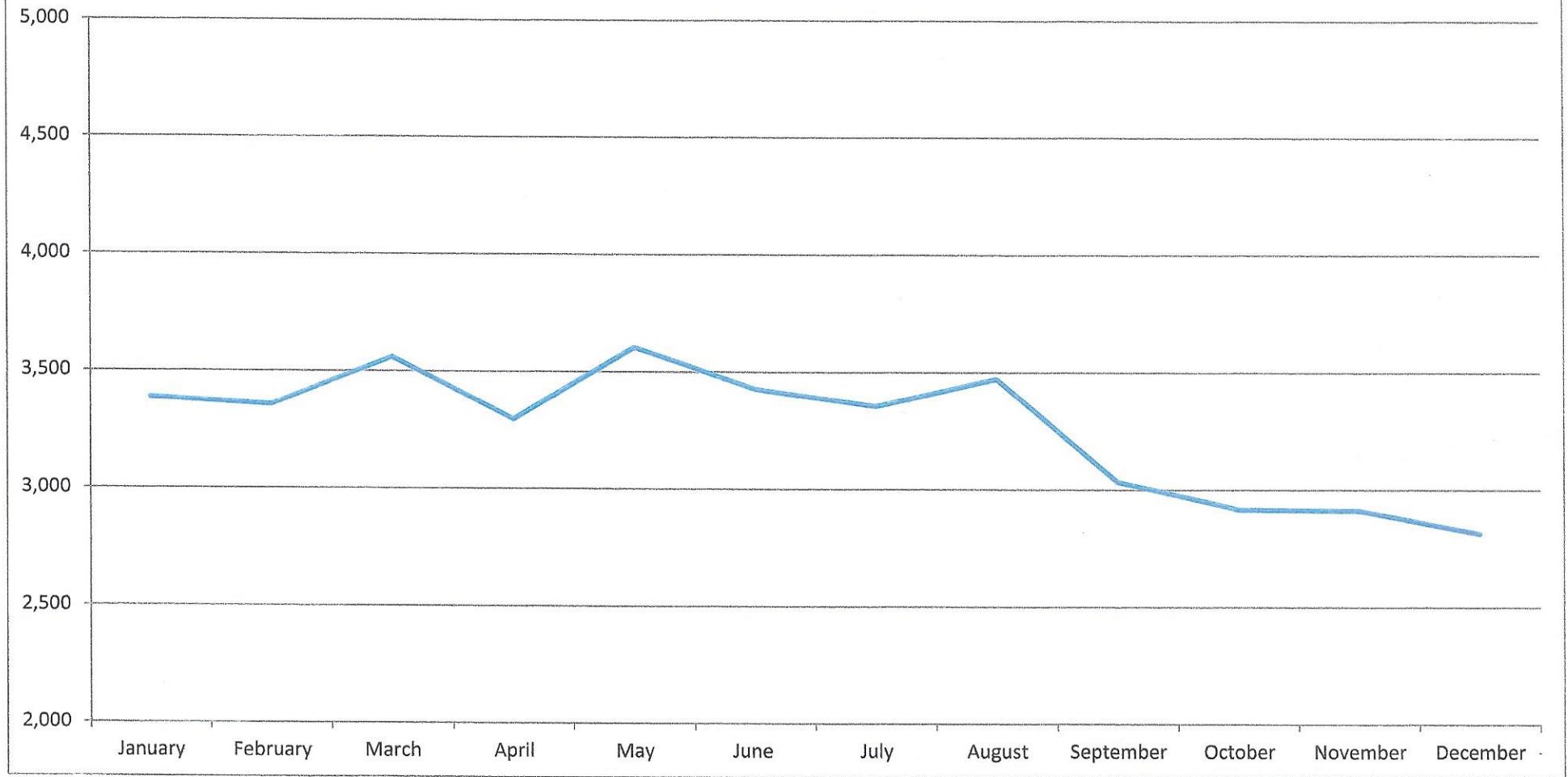
## Total Calls For Service by Year Hamblen County ECD



# Calls For Service by Month

2017

## Morristown Police Department



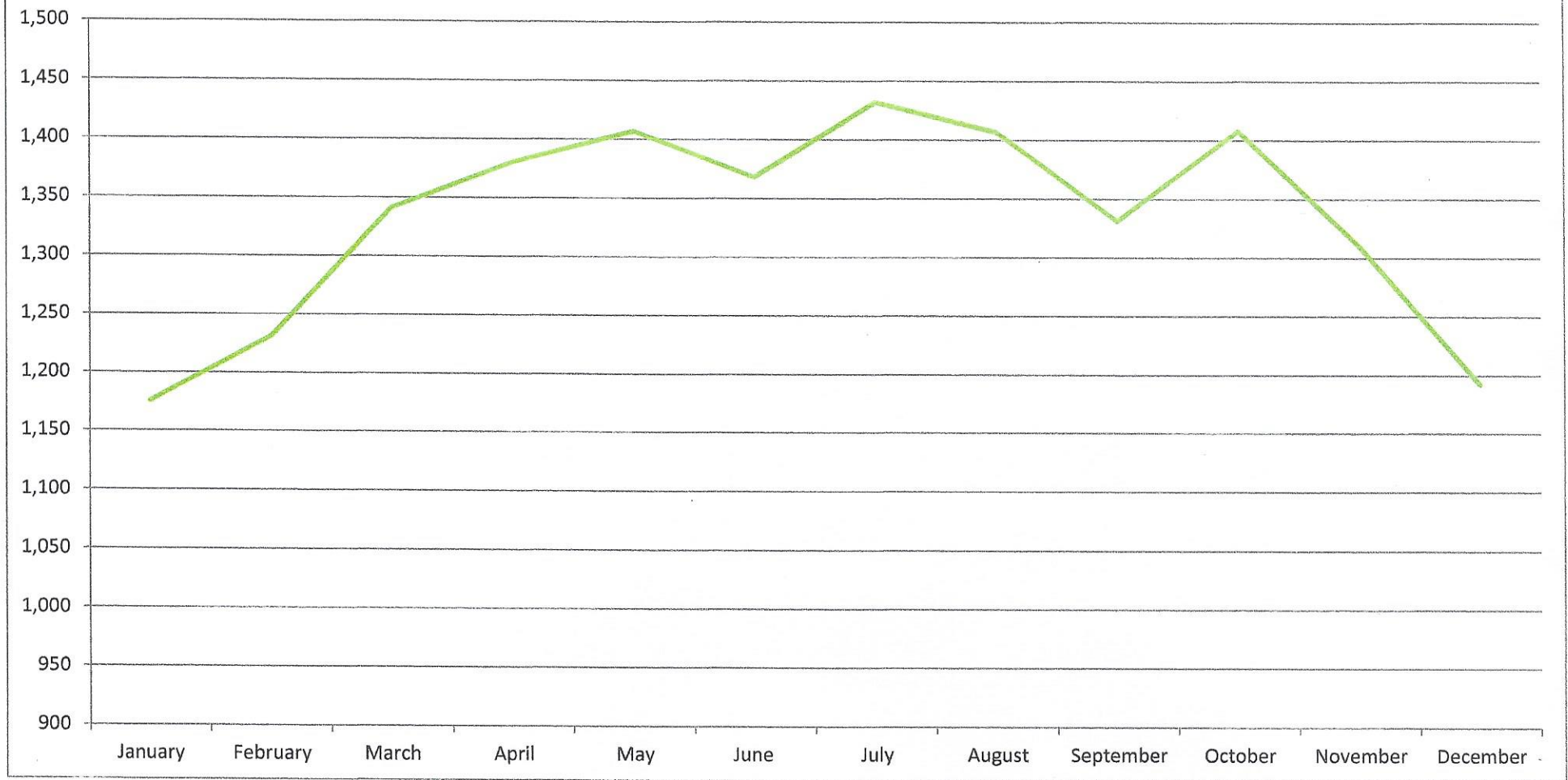
|          |       |
|----------|-------|
| January  | 3,384 |
| February | 3,354 |
| March    | 3,558 |
| April    | 3,295 |
| May      | 3,602 |
| June     | 3,427 |

|           |       |
|-----------|-------|
| July      | 3,354 |
| August    | 3,471 |
| September | 3,034 |
| October   | 2,917 |
| November  | 2,911 |
| December  | 2,812 |

# Calls For Service by Month

2017

## Hamblen County Sheriff's Department



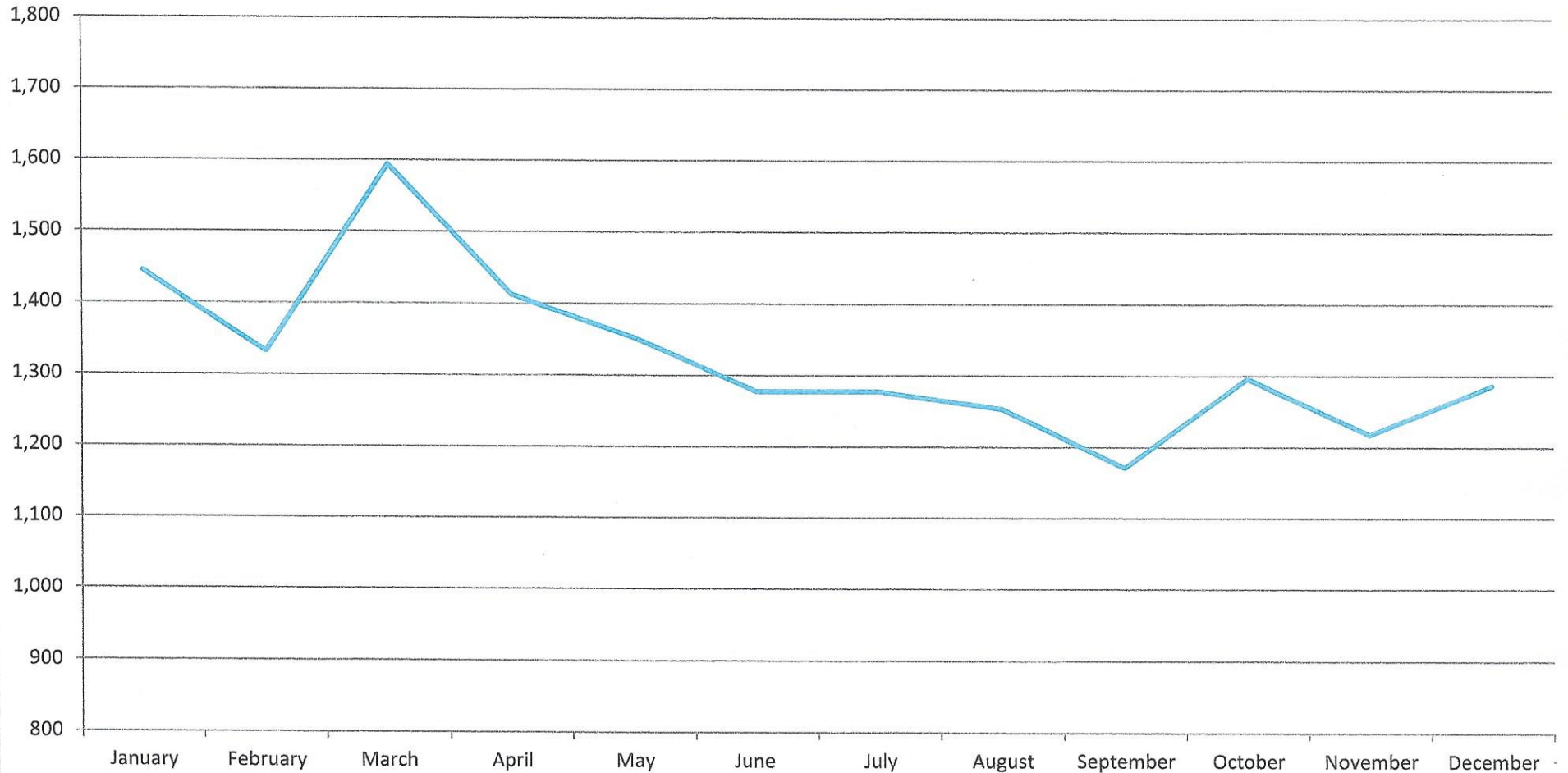
|          |       |
|----------|-------|
| January  | 1,175 |
| February | 1,231 |
| March    | 1,341 |
| April    | 1,380 |
| May      | 1,407 |
| June     | 1,368 |

|           |       |
|-----------|-------|
| July      | 1,432 |
| August    | 1,407 |
| September | 1,331 |
| October   | 1,408 |
| November  | 1,310 |
| December  | 1,192 |

# Calls For Service by Month

2017

## Morristown-Hamblen Emergency Medical Service



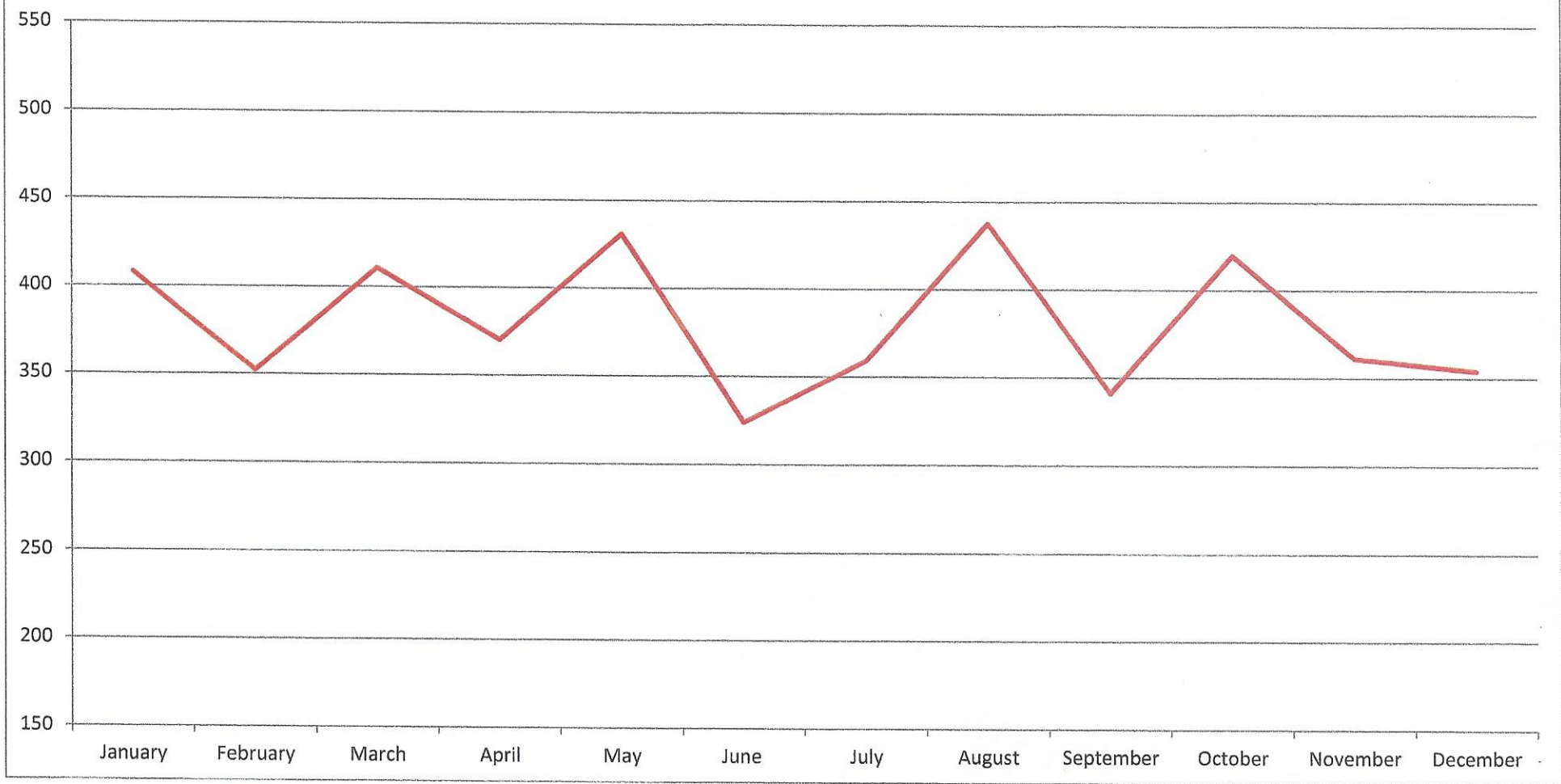
|          |       |
|----------|-------|
| January  | 1,444 |
| February | 1,331 |
| March    | 1,593 |
| April    | 1,412 |
| May      | 1,352 |
| June     | 1,277 |

|           |       |
|-----------|-------|
| July      | 1,277 |
| August    | 1,253 |
| September | 1,171 |
| October   | 1,296 |
| November  | 1,217 |
| December  | 1,286 |

# Calls For Service by Month

2017

## Morristown Fire Department



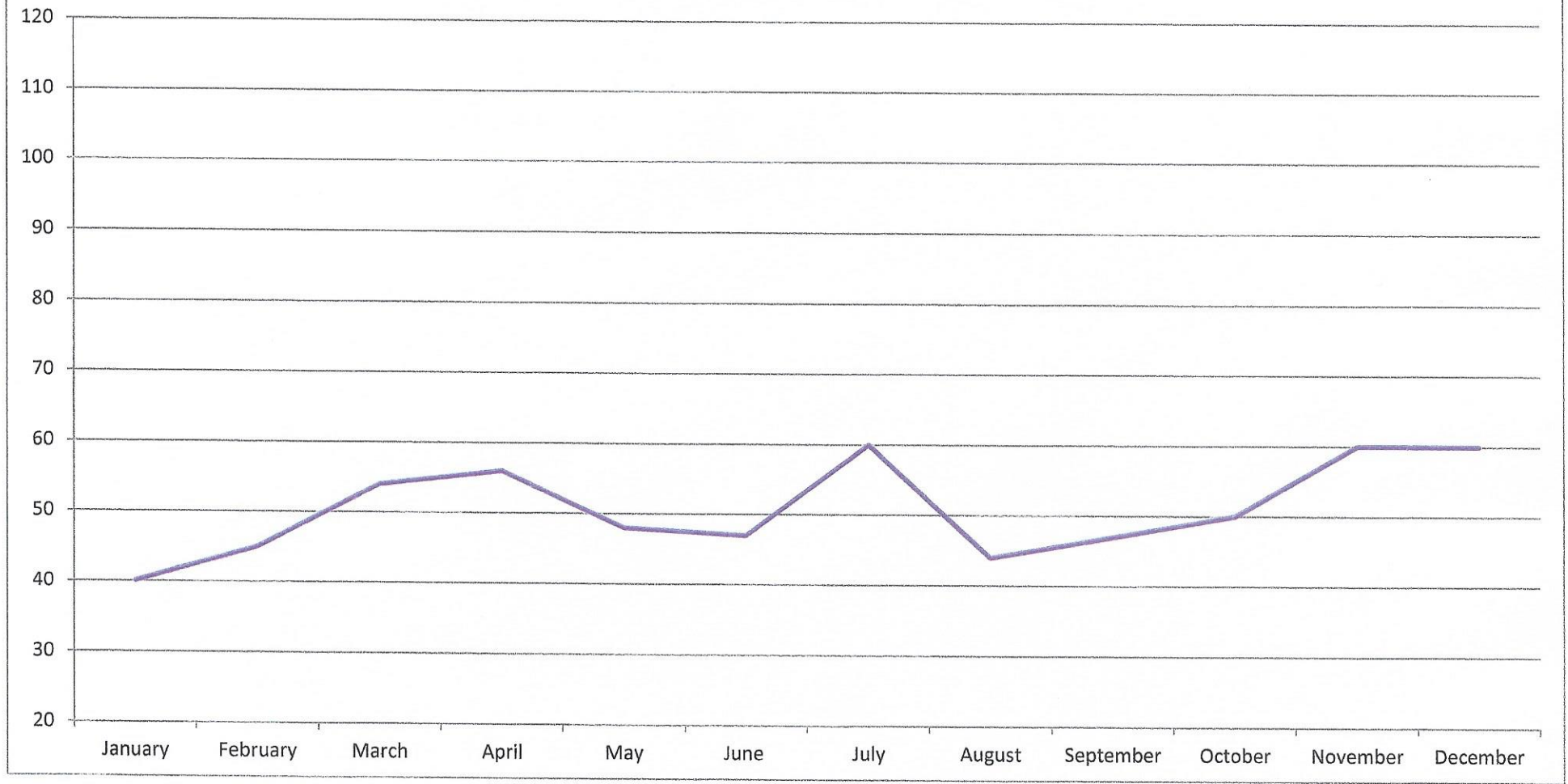
|          |     |
|----------|-----|
| January  | 408 |
| February | 352 |
| March    | 411 |
| April    | 370 |
| May      | 431 |
| June     | 324 |

|           |     |
|-----------|-----|
| July      | 359 |
| August    | 438 |
| September | 341 |
| October   | 420 |
| November  | 361 |
| December  | 354 |

# Calls For Service by Month

2017

## Hamblen County Volunteer Fire Departments (4)

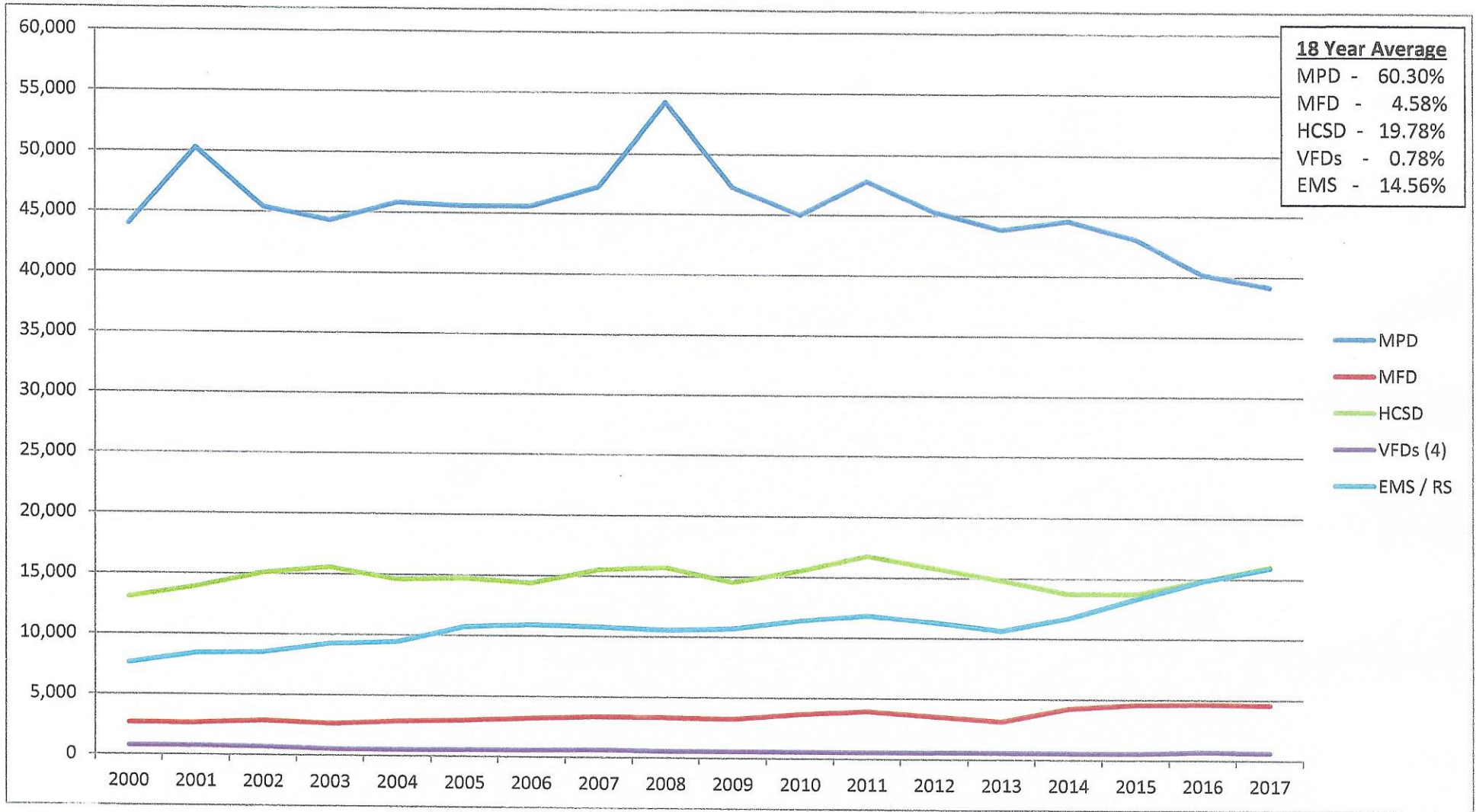


|          |    |
|----------|----|
| January  | 40 |
| February | 45 |
| March    | 54 |
| April    | 56 |
| May      | 48 |
| June     | 47 |

|           |    |
|-----------|----|
| July      | 60 |
| August    | 44 |
| September | 47 |
| October   | 50 |
| November  | 60 |
| December  | 60 |

# Calls For Service by Agency

2000-2017

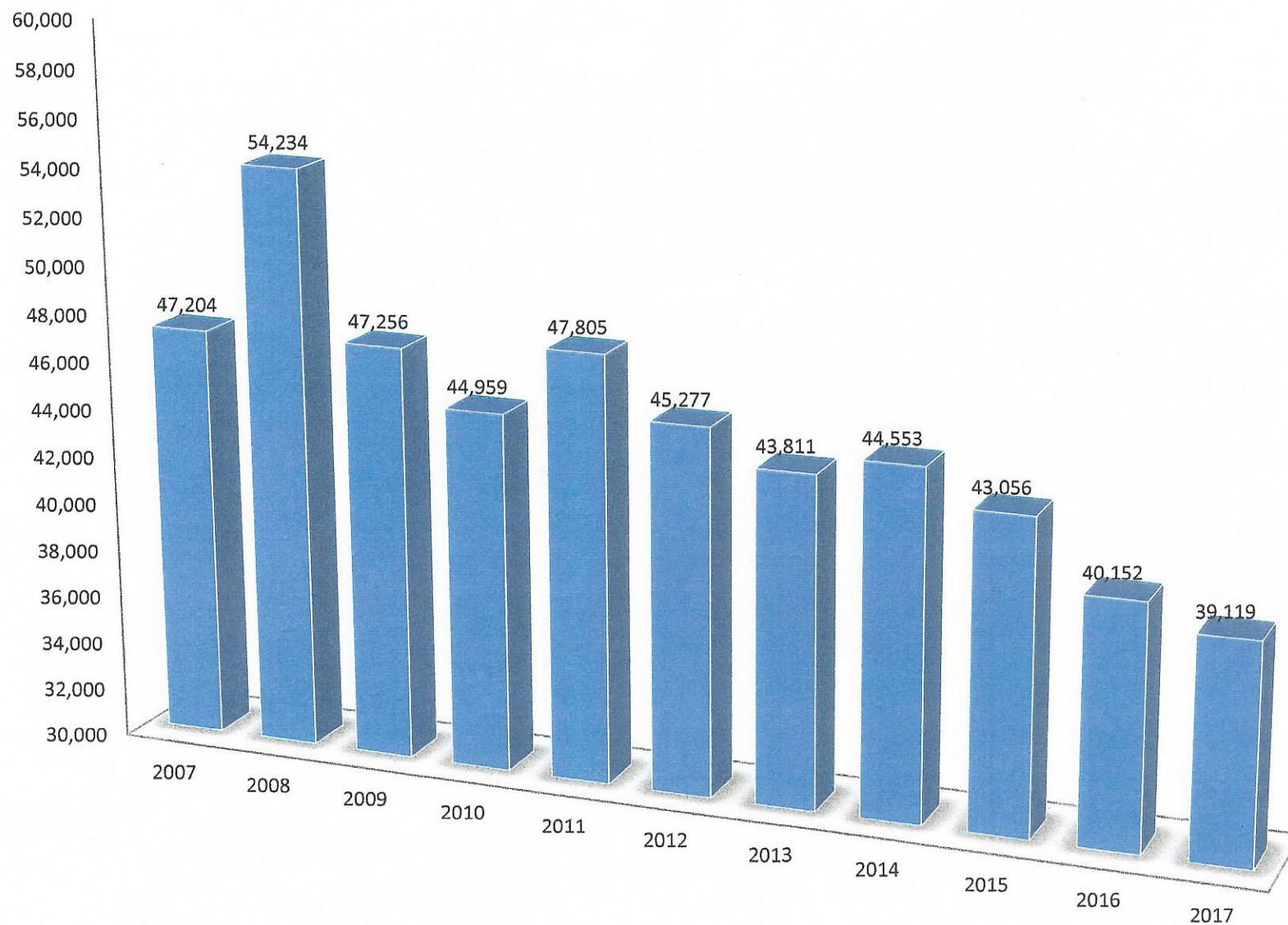


|      | MPD    | MFD   | HCSD   | VFDs | EMS    |
|------|--------|-------|--------|------|--------|
| 2000 | 43,915 | 2,618 | 13,037 | 714  | 7,537  |
| 2001 | 50,270 | 2,648 | 13,904 | 738  | 8,352  |
| 2002 | 45,345 | 2,857 | 15,057 | 657  | 8,461  |
| 2003 | 44,263 | 2,636 | 15,556 | 516  | 9,192  |
| 2004 | 45,781 | 2,862 | 14,604 | 505  | 9,391  |
| 2005 | 45,523 | 2,985 | 14,724 | 542  | 10,675 |
| 2006 | 45,565 | 3,211 | 14,377 | 562  | 10,900 |
| 2007 | 47,204 | 3,376 | 15,498 | 621  | 10,757 |
| 2008 | 54,234 | 3,338 | 15,737 | 546  | 10,548 |

|      | MPD    | MFD   | HCSD   | VFDs | EMS    |
|------|--------|-------|--------|------|--------|
| 2009 | 47,256 | 3,247 | 14,557 | 529  | 10,700 |
| 2010 | 44,959 | 3,676 | 15,528 | 563  | 11,384 |
| 2011 | 47,805 | 3,951 | 16,772 | 534  | 11,842 |
| 2012 | 45,277 | 3,543 | 15,804 | 554  | 11,301 |
| 2013 | 43,811 | 3,170 | 14,822 | 553  | 10,640 |
| 2014 | 44,553 | 4,259 | 13,763 | 549  | 11,708 |
| 2015 | 43,056 | 4,595 | 13,760 | 537  | 13,329 |
| 2016 | 40,152 | 4,674 | 14,835 | 692  | 14,843 |
| 2017 | 39,119 | 4,569 | 15,982 | 611  | 15,909 |

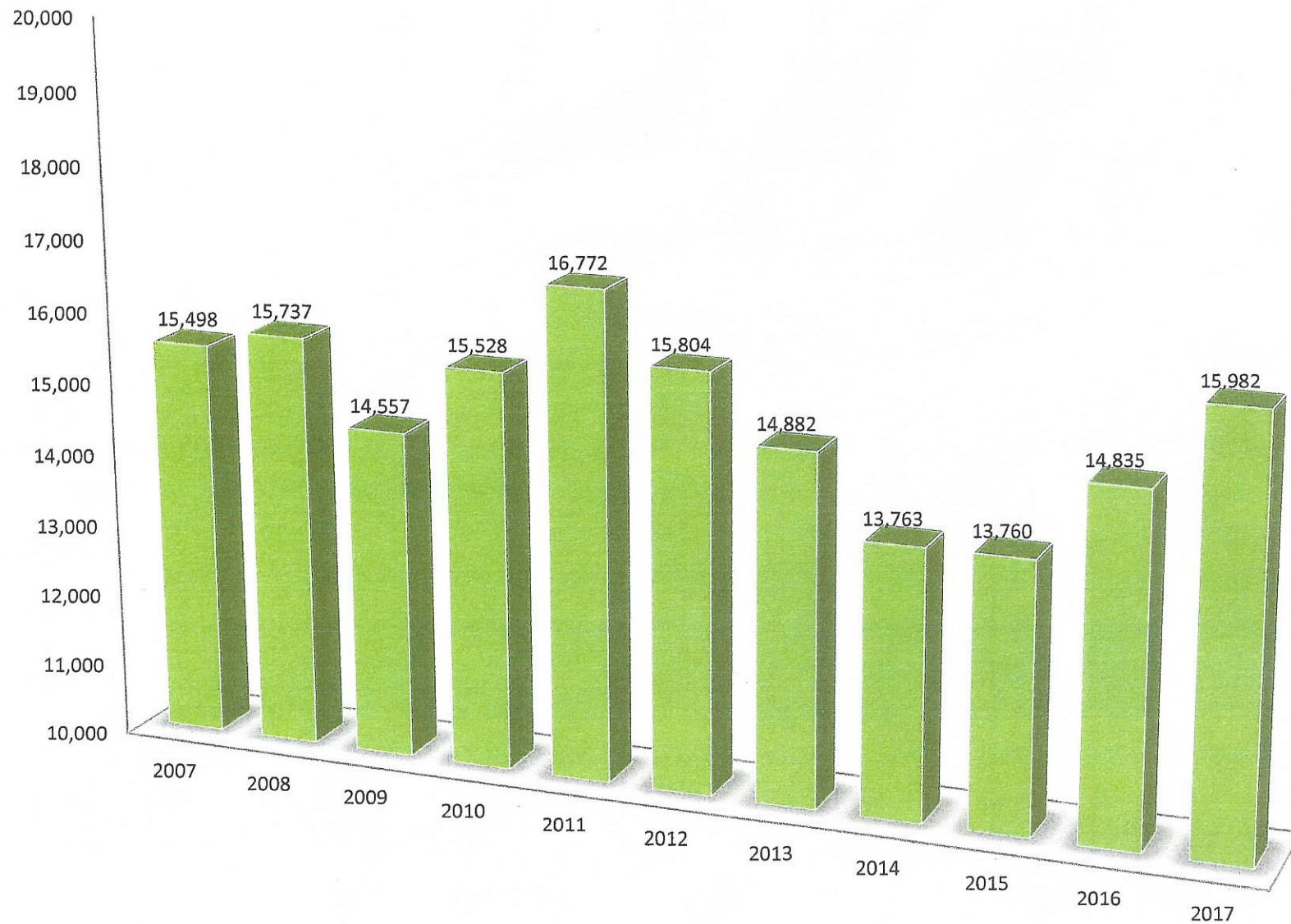
# Morristown Police Department Calls For Service

## 1 January 2007 – 31 December 2017



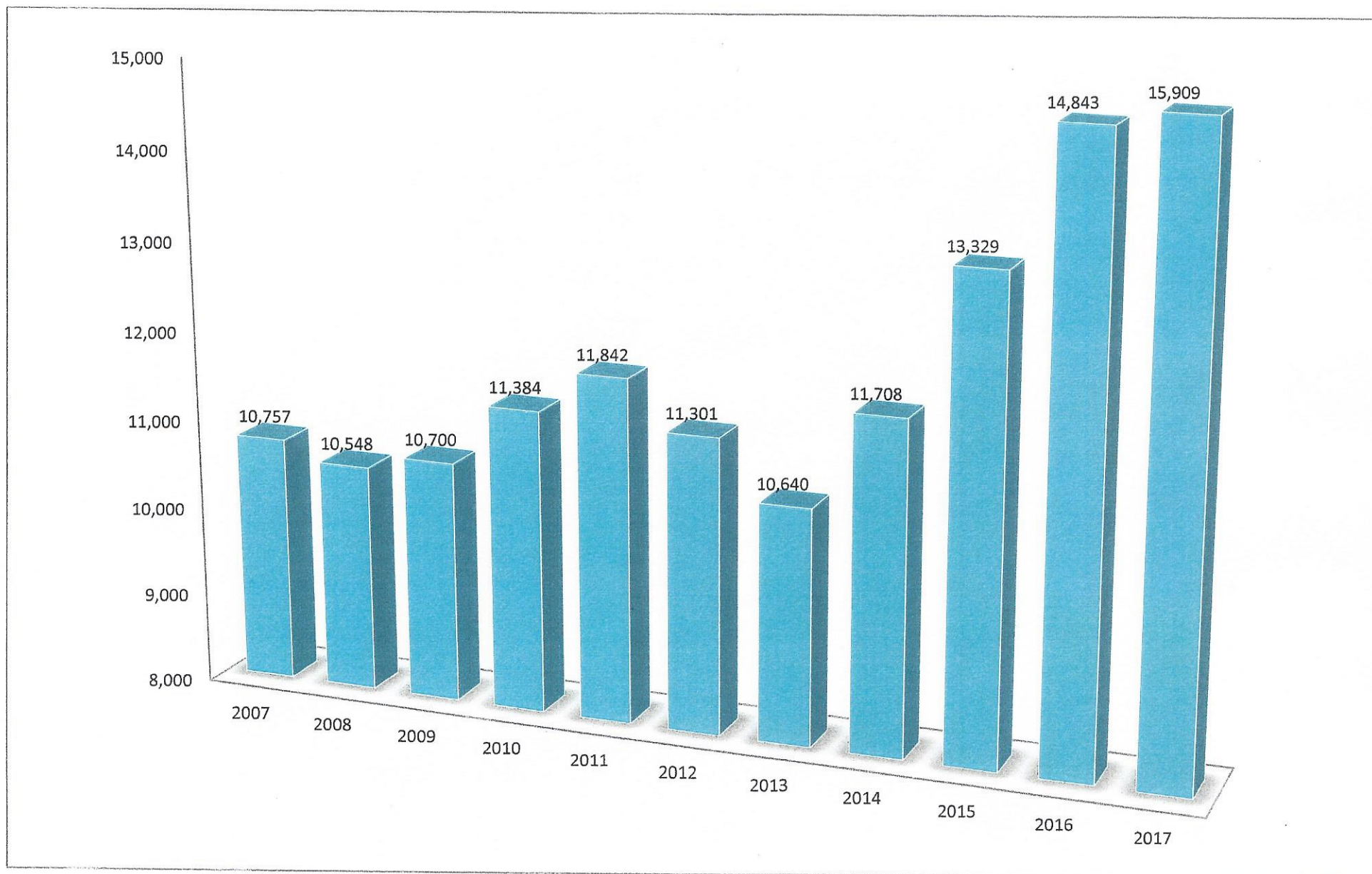
# Hamblen Co. Sheriff's Department Calls For Service

## 1 January 2007 – 31 December 2017



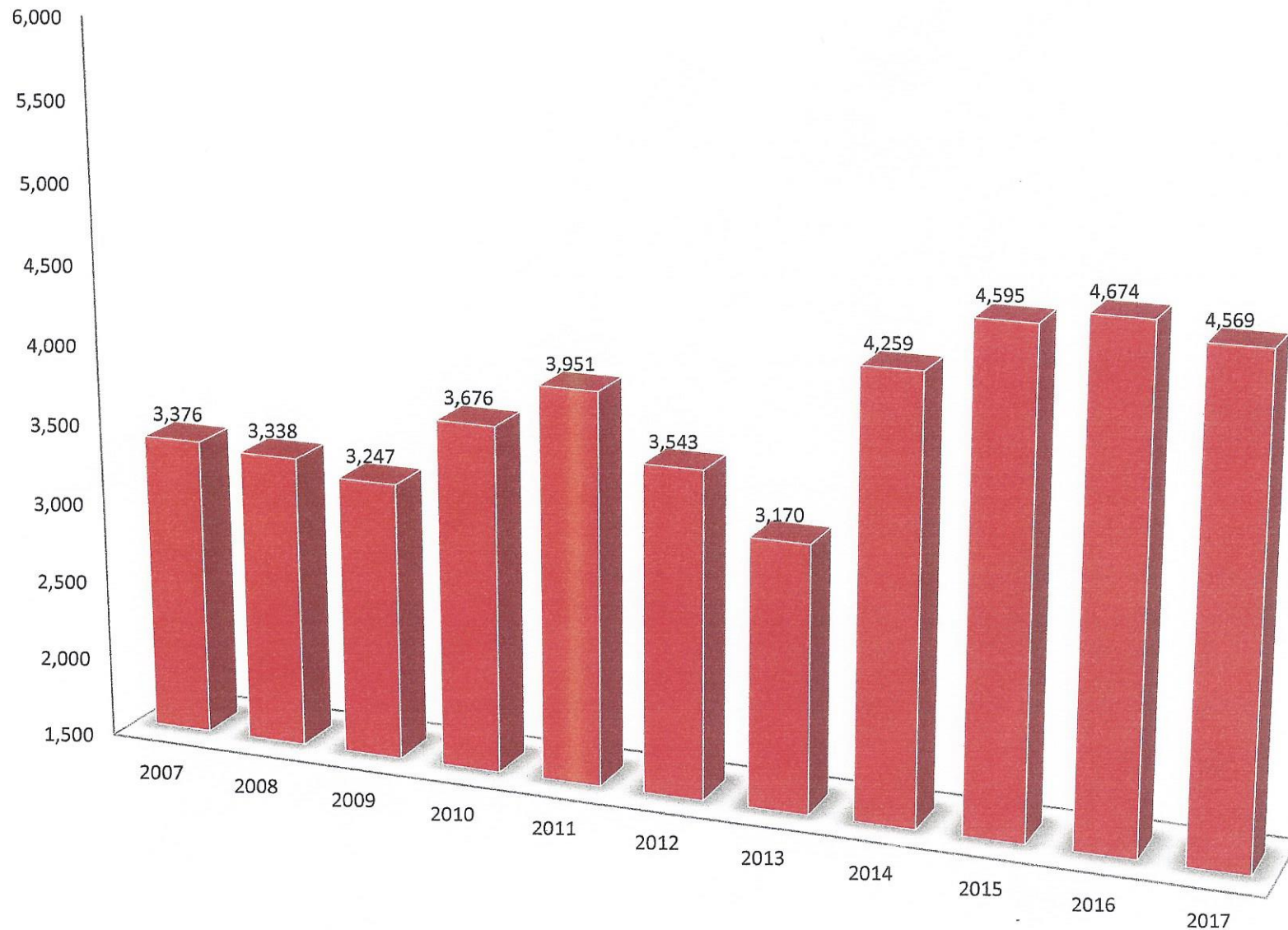
# Morristown-Hamblen EMS Calls For Service

1 January 2007 – 31 December 2017



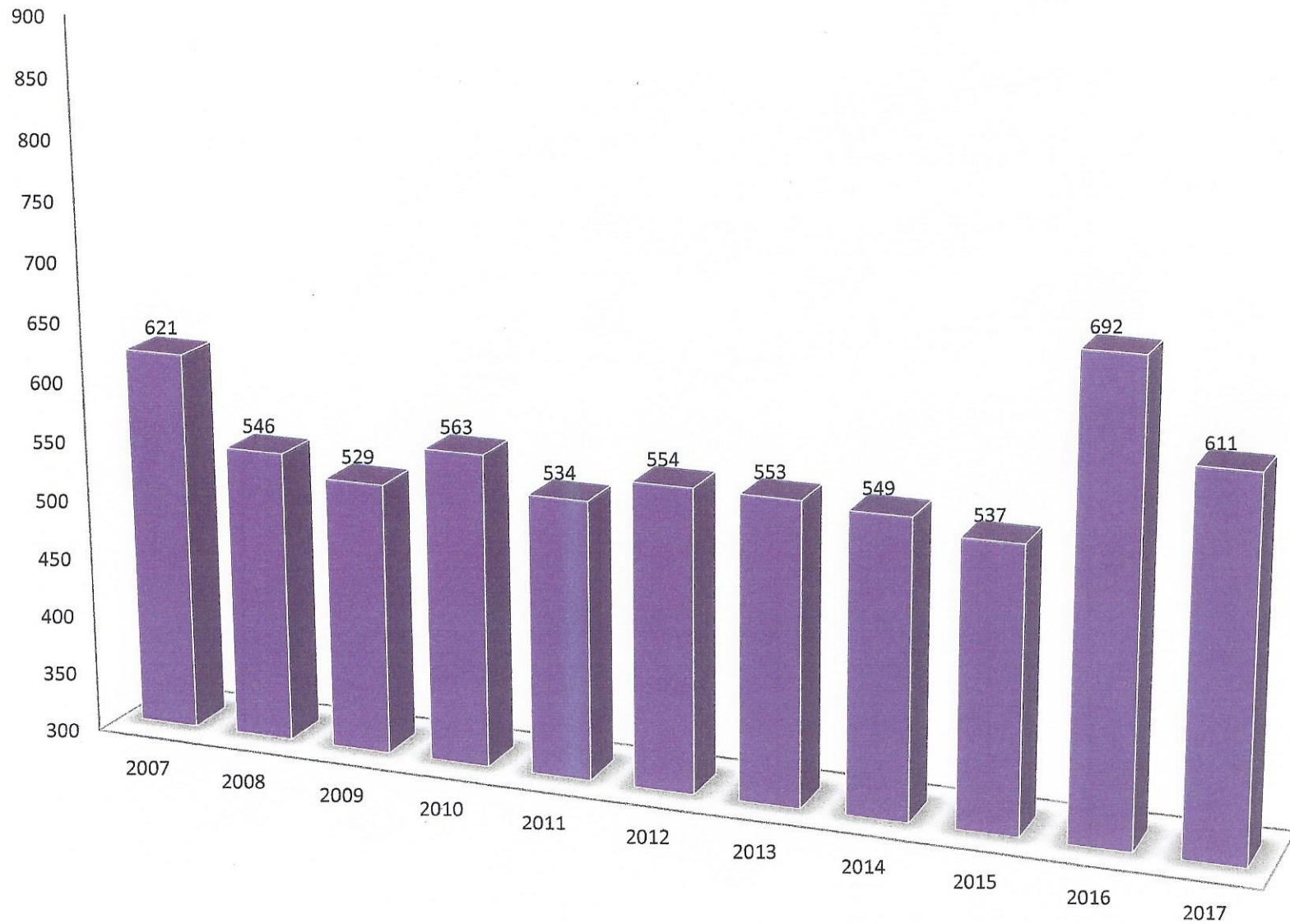
# Morristown Fire Department Calls For Service

1 January 2007 – 31 December 2017



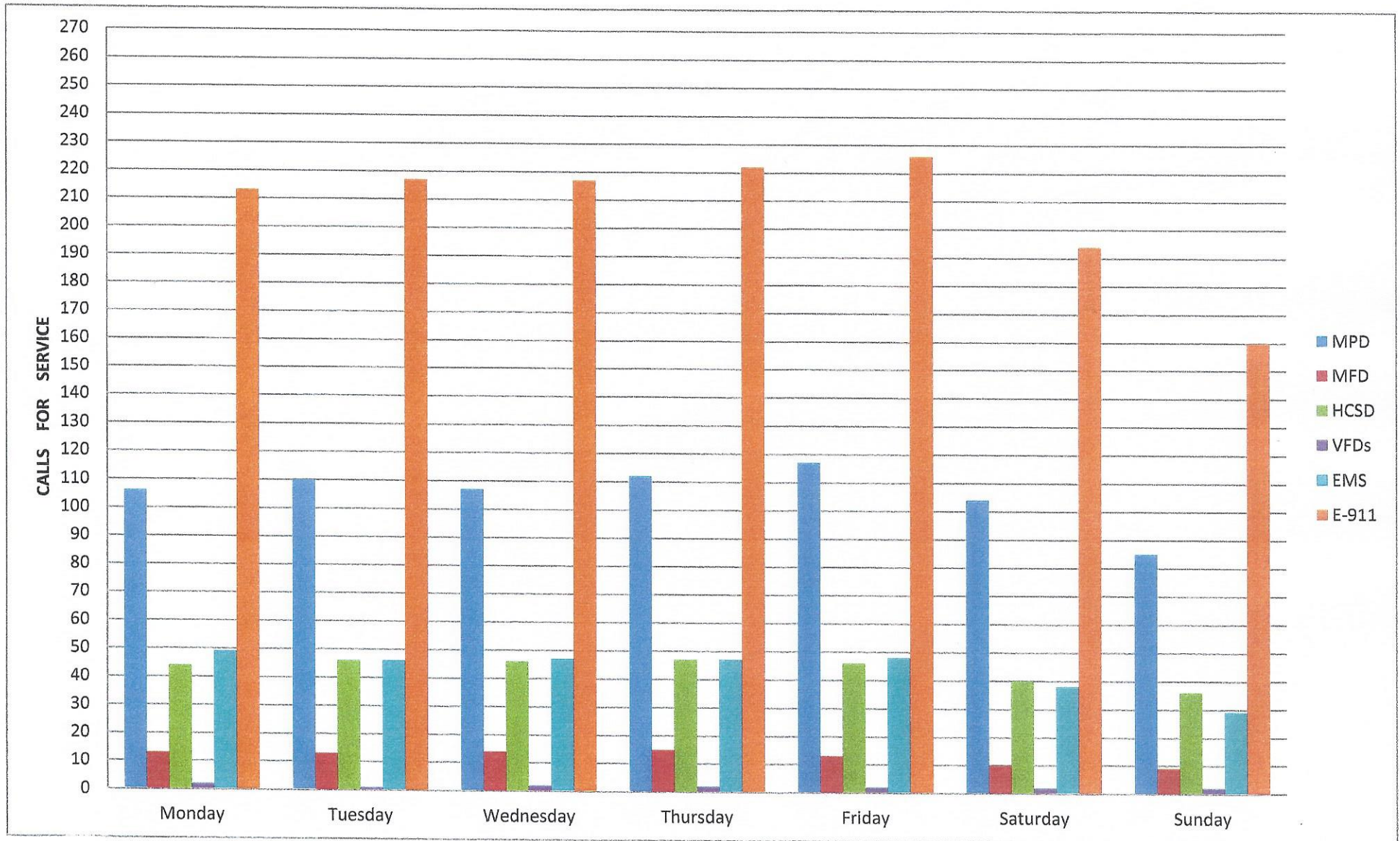
# Hamblen Co. Vol. Fire Departments (4) Calls For Service

## 1 January 2007 – 31 December 2017



# Highest Volume of CFS by Day of Week

2017

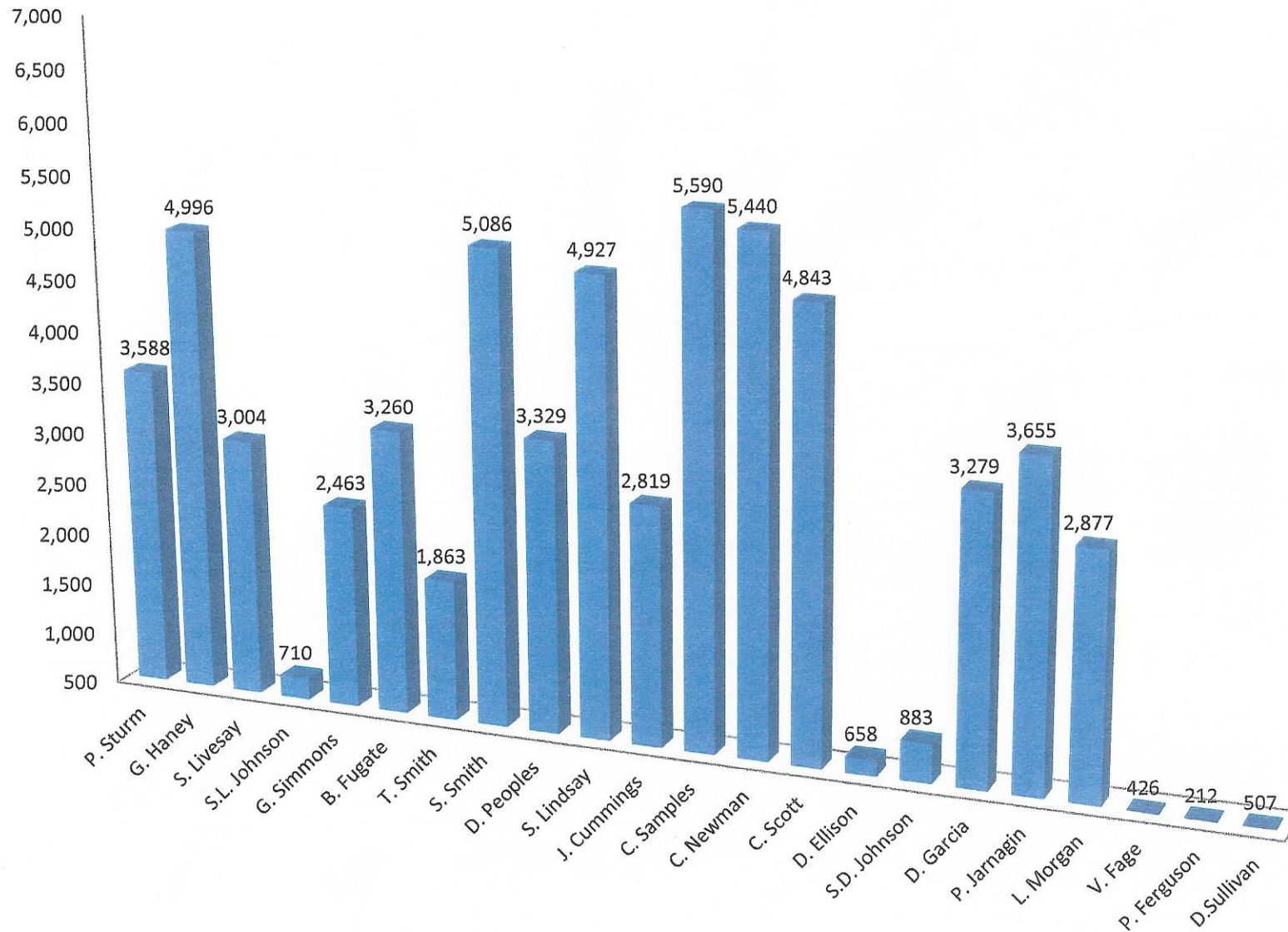


# Highest Volume of CFS by Hour of Day

2017



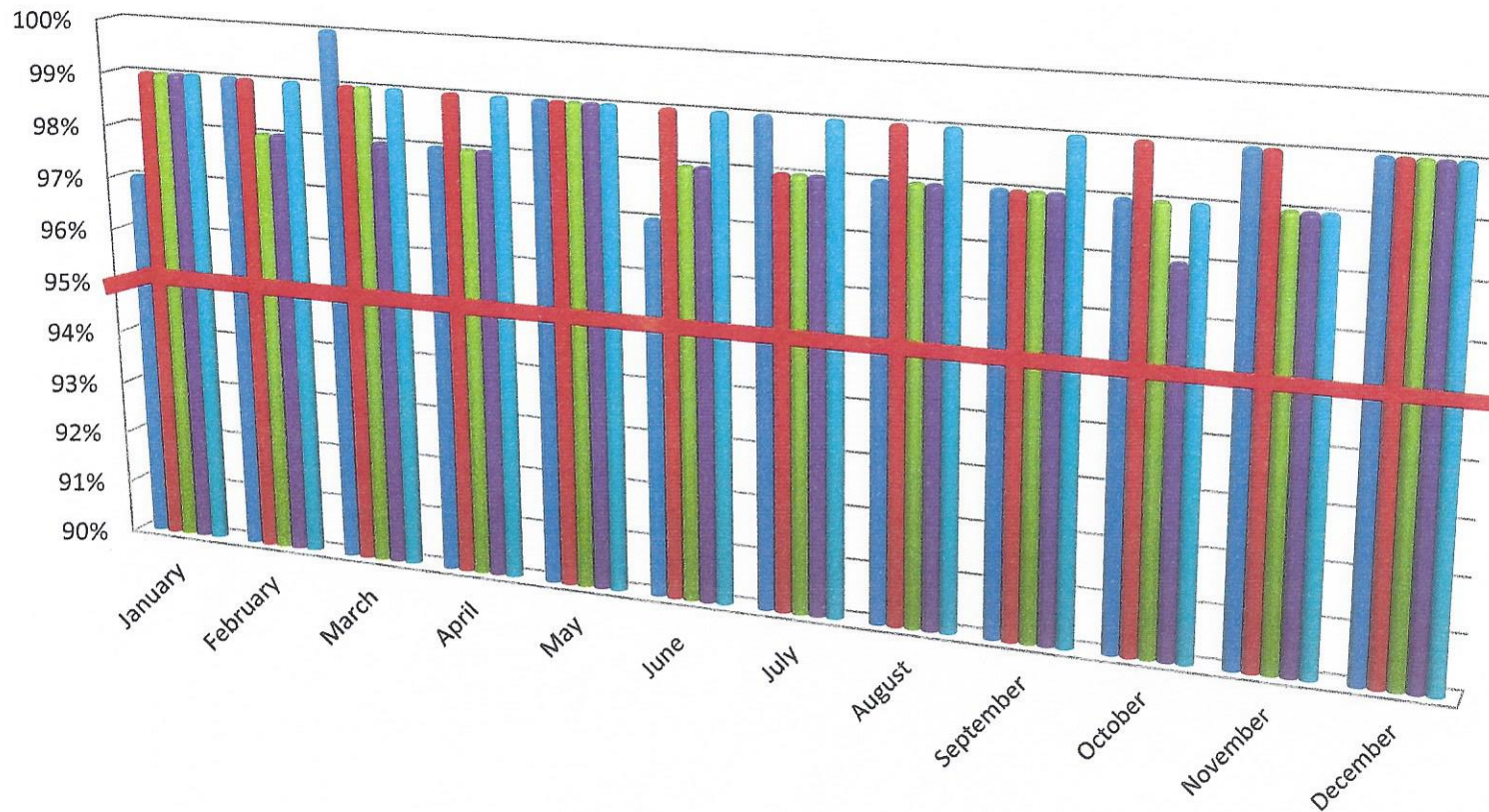
# 2017 CAD Entries by Telecommunicator



# NFPA 1221

7.4.1 - "Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds."

Answering < 15 seconds

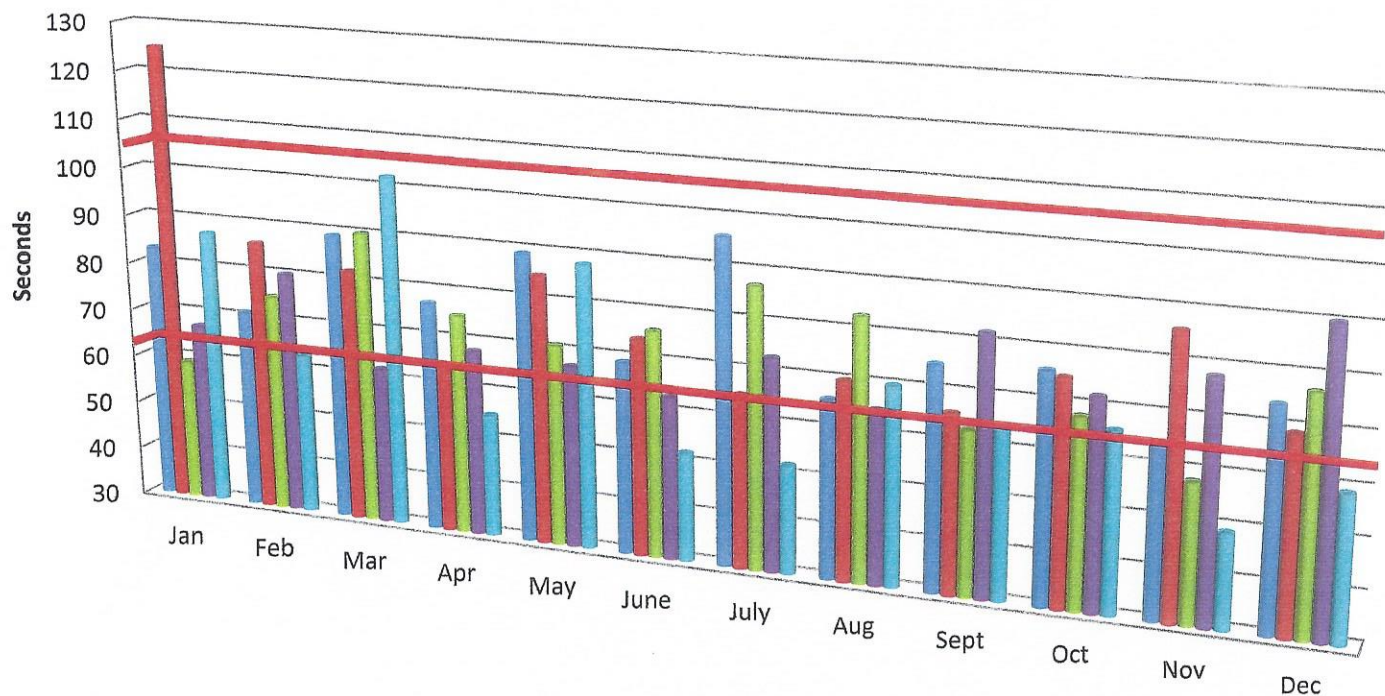


|      | January | February | March | April | May | June | July | August | September | October | November | December |
|------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| 2013 | 97      | 99       | 100   | 98    | 99  | 97   | 99   | 98     | 98        | 98      | 99       | 99       |
| 2014 | 99      | 99       | 99    | 99    | 99  | 99   | 98   | 99     | 98        | 99      | 99       | 99       |
| 2015 | 99      | 98       | 99    | 98    | 99  | 98   | 98   | 98     | 98        | 98      | 98       | 99       |
| 2016 | 99      | 98       | 98    | 98    | 99  | 98   | 98   | 98     | 98        | 97      | 98       | 99       |
| 2017 | 99      | 99       | 99    | 99    | 99  | 99   | 99   | 99     | 99        | 98      | 98       | 99       |

# NFPA 1221

7.4.2 - "With the exception of the call types identified in 7.4.2.2, 90 percent of emergency alarm processing shall be completed within 64 seconds, and 95 percent of alarm processing shall be completed within 106 seconds."

## TELEPHONE DATA Processing < 64 Seconds



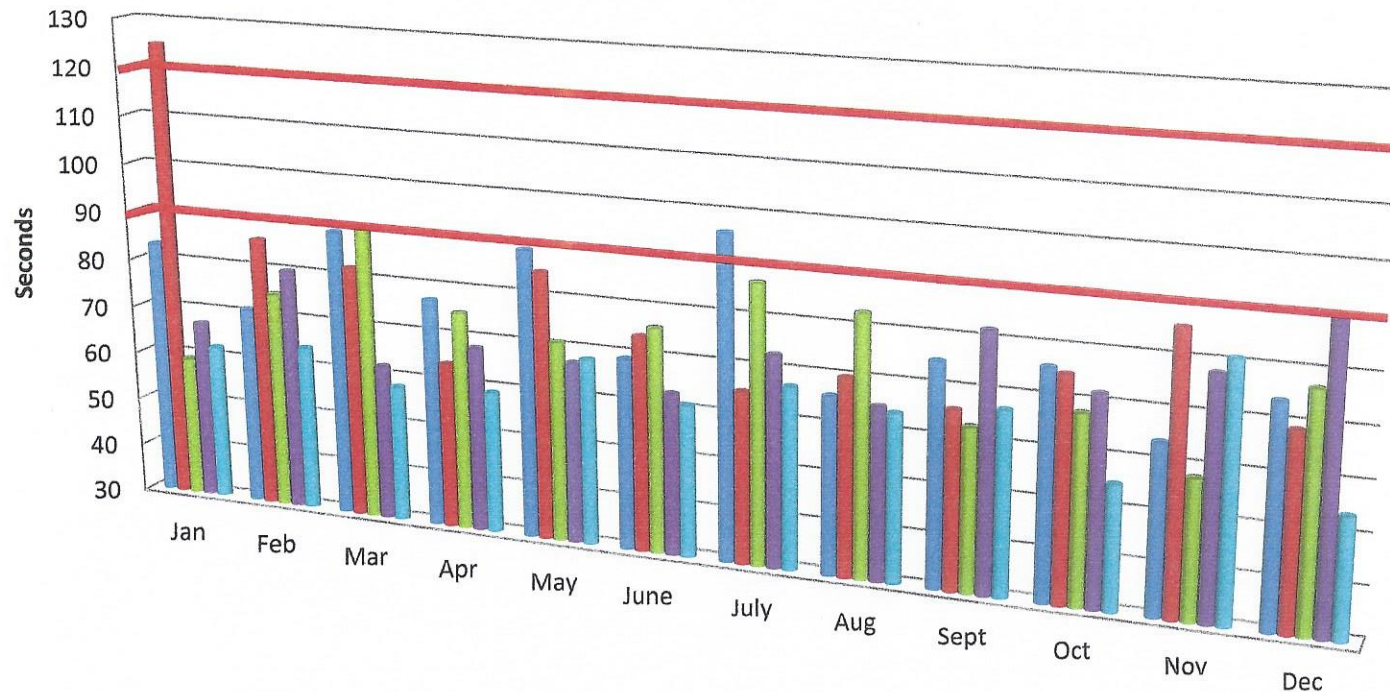
|      | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| 2013 | 83  | 71  | 89  | 77  | 89  | 69   | 96   | 66  | 75   | 76  | 64  | 74  |
| 2014 | 125 | 86  | 82  | 64  | 85  | 74   | 65   | 70  | 66   | 75  | 86  | 69  |
| 2015 | 59  | 75  | 90  | 75  | 71  | 76   | 87   | 83  | 63   | 68  | 58  | 77  |
| 2016 | 67  | 80  | 62  | 68  | 67  | 63   | 73   | 65  | 82   | 72  | 78  | 90  |
| 2017 | 87  | 63  | 102 | 55  | 88  | 52   | 52   | 70  | 64   | 66  | 49  | 59  |

# NFPA 1221

7.4.2.2 - "Emergency alarm processing for the following call types shall be completed within 90 seconds 90 percent of the time and within 120 seconds 99 percent of the time."

[ See Standard (7.4.2.2 (1) through (8) for specific call types. ]

## TELEPHONE DATA Processing < 90 Seconds



|      | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| 2013 | 83  | 71  | 89  | 77  | 89  | 69   | 96   | 66  | 75   | 76  | 64  | 74  |
| 2014 | 125 | 86  | 82  | 64  | 85  | 74   | 65   | 70  | 66   | 75  | 86  | 69  |
| 2015 | 59  | 75  | 90  | 75  | 71  | 76   | 87   | 83  | 63   | 68  | 58  | 77  |
| 2016 | 67  | 80  | 62  | 68  | 67  | 63   | 73   | 65  | 82   | 72  | 78  | 90  |
| 2017 | 62  | 64  | 58  | 59  | 68  | 61   | 67   | 64  | 67   | 55  | 81  | 54  |

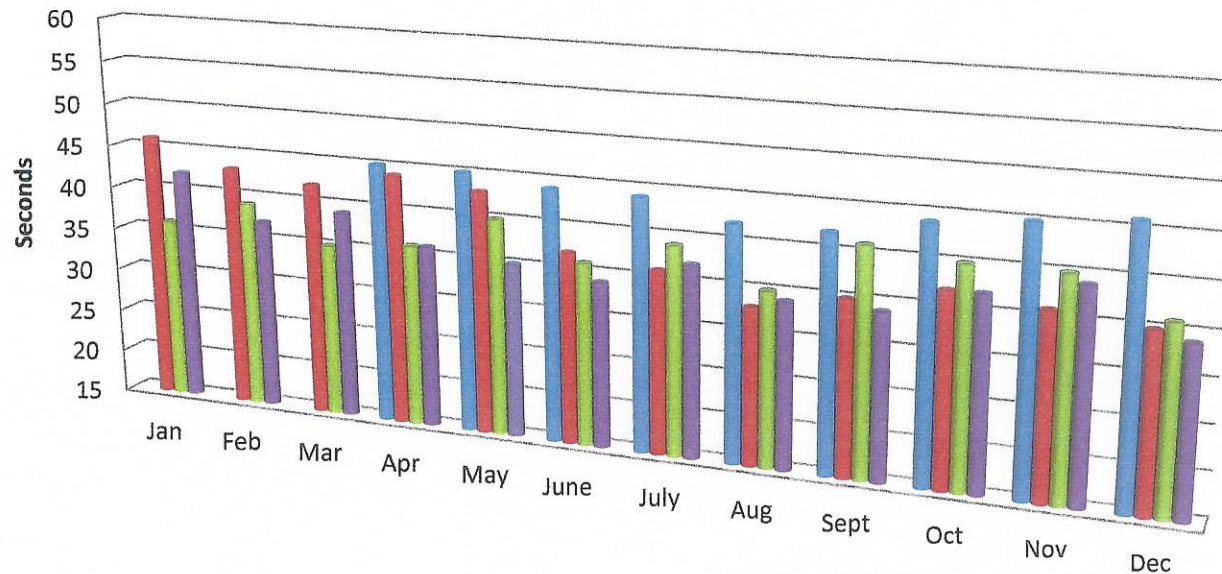
# NFPA 1221

7.4.2 - "With the exception of the call types identified in 7.4.2.2, 90 percent of emergency alarm processing shall be completed within 64 seconds, and 95 percent of alarm processing shall be completed within 106 seconds."

7.4.2.2 - "Emergency alarm processing for the following call types shall be completed within 90 seconds 90 percent of the time and within 120 seconds 99 percent of the time."

[ See Standard (7.4.2.2 (1) through (8) for specific call types. ]

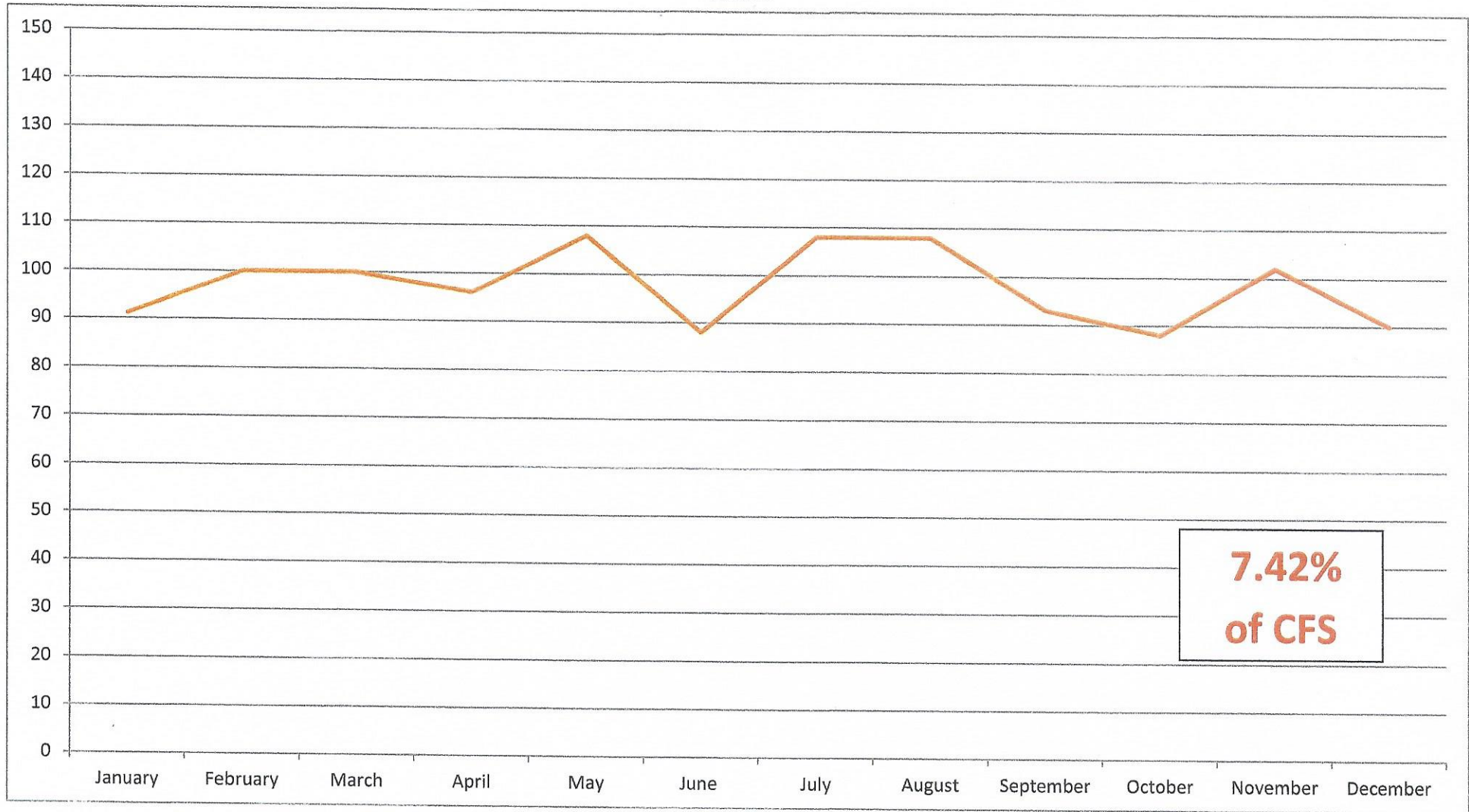
## CAD DATA Received to Action < 60 Seconds



|      | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| 2014 |     |     |     | 45  | 45  | 44   | 44   | 42  | 42   | 44  | 45  | 46  |
| 2015 | 46  | 43  | 42  | 44  | 43  | 37   | 36   | 33  | 35   | 37  | 36  | 35  |
| 2016 | 36  | 39  | 35  | 36  | 40  | 36   | 39   | 35  | 41   | 40  | 40  | 36  |
| 2017 | 42  | 37  | 39  | 36  | 35  | 34   | 37   | 34  | 34   | 37  | 39  | 34  |

# Medical Calls Coded as 'Unknown Problem'

2017



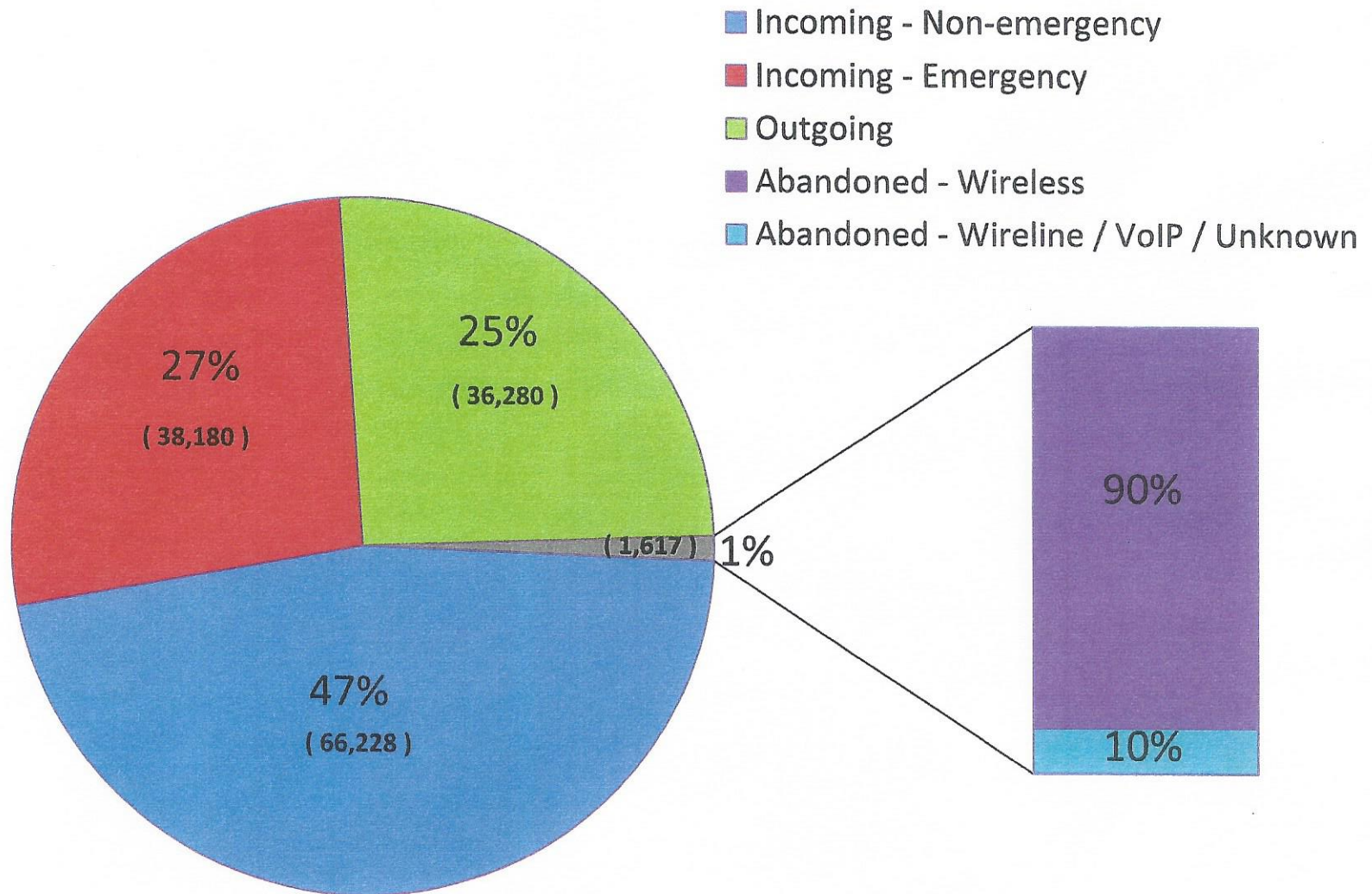
|          | CFS   | R-98 | %    |
|----------|-------|------|------|
| January  | 1,444 | 91   | 6.3% |
| February | 1,331 | 100  | 7.5% |
| March    | 1,593 | 100  | 6.3% |
| April    | 1,412 | 96   | 6.8% |
| May      | 1,352 | 108  | 8%   |
| June     | 1,277 | 88   | 6.9% |

|           | CFS   | R-98 | %    |
|-----------|-------|------|------|
| July      | 1,277 | 108  | 8.5% |
| August    | 1,253 | 108  | 8.6% |
| September | 1,171 | 93   | 7.9% |
| October   | 1,296 | 88   | 6.8% |
| November  | 1,217 | 102  | 8.4% |
| December  | 1,286 | 90   | 7%   |

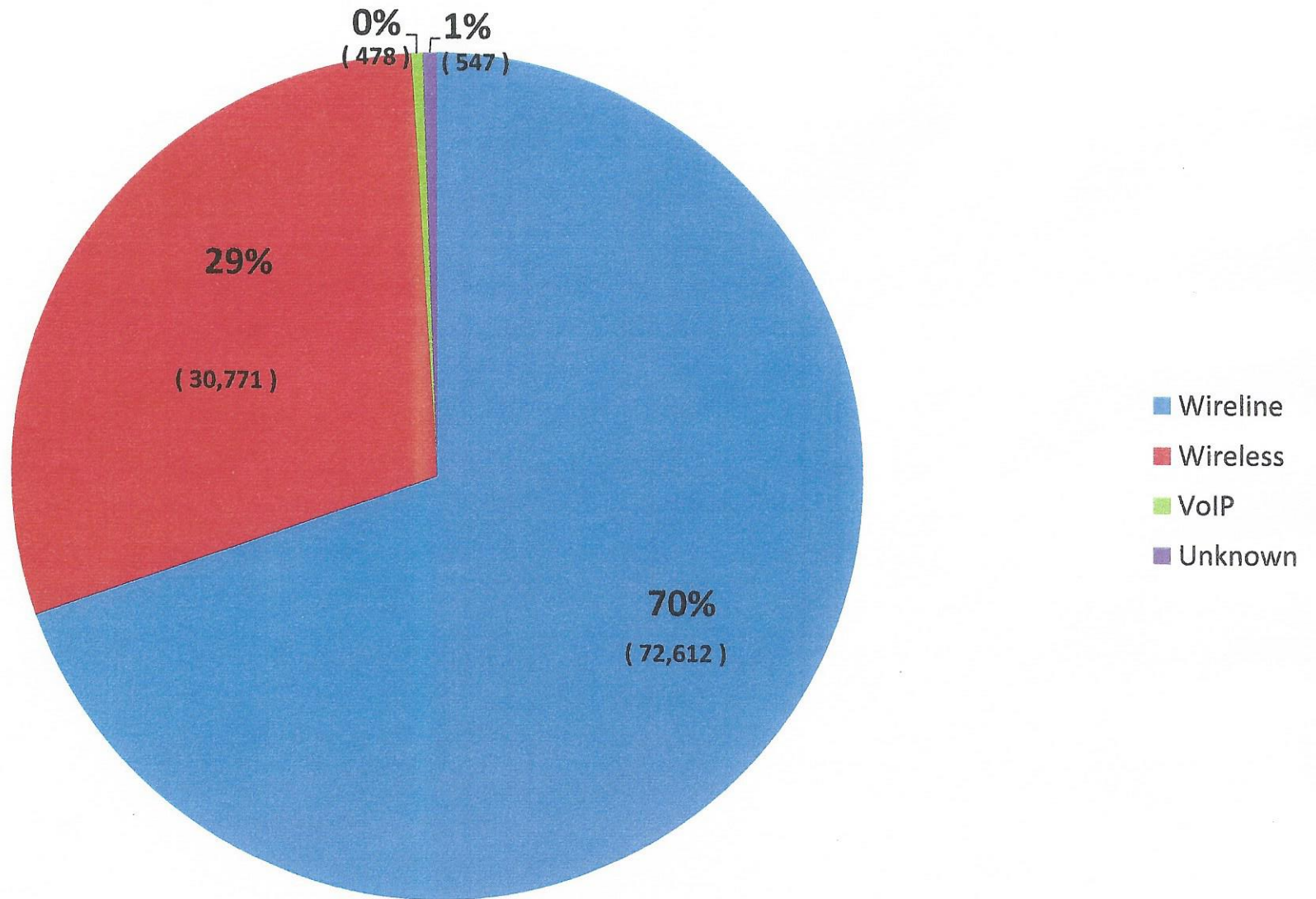
[Return to Regular Calendar](#)

# 2017 Telephone Call Count

142,305



## 2017 Incoming Telephone Calls by Type of Service



# NCIC Activity Report

## Annual Message Key Stats by ORI



|      | MPD    | HCSD   | WSCC | Juv. Ct. | Drug Ct. | Housing | PCSP | 911 | T1     | T2  | T3     | T4  | TOTALS |
|------|--------|--------|------|----------|----------|---------|------|-----|--------|-----|--------|-----|--------|
| 2009 | 19,735 | 30,619 | 10   | 28       | 166      | 0       | 2    | --- | ---    | --- | ---    | --- | 50,560 |
| 2010 | 15,683 | 28,470 | 8    | 34       | 116      | 0       | 0    | --- | ---    | --- | ---    | --- | 44,311 |
| 2011 | 18,956 | 26,773 | 31   | 16       | 469      | 1,473   | 0    | --- | ---    | --- | ---    | --- | 47,718 |
| 2012 | 20,129 | 30,477 | 10   | 21       | 158      | 1,866   | 1    | --- | ---    | --- | ---    | --- | 52,662 |
| 2013 | 16,305 | 19,945 | 5    | 8        | 1        | 752     | 2    | 11  | 17,324 | 926 | 17,248 | --- | 72,527 |
| 2014 | 15,182 | 17,232 | 30   | 44       | ---      | 1,448   | 4    | 14  | 12,660 | 84  | 12,659 | --- | 46,698 |
| 2015 | 23,650 | 21,566 | 31   | 29       | ---      | 1,569   | 17   | 16  | 2,263  | 11  | 2,662  | --- | 51,814 |
| 2016 | 25,376 | 23,905 | 40   | 77       | ---      | 1,568   | 35   | 20  | 1,688  | 195 | 2,605  | --- | 55,509 |
| 2017 | 25,438 | 27,312 | 85   | 90       | ---      | 1,271   | 52   | 421 | 245    | 141 | 198    |     | 55,253 |

# BOARD OF DIRECTORS

## CHAIRMAN

Chief Roger D. Overholt  
Morristown Police Dept.

## VICE CHAIRMAN

Mr. Robert D. Laney  
Covenant Health System

## SECRETARY

Hon. Kay Senter  
Morristown City Council

Chief Bill Honeycutt  
Morristown Fire Dept.

Director Danny Houseright  
Morristown-Hamblen EMS

Director Chris Bell  
Emergency Management Agency

Hon. Joe Huntsman, Sr.  
Hamblen County Commission

Lt. Eddie Ingram  
Hamblen County Sheriff's Dept.

Hamblen County Volunteer Fire  
Department Chiefs (*Rotating*)

Hon. Bill Brittain, Ex-Officio  
Hamblen County Mayor

# STAFF

## EXECUTIVE DIRECTOR

S. Eric Carpenter, CMCP

## DEPUTY DIRECTOR

Stacey L. Johnson, CMCP

## ADMIN. ASSISTANT

Deborah A. Maltba

## SUPERVISORS

Brian C. Fugate

Joseph A. Cummings

David M. Peoples

## TELECOMMUNICATORS

Pamela A. Sturm  
Shawanna Smith  
Courtney T. Newman  
Langley A. Morgan  
Veronica C. Fage

Greg Simmons  
Shawn W. Lindsay  
Courtney D. Scott  
Stephanie D. Johnson  
Patricia M. Ferguson

Tracy Smith  
Cynthia A. Samples  
W. Peyton Jarnagin  
Deborah T. Garcia  
December R. Sullivan

Batch 8

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC  
AS A CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE I HEREBY CERTIFY TO  
THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF  
NOTARY PUBLIC DURING THE FEBRUARY 22, 2018 MEETING OF THE GOVERNING BODY:

| NAME                          | HOME ADDRESS                                      | HOME PHONE   | BUSINESS ADDRESS                                    | BUSINESS PHONE         | SURETY                              |
|-------------------------------|---------------------------------------------------|--------------|-----------------------------------------------------|------------------------|-------------------------------------|
| 1. DOUGLAS R BEIER            | 1418 DARBEE DRIVE<br>MORRISTOWN TN 37814          | 423-587-5503 | 818 W FORST NORTH ST<br>MORRISTOWN TN 37814         | 423-581-2800           | C DWAIN EVANS<br>GWENDOLYNN DRINNON |
| 2. DUSTIE BELCHER             | 2074 PLEASANT RIDGE SCHOOL RD<br>TALBOTT TN 37877 | 865-804-1792 | 331 WEST MAIN ST<br>MORRISTOWN TN 37814             | 5866431                | WESTERN SURETY                      |
| 3. PAULA BROCK                | 1123 NEWMAN RILEY RD<br>DANDRIDGE TN 37725        | 865-850-3617 | 2645 W ANDREW JOHNSON HWY<br>MORRISTOWN TN 37814    | 423-586-1125           | RLI                                 |
| 4. CARLA BUNCH                | 1729 OLD OAK GROVE RD<br>DANDRIDGE TN 37725       | --           | 2645 W ANDREW JOHNSON HWY<br>MORRISTOWN TN 37814    | --                     | RLI                                 |
| 5. AARON J CHAPMAN            | 864 WINDHAVEN CT<br>MORRISTOWN TN 37813           | 423-312-0249 | 1125 W FIRST NORTH ST<br>MORRISTOWN TN 37814        | 423-254-5333           | MERCHANTS BONDING CO.               |
| 6. SHELIA DENISE CLARK        | 2400 SOUTHERN DR<br>MORRISTOWN TNN 37814          | 423-327-1667 | 5944 WEST AJ HWY<br>MORRISTOWN TN 37814             | 423-587-1972           | STRATE INSURANCE                    |
| 7. BRITNI CREECH              | 712 S LIBERTY HILL RD<br>MORRISTOWN TN 37814      | 606-733-0938 | 1937 W MORRIS BLVD<br>MORRISTOWN TN 37814           | 423-581-4114           | AMCO INS                            |
| 8. ASHLEY BROOKE HARRIS       | 4535 BROCKLAND DR<br>MORRISTOWN TN 37813          | 423-839-6505 | 500 SOUTH DAVY CROCKETT PKWY<br>MORRISTOWN TN 37813 | 4238396505             | BIBLE                               |
| 9. PEGGY HELTON               | 2040 CREEKVIEW LANE<br>MORRISTOWN TN 37814        | 423-586-1441 | 300 KING AVE<br>MORRISTOWN TTN 37814                | 423-586-1441           | TOMMY SMITH & ASSOCIATES            |
| 10. KENYON F HOPKINS          | 2035 KINGSWOOD DRIVE<br>MORRISTOWN TN 37813       | 423-736-2932 | 1112 WEST MORRIS BLVD<br>MORRISTOWN TN 37813        | 423-586-5520           | SENTRY INSURANCE                    |
| 11. COLLEEN M. JACOBS         | 2030 SEVEN OAKS DR<br>MORRISTOWN TN 37814         | 423-748-2423 | 2030 SEVEN OAKS DR<br>MORRISTOWN TN 37814           | --                     | WESTERN SURETY COMPANY              |
| 12. PAUL WESLEY JOHNSON       | 1706 CROCKETT RIDGE RD<br>MORRISTOWN TN 37814     | 423-748-2075 | 112 CITY CENTER DR<br>JEFFERSON CITY TN 37760       | 865-475-907            | WESTERN SURETY                      |
| 13. DONALD WAYNE<br>KIMBROUGH | PO BOX 1261<br>MORRISTOWN TN 37816                | 423 736 4889 | PO BOX 1261<br>MORRISTOWN TTN 37816                 | 423 736 4889           | CNA SURETY                          |
| 14. LUCILLE H LAWSON          | 732 MONTVUE AVENUE<br>MORRISTOWN TN 37813         | 423-318-3793 | 1001 WEST 2ND NORTH ST<br>MORRISTOWN TN 37814       | 4235874850 ext<br>1701 | STATE FARM                          |
| 15. LEAH MARIE LINDSTROM      | 5219 CRYSTAL BROOK DRIVE<br>MORRISTOWN TN 37814   | 423-312-6226 | 923 WEST 1ST NORTH ST<br>MORRISTOWN TN 37814        | 4233171001             | FARM BUREAU                         |
| 16. BRANDI DENISE LINER       | 1676 MCBRIDE RD<br>MORRISTOWN TN 37814            | 865-253-1315 | 2330 EAST ANDREW JOHNSON HWY<br>MORRISTOWN TN 37813 | 423-585-9719           | AM BONDING                          |
| 17. CASEE MULLINS             | 3887 CHAPMAN ST<br>MORRISTOWN TN 37813            | 423-736-3514 | 441 WEST MAIN ST<br>MORRISTOWN TN 37814             | 423-317-6313           | TRAVELERS CASUALTY                  |
| 18. MELINDA JO MURRAY         | 554 STATEM GAP RD<br>MORRISTOWN TN 37814          | 423-312-8381 | 5555 INTERSTATE VIEW<br>MORRISTOWN TN 37813         | 423-581-9933           | FARM BUREAU                         |
| 19. DAVID CLINTON QUILLEN     | 2620 MOUNTAIN VIEW DRIVE<br>MORRISTOWN TN 37814   | 000-748-0901 | 448 HIGHWAY 25E<br>BEAN STATION TN 37708            | 2354640                | BEVERLY QUILLEN CLARK<br>QUILLEN    |
| 20. DONNA ROBISON             | 1749 OLD OAK GROVE RD<br>DANRIDGE TN 37725        | --           | 2645 W ANDREW JOHNSON HWY<br>MORRISTOWN TN 37814    | --                     | RLI                                 |



*Renny Petty*  
SIGNATURE

CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE

2-19-18

DATE

[Return to Regular Calendar](#)

1-15-18  
2-13-18

Batch  
80

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC  
AS A CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE I HEREBY CERTIFY TO  
THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF  
NOTARY PUBLIC DURING THE FEBRUARY 22, 2018 MEETING OF THE GOVERNING BODY:

| NAME                  | HOME ADDRESS                                | HOME PHONE   | BUSINESS ADDRESS                                 | BUSINESS PHONE | SURETY                         |
|-----------------------|---------------------------------------------|--------------|--------------------------------------------------|----------------|--------------------------------|
| 21. JOSEPH T SENTER   | 712 CENTER ST<br>MORRISTOWN TN 37813        | 423-586-4450 | 904 W 4TH STREET<br>MORRISTOWN TN 37813          | 423-492-9000   | MERCHANTS BONDING              |
| 22. JOY SHRADER       | 1719 CIRCLE LAKE DR<br>DANDRIDGE TN 37725   | 865-850-1295 | 2645 W ANDREW JOHNSON HWY<br>MORRISTOWN TN 37814 | 423-586-1125   | RLI                            |
| 23. KIMBERLY W SMITH  | 964 FOXGLOVE LANE<br>MORRISTOWN TN 37814    | 423-312-1582 | 511 W 2ND N ST<br>MORRISTOWN TN 37814            | 423-586-6431   | DELORES STOUT LISA HENSO       |
| 24. JEREMY N. WEAVER  | 425 N HILL ST<br>MORRISTOWN TN 37814        | 423-736-0619 | 1425 MCCALLA AVENUE<br>KNOXVILLE TN 37915        | 865-637-8811   | NOTARY PUBLIC<br>UNDERWRITERS  |
| 25. KERRI A. WILLIAMS | 4857 HORSESHOE TRAIL<br>MORRISTOWN TN 37814 | 423-307-1525 | P. O. BOX 828<br>DANDRIDGE TN 37725              | --             | NOTARY SERVICES AND<br>BONDING |

1-15-18  
✓  
2-13-18



*Penny Petty*  
SIGNATURE

CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE  
2-13-18 [Return to Regular Calendar](#)  
DATE

**Hamblen County Government**  
**Audit Committee**  
Monday – February 12, 2018  
Hamblen County Health Department Conference Room

**MINUTES**

---

**Members Present:**

Randy DeBord, Herbert Harville, Rick Eldridge, Hubert Davis, Louis “Doe” Jarvis

**Members Absent:**

Dana Wampler, John Smyth

---

**Call to Order**

Chair Herbert Harville called the meeting to order at 11:41 a.m.

**Visitors Wishing to Address the Committee**

None

**New Business**

Hamblen County Audit – Fiscal Year Ending June 30, 2017 – County Mayor Bill Brittain presented the Hamblen County Audit for the year ended June 30, 2016. Audit Manager Mark Treece and Auditor Phillip Toby were in attendance. Mayor Brittain reviewed fund balances of General, Solid Waste and Highway Funds and discussed audit findings and the corrective action taken. Discussion followed.

***Motion (Hubert Davis/Rick Eldridge, all in favor) to accept the Hamblen County Audit for the year ended June 30, 2017.***

**Adjournment**

There being no further business, Chair Harville adjourned the meeting at 11:46 a.m.



AUDIT COMMITTEE

Herbert Harville  
*Chairman*

John Smyth  
*Vice-Chairman*

Louis “Doe” Jarvis  
*Ex-Officio*

Randy DeBord  
*Member*

Hubert Davis  
*Member*

Rick Eldridge  
*Member*

Dana Wampler  
*Member*

Hamblen County Government  
**AUDIT COMMITTEE**

Monday, February 12, 2018  
Immediately following the Presentation by HC\*Excell  
*Hamblen County Health Department Conference Room*

**AGENDA**

1. **Call to Order** – *Chairman Herbert Harville*
2. **Visitors Wishing to Address the Committee** – *Chairman Herbert Harville*  
(*Visitors will be allotted 5 minutes to speak*)
3. **Old Business** – *Chairman Herbert Harville*
  - a. None
4. **New Business** – *Chairman Herbert Harville*
  - a. Presentation of Hamblen County Government Audit for Fiscal Year Ending June 30, 2017 – *County Mayor Bill Brittain*
5. **Adjournment** – *Chairman Herbert Harville*

[CLICK HERE AND YOU WILL BE DIRECTED TO THE STATE OF TN WEBISTE TO VIEW AUDIT](#)

# **ANNUAL FINANCIAL REPORT**

## **HAMBLLEN COUNTY, TENNESSEE**

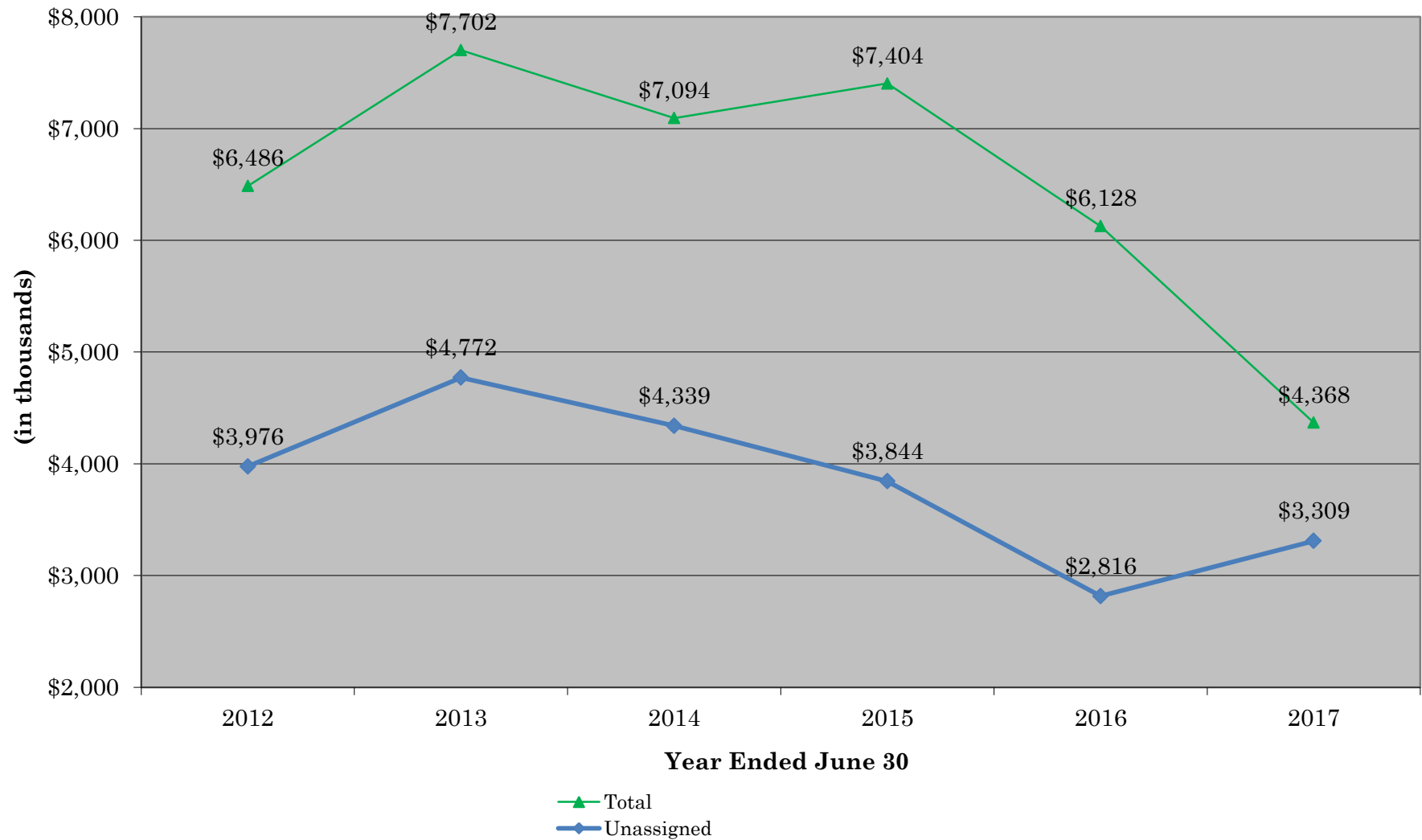
**FOR THE YEAR ENDED JUNE 30, 2017**



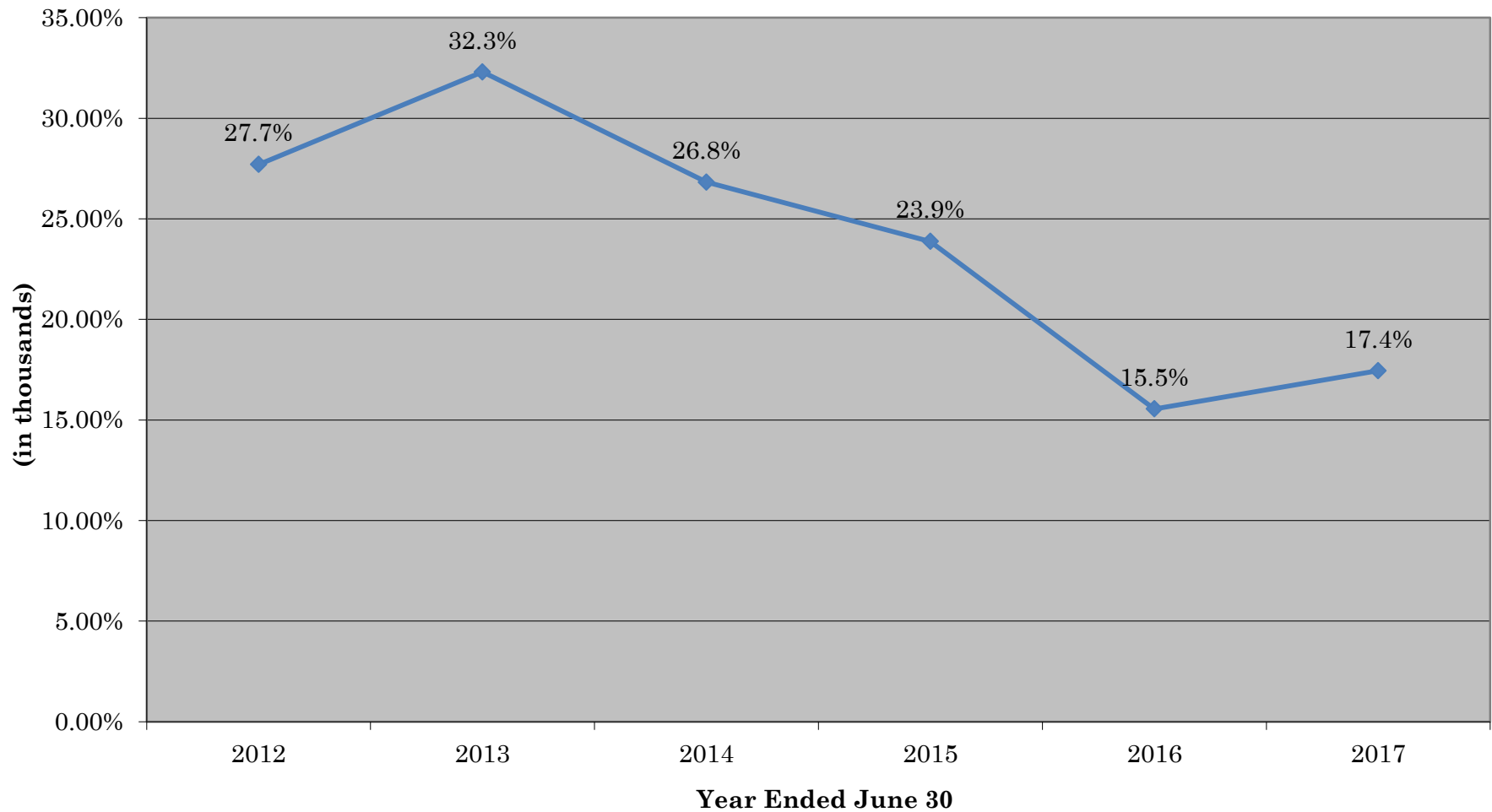
### **DIVISION OF LOCAL GOVERNMENT AUDIT**



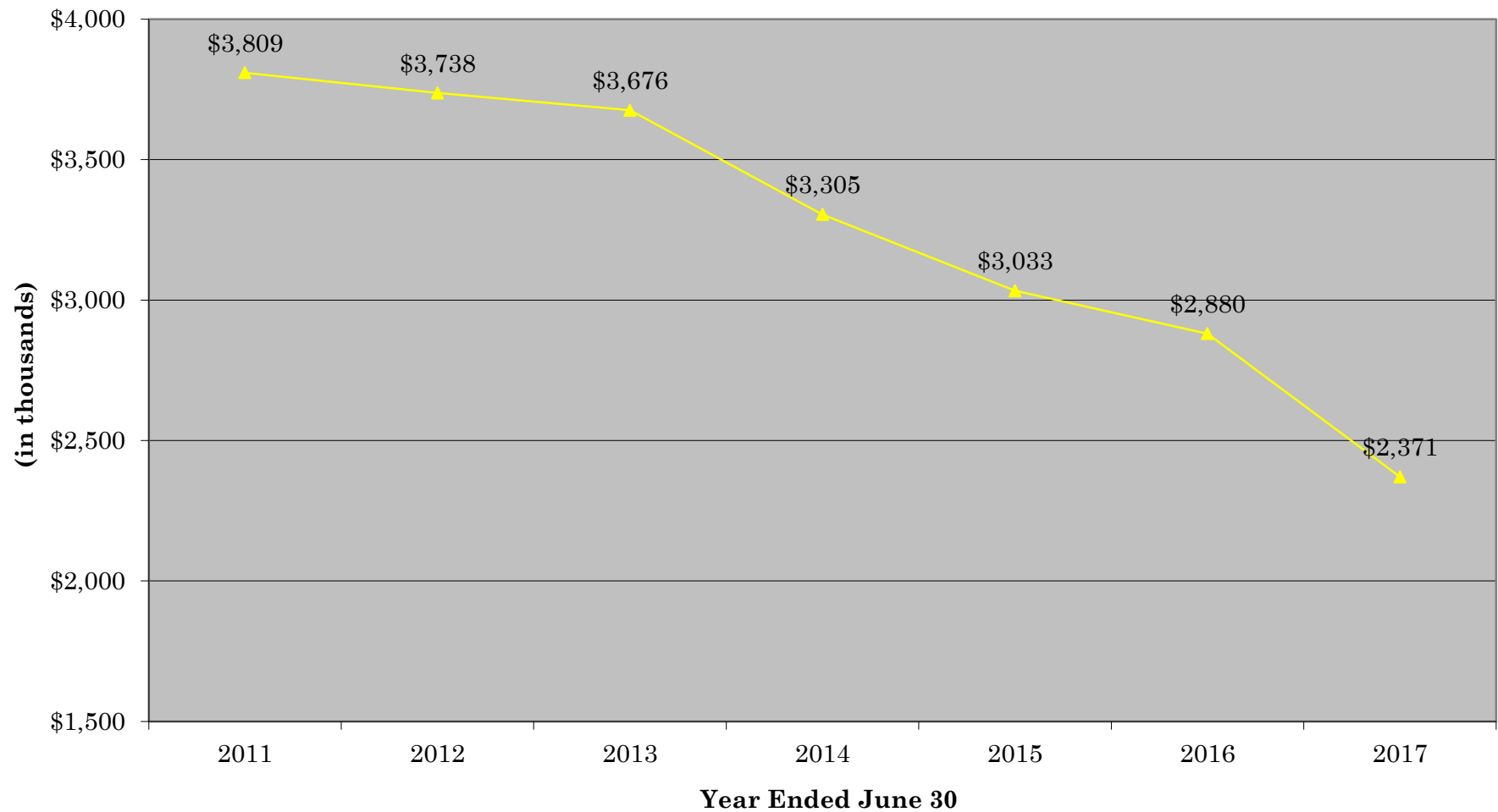
## General Fund Fund Balances



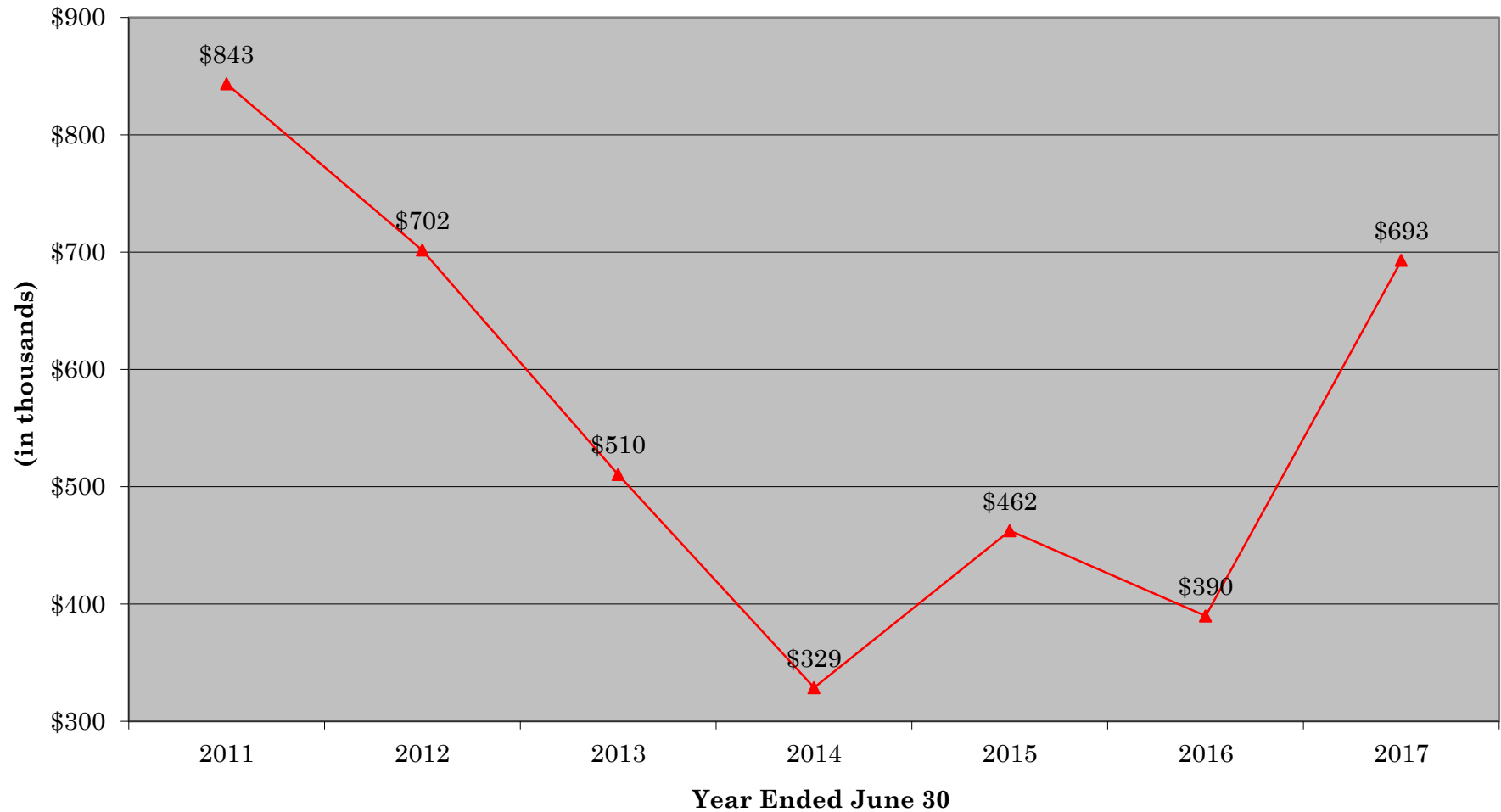
**General Fund**  
**Percent of Unassigned Fund Balance to Expenditures**



## Solid Waste/Sanitation Fund Total Fund Balance



## Highway/Public Works Fund Total Fund Balance



**Hamblen County Government**  
**Jail Study Committee**  
Monday, February 12, 2018  
Hamblen County Health Department Conference Room

**MINUTES**

---

**Members Present:**

Rick Eldridge, Louis "Doe" Jarvis, Randy DeBord, Hubert Davis, Stancil Ford, Tim Goins, Herbert Harville, Joe Huntsman, Sr. Howard Shipley, Johnny Walker, Taylor Ward

**Members Absent:**

John Smyth, Dana Wampler, Larry Carter

---

**Call to Order**

Chairman Rick Eldridge called the meeting to order at 11:46 a.m.

**Visitors Wishing to Address the Committee**

Linda Noe

**Old Business**

- a. Jail/Justice Center Project Site Discussion – Chairman Eldridge asked the committee if there was a motion concerning the Jail/Justice Center Project location. Commissioner Goins expressed his concern that the County becomes landlocked if new jail is built adjacent to the current jail. Discussion proceeded and the following motions were made:

- i. ***Motion (Joe Huntsman, Sr./Johnny Walker) to build the Jail/Justice Center addition on the property bordered by Esco Way, Allison Street and West 3<sup>rd</sup> North Street and the current Jail.***

|   | <b>Yes</b>         | <b>No</b>    | <b>Pass</b> | <b>Abstain</b> | <b>Absent</b> |
|---|--------------------|--------------|-------------|----------------|---------------|
| 1 | Rick Eldridge      | Tim Goins    |             |                | John Smyth    |
| 2 | Louis "Doe" Jarvis | Hubert Davis |             |                | Dana Wampler  |
| 3 | Randy DeBord       |              |             |                | Larry Carter  |
| 4 | Stancil Ford       |              |             |                |               |
| 5 | Herbert Harville   |              |             |                |               |
| 6 | Joe Huntsman, Sr.  |              |             |                |               |
| 7 | Howard Shipley     |              |             |                |               |
| 8 | Johnny Walker      |              |             |                |               |
| 9 | Taylor Ward        |              |             |                |               |

**9 Yes/2 No – Motion Passes**

- ii. ***Motion (Joe Huntsman/Taylor Ward) to approve the purchase of 422 W. Third Street, Morristown, TN. The funds to pay for the property are not to exceed \$155,000 and are appropriated in the General Fund and will be reimbursed when the financing of the jail project is finalized.***

|   | <b>Yes</b>         | <b>No</b>    | <b>Pass</b> | <b>Abstain</b> | <b>Absent</b> |
|---|--------------------|--------------|-------------|----------------|---------------|
| 1 | Rick Eldridge      | Tim Goins    |             |                | John Smyth    |
| 2 | Louis "Doe" Jarvis | Hubert Davis |             |                | Dana Wampler  |
| 3 | Randy DeBord       |              |             |                | Larry Carter  |
| 4 | Stancil Ford       |              |             |                |               |
| 5 | Herbert Harville   |              |             |                |               |
| 6 | Joe Huntsman, Sr.  |              |             |                |               |
| 7 | Howard Shipley     |              |             |                |               |
| 8 | Johnny Walker      |              |             |                |               |
| 9 | Taylor Ward        |              |             |                |               |

**9 Yes/2 No – Motion Passes**

**New Business** - None

**Items of Interest** - None

**Adjournment** - There being no further business, the meeting adjourned at 11:56 a.m.

Hamblen County Government  
**JAIL STUDY COMMITTEE**

Monday, February 12, 2018  
*Immediately following the Adjournment of Audit Committee  
Hamblen County Health Department Conference Room*

**JAIL STUDY  
COMMITTEE**

**AGENDA**

Rick Eldridge  
*Chairman*

**1. Call to Order – Chairman Rick Eldridge**

Dana Wampler  
*Vice-Chairman*

**2. Visitors Wishing to Address the Committee – Chairman Rick Eldridge**  
*(Visitors will be allotted 5 minutes to speak)*

Louis “Doe” Jarvis  
*Ex-Officio*

Larry Carter  
*Member*

**3. Old Business – Chairman Rick Eldridge**  
a. Jail Site Location

Hubert Davis  
*Member*

Randy DeBord  
*Member*

**4. New Business – Chairman Rick Eldridge**  
a. None

Stancil Ford  
*Member*

Tim Goins  
*Member*

**5. Items of Interest (No Action Necessary) – Chairman Rick Eldridge**  
a. None

Herbert Harville  
*Member*

**6. Adjournment – Chairman Rick Eldridge**

Joe Huntsman, Sr.  
*Member*

Howard Shipley  
*Member*

John Smyth  
*Member*

Johnny Walker  
*Member*

Taylor Ward  
*Member*

**Hamblen County Government  
Finance Committee – Friday, February 12, 2018  
Hamblen County Health Department Conference Room**

**MINUTES**

**Members Present:**

Louis “Doe” Jarvis, Randy DeBord, Herbert Harville, Hubert Davis, Stancil Ford, Rick Eldridge, Joe Huntsman, Sr. Howard Shipley

**Members Absent:**

Dana Wampler

---

**Call to Order** – Chairman Randy DeBord called the meeting to order at 11:56 a.m.

**Visitors Wishing to Address the Committee**

None

**Recurring Business**

- a. Expenditure Reports – January 2018 (Information Only – No Action Necessary)
- b. Review/Approval of Monthly Checks Submitted by the County Mayor’s Office for the Month of January 2018  
***Motion (Stancil Ford/Joe Huntsman, Sr., all in favor) to approve the January 2018 monthly checks submitted by the County Mayor’s Office***

**Old Business**

- a. None

**New Business**

- a. Bid for Security X-Ray Scanners – Bid provides for two (2) X-Ray scanners for screening small to mid-sized items such as purses, briefcases, backpacks, strollers, small parcels, etc. for weapons, explosives, drugs and other contraband. One scanner is to be installed and operated at the Hamblen County Justice Center and the other at the Hamblen County Courthouse. Ninety percent of funds for purchase are provided from the Courthouse Security Grant with a ten percent match from Hamblen County.  
***Motion (Howard Shipley/Herbert Harville, all in favor) to award the bid for the purchase of two Security X-Ray Scanners to the lowest bidder, AutoClear, in the amount of \$21,800 to be installed and operated at the Hamblen County Justice Center and the Hamblen County Courthouse. \$19,620 of the purchase cost is provided from the Courthouse Security Grant and \$2,180 paid for by Hamblen County.***
- b. Resolution 18-03 authorizing application for a Recovery Court Expansion Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) – Funding from Grant would allow to expand the Drug Recovery Program to include felons in the program. The grant is not to exceed \$400,000 a year for the next five years with no local match.  
***Motion (Howard Shipley/Rick Eldridge, all in favor) to approve Resolution 18-03 authorizing application for a Recovery Court Expansion Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) that would allow to expand the Drug Recovery Program to include felons in the program. The grant is not to exceed \$400,000 a year for the next five years with no local match.***
- c. Budget Amendment - Fund #101 Property Assessor’s Office \$583  
***Motion (Stancil Ford/Howard Shipley, all in favor) to approve the Budget Amendment for Fund #101 Property Assessor.***
- d. Add to Agenda  
***Motion (Stancil Ford/Rick Eldridge, all in favor) to add to agenda the Resolution to Authorize Cooperative Purchase Agreements for the Use and Benefit of All County Departments with Buy Board National Purchasing Cooperative.***

- e. Resolution to Authorize Cooperative Purchase Agreements for the Use and Benefit of all County Departments with Buy Board National Purchasing Cooperative. Membership to the cooperative is free and will allow Hamblen County to purchase playground equipment for Cherokee Park at a discounted rate.

***Motion (Stancil Ford/Rick Eldridge, all in favor) to approve the resolution to authorize cooperative purchase agreements for the use and benefit of all county departments and to enter a purchasing agreement with Buy Board National Purchasing Cooperative.***

**Items of Interest (No Action Necessary)**

- a. Planning Commission Building Permit Report – January 2018
- b. County Attorney Invoices – January 2018
- c. Coroner's Monthly Report – January 2018
- d. Three Star Program Requirements Memo
- e. Budget Amendments Approved by County Mayor
  - i. Fund #101 County Clerk \$510
  - ii. Fund #101 Planning \$1,000
  - iii. Fund #101 Sheriff's Dept. \$3,000
  - iv. Fund #101 Sheriff's Dept. \$2,500
  - v. Fund #101 Trustee \$2,461

**Adjournment** - There being no further business, Chairman DeBord adjourned at 12:09 p.m.



FINANCE COMMITTEE

Hamblen County Government  
**FINANCE COMMITTEE**

Monday, February 12, 2018  
*Immediately Following the Adjournment of the Jail Study Committee  
Hamblen County Health Department Conference Room*

**AGENDA**

Randy DeBord  
*Chairman*

Herbert Harville  
*Vice-Chairman*

Louis "Doe" Jarvis  
*Ex-Officio*

Hubert Davis  
*Member*

Rick Eldridge  
*Member*

Stancil Ford  
*Member*

Joe Huntsman, Sr.  
*Member*

Howard Shipley  
*Member*

Dana Wampler  
*Member*

1. **Call to Order** – *Chairman Randy DeBord*
2. **Visitors Wishing to Address the Committee** – *Chairman Randy DeBord*  
(Visitors will be allotted 5 minutes to speak)
3. **Recurring Business** – *Chairman Randy DeBord*
  - a. Expenditure Reports – January 2018 (*Information Only-No Action Necessary*)
  - b. Review/Acceptance of Monthly Checks January 2018 Submitted by the County Mayor's Office
4. **Old Business** – *Chairman Randy DeBord*
  - a. None
5. **New Business** – *Chairman Randy DeBord*
  - a. Bid for Security X-Ray Scanners for Hamblen County Jail – *Sergeant Eddie Ingram*
  - b. Resolution Authorizing Application for a Recovery Court Expansion Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) – *County Mayor Bill Brittain*
  - c. MedBen Contract – *County Mayor Bill Brittain*
  - d. Budget Amendments
    - i. Fund #101 Property Assessor's Office \$583
6. **Items of Interest (No Action Necessary)** – *Chairman Randy DeBord*
  - a. Planning Commission Building Permit Report – January 2018
  - b. County Attorney Invoices – January 2018
  - c. Coroner's Monthly Report – January 2018
  - d. ThreeStar Program Requirements Memo
  - e. Budget Amendments Approved by County Mayor
    - i. Fund #101 County Clerk \$510
    - ii. Fund #101 Planning \$1,000
    - iii. Fund #101 Sheriff's Dept. \$3,000
    - iv. Fund #101 Sheriff's Dept. \$2,500
    - v. Fund #101 Trustee \$2,461
7. **Adjournment** – *Chairman Randy DeBord*

# HAMBLÉN COUNTY ACCOUNTS & BUDGETS

## GENERAL FUND (101)

### EXPENDITURE REPORT

REPORT DATE: 01/31/2018

Page: 1

Date: 2/1/2018

Time: 9:10 am

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm  
 From: 2017 101 50000 000 00 000 0000 000  
 Thru: 2017 101 99999 999 99 999 9999 999

| Fnd | Account/Description                                  | Revised Budget | Month-to-Date Expenditures | Year-to-Date Expenditures | Encumbrances | Available Funds | Avl Fnds %of Budg |
|-----|------------------------------------------------------|----------------|----------------------------|---------------------------|--------------|-----------------|-------------------|
| 101 | 51100 County Commission                              | 192,676.00     | 14,037.28                  | 99,814.94                 | 24,400.92    | 68,460.14       | 35.53%            |
| 101 | 51210 Board Of Equalizaton                           | 4,800.00       | 0.00                       | 0.00                      | 0.00         | 4,800.00        | 100.00%           |
| 101 | 51300 County Mayor/Executive                         | 211,238.00     | 15,640.63                  | 107,592.93                | 4,132.41     | 99,512.66       | 47.11%            |
| 101 | 51400 County Attorney                                | 31,293.00      | 1,124.66                   | 6,642.62                  | 0.00         | 24,650.38       | 78.77%            |
| 101 | 51500 Election Commission                            | 272,927.00     | 28,222.17                  | 123,147.54                | 1,167.52     | 148,611.94      | 54.45%            |
| 101 | 51600 Register Of Deeds                              | 305,783.00     | 24,038.56                  | 159,984.91                | 10,604.33    | 135,193.76      | 44.21%            |
| 101 | 51720 Planning                                       | 240,038.00     | 18,580.13                  | 118,192.46                | 1,796.56     | 120,048.98      | 50.01%            |
| 101 | 51750 Codes Compliance                               | 25,000.00      | 0.00                       | 0.00                      | 0.00         | 25,000.00       | 100.00%           |
| 101 | 51760 Geographical Information Systems               | 107,638.00     | 5,704.96                   | 52,109.73                 | 0.00         | 55,528.27       | 51.59%            |
| 101 | 51810 Other Facilities                               | 797,347.00     | 64,238.94                  | 478,275.47                | 18,309.77    | 300,761.76      | 37.72%            |
| 101 | 51910 Preservation Of Records                        | 20,806.00      | 1,346.79                   | 10,347.41                 | 782.09       | 9,676.50        | 46.51%            |
| 101 | 52100 Accounting And Budgeting                       | 351,928.00     | 44,808.74                  | 202,035.21                | 7,896.51     | 141,996.28      | 40.35%            |
| 101 | 52200 Purchasing                                     | 39,983.00      | 3,093.72                   | 21,244.32                 | 0.00         | 18,738.68       | 46.87%            |
| 101 | 52300 Property Assessor's Office                     | 356,463.00     | 45,083.02                  | 183,051.80                | 1,647.65     | 171,763.55      | 48.19%            |
| 101 | 52310 Reappraisal Program                            | 144,085.00     | 4,495.64                   | 30,886.37                 | 6,142.90     | 107,055.73      | 74.30%            |
| 101 | 52400 County Trustee's Office                        | 363,395.00     | 29,165.17                  | 197,218.53                | 1,956.41     | 164,220.06      | 45.19%            |
| 101 | 52500 County Clerk's Office                          | 687,144.00     | 49,576.29                  | 341,935.28                | 1,937.58     | 343,271.14      | 49.96%            |
| 101 | 52600 Data Processing                                | 125,228.00     | 6,389.32                   | 58,992.38                 | 11,137.56    | 55,098.06       | 44.00%            |
| 101 | 52900 Other Finance                                  | 313,256.00     | 25,125.32                  | 174,565.45                | 9,207.82     | 129,482.73      | 41.33%            |
| 101 | 53100 Circuit Court                                  | 892,231.00     | 59,228.29                  | 444,472.82                | 11,835.60    | 435,922.58      | 48.86%            |
| 101 | 53300 General Sessions Court                         | 430,398.00     | 35,073.90                  | 228,702.94                | 1,186.46     | 200,508.60      | 46.59%            |
| 101 | 53330 Drug Court                                     | 156,450.00     | 12,801.57                  | 86,764.51                 | 2,985.59     | 66,699.90       | 42.63%            |
| 101 | 53400 Chancery Court                                 | 384,447.00     | 28,365.04                  | 211,610.57                | 3,826.06     | 169,010.37      | 43.96%            |
| 101 | 53500 Juvenile Court                                 | 297,823.00     | 19,974.13                  | 160,767.17                | 1,703.01     | 135,352.82      | 45.45%            |
| 101 | 53920 Courtroom Security                             | 796,974.00     | 65,395.22                  | 513,163.63                | 5,619.24     | 278,191.13      | 34.91%            |
| 101 | 54110 Sheriff's Department                           | 2,986,499.00   | 235,637.91                 | 1,586,780.52              | 76,638.98    | 1,323,079.50    | 44.30%            |
| 101 | 54160 Administration Of The Sexual Offender Registry | 3,768.00       | 34.00                      | 1,075.72                  | 151.68       | 2,540.60        | 67.43%            |
| 101 | 54210 Jail                                           | 4,230,607.00   | 333,053.89                 | 2,293,104.14              | 315,452.14   | 1,622,050.72    | 38.34%            |
| 101 | 54220 Workhouse                                      | 94,822.00      | 7,371.41                   | 51,096.12                 | 0.00         | 43,725.88       | 46.11%            |
| 101 | 54250 Work Release Program                           | 280,761.00     | 16,348.59                  | 145,417.25                | 31,053.09    | 104,290.66      | 37.15%            |
| 101 | 54310 Fire Prevention And Control                    | 200,000.00     | 0.00                       | 95,000.00                 | 0.00         | 105,000.00      | 52.50%            |
| 101 | 54410 Civil Defense                                  | 97,449.00      | 6,614.30                   | 48,523.15                 | 2,759.13     | 46,166.72       | 47.38%            |
| 101 | 54490 Other Emergency Management                     | 182,147.00     | 45,536.75                  | 136,610.25                | 0.00         | 45,536.75       | 25.00%            |
| 101 | 54510 Inspection And Regulation                      | 6,377.00       | 322.95                     | 2,632.65                  | 2,128.00     | 1,616.35        | 25.35%            |
| 101 | 54610 County Coroner/Medical Examiner                | 131,186.00     | 7,930.33                   | 61,434.98                 | 17,000.02    | 52,751.00       | 40.21%            |

# HAMBLÉN COUNTY ACCOUNTS & BUDGETS

## GENERAL FUND (101)

### EXPENDITURE REPORT

REPORT DATE: 01/31/2018

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm  
 From: 2017 101 50000 000 00 000 0000 000  
 Thru: 2017 101 99999 999 99 999 9999 999

Page: 2  
 Date: 2/1/2018  
 Time: 9:10 am

| Fnd | Account/Description                            | Revised Budget | Month-to-Date Expenditures | Year-to-Date Expenditures | Encumbrances | Available Funds | Avl Fnds %of Budg |
|-----|------------------------------------------------|----------------|----------------------------|---------------------------|--------------|-----------------|-------------------|
| 101 | 54900 Other Public Safety                      | 17,000.00      | 4,968.73                   | 14,251.34                 | 378.42       | 2,370.24        | 13.94%            |
| 101 | 55110 Local Health Center                      | 915,388.00     | 52,146.37                  | 315,902.92                | 27,246.11    | 572,238.97      | 62.51%            |
| 101 | 55120 Rabies And Animal Control                | 133,500.00     | 11,125.00                  | 77,875.00                 | 0.00         | 55,625.00       | 41.67%            |
| 101 | 55140 Nursing Home                             | 2,000.00       | 0.00                       | 2,000.00                  | 0.00         | 0.00            | 0.00%             |
| 101 | 55170 Alcohol And Drug Programs                | 5,000.00       | 0.00                       | 595.00                    | 0.00         | 4,405.00        | 88.10%            |
| 101 | 55180 Crippled Children Services               | 6,000.00       | 0.00                       | 6,000.00                  | 0.00         | 0.00            | 0.00%             |
| 101 | 55390 Appropriation To State                   | 109,233.00     | 0.00                       | 0.00                      | 0.00         | 109,233.00      | 100.00%           |
| 101 | 55520 Aid To Dependent Children                | 8,000.00       | 0.00                       | 8,000.00                  | 0.00         | 0.00            | 0.00%             |
| 101 | 55530 Child Support                            | 0.00           | 0.00                       | 0.00                      | 0.00         | 0.00            | 0.00%             |
| 101 | 55590 Other Local Welfare Services             | 40,000.00      | 85.00                      | 14,200.00                 | 0.00         | 25,800.00       | 64.50%            |
| 101 | 55710 Sanitation Management                    | 0.00           | 0.00                       | 0.00                      | 0.00         | 0.00            | 0.00%             |
| 101 | 55900 Other Public Health And Welfare          | 0.00           | 0.00                       | 0.00                      | 0.00         | 0.00            | 0.00%             |
| 101 | 56100 Adult Activities                         | 11,600.00      | 0.00                       | 5,800.00                  | 0.00         | 5,800.00        | 50.00%            |
| 101 | 56300 Senior Citizens Assistance               | 6,500.00       | 0.00                       | 6,500.00                  | 0.00         | 0.00            | 0.00%             |
| 101 | 56500 Libraries                                | 272,250.00     | 68,062.50                  | 204,187.50                | 0.00         | 68,062.50       | 25.00%            |
| 101 | 56700 Parks And Fair Boards                    | 269,959.00     | 25,110.39                  | 141,752.47                | 11,375.01    | 116,831.52      | 43.28%            |
| 101 | 56900 Other Social, Cultural And Recreational  | 315,900.00     | 28,187.06                  | 171,230.94                | 0.00         | 144,669.06      | 45.80%            |
| 101 | 57100 Agricultural Extension Service           | 152,416.00     | 36,624.72                  | 73,853.44                 | 73,159.44    | 5,403.12        | 3.54%             |
| 101 | 57300 Forest Service                           | 1,000.00       | 0.00                       | 1,000.00                  | 0.00         | 0.00            | 0.00%             |
| 101 | 57500 Soil Conservation                        | 47,558.00      | 3,926.20                   | 25,589.93                 | 0.00         | 21,968.07       | 46.19%            |
| 101 | 57800 Storm Water Management                   | 27,500.00      | 0.00                       | 3,305.90                  | 4,090.00     | 20,104.10       | 73.11%            |
| 101 | 58110 Tourism                                  | 54,700.00      | 0.00                       | 11,250.00                 | 0.00         | 43,450.00       | 79.43%            |
| 101 | 58120 Industrial Development                   | 465,000.00     | 0.00                       | 41,250.00                 | 0.00         | 423,750.00      | 91.13%            |
| 101 | 58210 Public Transportation                    | 0.00           | 0.00                       | 0.00                      | 0.00         | 0.00            | 0.00%             |
| 101 | 58300 Veterans' Services                       | 20,314.00      | 1,518.39                   | 10,803.15                 | 0.00         | 9,510.85        | 46.82%            |
| 101 | 58600 Employee Benefits                        | 685,437.00     | 1,168.28                   | 453,775.35                | 78,465.84    | 153,195.81      | 22.35%            |
| 101 | 58900 Miscellaneous                            | 225,404.00     | 52,396.76                  | 109,360.15                | 0.00         | 116,043.85      | 51.48%            |
| 101 | 73300 Community Services                       | 5,500.00       | 0.00                       | 5,000.00                  | 0.00         | 500.00          | 9.09%             |
| 101 | 91110 General Administration Projects          | 36,188.00      | 0.00                       | 28,187.50                 | 0.00         | 8,000.50        | 22.11%            |
| 101 | 91120 Administration Of Justice Projects       | 15,000.00      | 11,837.66                  | 11,837.66                 | 675.00       | 2,487.34        | 16.58%            |
| 101 | 91130 Public Safety Projects                   | 271,060.00     | 80,072.00                  | 194,447.84                | 64,925.14    | 11,687.02       | 4.31%             |
| 101 | 91140 Public Health And Welfare Projects       | 0.00           | 0.00                       | 0.00                      | 0.00         | 0.00            | 0.00%             |
| 101 | 91150 Social, Cultural And Recreation Projects | 0.00           | 0.00                       | 0.00                      | 0.00         | 0.00            | 0.00%             |
| 101 | 91190 Other General Government Proje           | 35,000.00      | 0.00                       | 0.00                      | 0.00         | 35,000.00       | 100.00%           |
| 101 | 99100 Transfers Out                            | 26,227.00      | -94.88                     | 76,573.13                 | 0.00         | -50,346.13      | -191.96%          |

# HAMBLEN COUNTY ACCOUNTS & BUDGETS

## GENERAL FUND (101)

### EXPENDITURE REPORT

REPORT DATE: 01/31/2018

Page: 3  
Date: 2/1/2018  
Time: 9:10 am

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm  
From: 2017 101 50000 000 00 000 0000 000  
Thru: 2017 101 99999 999 99 999 9999 999

| Fnd | Account/Description | Revised<br>Budget | Month-to-Date<br>Expenditures | Year-to-Date<br>Expenditures | Encumbrances  | Available<br>Funds | Avl Fnds<br>%of Budg |
|-----|---------------------|-------------------|-------------------------------|------------------------------|---------------|--------------------|----------------------|
|     |                     | \$ 19,943,601.00  | \$ 1,631,493.80               | \$ 10,447,722.99             | \$ 833,773.99 | \$ 8,662,104.02    | 43.43%               |

# HAMBLEN COUNTY ACCOUNTS & BUDGETS

## SOLID WASTE/SANITATION (116)

### EXPENDITURE REPORT

REPORT DATE: 01/31/2018

Page: 1  
Date: 2/1/2018  
Time: 9:12 am

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm  
From: 2017 116 50000 000 00 000 0000 000  
Thru: 2017 116 99999 999 99 999 9999 999

| Fnd | Account/Description         | Revised<br>Budget      | Month-to-Date<br>Expenditures | Year-to-Date<br>Expenditures | Encumbrances        | Available<br>Funds     | Avl Fnds<br>%of Budg |
|-----|-----------------------------|------------------------|-------------------------------|------------------------------|---------------------|------------------------|----------------------|
| 116 | 55710 Sanitation Management | 2,246,938.00           | 168,587.26                    | 1,102,902.74                 | 62,963.64           | 1,081,071.62           | 48.11%               |
|     |                             | <b>\$ 2,246,938.00</b> | <b>\$ 168,587.26</b>          | <b>\$ 1,102,902.74</b>       | <b>\$ 62,963.64</b> | <b>\$ 1,081,071.62</b> | <b>48.11%</b>        |

# HAMBLÉN COUNTY ACCOUNTS & BUDGETS

## HIGHWAY FUND (131)

### EXPENDITURE REPORT

REPORT DATE: 01/31/2018

Page: 1  
Date: 2/1/2018  
Time: 9:13 am

Sel: Year Fnd Accnt Obj Gp Sub Loc Pgm  
From: 2017 131 50000 000 00 000 0000 000  
Thru: 2017 131 99999 999 99 999 9999 999

| Fnd | Account/Description                          | Revised<br>Budget      | Month-to-Date<br>Expenditures | Year-to-Date<br>Expenditures | Encumbrances         | Available<br>Funds     | Avl Fnds<br>%of Budg |
|-----|----------------------------------------------|------------------------|-------------------------------|------------------------------|----------------------|------------------------|----------------------|
| 131 | 61000 Administration                         | 413,427.00             | 22,436.26                     | 208,188.03                   | 19,158.67            | 186,080.30             | 45.01%               |
| 131 | 62000 Highway And Bridge Maintenance         | 1,270,338.00           | 88,815.16                     | 577,569.10                   | 39,424.85            | 653,344.05             | 51.43%               |
| 131 | 63100 Operation And Maintenance Of Equipment | 333,210.00             | 20,363.67                     | 154,378.33                   | 25,455.41            | 153,376.26             | 46.03%               |
| 131 | 66000 Employee Benefits                      | 45,381.00              | 0.00                          | 19,342.94                    | 0.00                 | 26,038.06              | 57.38%               |
| 131 | 68000 Capital Outlay                         | 488,278.00             | 163,344.01                    | 320,192.82                   | 102,000.00           | 66,085.18              | 13.53%               |
|     |                                              | <b>\$ 2,550,634.00</b> | <b>\$ 294,959.10</b>          | <b>\$ 1,279,671.22</b>       | <b>\$ 186,038.93</b> | <b>\$ 1,084,923.85</b> | <b>42.54%</b>        |

**COMMISSION APPROVAL LISTING  
MONTHLY CHECKS**

**Page: 1**  
**Date: 2/1/2018**  
**Time: 9:15:50AM**

**Fund: 101 General Fund #(101)**

| ACCT         | OBJ          | NAME                                     | DATE       | Check Nbr  | Description                       | Amount Paid      |
|--------------|--------------|------------------------------------------|------------|------------|-----------------------------------|------------------|
| 51100        | 312          | Contracts With Private Agencies          | 2018-01-04 | 1010259564 | Smith, Jerry Allen                | 100.00           |
| 51100        | 312          | Contracts With Private Agencies          | 2018-01-25 | 1010259702 | Smith, Jerry Allen                | 100.00           |
| 51100        | 599          | Other Charges                            | 2018-01-04 | 1010259580 | Verizon Wireless                  | 49.84            |
| 51100        | 599          | Other Charges                            | 2018-01-25 | 1010259678 | Citizen Tribune                   | 351.36           |
| <b>51100</b> | <b>.....</b> | <b>County Commission .....</b>           |            |            | <b>Total: 4</b>                   | <b>601.20</b>    |
| 51300        | 307          | Communication                            | 2018-01-04 | 1010259526 | Century Link/Business Services    | 25.71            |
| 51300        | 307          | Communication                            | 2018-01-04 | 1010259580 | Verizon Wireless                  | 74.80            |
| 51300        | 307          | Communication                            | 2018-01-11 | 1010259585 | AT&T                              | 90.00            |
| 51300        | 351          | Rentals                                  | 2018-01-25 | 1010259676 | Canon Solutions America, Inc      | 227.87           |
| 51300        | 355          | Travel                                   | 2018-01-11 | 1010259589 | Brittain, William H               | 99.17            |
| 51300        | 355          | Travel                                   | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA             | 512.95           |
| 51300        | 599          | Other Charges                            | 2018-01-11 | 1010259605 | English Mountain Spring Water     | 20.00            |
| 51300        | 599          | Other Charges                            | 2018-01-25 | 1010259678 | Citizen Tribune                   | 25.00            |
| 51300        | 599          | Other Charges                            | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA             | 183.79           |
| <b>51300</b> | <b>.....</b> | <b>County Mayor/Executive .....</b>      |            |            | <b>Total: 9</b>                   | <b>1,259.29</b>  |
| 51400        | 331          | Legal Services                           | 2018-01-11 | 1010259591 | Capps, Cantwell, Capps & Byrd     | 765.00           |
| 51400        | 331          | Legal Services                           | 2018-01-11 | 1010259637 | Taylor Law Firm                   | 252.00           |
| <b>51400</b> | <b>.....</b> | <b>County Attorney .....</b>             |            |            | <b>Total: 2</b>                   | <b>1,017.00</b>  |
| 51500        | 307          | Communication                            | 2018-01-04 | 1010259526 | Century Link/Business Services    | 1.80             |
| 51500        | 307          | Communication                            | 2018-01-11 | 1010259585 | AT&T                              | 18.86            |
| 51500        | 320          | Dues And Memberships                     | 2018-01-11 | 1010259642 | TN Assoc of Co Election Officials | 200.00           |
| 51500        | 332          | Legal Notices, Recording And Court Costs | 2018-01-11 | 1010259596 | Citizen Tribune                   | 379.34           |
| 51500        | 334          | Maintenance Agreements                   | 2018-01-11 | 1010259621 | Microvote Corporation             | 10,500.00        |
| 51500        | 348          | Postal Charges                           | 2018-01-04 | 1010259577 | United States Postal Service      | 100.00           |
| 51500        | 349          | Printing, Stationery And Forms           | 2018-01-11 | 1010259582 | Acme Printing Company, Inc        | 445.00           |
| 51500        | 351          | Rentals                                  | 2018-01-11 | 1010259590 | Canon Solutions America, Inc      | 117.42           |
| 51500        | 355          | Travel                                   | 2018-01-11 | 1010259608 | Fuelman                           | 7.57             |
| 51500        | 435          | Office Supplies                          | 2018-01-04 | 1010259535 | Evans Office Supply Co            | 832.42           |
| 51500        | 435          | Office Supplies                          | 2018-01-11 | 1010259605 | English Mountain Spring Water     | 10.00            |
| <b>51500</b> | <b>.....</b> | <b>Election Commission .....</b>         |            |            | <b>Total: 11</b>                  | <b>12,612.41</b> |
| 51600        | 307          | Communication                            | 2018-01-04 | 1010259526 | Century Link/Business Services    | 0.91             |
| 51600        | 435          | Office Supplies                          | 2018-01-04 | 1010259535 | Evans Office Supply Co            | 112.96           |
| 51600        | 709          | Data Processing Equipment                | 2018-01-04 | 1010259523 | Business Information Systems      | 2,601.60         |
| <b>51600</b> | <b>.....</b> | <b>Register Of Deeds .....</b>           |            |            | <b>Total: 3</b>                   | <b>2,715.47</b>  |
| 51720        | 307          | Communication                            | 2018-01-04 | 1010259526 | Century Link/Business Services    | 2.68             |
| 51720        | 307          | Communication                            | 2018-01-04 | 1010259580 | Verizon Wireless                  | 109.68           |
| 51720        | 309          | Contracts With Government Agencies       | 2018-01-11 | 1010259645 | TN Dept Of Environment & Consv    | 3,460.00         |
| 51720        | 312          | Contracts With Private Agencies          | 2018-01-04 | 1010259534 | Ellison, Greg                     | 80.00            |

**COMMISSION APPROVAL LISTING  
MONTHLY CHECKS**

**Page:** 2  
**Date:** 2/1/2018  
**Time:** 9:15:50AM

**Fund: 101 General Fund #(101)**

| ACCT         | OBJ          | NAME                                        | DATE       | Check Nbr  | Description                              | Amount Paid      |
|--------------|--------------|---------------------------------------------|------------|------------|------------------------------------------|------------------|
| 51720        | 312          | Contracts With Private Agencies             | 2018-01-04 | 1010259546 | Johns, Mark E                            | 1,050.00         |
| 51720        | 312          | Contracts With Private Agencies             | 2018-01-04 | 1010259553 | Montgomery, Robert                       | 480.00           |
| 51720        | 331          | Legal Services                              | 2018-01-11 | 1010259591 | Capps, Cantwell, Capps & Byrd            | 431.36           |
| 51720        | 332          | Legal Notices, Recording And Court Costs    | 2018-01-25 | 1010259678 | Citizen Tribune                          | 76.82            |
| 51720        | 338          | Maintenance And Repair Services - Vehicles  | 2018-01-11 | 1010259648 | Ultimate Shine 3 Minute Express Car Wash | 15.00            |
| 51720        | 351          | Rentals                                     | 2018-01-11 | 1010259590 | Canon Solutions America, Inc             | 98.75            |
| 51720        | 509          | Refunds                                     | 2018-01-04 | 1010259552 | May, Chris                               | 923.75           |
| 51720        | 509          | Refunds                                     | 2018-01-04 | 1010259579 | Vaughn, Duane                            | 60.00            |
| <b>51720</b> | <b>.....</b> | <b>Planning .....</b>                       |            |            | <b>Total: 12</b>                         | <b>6,788.04</b>  |
| 51810        | 307          | Communication                               | 2018-01-04 | 1010259580 | Verizon Wireless                         | 234.95           |
| 51810        | 307          | Communication                               | 2018-01-11 | 1010259585 | AT&T                                     | 797.04           |
| 51810        | 307          | Communication                               | 2018-01-11 | 1010259586 | AT&T                                     | 653.36           |
| 51810        | 334          | Maintenance Agreements                      | 2018-01-04 | 1010259576 | United Elevator Services LLC             | 1,742.77         |
| 51810        | 335          | Maintenance And Repair Service - Buildings  | 2018-01-04 | 1010259529 | City Electric Supply                     | 756.55           |
| 51810        | 335          | Maintenance And Repair Service - Buildings  | 2018-01-04 | 1010259536 | Fenco Supply Co                          | 65.80            |
| 51810        | 335          | Maintenance And Repair Service - Buildings  | 2018-01-11 | 1010259619 | Lowe's                                   | 167.59           |
| 51810        | 335          | Maintenance And Repair Service - Buildings  | 2018-01-25 | 1010259710 | Town & Country Lock & Key                | 5.00             |
| 51810        | 336          | Maintenance And Repair Services - Equipment | 2018-01-11 | 1010259627 | NAPA Auto Parts Of Morristown            | 38.43            |
| 51810        | 338          | Maintenance And Repair Services - Vehicles  | 2018-01-11 | 1010259648 | Ultimate Shine 3 Minute Express Car Wash | 60.00            |
| 51810        | 347          | Pest Control                                | 2018-01-18 | 1010259653 | Adrian Hale Pest Control Inc             | 20.00            |
| 51810        | 399          | Other Contracted Services                   | 2018-01-11 | 1010259605 | English Mountain Spring Water            | 23.00            |
| 51810        | 410          | Custodial Supplies                          | 2018-01-11 | 1010259595 | Cintas Corp., Loc. 207                   | 175.32           |
| 51810        | 415          | Electricity                                 | 2018-01-25 | 1010259693 | Morristown Utilities                     | 27,699.00        |
| 51810        | 425          | Gasoline                                    | 2018-01-11 | 1010259608 | Fuelman                                  | 311.46           |
| 51810        | 434          | Natural Gas                                 | 2018-01-18 | 1010259656 | Atmos Energy                             | 4,117.46         |
| 51810        | 451          | Uniforms                                    | 2018-01-11 | 1010259595 | Cintas Corp., Loc. 207                   | 355.72           |
| <b>51810</b> | <b>.....</b> | <b>Other Facilities .....</b>               |            |            | <b>Total: 17</b>                         | <b>37,223.45</b> |
| 51910        | 351          | Rentals                                     | 2018-01-11 | 1010259590 | Canon Solutions America, Inc             | 117.42           |
| 51910        | 435          | Office Supplies                             | 2018-01-04 | 1010259535 | Evans Office Supply Co                   | 99.75            |
| <b>51910</b> | <b>.....</b> | <b>Preservation Of Records .....</b>        |            |            | <b>Total: 2</b>                          | <b>217.17</b>    |
| 52100        | 320          | Dues And Memberships                        | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA                    | 50.00            |
| 52100        | 349          | Printing, Stationery And Forms              | 2018-01-04 | 1010259535 | Evans Office Supply Co                   | 213.33           |
| 52100        | 349          | Printing, Stationery And Forms              | 2018-01-11 | 1010259582 | Acme Printing Company, Inc               | 258.00           |
| 52100        | 355          | Travel                                      | 2018-01-18 | 1010259660 | Hale, Amanda D                           | 46.30            |
| 52100        | 435          | Office Supplies                             | 2018-01-04 | 1010259535 | Evans Office Supply Co                   | 372.19           |
| 52100        | 435          | Office Supplies                             | 2018-01-25 | 1010259695 | NELCO                                    | 1,260.00         |
| 52100        | 524          | In Service/Staff Development                | 2018-01-18 | 1010259672 | Woods, Crystal Michelle                  | 250.00           |
| <b>52100</b> | <b>.....</b> | <b>Accounting And Budgeting .....</b>       |            |            | <b>Total: 7</b>                          | <b>2,449.82</b>  |
| 52300        | 307          | Communication                               | 2018-01-04 | 1010259526 | Century Link/Business Services           | 2.84             |

**COMMISSION APPROVAL LISTING  
MONTHLY CHECKS**

**Page: 3**  
**Date: 2/1/2018**  
**Time: 9:15:50AM**

**Fund: 101 General Fund #(101)**

| ACCT         | OBJ          | NAME                                       | DATE       | Check Nbr  | Description                              | Amount Paid      |
|--------------|--------------|--------------------------------------------|------------|------------|------------------------------------------|------------------|
| 52300        | 309          | Contracts With Government Agencies         | 2018-01-25 | 1010259709 | TN, State of                             | 17,583.00        |
| 52300        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-11 | 1010259648 | Ultimate Shine 3 Minute Express Car Wash | 30.00            |
| 52300        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-18 | 1010259663 | Morristown Chevrolet                     | 56.01            |
| 52300        | 355          | Travel                                     | 2018-01-25 | 1010259686 | Greene, Amy S                            | 30.27            |
| 52300        | 425          | Gasoline                                   | 2018-01-11 | 1010259608 | Fuelman                                  | 156.01           |
| 52300        | 435          | Office Supplies                            | 2018-01-11 | 1010259605 | English Mountain Spring Water            | 15.00            |
| <b>52300</b> | <b>.....</b> | <b>Property Assessor's Office .....</b>    |            |            | <b>Total: 7</b>                          | <b>17,873.13</b> |
| 52310        | 351          | Rentals                                    | 2018-01-25 | 1010259676 | Canon Solutions America, Inc             | 108.58           |
| 52310        | 399          | Other Contracted Services                  | 2018-01-04 | 1010259561 | Rix Copies                               | 209.32           |
| <b>52310</b> | <b>.....</b> | <b>Reappraisal Program .....</b>           |            |            | <b>Total: 2</b>                          | <b>317.90</b>    |
| 52400        | 307          | Communication                              | 2018-01-04 | 1010259526 | Century Link/Business Services           | 0.47             |
| 52400        | 334          | Maintenance Agreements                     | 2018-01-04 | 1010259566 | Sturgis Web Services                     | 900.00           |
| 52400        | 351          | Rentals                                    | 2018-01-11 | 1010259590 | Canon Solutions America, Inc             | 117.42           |
| <b>52400</b> | <b>.....</b> | <b>County Trustee's Office .....</b>       |            |            | <b>Total: 3</b>                          | <b>1,017.89</b>  |
| 52500        | 307          | Communication                              | 2018-01-04 | 1010259526 | Century Link/Business Services           | 6.82             |
| 52500        | 307          | Communication                              | 2018-01-04 | 1010259580 | Verizon Wireless                         | 95.49            |
| 52500        | 307          | Communication                              | 2018-01-11 | 1010259585 | AT&T                                     | 37.72            |
| 52500        | 320          | Dues And Memberships                       | 2018-01-04 | 1010259570 | TN Association County Clerks             | 200.00           |
| 52500        | 351          | Rentals                                    | 2018-01-11 | 1010259590 | Canon Solutions America, Inc             | 147.75           |
| 52500        | 355          | Travel                                     | 2018-01-04 | 1010259530 | Conway, Sharon L                         | 84.84            |
| 52500        | 435          | Office Supplies                            | 2018-01-04 | 1010259535 | Evans Office Supply Co                   | 289.47           |
| 52500        | 435          | Office Supplies                            | 2018-01-04 | 1010259541 | Government Forms and Supplies LLC        | 471.00           |
| 52500        | 435          | Office Supplies                            | 2018-01-11 | 1010259605 | English Mountain Spring Water            | 20.00            |
| 52500        | 435          | Office Supplies                            | 2018-01-18 | 1010259654 | American Paper & Twine Co                | 247.00           |
| 52500        | 435          | Office Supplies                            | 2018-01-25 | 1010259685 | Government Forms and Supplies LLC        | 270.00           |
| <b>52500</b> | <b>.....</b> | <b>County Clerk's Office .....</b>         |            |            | <b>Total: 11</b>                         | <b>1,870.09</b>  |
| 52600        | 307          | Communication                              | 2018-01-04 | 1010259580 | Verizon Wireless                         | 24.45            |
| 52600        | 312          | Contracts With Private Agencies            | 2018-01-25 | 1010259694 | MUS Fibernet                             | 279.90           |
| 52600        | 317          | Data Processing Services                   | 2018-01-04 | 1010259574 | Tucker, Robert                           | 209.97           |
| 52600        | 317          | Data Processing Services                   | 2018-01-25 | 1010259694 | MUS Fibernet                             | 404.60           |
| 52600        | 355          | Travel                                     | 2018-01-11 | 1010259608 | Fuelman                                  | 2.93             |
| 52600        | 411          | Data Processing Supplies                   | 2018-01-04 | 1010259525 | CDW Government, Inc                      | 227.05           |
| 52600        | 411          | Data Processing Supplies                   | 2018-01-04 | 1010259580 | Verizon Wireless                         | 74.98            |
| 52600        | 411          | Data Processing Supplies                   | 2018-01-11 | 1010259619 | Lowe's                                   | 33.17            |
| 52600        | 411          | Data Processing Supplies                   | 2018-01-18 | 1010259657 | CDW Government, Inc                      | 90.45            |
| 52600        | 709          | Data Processing Equipment                  | 2018-01-18 | 1010259657 | CDW Government, Inc                      | 42.34            |
| <b>52600</b> | <b>.....</b> | <b>Data Processing .....</b>               |            |            | <b>Total: 10</b>                         | <b>1,389.84</b>  |
| 52900        | 307          | Communication                              | 2018-01-04 | 1010259526 | Century Link/Business Services           | 1.72             |

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|--------------|--------------|--------------------------------------------|------------|------------|------------------------------------------------|-----------------|
| 52900        | 307          | Communication                              | 2018-01-11 | 1010259585 | AT&T                                           | 360.83          |
| 52900        | 317          | Data Processing Services                   | 2018-01-11 | 1010259626 | MUS Fibernet                                   | 139.19          |
| 52900        | 330          | Operating Lease Payments                   | 2018-01-25 | 1010259700 | Sawyer, Mark                                   | 1,850.00        |
| 52900        | 335          | Maintenance And Repair Service - Buildings | 2018-01-25 | 1010259683 | Fish Window Cleaning                           | 23.00           |
| 52900        | 351          | Rentals                                    | 2018-01-04 | 1010259567 | Thermocopy Of Tennessee                        | 40.00           |
| 52900        | 351          | Rentals                                    | 2018-01-11 | 1010259640 | Thermocopy Of Tennessee                        | 18.00           |
| 52900        | 351          | Rentals                                    | 2018-01-11 | 1010259652 | Waste Industries/102 Tidiwaste                 | 45.53           |
| 52900        | 415          | Electricity                                | 2018-01-11 | 1010259624 | Morristown Utilities                           | 924.00          |
| 52900        | 435          | Office Supplies                            | 2018-01-04 | 1010259535 | Evans Office Supply Co                         | 70.85           |
| 52900        | 435          | Office Supplies                            | 2018-01-11 | 1010259605 | English Mountain Spring Water                  | 13.00           |
| <b>52900</b> | <b>.....</b> | <b>Other Finance .....</b>                 |            |            | <b>Total: 11</b>                               | <b>3,486.12</b> |
| 53100        | 307          | Communication                              | 2018-01-04 | 1010259526 | Century Link/Business Services                 | 15.01           |
| 53100        | 307          | Communication                              | 2018-01-04 | 1010259580 | Verizon Wireless                               | 59.84           |
| 53100        | 307          | Communication                              | 2018-01-11 | 1010259585 | AT&T                                           | 37.72           |
| 53100        | 332          | Legal Notices, Recording And Court Costs   | 2018-01-25 | 1010259678 | Citizen Tribune                                | 63.14           |
| 53100        | 349          | Printing, Stationery And Forms             | 2018-01-11 | 1010259630 | R Chatfield Co, Inc                            | 620.00          |
| 53100        | 351          | Rentals                                    | 2018-01-11 | 1010259590 | Canon Solutions America, Inc                   | 457.95          |
| 53100        | 435          | Office Supplies                            | 2018-01-04 | 1010259535 | Evans Office Supply Co                         | 144.80          |
| 53100        | 435          | Office Supplies                            | 2018-01-11 | 1010259638 | Tennessee Legal Directory                      | 8.75            |
| 53100        | 719          | Office Equipment                           | 2018-01-04 | 1010259535 | Evans Office Supply Co                         | 578.00          |
| <b>53100</b> | <b>.....</b> | <b>Circuit Court .....</b>                 |            |            | <b>Total: 9</b>                                | <b>1,985.21</b> |
| 53300        | 307          | Communication                              | 2018-01-04 | 1010259526 | Century Link/Business Services                 | 5.59            |
| 53300        | 307          | Communication                              | 2018-01-11 | 1010259585 | AT&T                                           | 18.86           |
| 53300        | 320          | Dues And Memberships                       | 2018-01-18 | 1010259668 | TN Council Of Juvenile And Family Court Judges | 125.00          |
| 53300        | 351          | Rentals                                    | 2018-01-25 | 1010259676 | Canon Solutions America, Inc                   | 84.70           |
| 53300        | 355          | Travel                                     | 2018-01-18 | 1010259669 | TN General Sessions Judges Conference          | 75.00           |
| 53300        | 435          | Office Supplies                            | 2018-01-11 | 1010259605 | English Mountain Spring Water                  | 31.00           |
| 53300        | 524          | In Service/Staff Development               | 2018-01-18 | 1010259667 | TN Council Of Juvenile And Family Court Judges | 30.00           |
| 53300        | 524          | In Service/Staff Development               | 2018-01-18 | 1010259669 | TN General Sessions Judges Conference          | 75.00           |
| <b>53300</b> | <b>.....</b> | <b>General Sessions Court .....</b>        |            |            | <b>Total: 8</b>                                | <b>445.15</b>   |
| 53330        | 307          | Communication                              | 2018-01-04 | 1010259580 | Verizon Wireless                               | 199.36          |
| 53330        | 307          | Communication                              | 2018-01-11 | 1010259585 | AT&T                                           | 37.72           |
| 53330        | 322          | Evaluation And Testing                     | 2018-01-18 | 1010259662 | Medtox Laboratories Inc                        | 76.61           |
| 53330        | 351          | Rentals                                    | 2018-01-11 | 1010259590 | Canon Solutions America, Inc                   | 117.42          |
| 53330        | 355          | Travel                                     | 2018-01-25 | 1010259690 | McCarter, Lori                                 | 70.00           |
| 53330        | 355          | Travel                                     | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA                          | 1,199.76        |
| 53330        | 425          | Gasoline                                   | 2018-01-11 | 1010259608 | Fuelman                                        | 48.84           |
| 53330        | 435          | Office Supplies                            | 2018-01-11 | 1010259605 | English Mountain Spring Water                  | 13.00           |
| 53330        | 435          | Office Supplies                            | 2018-01-25 | 1010259712 | Walmart Community BRC                          | 92.09           |
| 53330        | 499          | Other Supplies And Materials               | 2018-01-11 | 1010259607 | Food City                                      | 213.90          |

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|--------------|--------------|--------------------------------------------|------------|------------|------------------------------------------|-----------------|
| 53330        | 499          | Other Supplies And Materials               | 2018-01-25 | 1010259712 | Walmart Community BRC                    | 397.34          |
| <b>53330</b> | <b>.....</b> | <b>Drug Court</b> .....                    |            |            | <b>Total: 11</b>                         | <b>2,466.04</b> |
| 53400        | 307          | Communication                              | 2018-01-04 | 1010259526 | Century Link/Business Services           | 5.84            |
| 53400        | 307          | Communication                              | 2018-01-11 | 1010259585 | AT&T                                     | 18.86           |
| 53400        | 334          | Maintenance Agreements                     | 2018-01-11 | 1010259635 | Sturgis Web Services                     | 1,050.00        |
| 53400        | 335          | Maintenance And Repair Service - Buildings | 2018-01-25 | 1010259710 | Town & Country Lock & Key                | 470.00          |
| 53400        | 351          | Rentals                                    | 2018-01-11 | 1010259590 | Canon Solutions America, Inc             | 147.75          |
| 53400        | 435          | Office Supplies                            | 2018-01-11 | 1010259605 | English Mountain Spring Water            | 13.00           |
| 53400        | 524          | In Service/Staff Development               | 2018-01-18 | 1010259661 | Local Government Corporation             | 235.00          |
| <b>53400</b> | <b>.....</b> | <b>Chancery Court</b> .....                |            |            | <b>Total: 7</b>                          | <b>1,940.45</b> |
| 53500        | 307          | Communication                              | 2018-01-04 | 1010259526 | Century Link/Business Services           | 2.94            |
| 53500        | 307          | Communication                              | 2018-01-04 | 1010259580 | Verizon Wireless                         | 41.65           |
| 53500        | 351          | Rentals                                    | 2018-01-11 | 1010259590 | Canon Solutions America, Inc             | 117.42          |
| 53500        | 355          | Travel                                     | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA                    | 399.92          |
| 53500        | 422          | Food Supplies                              | 2018-01-11 | 1010259605 | English Mountain Spring Water            | 30.00           |
| 53500        | 422          | Food Supplies                              | 2018-01-25 | 1010259712 | Walmart Community BRC                    | 51.67           |
| 53500        | 425          | Gasoline                                   | 2018-01-11 | 1010259608 | Fuelman                                  | 15.79           |
| 53500        | 435          | Office Supplies                            | 2018-01-11 | 1010259618 | Lowe's                                   | 94.05           |
| <b>53500</b> | <b>.....</b> | <b>Juvenile Court</b> .....                |            |            | <b>Total: 8</b>                          | <b>753.44</b>   |
| 53920        | 322          | Evaluation And Testing                     | 2018-01-04 | 1010259527 | Charlton S. Stanley                      | 125.00          |
| 53920        | 322          | Evaluation And Testing                     | 2018-01-04 | 1010259560 | Primary Care Associates                  | 320.00          |
| 53920        | 322          | Evaluation And Testing                     | 2018-01-25 | 1010259696 | Primary Care Associates                  | 160.00          |
| 53920        | 716          | Law Enforcement Equipment                  | 2018-01-11 | 1010259619 | Lowe's                                   | 28.46           |
| 53920        | 716          | Law Enforcement Equipment                  | 2018-01-18 | 1010259670 | TruBlu Tactical Police Supply            | 84.95           |
| 53920        | 716          | Law Enforcement Equipment                  | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA                    | -207.99         |
| <b>53920</b> | <b>.....</b> | <b>Courtroom Security</b> .....            |            |            | <b>Total: 6</b>                          | <b>510.42</b>   |
| 54110        | 307          | Communication                              | 2018-01-04 | 1010259526 | Century Link/Business Services           | 54.03           |
| 54110        | 307          | Communication                              | 2018-01-04 | 1010259580 | Verizon Wireless                         | 1,360.00        |
| 54110        | 307          | Communication                              | 2018-01-11 | 1010259585 | AT&T                                     | 94.30           |
| 54110        | 307          | Communication                              | 2018-01-18 | 1010259671 | Verizon Wireless                         | 1,891.30        |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-04 | 1010259532 | Drinnon, Kenny                           | 86.29           |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-04 | 1010259554 | Morristown Ford                          | 276.59          |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-04 | 1010259562 | Rogersville Marine                       | 991.00          |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-11 | 1010259587 | Ayers, Matthew                           | 155.00          |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-11 | 1010259603 | Drinnon, Kenny                           | 62.48           |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-11 | 1010259631 | Rogersville Marine                       | 649.00          |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-11 | 1010259632 | Royston Chrysler Dodge Jeep              | 5,247.82        |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-11 | 1010259648 | Ultimate Shine 3 Minute Express Car Wash | 210.00          |
| 54110        | 338          | Maintenance And Repair Services - Vehicles | 2018-01-25 | 1010259682 | Drinnon, Kenny                           | 164.97          |

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|--------------|--------------|-------------------------------------------------------------|------------|------------|--------------------------------|------------------|
| 54110        | 338          | Maintenance And Repair Services - Vehicles                  | 2018-01-25 | 1010259706 | Synergy Auto Wash              | 292.95           |
| 54110        | 348          | Postal Charges                                              | 2018-01-11 | 1010259606 | Federal Express                | 23.69            |
| 54110        | 349          | Printing, Stationery And Forms                              | 2018-01-25 | 1010259698 | R Chatfield Co, Inc            | 1,242.00         |
| 54110        | 349          | Printing, Stationery And Forms                              | 2018-01-25 | 1010259701 | Shamrock Scientific            | 323.61           |
| 54110        | 351          | Rentals                                                     | 2018-01-11 | 1010259590 | Canon Solutions America, Inc   | 173.21           |
| 54110        | 351          | Rentals                                                     | 2018-01-25 | 1010259707 | T.E.G. Enterprises             | 65.00            |
| 54110        | 353          | Towing Services                                             | 2018-01-11 | 1010259641 | Tipton, Ronald                 | 25.00            |
| 54110        | 353          | Towing Services                                             | 2018-01-25 | 1010259708 | Tipton, Ronald                 | 25.00            |
| 54110        | 355          | Travel                                                      | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA          | 827.12           |
| 54110        | 399          | Other Contracted Services                                   | 2018-01-11 | 1010259616 | Leads Online, LLC              | 2,578.00         |
| 54110        | 399          | Other Contracted Services                                   | 2018-01-11 | 1010259647 | Transunion Risk & Alternative  | 25.00            |
| 54110        | 425          | Gasoline                                                    | 2018-01-11 | 1010259608 | Fuelman                        | 7,355.05         |
| 54110        | 431          | Law Enforcement Supplies                                    | 2018-01-18 | 1010259666 | Sirchie Finger Print Labs      | 377.00           |
| 54110        | 431          | Law Enforcement Supplies                                    | 2018-01-25 | 1010259689 | Max Interactive, Inc.          | 165.00           |
| 54110        | 431          | Law Enforcement Supplies                                    | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA          | 596.25           |
| 54110        | 433          | Lubricants                                                  | 2018-01-04 | 1010259554 | Morristown Ford                | 44.54            |
| 54110        | 433          | Lubricants                                                  | 2018-01-11 | 1010259632 | Royston Chrysler Dodge Jeep    | 310.82           |
| 54110        | 435          | Office Supplies                                             | 2018-01-04 | 1010259535 | Evans Office Supply Co         | 982.44           |
| 54110        | 435          | Office Supplies                                             | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA          | 53.78            |
| 54110        | 450          | Tires And Tubes                                             | 2018-01-11 | 1010259632 | Royston Chrysler Dodge Jeep    | 46.00            |
| 54110        | 451          | Uniforms                                                    | 2018-01-04 | 1010259539 | Gall's Inc                     | 194.00           |
| 54110        | 451          | Uniforms                                                    | 2018-01-18 | 1010259670 | TruBlu Tactical Police Supply  | 200.00           |
| 54110        | 451          | Uniforms                                                    | 2018-01-25 | 1010259684 | Gall's Inc                     | 820.00           |
| 54110        | 524          | In Service/Staff Development                                | 2018-01-25 | 1010259697 | Public Agency Training Council | 1,725.00         |
| 54110        | 524          | In Service/Staff Development                                | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA          | 265.00           |
| 54110        | 599          | Other Charges                                               | 2018-01-04 | 1010259542 | Hamblen County Boat Dock, Inc  | 100.00           |
| 54110        | 599          | Other Charges                                               | 2018-01-04 | 1010259563 | Shred-It                       | 20.34            |
| 54110        | 599          | Other Charges                                               | 2018-01-11 | 1010259605 | English Mountain Spring Water  | 30.00            |
| 54110        | 599          | Other Charges                                               | 2018-01-11 | 1010259623 | Morristown Signs, Inc          | 60.00            |
| 54110        | 599          | Other Charges                                               | 2018-01-11 | 1010259625 | Morristown-Hamblen Hospital    | 41.00            |
| 54110        | 599          | Other Charges                                               | 2018-01-25 | 1010259684 | Gall's Inc                     | 1,158.00         |
| 54110        | 599          | Other Charges                                               | 2018-01-25 | 1010259712 | Walmart Community BRC          | 51.53            |
| 54110        | 716          | Law Enforcement Equipment                                   | 2018-01-25 | 1010259684 | Gall's Inc                     | 954.34           |
| <b>54110</b> | <b>.....</b> | <b>Sheriff's Department .....</b>                           |            |            | <b>Total: 46</b>               | <b>32,393.45</b> |
| 54160        | 317          | Data Processing Services                                    | 2018-01-04 | 1010259580 | Verizon Wireless               | 34.00            |
| <b>54160</b> | <b>.....</b> | <b>Administration Of The Sexual Offender Registry .....</b> |            |            | <b>Total: 1</b>                | <b>34.00</b>     |
| 54210        | 334          | Maintenance Agreements                                      | 2018-01-25 | 1010259703 | South Western Comm, Inc        | 9,560.00         |
| 54210        | 335          | Maintenance And Repair Service - Buildings                  | 2018-01-04 | 1010259529 | City Electric Supply           | 265.10           |
| 54210        | 335          | Maintenance And Repair Service - Buildings                  | 2018-01-04 | 1010259536 | Fenco Supply Co                | 55.72            |
| 54210        | 335          | Maintenance And Repair Service - Buildings                  | 2018-01-04 | 1010259581 | Wholesale Supply Group         | 40.00            |
| 54210        | 335          | Maintenance And Repair Service - Buildings                  | 2018-01-11 | 1010259619 | Lowe's                         | 616.50           |

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|--------------|--------------|---------------------------------------------|------------|------------|--------------------------------|-------------------|
| 54210        | 335          | Maintenance And Repair Service - Buildings  | 2018-01-25 | 1010259699 | Ramsey's Farm Market           | 188.75            |
| 54210        | 335          | Maintenance And Repair Service - Buildings  | 2018-01-25 | 1010259707 | T.E.G. Enterprises             | 178.50            |
| 54210        | 335          | Maintenance And Repair Service - Buildings  | 2018-01-25 | 1010259710 | Town & Country Lock & Key      | 376.25            |
| 54210        | 336          | Maintenance And Repair Services - Equipment | 2018-01-04 | 1010259517 | American Detention             | 946.52            |
| 54210        | 336          | Maintenance And Repair Services - Equipment | 2018-01-04 | 1010259549 | Large Equipment Inc            | 430.46            |
| 54210        | 336          | Maintenance And Repair Services - Equipment | 2018-01-11 | 1010259651 | Valley Proteins, Inc           | 225.00            |
| 54210        | 336          | Maintenance And Repair Services - Equipment | 2018-01-25 | 1010259681 | Cummins Crosspoint Inc.        | 1,530.44          |
| 54210        | 340          | Medical And Dental Services                 | 2018-01-04 | 1010259556 | Morristown-Hamblen Hospital    | 2,056.85          |
| 54210        | 340          | Medical And Dental Services                 | 2018-01-11 | 1010259584 | American Esoteric Laboratories | 706.65            |
| 54210        | 340          | Medical And Dental Services                 | 2018-01-11 | 1010259598 | Correcthealth, LLC             | 792.92            |
| 54210        | 340          | Medical And Dental Services                 | 2018-01-11 | 1010259599 | Correctional Risk Services Inc | 35.00             |
| 54210        | 340          | Medical And Dental Services                 | 2018-01-11 | 1010259622 | Mobile Images Acquisition LLC  | 1,610.00          |
| 54210        | 340          | Medical And Dental Services                 | 2018-01-25 | 1010259679 | Correcthealth, LLC             | 43,280.93         |
| 54210        | 340          | Medical And Dental Services                 | 2018-01-25 | 1010259680 | Correctional Risk Services Inc | 7,005.19          |
| 54210        | 351          | Rentals                                     | 2018-01-11 | 1010259590 | Canon Solutions America, Inc   | 147.75            |
| 54210        | 410          | Custodial Supplies                          | 2018-01-04 | 1010259528 | Chem Clean Systems LLC         | 554.91            |
| 54210        | 410          | Custodial Supplies                          | 2018-01-04 | 1010259548 | Kelsan Inc                     | 2,160.25          |
| 54210        | 410          | Custodial Supplies                          | 2018-01-11 | 1010259594 | Chem Clean Systems LLC         | 369.94            |
| 54210        | 410          | Custodial Supplies                          | 2018-01-11 | 1010259652 | Waste Industries/102 Tidiwaste | 556.38            |
| 54210        | 410          | Custodial Supplies                          | 2018-01-25 | 1010259677 | Chem Clean Systems LLC         | 129.98            |
| 54210        | 413          | Drugs And Medical Supplies                  | 2018-01-11 | 1010259601 | Diamond Drugs, Inc             | 4,470.32          |
| 54210        | 422          | Food Supplies                               | 2018-01-04 | 1010259522 | Borden Dairy Of Ky / Flavorich | 1,712.95          |
| 54210        | 422          | Food Supplies                               | 2018-01-04 | 1010259537 | Flowers Baking Company         | 3,179.85          |
| 54210        | 422          | Food Supplies                               | 2018-01-11 | 1010259629 | Pfg Hale , Inc                 | 36,719.62         |
| 54210        | 435          | Office Supplies                             | 2018-01-04 | 1010259535 | Evans Office Supply Co         | 1,296.89          |
| 54210        | 441          | Prisoners Clothing                          | 2018-01-11 | 1010259588 | Bob Barker Company, Inc        | 2,676.72          |
| 54210        | 441          | Prisoners Clothing                          | 2018-01-25 | 1010259675 | Bob Barker Company, Inc        | 695.64            |
| 54210        | 451          | Uniforms                                    | 2018-01-04 | 1010259573 | TruBlu Tactical Police Supply  | 299.93            |
| 54210        | 524          | In Service/Staff Development                | 2018-01-25 | 1010259697 | Public Agency Training Council | 975.00            |
| 54210        | 599          | Other Charges                               | 2018-01-11 | 1010259588 | Bob Barker Company, Inc        | 1,266.07          |
| 54210        | 599          | Other Charges                               | 2018-01-11 | 1010259604 | East TN Diamond                | 26.50             |
| 54210        | 599          | Other Charges                               | 2018-01-11 | 1010259633 | Shred-It                       | 13.56             |
| 54210        | 599          | Other Charges                               | 2018-01-25 | 1010259691 | Med Express, Inc               | 824.00            |
| 54210        | 716          | Law Enforcement Equipment                   | 2018-01-04 | 1010259550 | Less Lethal Llc                | 2,982.50          |
| 54210        | 716          | Law Enforcement Equipment                   | 2018-01-11 | 1010259583 | Advanced Communications, Inc   | 293.95            |
| 54210        | 716          | Law Enforcement Equipment                   | 2018-01-11 | 1010259588 | Bob Barker Company, Inc        | 78.20             |
| 54210        | 716          | Law Enforcement Equipment                   | 2018-01-11 | 1010259609 | Gall's Inc                     | 483.55            |
| 54210        | 716          | Law Enforcement Equipment                   | 2018-01-25 | 1010259684 | Gall's Inc                     | 89.92             |
| 54210        | 716          | Law Enforcement Equipment                   | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA          | 381.62            |
| 54210        | 790          | Other Equipment                             | 2018-01-11 | 1010259588 | Bob Barker Company, Inc        | 1,209.50          |
| <b>54210</b> | <b>.....</b> | <b>Jail .....</b>                           |            |            | <b>Total: 45</b>               | <b>133,496.28</b> |
| 54250        | 307          | Communication                               | 2018-01-04 | 1010259526 | Century Link/Business Services | 8.79              |

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**Fund: 101 General Fund #(101)**

| ACCT         | OBJ          | NAME                                         | DATE       | Check Nbr  | Description                    | Amount Paid      |
|--------------|--------------|----------------------------------------------|------------|------------|--------------------------------|------------------|
| 54250        | 307          | Communication                                | 2018-01-04 | 1010259580 | Verizon Wireless               | 102.85           |
| 54250        | 425          | Gasoline                                     | 2018-01-11 | 1010259608 | Fuelman                        | 79.91            |
| 54250        | 435          | Office Supplies                              | 2018-01-25 | 1010259712 | Walmart Community BRC          | 25.00            |
| 54250        | 463          | Testing                                      | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA          | 225.00           |
| <b>54250</b> | <b>.....</b> | <b>Work Release Program .....</b>            |            |            | <b>Total: 5</b>                | <b>441.55</b>    |
| 54410        | 307          | Communication                                | 2018-01-04 | 1010259520 | Bell, Chris E                  | 56.00            |
| 54410        | 338          | Maintenance And Repair Services - Vehicles   | 2018-01-25 | 1010259706 | Synergy Auto Wash              | 16.00            |
| 54410        | 425          | Gasoline                                     | 2018-01-11 | 1010259608 | Fuelman                        | 257.03           |
| 54410        | 451          | Uniforms                                     | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA          | 158.89           |
| 54410        | 599          | Other Charges                                | 2018-01-04 | 1010259580 | Verizon Wireless               | 34.00            |
| 54410        | 599          | Other Charges                                | 2018-01-11 | 1010259619 | Lowe's                         | 29.42            |
| 54410        | 599          | Other Charges                                | 2018-01-25 | 1010259705 | Suntrust Bankcard, NA          | 317.57           |
| <b>54410</b> | <b>.....</b> | <b>Civil Defense .....</b>                   |            |            | <b>Total: 7</b>                | <b>868.91</b>    |
| 54490        | 316          | Contributions                                | 2018-01-04 | 1010259543 | Hamblen County E.C.D. / 911    | 45,536.75        |
| <b>54490</b> | <b>.....</b> | <b>Other Emergency Management .....</b>      |            |            | <b>Total: 1</b>                | <b>45,536.75</b> |
| 54610        | 312          | Contracts With Private Agencies              | 2018-01-04 | 1010259540 | Giles, Todd E                  | 200.00           |
| 54610        | 312          | Contracts With Private Agencies              | 2018-01-04 | 1010259545 | Holt, Jeffrey E.               | 120.00           |
| 54610        | 312          | Contracts With Private Agencies              | 2018-01-04 | 1010259559 | Peoples, Jimmy W               | 160.00           |
| 54610        | 312          | Contracts With Private Agencies              | 2018-01-04 | 1010259568 | Thompson, Claude, JR           | 400.00           |
| 54610        | 312          | Contracts With Private Agencies              | 2018-01-04 | 1010259569 | Thompson, Tom C, MD            | 2,083.33         |
| 54610        | 312          | Contracts With Private Agencies              | 2018-01-11 | 1010259602 | Dockery Funeral Home Inc       | 500.00           |
| 54610        | 312          | Contracts With Private Agencies              | 2018-01-11 | 1010259615 | Knox County Medical Examiner   | 3,430.00         |
| 54610        | 399          | Other Contracted Services                    | 2018-01-04 | 1010259531 | Davis, Eddie                   | 750.00           |
| 54610        | 435          | Office Supplies                              | 2018-01-04 | 1010259535 | Evans Office Supply Co         | 287.00           |
| <b>54610</b> | <b>.....</b> | <b>County Coroner/Medical Examiner .....</b> |            |            | <b>Total: 9</b>                | <b>7,930.33</b>  |
| 54900        | 790          | Other Equipment                              | 2018-01-11 | 1010259600 | Craig's Firearm Supply         | 4,968.73         |
| <b>54900</b> | <b>.....</b> | <b>Other Public Safety .....</b>             |            |            | <b>Total: 1</b>                | <b>4,968.73</b>  |
| 55110        | 207          | Medical Insurance                            | 2018-01-11 | 1010259643 | TN Bureau Of Investigation     | 87.00            |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-04 | 1010259526 | Century Link/Business Services | 44.95            |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-04 | 1010259533 | Ellison Sanitary Supply Co     | 126.43           |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-04 | 1010259535 | Evans Office Supply Co         | 553.81           |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-04 | 1010259538 | Gallaher & Associates Inc      | 309.50           |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-11 | 1010259585 | AT&T                           | 211.13           |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-11 | 1010259590 | Canon Solutions America, Inc   | 20.22            |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-18 | 1010259659 | English Mountain Coffee        | 195.70           |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-18 | 1010259665 | Roberts Cleaning Company       | 1,950.00         |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-25 | 1010259674 | Atmos Energy                   | 281.17           |
| 55110        | 309          | Contracts With Government Agencies           | 2018-01-25 | 1010259693 | Morristown Utilities           | 1,908.00         |

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**Fund: 101 General Fund #(101)**

| ACCT         | OBJ          | NAME                                                 | DATE       | Check Nbr  | Description                           | Amount Paid      |
|--------------|--------------|------------------------------------------------------|------------|------------|---------------------------------------|------------------|
| 55110        | 309          | Contracts With Government Agencies                   | 2018-01-25 | 1010259712 | Walmart Community BRC                 | 276.93           |
| 55110        | 355          | Travel                                               | 2018-01-04 | 1010259519 | Becerra, Michele L                    | 173.90           |
| 55110        | 355          | Travel                                               | 2018-01-04 | 1010259521 | Bolyard, Rosmari J                    | 44.18            |
| 55110        | 355          | Travel                                               | 2018-01-04 | 1010259524 | Castro, Yulma C                       | 38.54            |
| 55110        | 355          | Travel                                               | 2018-01-04 | 1010259551 | Mathes, Aliana A.                     | 38.54            |
| 55110        | 355          | Travel                                               | 2018-01-04 | 1010259565 | Smith, Kim                            | 101.29           |
| 55110        | 399          | Other Contracted Services                            | 2018-01-25 | 1010259678 | Citizen Tribune                       | 2,518.00         |
| 55110        | 399          | Other Contracted Services                            | 2018-01-25 | 1010259692 | Media Directions Advertising Inc.     | 1,905.90         |
| <b>55110</b> | <b>.....</b> | <b>Local Health Center .....</b>                     |            |            | <b>Total: 19</b>                      | <b>10,785.19</b> |
| 55120        | 316          | Contributions                                        | 2018-01-04 | 1010259557 | Morristown-Hamblen Humane Soc         | 11,125.00        |
| <b>55120</b> | <b>.....</b> | <b>Rabies And Animal Control .....</b>               |            |            | <b>Total: 1</b>                       | <b>11,125.00</b> |
| 55590        | 316          | Contributions                                        | 2018-01-04 | 1010259544 | Helen Ross McNabb Center              | 85.00            |
| <b>55590</b> | <b>.....</b> | <b>Other Local Welfare Services .....</b>            |            |            | <b>Total: 1</b>                       | <b>85.00</b>     |
| 56500        | 316          | Contributions                                        | 2018-01-04 | 1010259558 | Morristown-Hamblen Library            | 68,062.50        |
| <b>56500</b> | <b>.....</b> | <b>Libraries .....</b>                               |            |            | <b>Total: 1</b>                       | <b>68,062.50</b> |
| 56700        | 307          | Communication                                        | 2018-01-04 | 1010259580 | Verizon Wireless                      | 49.84            |
| 56700        | 307          | Communication                                        | 2018-01-11 | 1010259626 | MUS Fibernet                          | 127.06           |
| 56700        | 399          | Other Contracted Services                            | 2018-01-25 | 1010259713 | Williams, Cindy                       | 400.00           |
| 56700        | 410          | Custodial Supplies                                   | 2018-01-11 | 1010259652 | Waste Industries/102 Tidiwaste        | 287.30           |
| 56700        | 412          | Diesel Fuel                                          | 2018-01-25 | 1010259711 | Voyager Fleet Systems Inc             | 23.91            |
| 56700        | 415          | Electricity                                          | 2018-01-04 | 1010259555 | Morristown Utilities                  | 167.00           |
| 56700        | 415          | Electricity                                          | 2018-01-18 | 1010259655 | Appalachian Electric Co-Op            | 22.59            |
| 56700        | 415          | Electricity                                          | 2018-01-18 | 1010259664 | Morristown Utilities                  | 4,224.00         |
| 56700        | 425          | Gasoline                                             | 2018-01-25 | 1010259711 | Voyager Fleet Systems Inc             | 185.58           |
| 56700        | 435          | Office Supplies                                      | 2018-01-25 | 1010259673 | Acme Printing Company, Inc            | 195.00           |
| 56700        | 454          | Water And Sewer                                      | 2018-01-04 | 1010259555 | Morristown Utilities                  | 1,699.00         |
| 56700        | 499          | Other Supplies And Materials                         | 2018-01-11 | 1010259619 | Lowe's                                | 102.58           |
| 56700        | 509          | Refunds                                              | 2018-01-18 | 1010259658 | Dubish, Bobbi                         | 250.00           |
| 56700        | 599          | Other Charges                                        | 2018-01-04 | 1010259571 | TN Dept Of Transportation             | 100.00           |
| 56700        | 599          | Other Charges                                        | 2018-01-11 | 1010259605 | English Mountain Spring Water         | 16.00            |
| 56700        | 791          | Other Construction                                   | 2018-01-25 | 1010259688 | Harless, Clyde                        | 6,525.00         |
| <b>56700</b> | <b>.....</b> | <b>Parks And Fair Boards .....</b>                   |            |            | <b>Total: 16</b>                      | <b>14,374.86</b> |
| 56900        | 309          | Contracts With Government Agencies                   | 2018-01-04 | 1010259547 | Keep M'town Hamblen Beautiful         | 328.76           |
| 56900        | 309          | Contracts With Government Agencies                   | 2018-01-11 | 1010259613 | Hamblen County-Morristown Solid Waste | 27,858.30        |
| <b>56900</b> | <b>.....</b> | <b>Other Social, Cultural And Recreational .....</b> |            |            | <b>Total: 2</b>                       | <b>28,187.06</b> |
| 57100        | 140          | Salary Supplements                                   | 2018-01-11 | 1010259639 | The University Of TN Extension        | 36,562.78        |
| 57100        | 307          | Communication                                        | 2018-01-04 | 1010259526 | Century Link/Business Services        | 4.13             |

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Fund: 101 General Fund #(101)

| ACCT                                           | OBJ   | NAME                                            | DATE       | Check Nbr  | Description                              | Amount Paid       |
|------------------------------------------------|-------|-------------------------------------------------|------------|------------|------------------------------------------|-------------------|
| 57100                                          | 355   | Travel                                          | 2018-01-11 | 1010259617 | Long, Debra                              | 57.81             |
| <b>57100</b>                                   | ..... | <b>Agricultural Extension Service</b> .....     |            |            | <b>Total: 3</b>                          | <b>36,624.72</b>  |
| 58300                                          | 307   | Communication                                   | 2018-01-04 | 1010259526 | Century Link/Business Services           | 2.31              |
| <b>58300</b>                                   | ..... | <b>Veterans' Services</b> .....                 |            |            | <b>Total: 1</b>                          | <b>2.31</b>       |
| 58600                                          | 202   | Handling Charges & Administrative Costs         | 2018-01-11 | 1010259636 | TASC - Client Invoices                   | 345.00            |
| 58600                                          | 210   | Unemployment Compensation                       | 2018-01-11 | 1010259646 | TN Dept Of Labor & Workforce Development | 265.78            |
| 58600                                          | 299   | Other Fringe Benefits                           | 2018-01-25 | 1010259687 | Hamblen County Government                | 212.50            |
| 58600                                          | 515   | Liability Claims                                | 2018-01-04 | 1010259572 | Travelers                                | 345.00            |
| <b>58600</b>                                   | ..... | <b>Employee Benefits</b> .....                  |            |            | <b>Total: 4</b>                          | <b>1,168.28</b>   |
| 91110                                          | 709   | Data Processing Equipment                       | 2018-01-25 | 1010259704 | Sturgis Web Services                     | 0.00              |
| <b>91110</b>                                   | ..... | <b>General Administration Projects</b> .....    |            |            | <b>Total: 1</b>                          | <b>0.00</b>       |
| 91120                                          | 709   | Data Processing Equipment                       | 2018-01-11 | 1010259614 | Justice AV Solutions Inc.                | 11,837.66         |
| <b>91120</b>                                   | ..... | <b>Administration Of Justice Projects</b> ..... |            |            | <b>Total: 1</b>                          | <b>11,837.66</b>  |
| 91130                                          | 709   | Data Processing Equipment                       | 2018-01-11 | 1010259634 | South Western Comm, Inc                  | 80,072.00         |
| <b>91130</b>                                   | ..... | <b>Public Safety Projects</b> .....             |            |            | <b>Total: 1</b>                          | <b>80,072.00</b>  |
| <b>Total of checks for General Fund #(101)</b> |       |                                                 |            |            |                                          | <b>586,934.11</b> |

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**Fund: 116 Solid Waste/Sanitation Fund #(116)**

| ACCT                                                          | OBJ          | NAME                                        | DATE       | Check Nbr  | Description                           | Amount Paid      |
|---------------------------------------------------------------|--------------|---------------------------------------------|------------|------------|---------------------------------------|------------------|
| 55710                                                         | 299          | Other Fringe Benefits                       | 2018-01-25 | 1160023243 | Hamblen County Government             | 37.50            |
| 55710                                                         | 302          | Advertising                                 | 2018-01-25 | 1160023242 | Citizen Tribune                       | 769.67           |
| 55710                                                         | 312          | Contracts With Private Agencies             | 2018-01-25 | 1160023245 | Quality Waste - S & B Recycling       | 4,233.83         |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-04 | 1160023218 | Bayne Machine Works                   | 3,295.50         |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-11 | 1160023223 | Clarke Power Services, Inc            | 1,420.83         |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-11 | 1160023224 | D&J Hydraulic Service, Inc.           | 823.26           |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-11 | 1160023232 | Moore's Tractor & Trailer             | 660.08           |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-11 | 1160023233 | NAPA Auto Parts Of Morristown         | 1,444.27         |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-11 | 1160023235 | Premier Truck Group                   | 282.24           |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-11 | 1160023237 | Triad Freightliner                    | 85.76            |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-18 | 1160023240 | Mid-State Equip Co,Inc                | 1,376.00         |
| 55710                                                         | 336          | Maintenance And Repair Services - Equipment | 2018-01-25 | 1160023244 | Lawson Products, Inc                  | 171.66           |
| 55710                                                         | 359          | Disposal Fees                               | 2018-01-04 | 1160023221 | Hamblen County-Morristown Solid Waste | 55,349.50        |
| 55710                                                         | 412          | Diesel Fuel                                 | 2018-01-11 | 1160023226 | Fuelman                               | 9,252.05         |
| 55710                                                         | 425          | Gasoline                                    | 2018-01-11 | 1160023226 | Fuelman                               | 307.90           |
| 55710                                                         | 433          | Lubricants                                  | 2018-01-11 | 1160023230 | Lubricorp, dba Petrochoice            | 4,877.03         |
| 55710                                                         | 435          | Office Supplies                             | 2018-01-04 | 1160023220 | Evans Office Supply Co                | 111.51           |
| 55710                                                         | 451          | Uniforms                                    | 2018-01-25 | 1160023241 | Cintas Corp., Loc. 207                | 632.25           |
| 55710                                                         | 499          | Other Supplies And Materials                | 2018-01-04 | 1160023216 | American Continental Techlab          | 211.00           |
| 55710                                                         | 499          | Other Supplies And Materials                | 2018-01-04 | 1160023219 | Cocke Farmers Co-Op                   | 100.00           |
| 55710                                                         | 499          | Other Supplies And Materials                | 2018-01-11 | 1160023225 | Elliott Boots                         | 100.00           |
| 55710                                                         | 499          | Other Supplies And Materials                | 2018-01-11 | 1160023229 | Kennedy, Thomas A.                    | 147.10           |
| 55710                                                         | 499          | Other Supplies And Materials                | 2018-01-11 | 1160023236 | Ramsey, James T.                      | 84.65            |
| 55710                                                         | 499          | Other Supplies And Materials                | 2018-01-18 | 1160023239 | Big M Janitorial                      | 935.04           |
| <b>55710</b>                                                  | <b>.....</b> | <b>Sanitation Management .....</b>          |            |            | <b>Total: 24</b>                      | <b>86,708.63</b> |
| <b>Total of checks for Solid Waste/Sanitation Fund #(116)</b> |              |                                             |            |            |                                       | <b>86,708.63</b> |

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Fund: 131 Highway/Public Works Fund (#131)

## MONTHLY CHECKS

| ACCT         | OBJ   | NAME                                          | DATE       | Check Nbr  | Description                    | Amount Paid       |
|--------------|-------|-----------------------------------------------|------------|------------|--------------------------------|-------------------|
| 61000        | 307   | Communication                                 | 2018-01-04 | 1313041574 | Comcast Cable                  | 66.00             |
| 61000        | 307   | Communication                                 | 2018-01-04 | 1313041580 | Verizon Wireless               | 152.33            |
| 61000        | 307   | Communication                                 | 2018-01-11 | 1313041583 | AT&T                           | 77.54             |
| 61000        | 415   | Electricity                                   | 2018-01-04 | 1313041577 | Morristown Utilities           | 30.00             |
| 61000        | 415   | Electricity                                   | 2018-01-25 | 1313041608 | Holston Electric Cooperative   | 1,191.59          |
| 61000        | 415   | Electricity                                   | 2018-01-25 | 1313041610 | Morristown Utilities           | 30.00             |
| 61000        | 442   | Propane Gas                                   | 2018-01-04 | 1313041575 | Heritage Propane               | 548.83            |
| 61000        | 442   | Propane Gas                                   | 2018-01-18 | 1313041602 | Heritage Propane               | 1,026.92          |
| 61000        | 454   | Water and Sewer                               | 2018-01-25 | 1313041610 | Morristown Utilities           | 64.00             |
| 61000        | 599   | Other Charges                                 | 2018-01-11 | 1313041587 | Elliott Boots                  | 100.00            |
| 61000        | 599   | Other Charges                                 | 2018-01-11 | 1313041591 | Lowe's                         | 134.97            |
| 61000        | 599   | Other Charges                                 | 2018-01-25 | 1313041603 | Cintas Corp., Loc. 207         | 33.98             |
| 61000        | 599   | Other Charges                                 | 2018-01-25 | 1313041606 | Gravity Networks               | 135.00            |
| 61000        | 599   | Other Charges                                 | 2018-01-25 | 1313041611 | Suntrust Bankcard, NA          | 132.60            |
| <b>61000</b> | ..... | <b>Administration</b>                         |            |            | <b>Total: 14</b>               | <b>3,723.76</b>   |
| 62000        | 312   | Contracts With Private Agencies               | 2018-01-25 | 1313041607 | Highway Markings, Inc          | 1,393.44          |
| 62000        | 351   | Rentals                                       | 2018-01-11 | 1313041581 | A-1 Equipment Rental           | 1,200.00          |
| 62000        | 403   | Asphalt - Cold Mix                            | 2018-01-11 | 1313041591 | Lowe's                         | 2,729.00          |
| 62000        | 404   | Asphalt - Hot Mix                             | 2018-01-11 | 1313041596 | Newport Paving & Ready Mix     | 966.63            |
| 62000        | 409   | Crushed Stone                                 | 2018-01-11 | 1313041600 | Vulcan Materials Company       | 6,463.26          |
| 62000        | 443   | Road Signs                                    | 2018-01-25 | 1313041605 | G & C Supply Co                | 497.72            |
| 62000        | 444   | Salt                                          | 2018-01-25 | 1313041604 | Compass Minerals America, Inc. | 17,407.90         |
| 62000        | 451   | Uniforms                                      | 2018-01-25 | 1313041603 | Cintas Corp., Loc. 207         | 276.15            |
| <b>62000</b> | ..... | <b>Highway And Bridge Maintenance</b>         |            |            | <b>Total: 8</b>                | <b>30,934.10</b>  |
| 63100        | 412   | Diesel Fuel                                   | 2018-01-04 | 1313041573 | Cocke Farmers Co-Op            | 768.61            |
| 63100        | 412   | Diesel Fuel                                   | 2018-01-11 | 1313041588 | Fuelman                        | 1,701.79          |
| 63100        | 416   | Equipment Parts - Heavy                       | 2018-01-04 | 1313041576 | Morristown Tire & Auto         | 165.32            |
| 63100        | 416   | Equipment Parts - Heavy                       | 2018-01-11 | 1313041586 | D&J Hydraulic Service, Inc.    | 416.07            |
| 63100        | 416   | Equipment Parts - Heavy                       | 2018-01-11 | 1313041592 | Meade Tractor                  | 900.71            |
| 63100        | 416   | Equipment Parts - Heavy                       | 2018-01-11 | 1313041594 | NAPA Auto Parts Of Morristown  | 78.63             |
| 63100        | 416   | Equipment Parts - Heavy                       | 2018-01-11 | 1313041601 | Worldwide Equip/Volunteervolve | 124.53            |
| 63100        | 424   | Garage Supplies                               | 2018-01-11 | 1313041597 | Scott-Gross Co Inc             | 371.15            |
| 63100        | 425   | Gasoline                                      | 2018-01-11 | 1313041584 | BP                             | 119.47            |
| 63100        | 425   | Gasoline                                      | 2018-01-11 | 1313041588 | Fuelman                        | 673.55            |
| 63100        | 433   | Lubricants                                    | 2018-01-25 | 1313041609 | Lubricorp, dba Petrochoice     | 3,141.91          |
| 63100        | 450   | Tires And Tubes                               | 2018-01-11 | 1313041589 | Goforth Tire & Auto, Inc       | 1,162.80          |
| <b>63100</b> | ..... | <b>Operation And Maintenance Of Equipment</b> |            |            | <b>Total: 12</b>               | <b>9,624.54</b>   |
| 68000        | 726   | State Aid Projects                            | 2018-01-11 | 1313041582 | Apac Atlantic, Inc             | 163,344.01        |
| <b>68000</b> | ..... | <b>Capital Outlay</b>                         |            |            | <b>Total: 1</b>                | <b>163,344.01</b> |

Fund: 131 Highway/Public Works Fund (#131)

COMMISSION APPROVAL LISTING  
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| ACCT                                                 | OBJ | NAME | DATE | Check Nbr | Description | Amount Paid |
|------------------------------------------------------|-----|------|------|-----------|-------------|-------------|
| Total of checks for Highway/Public Works Fund (#131) |     |      |      |           |             | 207,626.41  |

### Hamblen County, Tennessee Bid Tabulation

|                                  |                                                           |                                                           |
|----------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|
| <b>Bid Name:</b>                 | Security X-Ray Scanners for Hamblen County Jail (2018-01) | <b>Citizen Tribune Newspaper - Public Notice</b>          |
| <b>Department:</b>               | Hamblen County Sheriff's Dept                             | <b>Citizen Tribune Newspaper (online) - Public Notice</b> |
| <b>Date Bids Opened:</b>         | 01/29/2018 @ 2:00p.m.                                     | <b>Hamblen County Government Website</b>                  |
| <b>Finance Committee Review:</b> | 2/12/2018                                                 | <b>Emailed 13 Approved Vendors</b>                        |
| <b>Co. Commission Review:</b>    | 2/22/2018                                                 |                                                           |

| Vendors Bidding                      | Total Cost<br>(including installation & equipment training<br>LESS extended warranty) | Delivery Time | Response Time to Service Calls | Warranty Included                                              | Standard Features:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | X-Ray Generator:                                                                                                                | Inspection Capabilities:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Detectors:                                                                                                                                                        |
|--------------------------------------|---------------------------------------------------------------------------------------|---------------|--------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      |                                                                                       |               |                                |                                                                | AutoSoft Operating System, Full-size operator control, Panel (OCP) with touchpad navigation, AutoTracking guided conveyor belt system, Tunnel extensions, Reversible conveyor direction, High/low density stripping, Organic/inorganic stripping, Color – reverse B/W imaging, Interactive help screens, 128x Smart Zoom, Adjustable zoom preview window, D-Scan, Dark and light enhance, RealClear, AutoDensAlert, AutoOutline, AutoSensing, AutoScale, AutoCal, AutoImage recall (10 images), Z-Scan, Save screen to USB, Item counter | Self-contained X-ray Tube Head; High voltage rating of 100kV operating at 90kV; Diagonal Beam Orientation (80° beam divergence) | Material penetration 10-11mm steel w/ 100kV, 28-29mm steel w/ 160 kV; <i>Contrast Sensitivity</i> over 2 million color tones; <i>Resolution</i> 40AWG wire; <i>Processing</i> 32-bit adaptive image processing with minimum 1 Gbytes + memory, 2.2GHz+ dual core processor, video processing using next generation graphical processing unit architecture with 550MHz+ GPU clock, 512Mbyte+ video memory and 32+ stream processing cores; <i>Conveyor Speed</i> 24.0cm per second, 14.6m per minute; <i>Pulling weight</i> 150kg | L-shaped detector, surface-mounted, multilayer, fully integrated, high frequency solid state detectors using high speed processors and Pentium 4 image processing |
| SCI USA<br>Chattanooga, TN           | \$ 38,195.00                                                                          | 32 Days       | 2 Days                         | Included no specifics given                                    | Does not feature autoscale, autotracking or 128X zoom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Complies                                                                                                                        | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Complies                                                                                                                                                          |
| Adani Systems<br>Conroe, TX          | \$ 24,300.00                                                                          | 60-75 Days    | No response given              | 12-Months                                                      | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Complies                                                                                                                        | Material Penetration: 10-11mm steel w/ 100kV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Complies                                                                                                                                                          |
| Adani Systems<br>Conroe, TX          | \$ 28,450.00                                                                          | 60-75 Days    | 2 Days                         | 12-Months                                                      | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Complies                                                                                                                        | Material Penetration: 28-29mm steel w/ 160kV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Complies                                                                                                                                                          |
| Autoclear<br>Fairfield, NJ           | \$ 21,800.00                                                                          | 14-21 Days    | 2 Days                         | 2-Year incl parts, labor & travel                              | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Complies                                                                                                                        | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Complies                                                                                                                                                          |
| PTI<br>Eagle Mountain, UT            | \$ 36,740.00                                                                          | 36 Days       | 72 Days                        | 12-Months incl parts & labor                                   | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Complies                                                                                                                        | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Complies                                                                                                                                                          |
| Astrophysics<br>City of Industry, CA | \$ 26,100.00                                                                          | 35 Days       | 3 Days                         | 2-Years incl parts & labor                                     | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Complies                                                                                                                        | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Complies                                                                                                                                                          |
| Point Security<br>Lexington, NC      | \$ 40,400.00                                                                          | 1 Day         | 1 Day                          | Labor, travel & expenses covered w/Annual PMI & Radiation Leak | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Complies                                                                                                                        | Complies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Complies                                                                                                                                                          |

Vendor requested to remove this bid per email on 1/23/18

**Recommendation from Eddie Ingram for Award:** AutoClear - A) Lowest bid received B) Meets all specifications requested

**A RESOLUTION OF THE COUNTY COMMISSION OF HAMBLLEN COUNTY, TENNESSEE  
AUTHORIZING APPLICATION FOR A RECOVERY COURT EXPANSION GRANT FROM THE  
SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA)**

WHEREAS, the President of the United States and the Governor of Tennessee have declared the opioid epidemic a public health crisis in the United States and the State of Tennessee;

WHEREAS, Recovery Courts established throughout the country have proven to be effective programs to help people involved in the Criminal Justice System overcome their addictions and return to productive lives within their communities;

WHEREAS, Hamblen County has operated a Recovery Court for misdemeanor offenders for nearly 15 years that has proven effective in helping transform the lives of persons who had been in and out of jail for many years;

WHEREAS, the SAMHSA is making available annual federal grant awards of up to \$400,000 for five years to expand Recovery Courts nationwide with no local match;

WHEREAS, Hamblen County wishes to expand its Recovery Court Program to help manage its jail population by offering mental health and substance abuse treatment through proven programming to more offenders;

NOW, THEREFORE, BE IT RESOLVED:

The Hamblen County Legislative Body authorizes the County Mayor to apply for and accept a SAMHSA Recover Court Expansion Grant not to exceed \$400,000 a year for the next five years to expand the County's Recovery Court Program.

Approved at the regular meeting held on the 22<sup>nd</sup> day of February, 2018.

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COUNTY MAYOR

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COUNTY COMMISSION CHAIRMAN

ATTEST:

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COUNTY CLERK

**RESOLUTION TO AUTHORIZE COOPERATIVE PURCHASING AGREEMENTS  
FOR THE USE AND BENEFIT OF ALL COUNTY DEPARTMENTS**

**WHEREAS**, Tennessee Code Annotated (TCA) §12-3-1205 allows for master cooperative purchasing agreements upon the approval and consent of the local legislative body; and

**WHEREAS**, cooperative purchasing agreements allow local governments to purchase goods and services from other local, state and national cooperative purchasing alliances that have been competitively bid under the same requirements as required by the laws of the purchasing entity; and

**WHEREAS**, Tennessee state law was recently amended at the request of the Tennessee Association of Public Purchasing and the Tennessee County Commissioner's Association for all Tennessee counties to take advantage of cooperative purchasing agreements in effect throughout our state and nation; and

**WHEREAS**, Tennessee Code Annotated, Section 12-3-1205, states as follows:

- (1) Notwithstanding any other law to the contrary, any municipality county, utility district, or other local government of the state may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, supplies, services, or equipment with one (1) or more other governmental entities outside this state, to the extent the laws of the other state permit the joint exercise of purchasing authority, in accordance with an agreement entered into between or among the participants; provided, such goods, supplies, services, or equipment were procured in a manner that constitutes competitive bidding and were advertised, evaluated, and awarded by a governmental entity and made available for use by other governmental entities.
- (2) A municipality, county, utility district, or other local government of the state may participate in a master agreement by adopting a resolution accepting the terms of the master agreement. If a participant in a joint or multi-party agreement is required to advertise and receive bids, then it will be deemed sufficient for those purposes that the purchasing entity or the entity that procured the bid complied with its own purchasing requirements. The participant shall acquire and maintain documentation that the purchasing entity or entities that procured the bid complied with its own purchasing requirements.

**WHEREAS**, Hamblen County desires to take advantage of the newly created law and reduce the taxpayer burden for duplication of services while still taking advantage of the lowest and best pricing under the master cooperative agreements that have been competitively bid under the same requirements as required by the laws of the purchasing entity.

**NOW THEREFORE BE IT RESOLVED** that the Board of County Commissioners of Hamblen County, Tennessee, assembled in Regular Session, this 22nd day of February, 2018, shall hereby agree to the terms of the newly created law and authorize the use of the following master cooperative purchasing agreements whose membership is voluntary and of no cost to the county:

BuyBoard Cooperative Purchasing (See Exhibit 1)

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Approved this 22nd day of February, 2018.

Signed:

Attest:

\_\_\_\_\_  
Chairman Date

\_\_\_\_\_  
County Clerk Date

Approved:

\_\_\_\_\_  
County Mayor Date



This Interlocal Participation Agreement ("Agreement") is made and entered into on the date indicated below by and between The National Purchasing Cooperative ("Cooperative"), an administrative agency of cooperating local governments, acting on its own behalf and the behalf of all participating local governments, and the undersigned local government ("Cooperative Member").

## **I. RECITALS**

WHEREAS, the National Purchasing Cooperative was formed on May 26, 2010, pursuant to MD. CODE ANN., STATE FIN. & PROC. § 13-110 (West 2009), and R.I.GEN.LAWS § 16-2-9.2 (2009); and

WHEREAS, the purpose of this Agreement is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the undersigned Cooperative Member and the Cooperative agree as follows.

## **II. TERMS AND CONDITIONS**

1. **Adopt Organizational Interlocal Cooperation Agreement.** The Cooperative Member by the execution or acceptance of this Agreement hereby adopts and approves the Organizational Interlocal Agreement dated May 26, 2010, which agreement is incorporated herein by reference (and is available from the Cooperative upon request). The Organizational Interlocal Agreement established the Cooperative as an administrative agency of its collective participants, and Cooperative Member agrees to become a participant or additional party to that Organizational Interlocal Agreement.
2. **Term.** The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement.
3. **Termination.**
  - (a) **By the Cooperative Member.** This Agreement may be terminated by the Cooperative Member at any time by thirty (30) days prior written notice to the Cooperative, provided any amounts owed to any vendor have been fully paid.

(b) **By the Cooperative.** The Cooperative may terminate this Agreement by:

(1) Giving ten (10) days notice by certified mail to the Cooperative Member if the Cooperative Member breaches this Agreement; or

(2) Giving thirty (30) days notice by certified mail to the Cooperative Member with or without cause.

(c) **Termination Procedure.** If the Cooperative Member terminates its participation under this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member, the Cooperative Member shall bear the full financial responsibility for all of its purchases made from vendors under or through this Agreement. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member. In addition, the Cooperative Member agrees it will not be entitled to a distribution which may occur after the Cooperative Member terminates from the Cooperative.

4. **Payments by Cooperative Member.** The Cooperative Member will make timely payments to the vendor for the goods, materials and services received in accordance with the terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Cooperative Member shall be the exclusive obligation of the procuring Cooperative Member, and not the Cooperative. Furthermore, the Cooperative Member is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Cooperative Member deems necessary or desirable under federal, state or local law, local policy or rule, or within its business judgment.
5. **Payments by Vendors.** The parties agree that the Cooperative will require payment from vendors which are selected to provide goods, materials or services to Cooperative Members. Such payment (hereafter "Vendor Fees") may be up to two percent (2%) of the purchase price paid by Cooperative Members or a flat fee amount that may be set from time to time by the Cooperative Board of Directors. Cooperative Member agrees that these Vendor Fees fairly compensate the Cooperative for the services and functions performed under this Agreement and that these Vendor Fees enable the Cooperative to pay the administrative, endorsement, licensing, marketing, and other expenses involved in successfully operating a program of electronic commerce for the Cooperative Members. Further, Cooperative Member affirmatively disclaims any rights to such Vendor Fees, acknowledging all such fees are the property of the Cooperative. Similarly, in no event shall a Cooperative Member be responsible for payment of Vendor Fees.
6. **Distribution.** From time to time, and at the sole discretion of the Cooperative Board of Directors, the Cooperative may issue a distribution to Cooperative Members under a plan developed by the Cooperative Board of Directors. The Cooperative Member acknowledges that a distribution is never guaranteed and will depend on the overall financial condition of the Cooperative at the time of the distribution and the purchases made by the Cooperative Member.
7. **Administration.** The Cooperative may enter into contracts with others, including non-profit associations, for the administration, operation and sponsorship of the purchasing program provided by this Agreement. The Cooperative will provide reports, at least annually, to the Cooperative Member electronically or by

mail. Cooperative Member will report purchase orders generated under this Agreement to the Cooperative or its designee, in accordance with instructions of the Cooperative.

8. **BuyBoard®.** Cooperative Member will have a non-exclusive license to use the BuyBoard electronic purchasing application (BuyBoard) during the term of this Agreement. Cooperative Member acknowledges and agrees that the BuyBoard electronic application and trade name are owned by the Texas Association of School Boards, Inc., and that neither the Cooperative nor the Cooperative Member has any proprietary rights in the BuyBoard electronic application or trade name. The Cooperative Member will not attempt to resell, rent, or otherwise distribute any part of BuyBoard to any other party; nor will it attempt to modify the BuyBoard programs on the server or acquire the programming code. The Cooperative Member may not attempt to modify, adapt, translate, distribute, reverse engineer, decompile, or disassemble any component of the application. The Cooperative Member will use BuyBoard in accordance with instructions from the Cooperative (or its designee) and will discontinue use upon termination of participation in the Cooperative. The Cooperative Member will maintain equipment, software and conduct testing to operate the BuyBoard system at its own expense.

### III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Board may amend this Agreement, provided that prior written notice is sent to the Cooperative Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Cooperative Member does not terminate its participation in the Cooperative before the expiration of said 60 days.
2. **Authorization to Participate and Compliance with Local Policies.** Each Cooperative Member represents that its governing body has duly authorized its participation in the Cooperative and that the Cooperative Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.
3. **Bylaws.** The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as they may be amended, and any and all written policies and procedures established by the Cooperative. Notwithstanding the foregoing, the Cooperative shall provide written notice to the Cooperative Member of any amendment to the Bylaws of the Cooperative and any written policy or procedure of the Cooperative that is intended to be binding on the Cooperative Member. The Cooperative shall promptly notify all Cooperative Members in writing of any Bylaw amendment, policy or procedure change.
4. **Cooperation and Access.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to audit the relevant records of any Cooperative Member. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on ten (10) days written notice to the Cooperative Member.
5. **Coordinator.** The Cooperative Member agrees to appoint a program coordinator who shall have express authority to represent and bind the Cooperative Member, and the Cooperative will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Cooperative Member. The Cooperative Member reserves the right to change the coordinator as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.

6. **Current Revenue.** The Cooperative Member hereby represents that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Cooperative Member.
7. **Defense and Prosecution of Claims.** The Cooperative Member authorizes the Cooperative to regulate the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative in any litigation, claim or dispute which arises from the services provided by the Cooperative on behalf of its members, collectively or individually. Neither this provision nor any other provision in this Agreement will create a legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Cooperative Member shall reasonably cooperate and supply any information necessary or helpful in such prosecution or defense. Subject to specific revocation, the Cooperative Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement.
8. **Governance.** The Board of Directors (Board) will govern the Cooperative in accordance with the Bylaws.
9. **Legal Authority.** The Cooperative Member represents to the Cooperative the following:
- a) The Cooperative Member has conferred with legal counsel and determined it is duly authorized by the laws of the jurisdiction in which the Cooperative Member lies to participate in cooperative purchasing, and specifically, the National Purchasing Cooperative.
  - b) The Cooperative Member possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
  - c) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Cooperative Member must meet under all applicable local policy, regulation, or state law.
  - d) All requirements—local or state—for a third party to approve, record or authorize the Agreement have been met.
10. **Disclaimer.** THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, INCLUDING THE NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) AND THE TEXAS ASSOCIATION OF SCHOOL BOARDS, INC. (TASB), DO NOT WARRANT THAT THE OPERATION OR USE OF COOPERATIVE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.
- THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
11. **Limitation of Liability.** Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:
- (a) Neither party waives any immunity from liability afforded under law;

- (b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;
- (c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Cooperative Member's purchase activity, within 12 months of when the lawsuit or action was filed; and
- (d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney's fees.

Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of the Cooperative's Endorsers, Sponsors and Servicing Contractors (defined in Paragraph 11, above) up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member's purchase activity, within 12 months of the filing of any lawsuit or action.

- 12. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.
- 13. **Merger/Entirety.** This Agreement, together with the Cooperative's Bylaws and Organizational Interlocal Agreement, represents the complete understanding of the Cooperative and Cooperative Member. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.
- 14. **Notice.** Any written notice to the Cooperative may be given by e-mail to NSBA at BuyBoard@nsba.org; by U.S. mail, postage prepaid, and delivered to the National Purchasing Cooperative, 1680 Duke Street FL2, Alexandria, VA, 22314; or other mode of delivery typically used in commerce and accessible to the intended recipient. Notices to Cooperative Member may be given by e-mail to the Cooperative Member's Coordinator or other e-mail address of record provided by the Cooperative Member; by U.S. mail, postage prepaid, and delivered to the Cooperative Member's Coordinator or chief executive officer (e.g., superintendent, city manager, county judge or mayor); or other mode of delivery typically used in commerce and accessible to the intended recipient.
- 15. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.
- 16. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon an electronic or facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.
- 17. **Authority.** By the execution and delivery of this Agreement, each undersigned individual represents that he or she is authorized to bind the entity that is a party to this Agreement.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, accept this Agreement.

**TO BE COMPLETED BY THE NATIONAL PURCHASING COOPERATIVE:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Associate Executive Director, Member & Leadership Services  
National School Boards Association  
On behalf of the National Purchasing Cooperative

**TO BE COMPLETED BY COOPERATIVE MEMBER:**

*[Signature required unless accepted as an Amendment by Notice as described in the Agreement.]*

\_\_\_\_\_  
(Name of Local Government)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of authorized representative of Cooperative Member

\_\_\_\_\_  
Printed name and title of authorized representative

Coordinator for the  
Cooperative Member is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email



TENNESSEE  
**Hamblen County**  
SERVICE • COMMUNITY • INDUSTRY  
OFFICE OF THE MAYOR

### Hamblen County Commission

Month JANUARY Year 2018

Fund #101

DEPT: PROPERTY ASSESSOR'S OFFICE

| Account Number | Description                        | Increase | Decrease |
|----------------|------------------------------------|----------|----------|
|                | <b>INCREASE APPROPRIATIONS:</b>    |          |          |
|                | <b>PROPERTY ASSESSOR'S OFFICE</b>  |          |          |
| 52300.309      | Contracts with Government Agencies | 583      |          |
|                |                                    |          |          |
|                | <b>DECREASE APPROPRIATIONS:</b>    |          |          |
|                | <b>REAPPRAISAL PROGRAM</b>         |          |          |
| 52310.399      | Other Contracted Services          |          | 583      |
|                |                                    |          |          |
|                |                                    |          |          |
|                |                                    |          |          |

Brief Descriptions of issue:

To increase appropriations in the Property Assessor's Office to cover FY 2017-2018 Tax Billing invoice from the TN Comptroller of the Treasury.

Signature: J. Keith Ch  
 Title: Assessor of Property  
 Date: 1-16-18

For Finance Department Only:

Reviewed by: \_\_\_\_\_  
 Budget Amendment: \_\_\_\_\_  
 Date: \_\_\_\_\_

| January | 2018    |               |                      |                              |                |             |            |            |          |         |             |           |             |        |
|---------|---------|---------------|----------------------|------------------------------|----------------|-------------|------------|------------|----------|---------|-------------|-----------|-------------|--------|
| Permit  | Date    | Applicant     | Type                 | Address                      | Construction   | Permit      | SW         | Plumbing   | Mech.    | Gas     | Total       | Tax Map   | Group       | Parcel |
| 14-986  | 1/2/18  | Hemminger     | pool/deck            | 1109 Wentworth Square        | \$23,000.00    | \$75.00     |            |            |          |         | \$75.00     | 035C      | C           | 012.00 |
| 14-987  | 1/10/18 | Morgan        | SWMH                 | 2784 N Coffey Rd             | \$26,482.00    | \$100.00    |            |            |          |         | \$100.00    | 049L      | A           | 011.00 |
| 14-988  | 1/16/18 | Keels         | House 2576 sq ft     | 2544 Kidwell Church Rd       | \$145,000.00   | \$1,494.80  | \$100.00   | \$75.00    | \$15.00  | \$20.00 | \$1,704.80  | 022       |             | 003.05 |
| 14-989  | 1/18/18 | Cartyle       | House 2200 sq ft     | 1143 Charleston Court        | \$200,000.00   | \$1,320.00  | \$100.00   | \$105.00   | \$20.00  |         | \$1,545.00  | 035C      | C           | 017.00 |
| 14-990  | 1/12/18 | Chase         | accessory bldg       | 980 Claudette Dr             | \$2,800.00     | \$50.00     |            |            |          |         | \$50.00     | 054B      | A           | 026.00 |
| 14-991  | 1/18/18 | Clounce       | garage-detached      | 5639 Byrd Road               | \$10,000.00    | \$324.00    |            |            |          |         | \$324.00    | 018       |             | 043.12 |
| 14-992  | 1/18/18 | Synamon       | accessory bldg       | 361 Cambridge Circle         | \$4,500.00     | \$120.00    |            |            |          |         | \$120.00    | 018N      | B           | 013.00 |
| 14-993  | 1/22/18 | Collingsworth | garage-detached      | 5825 Sussex Lane             | \$4,000.00     | \$78.00     |            |            |          |         | \$78.00     | 039M      | D           | 009.00 |
| 14-994  | 1/24/18 | Dyer/Cenicer  | deck-rear            | 3660 Sublett Road            | \$1,500.00     | \$25.00     |            |            |          |         | \$25.00     | 056E      | A           | 009.00 |
| 14-995  | 1/24/18 | Dyer/Cenicer  | deck/cover-front     | 3660 Sublett Road            | \$3,000.00     | \$175.00    |            |            |          |         | \$175.00    | 056E      | A           | 009.00 |
| 14-996  | 1/24/18 | Boatright     | accessory bldg       | 3081 Valley Home Rd          | \$3,000.00     | \$60.00     |            |            |          |         | \$60.00     | 056       |             | 010.04 |
| 14-997  | 1/25/18 | Tobin         | addition access bldg | 3111 Springvale Rd           | \$1,800.00     | \$72.00     |            |            |          |         | \$72.00     | 043       |             | 073.02 |
| 14-998  | 1/29/18 | Panther Cr pk | storage shed         | 2010 Panther Creek Rd        | \$2,562.80     | \$0.00      |            |            |          |         | \$0.00      | 031       |             | 003.00 |
| 14-999  | 1/30/18 | Hoover        | house addition       | 3543 Brights Pike            | \$65,000.00    | \$365.00    |            |            |          |         | \$365.00    | 017       |             | 033.03 |
|         | Total   | 13            |                      | Total:                       | \$492,644.80   | \$4,258.80  | \$200.00   | \$180.00   | \$35.00  | \$20.00 | \$4,693.80  |           |             |        |
| Running | Total   | 172           |                      |                              | \$9,179,150.57 | \$48,320.15 | \$1,900.00 | \$2,135.00 | \$170.00 | \$20.00 | \$63,305.10 |           |             |        |
|         |         |               |                      |                              |                |             |            |            |          |         |             | ETHRA     | Monthly     | YTD    |
|         |         |               |                      |                              | Total No.      | Amount      |            | Total      |          |         |             | HOMES     |             |        |
|         |         |               |                      | Copies and Miscellaneous     |                | \$0.00      |            | \$0.00     |          |         |             | January   |             |        |
|         |         |               |                      | Re-Zoning Request            |                | \$75.00     |            | \$75.00    |          |         |             | Grand     |             |        |
|         |         |               |                      | Variance Request             |                | \$50.00     |            | \$0.00     |          |         |             | Total:    | \$5,268.80  |        |
|         |         |               |                      | Plat Approval                |                | \$150.00    |            | \$300.00   |          |         |             |           |             |        |
|         |         |               | 3 lots or more       | Land Disturbance/Development |                | \$100.00    |            | \$0.00     |          |         |             | 2017-2018 |             |        |
|         |         |               |                      | Use on Review                |                | \$50.00     |            | \$200.00   |          |         |             | Running   |             |        |
|         |         |               |                      | Refunds                      |                |             |            | \$0.00     |          |         |             |           |             |        |
|         |         |               |                      | Total Collected              |                |             |            | \$575.00   |          |         |             | Total:    | \$65,780.10 |        |
|         |         |               |                      | Running Total Collected      |                |             |            | \$2,425.00 |          |         |             |           |             |        |
|         |         |               |                      |                              |                |             |            |            |          |         |             |           |             |        |
|         |         |               |                      |                              |                |             |            |            |          |         |             |           |             |        |
|         |         |               |                      |                              |                |             |            |            |          |         |             |           |             |        |

LAW OFFICES  
**CAPPS, CANTWELL, CAPPS & BYRD**  
P.O. Box 1897  
1001 WEST FIRST NORTH STREET  
MORRISTOWN, TENNESSEE 37816-1897

PAUL R. CAPPS (1922-2003)

CHRISTOPHER P. CAPPS  
DAVID S. BYRD

ELIANA LEAL, ASSOCIATE

TELEPHONE: (423) 586-3083  
FACSIMILE: (423) 586-0513  
WEBSITE: [cappsbyrdlaw.com](http://cappsbyrdlaw.com)  
E-MAIL: [info@cccblaw.com](mailto:info@cccblaw.com)

January 31, 2018

Mr. Bill Brittain, County Mayor  
Hamblen County Courthouse  
511 West Second North Street  
Morristown, TN 37814

**RE: INVOICES FOR LEGAL SERVICES RENDERED ON BEHALF  
OF HAMBLÉN COUNTY, TENNESSEE - JANUARY, 2018**

Dear Bill:

Please find enclosed three (3) invoices representing legal services rendered on behalf of Hamblen County, Tennessee during the month of January, 2018.

As usual, one invoice covers our General/Miscellaneous File and two (2) invoices cover separate county departments.

Please review these invoices, and if you have any questions, please do not hesitate to contact me.

With best regards, I remain,

Very truly yours,



Christopher P. Capps

CPC/alg

Enclosures

C:\USERS\AMY GREER\DOCUMENTS\PUBLIC FOLDERS\DOCUMENTS\HAMBLÉN COUNTY\LETTERS\2018 BRITTAIN,BILL\INVOICE\01-31-18.DOCX

# Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897  
Morristown, TN 37816-1897

## INVOICE

Invoice # 280  
Date: 02/01/2018  
Due On: 03/03/2018

Hamblen County Government  
Hamblen County Courthouse  
511 West Second North Street  
Morristown, TN 37814

### 00027-Hamblen County Government

### General Account

| Type    | Date       | Description                                                                                                                                                                                      | Quantity | Rate     | Total    |
|---------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|
| Service | 01/04/2018 | Call from Bill Brittain re: Johnson property; call to Paul LeBel; call to Eric Harrison; e-mails to and from Aaron Chapman re: Johnson property                                                  | 0.20     | \$150.00 | \$30.00  |
| Service | 01/05/2018 | E-mail from Cindy Dibb re: 1/8 committee meeting                                                                                                                                                 | 0.05     | \$150.00 | \$7.50   |
| Service | 01/08/2018 | Committee meeting; e-mail from Cindy Dibb re: 1/12 committee meeting                                                                                                                             | 0.90     | \$150.00 | \$135.00 |
| Service | 01/10/2018 | E-mails to and from Bill Brittain re: possible litigation; phone conference with Cindy Dibb and Bill Brittain                                                                                    | 0.35     | \$150.00 | \$52.50  |
| Service | 01/16/2018 | E-mail from Cindy Dibb re: 1/18 commission meeting                                                                                                                                               | 0.05     | \$150.00 | \$7.50   |
| Service | 01/18/2018 | E-mails from and to Crystal Jessee; commission meeting                                                                                                                                           | 0.95     | \$150.00 | \$142.50 |
| Service | 01/22/2018 | E-mail from Bill Brittain re: pharmacy contract                                                                                                                                                  | 0.05     | \$150.00 | \$7.50   |
| Service | 01/24/2018 | Review pharmacy contract, e-mails to and from Bill Brittain; e-mail from Bill Brittain re: new hire corrections officers                                                                         | 0.15     | \$150.00 | \$22.50  |
| Service | 01/25/2018 | E-mails from and to Tom Jessee re: opioid cases, forward to Bill Brittain; e-mail to Bill Brittain re: pharmacy contract; review new hire corrections officers language, e-mail to Bill Brittain | 0.30     | \$150.00 | \$45.00  |
| Service | 01/26/2018 | E-mail from Tom Jessee re: opioid cases, forward to Bill Brittain; e-mail from Bill Brittain re: pharmacy contract; e-mails from and to Bill Brittain re: new hire                               | 0.25     | \$150.00 | \$37.50  |

corrections officers language; review county employees  
business language, e-mails from and to Bill Brittain

|         |            |                                                                                                                   |      |              |                 |
|---------|------------|-------------------------------------------------------------------------------------------------------------------|------|--------------|-----------------|
| Service | 01/29/2018 | Phone conferences with Aaron Chapman and Eric Harrison re: Johnson property                                       | 0.40 | \$150.00     | \$60.00         |
| Service | 01/30/2018 | Review e-mail from Bill Brittain on 1/29 re: employee handbook language, e-mails to Bill Brittain                 | 0.15 | \$150.00     | \$22.50         |
| Service | 01/31/2018 | E-mail from Bill Brittain re: policy amendment; e-mails from Eric Harrison and Aaron Chapman re: Johnson property | 0.10 | \$150.00     | \$15.00         |
|         |            |                                                                                                                   |      | <b>Total</b> | <b>\$585.00</b> |

## Detailed Statement of Account

### Current Invoice

| Invoice Number           | Due On     | Amount Due | Payments Received | Balance Due |
|--------------------------|------------|------------|-------------------|-------------|
| 280                      | 03/03/2018 | \$585.00   | \$0.00            | \$585.00    |
| Outstanding Balance      |            |            |                   | \$585.00    |
| Amount in Trust          |            |            |                   | \$0.00      |
| Total Amount Outstanding |            |            |                   | \$585.00    |

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

Please pay within 30 days.

# Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897  
Morristown, TN 37816-1897

## INVOICE

Invoice # 282  
Date: 02/01/2018  
Due On: 03/03/2018

Hamblen County Government  
Hamblen County Courthouse  
511 West Second North Street  
Morristown, TN 37814

### 00068-Hamblen County Planning Department

#### Planning

| Type    | Date       | Description                                                                         | Quantity | Rate     | Total    |
|---------|------------|-------------------------------------------------------------------------------------|----------|----------|----------|
| Service | 01/02/2018 | E-mails from and to Tina Whitaker re: meeting, Rendezvous and May                   | 0.25     | \$150.00 | \$37.50  |
| Service | 01/03/2018 | Phone conference with Tina re: May and Stapleton; phone conference with Stapleton   | 0.30     | \$150.00 | \$45.00  |
| Service | 01/05/2018 | Draft and revise letter to Chris May; e-mails to and from Tina re: May              | 0.35     | \$150.00 | \$52.50  |
| Expense | 01/16/2018 | Reimbursable expense: Certified mail to Chris May                                   | 1.00     | \$6.59   | \$6.59   |
| Service | 01/16/2018 | Phone conference with Effinger; took May-certified letter to post office            | 0.20     | \$150.00 | \$30.00  |
| Service | 01/23/2018 | E-mails from and to Tina Whitaker re: Seals                                         | 0.25     | \$150.00 | \$37.50  |
| Service | 01/30/2018 | E-mails from and to Tina Whitaker and Bill Brittain re: rental property inspections | 0.10     | \$150.00 | \$15.00  |
| Service | 01/31/2018 | E-mail from Tina Whitaker re: Tucker                                                | 0.05     | \$150.00 | \$7.50   |
| Total   |            |                                                                                     |          |          | \$231.59 |

**Detailed Statement of Account****Current Invoice**

| Invoice Number           | Due On     | Amount Due | Payments Received | Balance Due |
|--------------------------|------------|------------|-------------------|-------------|
| 282                      | 03/03/2018 | \$231.59   | \$0.00            | \$231.59    |
| Outstanding Balance      |            |            |                   | \$231.59    |
| Amount in Trust          |            |            |                   | \$0.00      |
| Total Amount Outstanding |            |            |                   | \$231.59    |

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

Please pay within 30 days.

# Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897  
Morristown, TN 37816-1897

## INVOICE

Invoice # 279  
Date: 02/01/2018  
Due On: 03/03/2018

Hamblen County Sheriff's Department  
511 West Second North Street  
Morristown, TN 37814

**00043-Hamblen County Sheriff's Department**

**Sheriff's Department**

| Type    | Date       | Description                                                                              | Quantity | Rate     | Total   |
|---------|------------|------------------------------------------------------------------------------------------|----------|----------|---------|
| Service | 01/16/2018 | Phone conference with Eddie Ingram; research public records request; fax to Eddie Ingram | 0.50     | \$150.00 | \$75.00 |
| Total   |            |                                                                                          |          |          | \$75.00 |

## Detailed Statement of Account

### Current Invoice

| Invoice Number           | Due On     | Amount Due | Payments Received | Balance Due |
|--------------------------|------------|------------|-------------------|-------------|
| 279                      | 03/03/2018 | \$75.00    | \$0.00            | \$75.00     |
| Outstanding Balance      |            |            |                   | \$75.00     |
| Amount in Trust          |            |            |                   | \$0.00      |
| Total Amount Outstanding |            |            |                   | \$75.00     |

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

Please pay within 30 days.

**MONTHLY REPORT**  
**Hamblen County Coroner**  
**P.O. Box 1479**  
**Morristown, Tennessee 37816-1479**  
**Phones (423)Home 581-6229 Fax 289-1262 Cell 301-6322**

February 1, 2018

Hamblen County Commission  
 C/O Mr. Bill Brittain, County Mayor  
 Hamblen County Court House  
 Morristown, Tennessee 37814

**RECEIVED**  
 FEB - 1 2018  
 OFFICE OF THE  
 HAMBLLEN COUNTY MAYOR

Dear Commissioners:

The following Coroner calls were investigated by me during the month of January along with being on call 24/7/365, recording/maintaining statistics, prepare reports, training, assisting, directing and reviewing each call, and the work of all Deputy Coroners and, serving as liaison between Medical Examiner and Pathologist; collecting, preparing and shipping toxicology specimens and reviewing/approving all cremation requests.

| CALL# | CASE# | DATE     | NAME, AGE, HOME ADDRESS *1                         |
|-------|-------|----------|----------------------------------------------------|
| 1.    | 18001 | 01-04-18 | Mrs. Betty Blazer, 79, Parrottsville, TN           |
| 2.    | 18002 | 01-04-18 | Mr. Timothy Maples, 55, 121 Montrose Avenue        |
| 3.    | 18005 | 01-05-18 | Miss. Linda Whittington, 57, 200 Jaybird Road      |
| 4.    | 18010 | 01-07-18 | Ms. Helen Jones, 88, Lifecare (since 1999)         |
| 5.    | 18011 | 01-08-18 | Mrs. Carolyn Deal, 69, 321 Rosedale Avenue         |
| 6.    | 18016 | 01-12-18 | Miss. Maryann Tannehill, 84, 4770 Brights Pike     |
| 7.    | 18019 | 01-14-18 | Mrs. Pauline Wolfenbarger, 91, 1459 Devault Street |
| 8.    | 18021 | 01-15-18 | Mrs. Patricia Alexander, 84, 1728 Christmas Drive  |
| 9.    | 18022 | 01-15-18 | Mrs. Anna Avery, 97, 946 Lookout Drive             |
| 10.   | 18023 | 01-16-18 | Mrs. Addie Turner, 91, 1461 Easley Court           |
| 11.   | 18025 | 01-17-18 | Mrs. Jenny Lowery, 84, 1076 Cain Mill Road         |
| 12.   | 18026 | 01-17-18 | Mrs. Teresa Lawless, 51, 336 West Hillcrest Drive  |
| 13.   | 18029 | 01-18-18 | Mr. David Clark, 72, 4419 Copeland Drive           |
| 14.   | 18030 | 01-18-18 | Mr. Ronald Bunch, 73, 733 Green Brier Road         |
| 15.   | 18031 | 01-18-18 | Dr. Billy McFall, 85, 2828 Boat Launch Road        |
| 16.   | 18032 | 01-19-18 | Mrs. Juanita Inman, 91, 723 Ethel Street           |
| 17.   | 18037 | 01-20-18 | Mr. Tommy Clement, 71, 3730 Dan Drive              |
| 18.   | 18044 | 01-25-18 | Ms. Mary Mann, 76, 800 Algonquin Avenue            |
| 19.   | 18045 | 01-28-18 | Mrs. Opelia Lucas, 92, 5739 Kay Drive              |
| 20.   | 18047 | 01-29-18 | Miss. Blanche Edmonds, 90, Ashville, NC            |
| 21.   | 18049 | 01-29-18 | Mr. Woodrow Feals, 70, 3023 Reynolds Road          |

If I may ever provide any additional information or assistance, please feel free to contact me at any time on my cell phone 423-312-6322.

Eddie R. Davis

Hamblen County Coroner

CC: Hamblen County Medical Examiner

\* Indicates Autopsy Performed

\*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Collected by Coroner's Office and sent to: AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

## MONTHLY REPORT

Hamblen County Deputy Coroner  
1925 Deer Ridge Drive  
Morristown, Tennessee 37813  
Phone: 423-586-2524

February 1, 2018

Hamblen County Commission  
C/O Mr. Bill Brittain, County Mayor  
Hamblen County Court House  
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of January.

| CALL# | CASE# | DATE     | NAME, AGE, HOME ADDRESS *1                     |
|-------|-------|----------|------------------------------------------------|
| 1.    | 18009 | 01-07-18 | Mr. Michael Harrington, 72, 836 Lennie Avenue  |
| 2.    | 18012 | 01-08-18 | Mr. Hugh Warinner, Jr., 96, 1412 Johnson Drive |
| 3.    | 18018 | 01-13-18 | Mrs. Carol Henderson, 73, 2131 Walter's Drive  |
| 4.    | 18020 | 01-14-18 | Mr. Benjamin Johns, 76, Newport, TN            |
| 5.    | 18048 | 01-29-18 | Mrs. Doris Easley, 91, 1010 Lookout Drive      |

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

5 Calls X \$40. = \$200.00

Sincerely,

SIGNATURE ON FILE

Todd Giles  
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner

\* Indicates Autopsy Preformed

\*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT  
Hamblen County Deputy Coroner  
7763 Melanie Circle  
Talbot, Tennessee 37877  
Phone: 423-586-6310

February 1, 2018

Hamblen County Commission  
C/O Mr. Bill Brittain, County Mayor  
Hamblen County Court House  
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of January.

| CALL# | CASE# | DATE     | NAME, AGE, HOME ADDRESS #1                              |
|-------|-------|----------|---------------------------------------------------------|
| 1.    | 18003 | 01-04-18 | Mr. Cecil Phillips, 74, 1985 Bluebird Circle            |
| 2.    | 18006 | 01-06-18 | Mr. Dewey Standifer, 81, 1524 Meadowview Lane           |
| 3.    | 18013 | 01-09-18 | Mr. Joseph Purkey, 71, 2695 Morlock Road                |
| 4.    | 18014 | 01-10-18 | Mr. Vern Kraus, 67, O'Sprey Avenue                      |
| 5.    | 18015 | 01-12-18 | Mr. Walter Byard, Sr., 79, 739 East Second North Street |
| 6.    | 18024 | 01-16-18 | Mrs. Irene Hayes, 85, 1407 Shields Ferry Road           |
| 7.    | 18027 | 01-18-18 | Ms. Lucille Collier, 67, 1819 Cherokee Drive            |
| 8.    | 18033 | 01-19-18 | Mrs. Carol Hall, 74, 7131 Scottie Circle                |
| 9.    | 18035 | 01-20-18 | Mrs. Betty Jarnigan, 80, 5823 Union Grove Road          |
| 10.   | 18041 | 01-24-18 | Mr. Jeff Adams, 75, Lenoir City, TN                     |
| 11.   | 18042 | 01-24-18 | Mrs. Laura Stroud, 68, 1504 Madison Street              |

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

11 Calls X \$40. = \$440.00

Sincerely,

SIGNATURE ON FILE

Jimmy Peoples  
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner

\* Indicates Autopsy Performed

\*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

## MONTHLY REPORT

Hamblen County Deputy Coroner  
Post Office Box 577  
Russellville, Tennessee 37860-0577  
Phone: 423-585-7117

February 1, 2018

Hamblen County Commission  
C/O Mr. Bill Brittain, County Mayor  
Hamblen County Court House  
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of January.

| CALL# | CASE#  | DATE     | NAME, AGE, HOME ADDRESS *1                       |
|-------|--------|----------|--------------------------------------------------|
| 1.    | 18004  | 01-05-18 | Mrs. Patricia Smith, 76, 3371 Baker Springs Road |
| 2.    | 18008  | 01-06-18 | Mrs. Shirley Talley, 68, 436 Hayter Drive        |
| 3.    | 18017  | 01-12-18 | Ms. Mary Thomas, 82, 907 Lloyd Street            |
| 4.    | 18028  | 01-18-18 | Mr. Gene Gray, 52, Bean Station, TN              |
| 5.    | 18038  | 01-21-18 | Mr. James Harvey, 69, White Pine, TN             |
| 6.    | *18039 | 01-23-18 | Mrs. Patricia Greene, 68, 3232 Dover Road        |
| 7.    | 18040  | 01-23-18 | Mr. John Becker, 75, Middlesboro, KY             |
| 8.    | *18043 | 01-24-18 | Mr. Robert Schultz, 34, 302 Highland Drive       |
| 9.    | 18046  | 01-28-18 | Mr. Carl Stroud, 72, 2034 East Point Lane        |
| 10.   | 18050  | 01-31-18 | Mr. Ronnie Simpson, 62, 904 Burns Drive          |

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

10 Calls X \$40. = \$400.00

Sincerely,

SIGNATURE ON FILE  
J.R. Thompson, Jr.  
Deputy Coroner

erd/wbl

CC: Hamblen County Medical Examiner

\* Indicates Autopsy Performed

\*1 All home addresses are Hamblen County unless otherwise stated.  
& Toxicology Samples Gathered and Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

## MONTHLY REPORT

Hamblen County Deputy Coroner  
437 Britton Drive  
Talbott, Tennessee 37877  
Phone: 423-312-7510

February 1, 2018

Hamblen County Commission  
C/O Mr. Bill Brittain, County Mayor  
Hamblen County Court House  
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of January.

| CALL# | CASE# | DATE     | NAME, AGE, HOME ADDRESS #1                           |
|-------|-------|----------|------------------------------------------------------|
| 1.    | 18007 | 01-06-18 | Mr. Mack Wolfe, 83, 417 Choctaw Street               |
| 2.    | 18034 | 01-19-18 | Ms. Victoria Elkins, 65, 700 North Henry Street      |
| 3.    | 18036 | 01-20-18 | Mrs. Evelyn Miller, 91, 739 East Second North Street |

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

3 Calls X \$40. = \$120.00

Sincerely,

SIGNATURE ON FILE

Jeffery Holt  
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner

\* Indicates Autopsy Performed


\*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN



TENNESSEE  
**Hamblen County**  
SERVICE • COMMUNITY • INDUSTRY  
OFFICE OF THE MAYOR

January 30, 2018

To: Hamblen County Commission  
From: Bill Brittain, Hamblen County Mayor   
Re: ThreeStar Program Requirements

---

The State of Tennessee's ThreeStar Program administered by the Department of Economic and Community Development requires that we confirm certain financial information has been presented to the County Commission.

- 1) Debt Management Policy – The Finance Department and County Mayor present the County's Debt Management report each April. The report for Fiscal Year 2017-18 was made in April 2017;
- 2) Annual Cash Flow Forecast – The Finance Department must present an annual cash flow forecast for the appropriate fund prior to the issuance of debt. No debt has been issued in a few years thus requiring the cash flow forecast to be prepared.
- 3) Internal Controls Policy – State law requires that a documented system of internal controls for all County offices, funds and departments be prepared and kept on file. Hamblen County Government met that requirement during Fiscal year 2017-18.

Do not hesitate to contact us with any questions.

**Bill Brittain, County Mayor**

511 West Second North Street • Morristown, TN 37814 • office. 423.586.1931 • fax. 423.585.4699

Hamblen County Commission  
Finance Committee  
Information Purposes Only



**Report of Budget amendments approved by County Mayor  
during the month of January**

Month JANUARY Year 2018

Fund #101 DEPT: COUNTY CLERK

| Account Number | Description                    | Increase | Decrease |
|----------------|--------------------------------|----------|----------|
| <u>mw</u>      | <b>APPROPRIATIONS:</b>         |          |          |
| <u>52500</u>   | <b>COUNTY CLERK</b>            |          |          |
| 52900.334      | Maintenance Agreements         | 510      |          |
| 52900.349      | Printing, Stationery and Forms |          | 510      |
| <u>52500</u>   |                                |          |          |
| <u>mw</u>      |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |

Brief Descriptions of issue:

To reclassify appropriations relating to birth certificates. Currently the office pays a fee each time they look up a certificate, this will allow unlimited monthly access.

**Requesting Department**

Signature: Penny Pettyke

Title: County Clerk

Date: 1-3-18

**Approval by County Mayor**

Signature: Bill Burton

Title: County Mayor

Date: 1-4-2018

For Finance Department Only:

Reviewed by: ma

Budget Amendment 101-035



Month JANUARY Year 2018

|      |      |                |
|------|------|----------------|
| Fund | #101 | DEPT: PLANNING |
|------|------|----------------|

[illegible]

Brief Descriptions of issue:

To reclassify appropriations to allow for refunds.

RE: Chris May Refund \$923.75

ADH 2/7/18

Signature: Sara Whitaker  
Title: Department Manager  
Date: Jan 3, 2018

Signature: Bill Butts  
Title: County Mayor  
Date: 1/3/18

For Finance Department Only:  
Reviewed by: MW  
Budget Amendment 101-03b

Hamblen County Commission  
Finance Committee  
Information Purposes Only



**Report of Budget amendments approved by County Mayor  
during the month of January**

Month JANUARY Year 2018

Fund #101

DEPT: SHERIFF'S DEPARTMENT

| Account Number | Description                 | Increase | Decrease |
|----------------|-----------------------------|----------|----------|
|                | <b>APPROPRIATIONS:</b>      |          |          |
|                | <b>SHERIFF'S DEPARTMENT</b> |          |          |
| 54110.451      | Uniforms                    | 3,000    |          |
| 54110.302      | Advertising                 |          | 1,000    |
| 54110.716      | Law Enforcement Equipment   |          | 2,000    |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |

Brief Descriptions of issue:

To reclassify appropriations for additional uniform needs.

**Requesting Department**

Signature: Capt. Wade Hays

Title: Patrol/Adm. Captain

Date: January 03, 2018

**Approval by County Mayor**

Signature: Bill Burtain

Title: County Mayor

Date: 1-4-2018

For Finance Department Only:

Reviewed by: ma

Budget Amendment 101-037

Hamblen County Commission  
Finance Committee  
Information Purposes Only



**RECEIVED**  
JAN 29 2018  
OFFICE OF THE  
HAMBLEN COUNTY MAYOR

**Report of Budget amendments approved by County Mayor  
during the month of January**

Month JANUARY Year 2018

Fund #101 DEPT: SHERIFF'S DEPARTMENT

| Account Number | Description                 | Increase | Decrease |
|----------------|-----------------------------|----------|----------|
|                | <b>APPROPRIATIONS:</b>      |          |          |
|                | <b>SHERIFF'S DEPARTMENT</b> |          |          |
| 54110.451      | Uniforms                    | 2,500    |          |
| 54110.599      | Other Charges               |          | 2,500    |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |
|                |                             |          |          |

Brief Descriptions of issue:

To reclassify appropriations for additional uniform needs.

**Requesting Department**

Signature: Debbie Hammond  
Title: Executive Assistant  
Date: 1-29-18

**Approval by County Mayor**

Signature: Bill Buttain  
Title: County Mayor  
Date: 1-29-18

For Finance Department Only:

Reviewed by: ADH

Budget Amendment 101-041

Hamblen County Commission  
Finance Committee  
Information Purposes Only



**Report of Budget amendments approved by County Mayor  
during the month of January**

Month JANUARY Year 2018

Fund #101 DEPT: COUNTY TRUSTEE

| Account Number | Description                    | Increase | Decrease |
|----------------|--------------------------------|----------|----------|
|                | <b>APPROPRIATIONS:</b>         |          |          |
|                | <b>COUNTY TRUSTEE</b>          |          |          |
| 52400.334      | Maintenance Agreements         | 2,461    |          |
| 52400.355      | Travel                         |          | 1,000    |
| 52400.435      | Office Supplies                |          | 1,000    |
| 52400.524      | In Service / Staff Development |          | 461      |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |
|                |                                |          |          |

Brief Descriptions of issue:

To reclassify appropriations to cover Sturgis Web maintenance agreement for the remainder of the fiscal year.  
It should be noted that the maintenance agreement line item was reduced during the budget process.

**Requesting Department**

Signature: [Signature]

Title: Trustee

Date: 1/10/18

**Approval by County Mayor**

Signature: [Signature]

Title: County Mayor

Date: 1/10/2018

**For Finance Department Only:**

Reviewed by: ADH

Budget Amendment 101-038

**Hamblen County Government**  
**Personnel Committee**  
Monday – February 12, 2018  
Hamblen County Health Department Conference Room

**MINUTES**

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**Members Present:**

Hubert Davis, Louis “Doe” Jarvis, Randy DeBord, Joe Huntsman, Sr., Stancil Ford

**Members Absent:**

Dana Wampler, John Smyth

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**Call to Order**

Committee Chair Hubert Davis called the meeting to order at 12:10 p.m.

**Visitors Wishing to Address the Committee**

Linda Noe  
Gwen Holden

**Old Business**

a. None

**New Business**

a. Revised and Updated Hamblen County Employee Handbook – County Mayor Bill Brittain presented the updated Hamblen County Employee Handbook

***Motion (Joe Huntsman, Sr./Randy DeBord, all in favor) to approve the updated Hamblen County Employee Handbook as presented effective March 1, 2018.***

**Adjournment**

There being no further business, Committee Chair Davis adjourned the meeting at 12:10 p.m.



**PERSONNEL  
COMMITTEE**

Hamblen County Government  
**PERSONNEL COMMITTEE**

Monday, February 12, 2018  
*Immediately Following Adjournment of Finance Committee  
Hamblen County Health Department Conference Room*

**AGENDA**

Hubert Davis  
*Chairman*

Joe Huntsman, Sr.  
*Vice-Chairman*

Louis “Doe” Jarvis  
*Ex-Officio*

Randy DeBord  
*Member*

Stancil Ford  
*Member*

John Smyth  
*Member*

\Dana Wampler  
*Member*

- 1. Call to Order** – *Chairman Hubert Davis*
- 2. Visitors Wishing to Address the Committee** – *Chairman Hubert Davis*
- 3. Old Business** – *Chairman Hubert Davis*
  - a. None
- 4. New Business** – *Chairman Hubert Davis*
  - a. Revised & Updated Hamblen County Employee Handbook – *County Mayor Bill Brittain*
- 5. Items of Interest (No Action Necessary)** – *Chairman Hubert Davis*
  - a. None
- 6. Adjournment** – *Chairman Hubert Davis*

# EXECUTIVE SUMMARY

**PROJECT:** Update Hamblen County Employee Handbook

**GOALS:**

1. Review and update by adding or changing policies to comply with current Federal and State of Tennessee Employment Laws and Regulations.
2. Review and update by adding or changing Hamblen County written policies to reflect currently approved and enforced internal policies and procedures.
3. Format the updated document to facilitate use by Department Heads, Elected Officials, Supervisors, and all employees in a user-friendly manner.

**SIGNIFICANT CHANGES:**

1. Reorganization of content into logical categories
2. Addition of a Table of Contents
3. Added – Federal or State mandated
  - a. Parental Leave (TCA section 4-21-408) - Section 4.7
  - b. Break Time to Express Breast Milk (TCA section 50-1-305) Section
4. Added Previously Approved Policies (not in old Handbook)
  - a. Longevity Pay – Section 3.8
  - b. Education Pay – Section 3.9
  - c. Military Pay - Section 3.10
5. Revised Policies for Clarification and Compliance
  - a. Equal Employment Opportunity Act (Title VII and THRA sec 4-21-1010)
    - i. Retitled and referenced Americans with Disabilities – Section 1.0
  - b. Immigration Reform Act (8 USC section 1101 and TCA section 50-1-103)
    - i. Added acceptable identification and documentation - Section 1.1
  - c. Workplace Harassment Policy - Section 1.3
    - i. Expanded investigation process based on position accused of harassment)
  - d. Drug-Free Workplace (TCA section 50-9-105) - Section 1.4
  - e. Smoke-Free Workplace (TCA section 39-17-1801) – Section 1.5
    - i. Expanded enforcement criteria
  - f. Workplace Safety (29 USC section 651) – Section 1.6
    - i. Expanded wording to include all OSHA compliance)
  - g. Added Permanent Part-Time category - Section 2.0
  - h. Added Cell Phone Policy – Section 5.6
  - i. Emergency Response Policy – Section 3.2 – Dept. of Labor
  - j. Compensatory Time – Section 3.4
    - i. Clarified allowable use of Comp Time – requirement)
  - k. Vacation Leave (five 5 days after six (6) months) – Section 4.2
  - l. Sick Leave – Section 4.4 – Emphasized “No Donation or Loan” policy.
  - m. Conflict of Interest
    - i. Restated per legal advice - Section 5.9



# EMPLOYEE HANDBOOK

**Revised and Adopted**

**March 2018**

Hamblen County reserves the right to alter or to modify the contents of the Employee Handbook at its sole discretion. Under no circumstances can this handbook create a contract of employment between Hamblen County and an employee. All provisions, limitations, and exclusions are not covered in this handbook. No rights accrue to any Hamblen County employee by any statement or omission from this handbook.

# Introduction

**This Hamblen County Employee Handbook** has been designed to provide the employees of Hamblen County with a copy of the general Human Resources policies, benefits, practices and procedures as adopted by the Hamblen County Board of Commissioners pursuant to Tennessee Code Annotated 5-23-101 et seq. A summary of employee policies, benefits, practices and procedures are included.

This Employee Handbook is not an exclusive statement of all the terms of employment. The policies, benefits, practices and procedures covered herein are subject to change without notice, and the Hamblen County Board of Commissioners reserves the right to make final decisions as to the interpretation of each policy, benefit, practice and procedure covered herein.

Before Hamblen County shall be bound by any policy, benefit, practice or procedure not specifically addressed in this handbook, the policy, benefit, practice or procedure must be approved by written resolution of the Hamblen County Board of Commissioners.

No policy, benefit, practice or procedure contained herein creates an employment contract for any period. All employees of Hamblen County, Tennessee will be considered employees at will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of Hamblen County, Tennessee. Employees shall not be terminated in a discriminatory manner or in any illegal manner.

These policies, benefits, practices and procedures are not applicable to employees of the Hamblen County Department of Education or to any of the employees of any county official who has adopted his or her own Human Resources policy pursuant to T.C.A. section 5-23-101 et seq.

The effective date of this revised Human Resources Human Resources Policies and Procedures or Employee Handbook for Hamblen County, Tennessee is March 2018. This handbook supersedes any previously adopted handbook.

In accordance with applicable state and federal laws and regulations, and by resolution of Hamblen County Commission, these policies and procedures are established to guide all administrative Human Resources actions. Any oral or written statements contrary to this manual are disavowed by the Hamblen County Commission and should not be relied upon by the employee.

These Human Resources policies and procedures may be revised or amended through a written request by any elected official and/or department head and subsequent approval by the Hamblen County Commission. All employees will be notified of these changes by their Supervisor or Department Head/Elected Official.

By accepting employment, employees agree to conform to any changes, deletions, or additions to these policies and procedures during employment.

## **CONTACT INFORMATION**

Employees may receive clarification of policies contained in this Employee Handbook or specific application of policies by first contacting his/her immediate Supervisor or the appropriate Department Head or Elected Official.

Additional clarification or information may be received by contacting the Hamblen County Human Resource Department by calling 423/586-1931.

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## **SECTION I GENERAL POLICIES**

It is the intent of Hamblen County both through written policy statements and in operations to comply with the letter and spirit of all applicable Federal and State Laws and Regulations pertaining to employment practices.

In the event of future modifications or changes in any applicable Federal and State Laws, this version of Hamblen County Policy will defer to the most current Federal and State interpretations.

### **1.0 EQUAL EMPLOYMENT OPPORTUNITY – (Title VII)**

It is the policy of Hamblen County to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.

This policy extends to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Hamblen County does not discriminate in its hiring practice based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any group protected by law.

In consistency with this policy, Hamblen County will abide by all provisions of the Americans with Disabilities ACT (ADA) to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor, Elected Official or Department Head. Employees can raise concerns and make complaints without fear of reprisal and with assurance of protection from harassment or retaliation.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **1.1 IMMIGRATION and NATIONALITY ACTS – (INA)**

Hamblen County intends to fully comply with the Federal Immigration and Nationality Acts (8 USC section 1101) and the Tennessee Lawful Employment Act (TCA section 50-1-103) by assuring that all individual employed by Hamblen County are legally eligible to work in the United States.

Upon initial employment, all employees are required to attest that they are lawfully eligible to work in the United States. Employees are further required to supply the Elected Official or Department Head copies of documents proving this eligibility.

A valid Driver's License and a Social Security card are among the acceptable forms of proof of eligibility. Further information is available on the I-9 Form.

## **1.2 WORKPLACE VIOLENCE PREVENTION POLICY**

Hamblen County is committed to providing a safe, healthy, and secure work environment. The presence of weapons, violence, threats of violence, and other disruptive behavior in the workplace is inconsistent with this commitment and will not be tolerated.

While Hamblen County has no intention of intruding into the private lives of its present or potential employees, Hamblen County expects all employees to report to work without possessing weapons and to perform their jobs without violence toward any other individual. Accordingly, this policy establishes Hamblen County's zero-tolerance for violence, as well as sets forth a plan to resolve such incidents if necessary.

This policy applies to anyone on Hamblen County government property, including but not limited to all employees, contractors, volunteers, interns, temporary employees, board members, and visitors.

Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals on Hamblen County property will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Hamblen County property shall be removed from the premises as quickly as safety permits, and shall remain off Hamblen County premises pending the outcome of an investigation.

Violation of this policy shall be considered misconduct and may lead to disciplinary action up to and including termination and/or appropriate legal action **if the violator is an employee.**

Violation of this policy by **non-employees** may result in suspension and/or termination of any business relationship, appropriate legal action, or other disciplinary response deemed appropriate. The County Mayor in unusual circumstances may grant exceptions from this policy.

## **DEFINITIONS:**

1. **Threat:** The expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.
2. **Physical attack:** Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.
3. **Weapon:** Includes an explosive device or its component parts or an explosive weapon principally designed, made, or adapted for delivering or shooting an explosive weapon. A firearm including a machine gun, a short-barrel rifle or shotgun, or a handgun. Also, includes a switchblade knife or any other type of knife, knuckles, or any other implement for infliction of bodily injury, serious bodily injury, or death which has no common lawful purpose.
4. **On the Work Site:** Includes all property owned or occupied by Hamblen County (including company job sites) or in a company vehicle.
5. **Possession:** Shall include, but is not limited to, the presence of a weapon on the employee or in vehicles, lunch boxes, lockers, tool kits, bags, purses, cabinets, offices, etc.
6. **Property damage:** Intentional damage to property which includes property owned by Hamblen County, employees, visitors, or vendors.

## **GENERAL EXAMPLES OF WORKPLACE VIOLENCE:**

1. All threats or acts of violence on Hamblen County property, regardless of the relationship between the agency and the parties involved in the incident.
2. All threats or acts of violence not occurring on Hamblen County property but involving someone who is acting in the capacity of a representative of Hamblen County.
3. All threats or acts of violence not occurring on Hamblen County property but involving a Hamblen County employee if the behavior affects the legitimate interests of the county government.
4. Any threats or acts resulting in the conviction of an employee or agent of Hamblen County, or an individual performing services on Hamblen County's behalf on a contractual or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the county government.

### **SPECIFIC EXAMPLES OF WORKPLACE VIOLENCE:**

1. Hitting or shoving an individual.
2. Threatening to harm an individual, family members, friends, or associates.
3. Damaging another person's property.
4. The intentional destruction or threat of destruction of property owned, operated, or controlled by Hamblen County government.
5. Making harassing or threatening telephone calls.
6. Sending harassing or threatening letters, other forms of written communication, or electronic messages. This includes efforts to harass, intimidate, threaten, bully, or defame individuals or departments of Hamblen County Government via cell phones or social media posts.
7. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of Hamblen County.
8. Harassing surveillance, also known as stalking, the willful, malicious, and repeated following of another person or making a credible threat with intent to place the other person in reasonable fear of personal safety.
9. Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on Hamblen property.

### **REPORTING VIOLATIONS OF THE WORKPLACE VIOLENCE PREVENTION POLICY:**

Threats or assaults that require immediate attention by law enforcement should be reported to the police by dialing 911.

All employees (including independent contractors or their employees) and other persons on Hamblen County's property are responsible for notifying Hamblen County's Department Heads or Elected Officials of any threats which they have witnessed, received, or have been told that another person has witnessed or received.

Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on Hamblen County property.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of threatening behavior.

Any employee who feels he/she has been a victim of any act in violation of this policy should

immediately report the circumstances to his/her supervisor. If the immediate supervisor is not available, the employee should report the threat to a supervisor in their chain of command, Department Head or Elected Official.

## **MANAGEMENT' S RESPONSE TO REPORTS OF WORKPLACE VIOLENCE**

Each supervisor shall promptly refer any such incidents to his/her Department Head or Elected Official who shall initiate an appropriate response in accordance with Hamblen County' s Human Resources Policies and Procedures. The County Mayor or his/her designee shall investigate the complaint.

At the conclusion of the investigation, additional administrative and/or criminal action may be taken against any individual in violation of this policy. An employee who violates this policy shall be subject to disciplinary action up to and including termination.

An employee who violates this policy, and is not immediately terminated, may be referred to an Employee Assistance Program (EAP) for evaluation and treatment. When such a referral is made, it is a condition of continued employment that the employee comply with all evaluation, treatment, and follow-up care as recommended by the EAP.

## **1.3 WORKPLACE HARASSMENT POLICY**

Hamblen County is committed to providing a safe and secure work environment in which all individuals are treated equally with respect and dignity. Hamblen County strives to create an atmosphere that promotes equal opportunities and prohibits discriminatory practices.

In keeping with this commitment, Hamblen County will not tolerate harassment in the workplace based on sex, age, race, mental or physical disabilities, color, national origin, or religious beliefs.

This policy covers all employees and officers. Hamblen County will not tolerate, condone, or allow harassment whether engaged in by co-workers, supervisors, associates, outside clients, or other non-employees who conduct business with Hamblen County.

Hamblen County specifically prohibits sexual harassment in the workplace. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when either of the following conditions exist:

### **QUID PRO QUO**

Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment.

Or

### **HOSTILE WORK ENVIRONMENT**

This conduct substantially interferes with an individual' s employment or creates an intimidating, hostile, or offensive work environment.

Both perpetrators and victims of sexual harassment can be of either gender and sexual harassment can occur between persons of the same gender.

### **Reporting a Complaint of Harassment**

Hamblen County encourages employees to report all incidents of harassment regardless of the status or job title of the perpetrator. Other persons who observe an offensive behavior committed on Hamblen County property or by a Hamblen County representative should report the event even if he/she is not the target of the behavior.

Discrimination, including harassment, in the workplace based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law is illegal.

### **Investigating the Complaint**

All complaints will be investigated promptly. Confidentiality will be maintained throughout the investigative process to the extent practical and appropriate under the circumstances.

All officers and employees are required to cooperate in the investigation of any complaints made pursuant to this policy. In pursuing the investigation, the reporting officer and/or legal counsel will take the wishes of the complainant under consideration but will thoroughly investigate the matter as they see fit, keeping the complainant informed as to the status of the investigation.

### **Process of Resolving the Complaint**

If an employee believes that he or she has been subjected to illegal discrimination or harassment or has been affected by inappropriate behavior related to employment with Hamblen County, the employee should report the incident promptly to the Department Head/Elected Official under whose direction the employee works. The Department Head/Elected Official will immediately notify the Human Resource Department of the complaint.

#### **Complaint other than one against Department Head/Elected Official.**

The Department Head/Elected Official with assistance from the Human Resource Manager will conduct a thorough investigation of the complaint. Based on the findings, the Department Head/Elected Official with assistance from the Human Resource Manager will determine and take the appropriate disciplinary action.

**Complaint against a Department Head.** The Human Resource Manager and the County Mayor will conduct a thorough investigation of complaint made against Department Heads. Based on the findings, the Human Resource Manager and the Hamblen County Mayor will determine and take the appropriate disciplinary action.

**Complaint against an Elected Official.** The Human Resource Manager with assistance from the County Attorney will conduct a thorough investigation. Based on the findings, the County Ethics Policy will be implemented in compliance with the State of Tennessee Ethics Policies. T.C.A. section 8-17-101 *et seq*

No adverse Human Resources action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for assisting in the investigation of a complaint; however, disciplinary action may be taken against any individual providing false information in connection with a complaint.

The purpose of having several persons to whom complaints may be made is to avoid a situation where an individual is faced with complaining to the person, or a close associate of the person, who would be the subject of the complaint. The Reporting Officer notified will report the incident to the County Mayor or legal counsel representing Hamblen County for investigation and resolution.

### **Retaliation against Complainant**

Retaliation against any individual who has articulated any concern of harassment is prohibited. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to the same type of disciplinary action as perpetrators of harassment.

### **Resolving the Complaint**

Upon completing the investigation of a harassment complaint, a decision as to whether harassment has occurred and the appropriate action to take on the complaint will be made by the County Official or his/her designee, or if the County Mayor is the subject of the complaint, by the Chairman of the County Commission Human Resources Committee. Hamblen County will communicate its findings and intended actions to the complainant and alleged perpetrators.

If the investigators find that harassment has occurred, the perpetrators will be appropriately disciplined up to and including termination. Hamblen County's ability to discipline a non-employee (e.g., client, supplier) is limited by the degree of control, if any. Hamblen County will, if harassment is substantiated and to the extent reasonable, take appropriate action.

If the reporting officer or panel of officers determines that no harassment has occurred, this finding will be communicated to the complainant in an appropriately sensitive manner.

### **False Accusation**

False accusations of harassment make the investigation of valid complaints more difficult. If an investigation results in a clear finding that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant may be appropriately disciplined up to and including termination. The Department Head/Elected Official should consult with the Human Resource Manager and the County Attorney before disciplinary action is taken.

## **Appeal Process**

If either party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision internally with Human Resources Department for review. If still dissatisfied, the party obviously has the right to seek outside legal counsel at their own expense.

## **1.4 DRUG FREE WORKPLACE POLICY**

### **PURPOSE**

**Safe and Productive Environment** – Hamblen County government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Hamblen County employees to remain, or become and remain, drug-free. Employee safety and rehabilitation serve as the foundations of this policy.

**Outcomes Associated with Alcohol and Drug Abuse** – Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, jeopardize their personal safety, impact the safety of others, and impair job performance.

**Drug-Free Workplace Act of 1988** – Hamblen County is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D). This Act requires Hamblen County to adopt a written Alcohol and Drug Policy which governs all employees.

Hamblen County Government has adopted a Drug Free Workplace Policy. All employees shall comply with all training requirements under such policy. Hamblen County's Drug-Free Workplace Program complies with both the Federal Drug-Free Workplace Act (41 U.S.C. Section 701) and the State of Tennessee Drug-Free Workplace Program.

**Omnibus Transportation Employee Testing Act of 1991** – Hamblen County government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V). This Act requires regular alcohol and drug testing in the aviation, motor carrier, rail, and transit industries in the interest of public safety. In addition, the Federal Highway Administration (FHWA) has issued a rule in accordance with the mandates of this Act requiring alcohol and drug testing of persons required to have a Commercial Driver's License (CDL), including persons employed by federal, state, and local government agencies.

**Right to an Alcohol and Drug-Free Workplace** – Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

**Required Alcohol and Drug Tests** – Alcohol and drug testing for employees shall be in accordance with the provisions contained in Hamblen County’s Alcohol and Drug Policy. Employees will be subject to the following alcohol and/or drug tests:

Pre-employment testing for applicants where applicable

Reasonable suspicion testing

Assignment to a position requiring a CDL

Return-to-duty testing where applicable

Treatment completion and follow-up testing

Random testing for CDL employees and employees in safety sensitive positions only

**Communicating Alcohol and Drug Policy** – Hamblen County has adopted this written policy to ensure the fitness of employees for duty as a condition of employment and to communicate that alcohol and/or drug testing is a requirement of employment.

## **GENERAL RULES**

**Use of Alcohol and Drugs is prohibited** – Hamblen County employees may not use or be under the influence of drugs, narcotics, and/or any other controlled substance while at work. Alcohol is a drug and as such has no place in a drug-free workplace. Therefore, the use of alcohol while at work is prohibited by this policy. In addition, no employee may report to work under the influence of alcohol and/or drugs.

**Prescription Medication** – This policy does not prohibit the use of medicine prescribed by an employee’s licensed physician. An employee who is required to take prescription medicine which may impair or impede his/her ability to perform his/her job should notify his/her supervisor of the medication prescribed. Use of prescribed medication may not exceed the prescribed dosage. Use of a prescription drug for which the employee has no prescription will be viewed as a violation of this policy.

**Possession, Distribution, Sale and/or Manufacture of Alcohol and Drugs is Prohibited** – Hamblen County prohibits employees from the possession, distribution, sale, and/or manufacture of alcohol, narcotics, drug paraphernalia, or any other controlled substance on Hamblen County property, in company vehicles, or when on-call.

**Inspection of Property** – All property belonging to Hamblen County is subject to inspection at any time without notice according to the provisions of Hamblen County’s Workplace Search Policy. (Section 1.6)

**Notice of Alcohol and Drug Testing** – Notice of the alcohol and/or drug testing requirement shall be included in all job announcement postings and recruitment advertisements.

**Consent to be Tested** – Before an alcohol and/or drug test is administered, applicants and employees will be asked to sign consent forms authorizing the test(s) and permitting release of the test results to Hamblen County officials with a need to know.

**Testing During Work Hours** – An employee who is required to submit to alcohol and/or drug testing during work hours shall be given time off with pay for that purpose.

**Removal from the Work Site** – An employee who is removed from the work site pending the results of an alcohol and/or drug test because the employee is deemed to pose a threat of safety or health may be granted administrative leave with pay until the test results have been received by Hamblen County.

**Drugs to be Tested** – When alcohol and/or drug testing is required, alcohol and approved substances listed in the Tennessee Controlled Substance Act may be tested for during the testing procedure.

### **Laboratory Testing Requirements**

**Laboratory Selection** – Laboratories and collection sites for the alcohol and/or drug testing and specimen collection shall be obtained in accordance with the Hamblen County's procurement code.

**Testing Procedures** – Hamblen County shall ensure proper collection and chain-of-custody procedures are used by all collection sites to ensure reasonable consistency, specimen integrity, proper identification, and individual privacy.

**Medical Review Officer** – All positive drug test results (does not include breath analysis test results) are reviewed and interpreted by a physician, called the A Medical Review Officer. When the Medical Review Officer (MRO) receives a positive drug test from the laboratory, the MRO shall contact the applicant or employee, in person or by telephone, and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen. If the applicant or employee provides appropriate documentation and the MRO determines that this is legitimate medical use of the prohibited drug, the drug test result will be reported as negative. If no legitimate medical explanation or alternative medical explanation is found, the drug test result will be reported a verified positive.

### **Confidentiality of Test Results**

**Maintaining Alcohol and/or Drug Test Results** – Individual alcohol and/or drug test results maintained pursuant to this policy shall be considered confidential by Hamblen County and its representatives to the extent it is appropriate, feasible, and permissible under applicable law.

**Access to Alcohol and/or Drug Test Results** – Alcohol and/or drug test results shall be reported to applicants and employees in as timely a manner as reasonable and be revealed only to those persons having an established need for the information.

**Consequences of Failure to Comply** – The goal of this policy is for employees to remain or to become and remain alcohol and/or drug-free. However, this policy shall not preclude disciplinary action up to and including dismissal for circumstances that occur in connection with suspected alcohol and/or drug use or a positive alcohol and/or drug test. Failure to comply with the provisions of this policy may be used as grounds for disciplinary action.

**Alternative to Disciplinary Action** – Hamblen County reserves the right to allow employees to participate in an education and/or treatment program as an alternative to or in addition to disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program including follow-up care and testing as a condition of continued employment.

**Violation of Criminal Drug Statute in the Workplace** – Any employee convicted of violating a criminal drug statute in the workplace shall inform his/her supervisor of such conviction (including plea of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to so inform Hamblen County subjects the employee to disciplinary action up to and including dismissal for the first offense. Hamblen County will notify the federal contracting officer pursuant to applicable provisions of the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act.

## **APPLICANT TESTING FOR POSITIONS NOT REQUIRING A CDL**

**Notice to Applicants** – Applicants shall be notified of the following:

- Existence and requirements of Hamblen County's Alcohol and Drug Policy;
- Testing will not be conducted without reading and signing the proper consent forms;
- Applicant is responsible for reporting to the collection site at the scheduled time;
- Time and location of alcohol and/or drug testing specimen collection;
- Proof of identification is required at the collection site;
- Applicant is responsible for calling the Human Resources Manager from the collection site if he/she has a problem complying with Hamblen County testing procedures;
- Consequences of refusal to submit to alcohol and/or drug testing;
- Consequences of a confirmed positive alcohol and/or verified positive drug test result; and
- Applicant has the right to request a test of the split specimen within 72 hours; he/she shall pay for the test of the split specimen.

**Testing Methods** – Urinalysis will be used to test for alcohol and/or drugs for employees not required to have a commercial driver's license.

**Testing Conditions** – An individual offered employment in a position not required to have a CDL shall be required to submit to post-offer alcohol and/or drug testing as a condition of employment. These individuals are referred to as applicants in this policy.

**Refusal to Consent** – Refusal of an applicant to sign the consent forms shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in the withdrawal of the conditional offer of employment.

**Failure to Provide Proof of Identification** – Failure and/or refusal by an applicant to provide proof of identification at the collection site, shall be considered refusal to consent to alcohol and/or drug testing and shall result in withdrawal of the conditional offer of employment. Photo identification is required. In exceptional circumstances, identification by an appropriate Hamblen County official or his/her designee may be acceptable.

**Tampering with Testing Procedures and Results** – If any applicant intentionally tampers with a sample provided for alcohol and/or drug testing, violates the chain-of-custody, breaks identification procedures, or falsifies test results, then Hamblen County shall withdraw the conditional offer of employment and such actions shall be grounds for disqualification for all positions.

**Failure to Report to Collection Site** – Failure by an applicant to report to the collection site within four (4) hours, in the absence of special circumstances as determined by the Human Resources Manager and/or his/her designee shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in withdrawal of the conditional offer of employment.

**Consequences of a Positive Alcohol and/or Drug Test** – An applicant who receives a confirmed positive alcohol and/or verified positive drug test result or the equivalent shall have the conditional offer of employment withdrawn immediately. However, the offer of employment may be re-extended given a negative drug test result from the test of the split specimen.

### **Rights and Remedies**

**Right to Request a Test of the Split Specimen** – If the Medical Review Officer (MRO) informs the applicant that he/she has a verified positive drug test, the applicant has 72 hours following notification to request a test of the split specimen. The applicant shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

**Disqualification Action** – If the result of alcohol and/or drug testing is the basis for withdrawal of the conditional offer of employment, the applicant has no right to appeal this action.

## **APPLICANT TESTING FOR POSITIONS REQUIRING A CDL**

### **Notice to CDL Applicants**

Existence and requirements of Hamblen County's Alcohol and Drug Policy;

Testing will not be conducted without the employee reading and signing the proper consent forms;

Applicant is responsible for reporting to the collection site at the scheduled time;

Human Resources Manager shall notify time and location of alcohol and/or drug testing specimen collection;

Proof of identification is required at the collection site;

Applicant is responsible for calling the Human Resources Manager from the collection site if he/she has a problem complying with Hamblen County's testing procedures;

Consequences of refusal to submit to alcohol and/or drug testing;

Consequences of a confirmed positive alcohol and/or verified positive drug test result;  
and

Applicant has the right to request a test of the split specimen within 72 hours; he/she shall pay for the test of the split specimen.

Testing Methods for CDL Applicants – Urinalysis will be used to test for alcohol and/or drugs for employees required to have a commercial driver's license.

Testing Conditions – An individual offered employment in a position required to have a CDL shall be required to submit to post-offer alcohol and/or drug testing as a condition of employment. These individuals are referred to as applicants in this policy.

Refusal to Consent – Refusal of an applicant to sign the consent forms shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in the withdrawal of the conditional offer of employment.

Failure to Provide Proof of Identification – Failure and/or refusal by an applicant to provide proof of identification at the collection site, shall be considered refusal to consent to alcohol and/or drug testing and shall result in withdrawal of the conditional offer of employment. Photo identification is required. In exceptional circumstances, identification by an appropriate Hamblen County official or his/her designee may be acceptable.

Tampering with Testing Procedures and Results – If any applicant intentionally tampers with a sample provided for alcohol and/or drug testing, violates the chain-of-custody, breaks identification procedures, or falsifies test results, then Hamblen County shall withdraw the conditional offer of employment and such actions shall be grounds for disqualification for all positions.

Failure to Report to Collection Site – Failure by an applicant to report to the collection site within four (4) hours, in the absence of special circumstances as determined by the Human Resources Manager and/or his/her designee shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in withdrawal of the conditional offer of employment.

Consequences of a Positive Alcohol and/or Drug Test – An applicant who receives a confirmed positive alcohol and/or verified positive drug test result or the equivalent shall have the conditional offer of employment withdrawn immediately. However, the offer of employment may be re-extended given a negative drug test result from the test of the split specimen.

### **Rights and Remedies**

Right to Request a Test of the Split Specimen – If the Medical Review Officer (MRO) informs the applicant that he/she has a verified positive drug test, the applicant has 72 hours following notification to request a test of the split specimen. The applicant shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

Disqualification Action – If the result of alcohol and/or drug testing is the basis for withdrawal of the conditional offer of employment, the applicant has no right to appeal this action.

## **EMPLOYEE TESTING FOR POSITIONS NOT REQUIRING A CDL**

**Notice to Employees** – Employees shall be advised of the following:

Existence and requirements of Hamblen County's Alcohol and Drug Policy;

Testing will not be conducted without employee reading and signing the proper consent forms;

Employee is responsible for reporting to the collection site at the scheduled time;

Human Resources Manager shall notify employee of time and location of alcohol and/or drug testing specimen collection;

Proof of identification is required at the collection site;

Employee is responsible for calling the Human Resources Manager from the collection site if he/she has a problem complying with Hamblen County's testing procedures;

Consequences of refusal to submit to alcohol and/or drug testing;

Consequences of a confirmed positive alcohol and/or verified positive drug test result;

Employee has the right to request a test of the split specimen within 72 hours; he/she shall pay for the test of the split specimen.

Testing Methods – Urinalysis will be used to test for alcohol and/or drugs for employees not required to have a commercial driver's license. In cases of reasonable suspicion where alcohol use is suspected, both breath analysis and urinalysis will be used to test for alcohol and/or drugs.

#### Testing Conditions

Reasonable Suspicion – An employee may be required to submit to alcohol and/or drug testing as a condition of employment if two (2) people in the employee's supervisory chain-of-command have reasonable suspicion of alcohol and/or drug use by the employee. If the employee's immediate supervisor is an Elected Official or Department Head, one person in the employee's supervisory chain-of-command is sufficient. Reasonable suspicion means an articulate belief based on specific facts and reasonable inference drawn from those facts that an employee may be under the influence of alcohol and/or drugs. Reasonable suspicion as used in this policy means a judgment made regarding the employee's behavior or evidence found or reported and may be based on, but not limited to, one or more of the following:

An on-the-job accident or occurrence where there is injury or property damage, evidence to indicate the accident or occurrence was in whole or part the result of the employee's actions or inactions, and/or the employee exhibited behavior or in other ways demonstrated that the employee may have been using or under the influence of alcohol and/or drugs.

An on-the-job incident, such as, but not limited to, a medical emergency which may be attributable to alcohol and/or drug use by the employee.

Direct observation of behavior exhibited by the employee which indicates that the employee is unable to perform the employee's job, or which may pose a threat to safety or health.

Information that the employee may be using alcohol and/or drugs or is under the influence of alcohol and/or drugs, or the employee exhibits behavior that may render the employee unable to perform the employee's job or may pose a threat to safety or health. This information must be verified by a person with the authority as denoted in this policy to determine reasonable suspicion.

Physical on-the-job evidence of alcohol and/or drug use by the employee.

Documented deterioration in the employee's job performance that may reasonably be attributable to alcohol and/or drug use by the employee.

Presence of the physical symptoms of alcohol and/or drug use (e.g., liquor on the breath, slurred speech, unsteady walk, impaired coordination, displays of violent behavior, argumentative conversation, improperly talkative, loud or uncontrolled laughter, glassy or bloodshot eyes, slow reflexes, etc.).

Newly discovered evidence that an employee has tampered with a previous alcohol and/or drug test.

Arrest or conviction for an alcohol and/or drug related offense while on duty.

The identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.

Post-Accident Testing – Alcohol and drug testing shall be conducted after accidents on employees if there is property damage or personal injury, the employee's performance of a job function either contributed to the accident or cannot be discounted as a contributing factor to the accident and/or for all fatal accidents. Each surviving employee shall be tested for alcohol and/or drugs as soon as possible during the four (4) hours following the accident.

Assignment to a Position Requiring a Commercial Driver's License – An employee shall be required to submit to alcohol and/or drug testing as a condition of promotion, special assignment, or transfer into a position requiring a Commercial Driver's License.

Random Testing for Safety Sensitive Positions – Alcohol and drug testing will be conducted on a random unannounced basis for employees in safety sensitive positions, including equipment operators, highway workers and sanitation workers. The testing dates and times are unannounced, and tests are conducted with unpredictable frequency throughout the year. Employees will be randomly selected with each employee having an equal chance of being tested. The number of employees selected for random alcohol and drug testing may equal an annual rate of not less than 50% of the total number of employees in safety sensitive positions.

Return-to-duty Testing – Before an employee returns to duty after engaging in conduct prohibited by these regulations, the employee shall undergo a return-to-duty alcohol and/or drug test with a negative result.

Treatment Completion and Follow-up Testing – An employee required to participate in a treatment program shall be subject to unannounced follow-up alcohol and/or drug tests. Follow-up alcohol and/or drug testing may be extended for up to sixty (60) months following return-to-duty.

Refusal to Consent – Refusal of an employee to sign the consent forms shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in immediate dismissal.

Failure to Provide Proof of Identification – Failure and/or refusal by an employee to provide proof of identification at the collection site, shall be considered refusal to consent to alcohol and/or drug testing and will be considered grounds for immediate dismissal.

Tampering with Testing Procedures and Results – Any employee who intentionally tampers with a sample provided for alcohol and/or drug testing, violates the chain-of-custody or identification procedures, or falsifies test results will be subject to immediate dismissal.

Failure to Report to Collection Site – Failure by an employee to report to the collection site within four (4) hours, in the absence of special circumstances as determined by the Human Resources Manager and/or his/her designee shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and will be considered grounds for immediate dismissal.

Consequences of a Positive Alcohol and/or Drug Test – Failure to comply with the provisions of this policy may be used as grounds for disciplinary action, up to and including dismissal. Hamblen County reserves the right to allow employees to participate in an education and/or treatment program approved by Hamblen County as an alternative to or in addition to disciplinary action. An employee who received a confirmed positive alcohol and/or verified positive drug test result shall be subject to the following conditions:

Removal from the Work Site – The employee will be removed from the work site until the next scheduled work day unless at least 24 hours have elapsed.

Treatment – An employee who receives a confirmed positive alcohol and/or verified positive drug test result may be evaluated by a Substance Abuse Professional (SAP). If the SAP determines that an employee does not require treatment, the SAP may recommend that the employee return to work in accordance with the provisions of this policy. Otherwise, an employee who receives a confirmed positive alcohol and/or verified positive drug test result may be referred to an approved education or treatment program. Payment for the treatment cost is the responsibility of the employee and is strictly dependent upon the provisions of the individual's health plan options.

Leave of Absence – Employees referred for education and/or treatment may be granted leave of absence to participate in an approved education or treatment program pursuant to this policy. If an employee does not have available accrued sick and/or annual leave, he/she may be granted leave without pay pursuant to Hamblen County's policies and procedures.

Verification of Participation – Employees referred to education and/or treatment shall be required to provide verification to his/her Elected Official or Department Head that he/she is participating in an approved education and/or treatment program to receive approved leave.

Verification of Completion – Upon completion of an approved education and/or treatment program, the employee shall be required to provide written documentation that he/she has successfully completed the initial education and/or treatment program. For the purposes of Hamblen County's policy, successfully completing the recommended education and/or treatment program means the employee completed the initial period of education and/or treatment and complied with the after-care program including attending support groups for a period of one year

or longer if recommended by the treatment provider. It also means the employee achieved and maintained an alcohol and drug-free state and will normally be determined by negative results from Hamblen County authorized alcohol and/or drug tests.

Failure to Complete Treatment – The employee shall be subject to dismissal if the employee fails to successfully complete an alcohol and/or drug evaluation and the approved education and/or treatment program.

Relief of Duty or Reassignment – If the Elected Official or Department Head determines that the employee poses a threat to safety and health at the work site while undergoing out-patient or after-care treatment, they may re-assign the employee in accordance with the department's policy or relieve the employee of duties pursuant to existing policies and procedures until such time that the threat no longer exists.

Refusal to Participate – Refusal by an employee to participate in an approved drug assessment and education or treatment program will be considered failure by the employee to successfully complete the approved education or treatment program for disciplinary purposes.

Return-to-duty Testing – An employee shall not return to duty until he/she has complied with specified treatment recommendations and has received a negative alcohol and/or drug test result.

Treatment Completion and Follow-up Testing – Employees required to participate in a treatment program shall be subject to unannounced follow-up alcohol and/or drug tests. Follow-up alcohol and/or drug tests may be extended for up to sixty (60) months following return-to-duty.

### **Rights and Remedies**

Right to Request a Test of the Split Specimen – If the Medical Review Officer (MRO) informs the employee that he/she has a verified positive drug test, the employee has 72 hours following notification to request a test of the split specimen. The employee shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

Disciplinary or Disqualification Action – If the result of alcohol and/or drug testing warrants disciplinary or disqualification action, an employee shall be entitled to all the rights and remedies that are otherwise provided in Hamblen County's policies and procedures.

## **EMPLOYEE TESTING FOR POSITIONS REQUIRING A CDL**

Notice to Employees – Employees shall be advised of the following:

Existence and requirements of Hamblen County's Alcohol and Drug Policy;

Testing will not be conducted without employee reading and signing the proper consent forms;

Employee is responsible for reporting to the collection site at the scheduled time;

Human Resources Office shall notify employee of time and location of alcohol and/or drug testing specimen collection;

Proof of identification is required at the collection site;

Employee is responsible for calling the Human Resources Manager from the collection site if he/she has a problem complying with Hamblen County's testing procedures;

Consequences of refusal to submit to alcohol and/or drug testing;

Consequences of a confirmed positive alcohol and/or verified positive drug test result; and

Employee has the right to request a test of the split specimen within 72 hours; he/she shall pay for the test of the split specimen.

Testing Methods – Breath analysis and urinalysis will be used to test for alcohol and/or drugs for employees required to have a commercial driver's license.

### **Testing Conditions**

Reasonable Suspicion – An employee may be required to submit to alcohol and/or drug testing as a condition of employment if two (2) people in the employee's supervisory chain-of-command, one of whom is the Elected Official or Department Head or his/her designee, have reasonable suspicion of alcohol and/or drug use by the employee. If the employee's immediate supervisor is an Elected Official or Department Head, one person in the employee's supervisory chain-of-command is sufficient. Reasonable suspicion means an articulate belief based on specific facts and reasonable inference drawn from those facts that an employee may be under the influence of alcohol and/or drugs. Reasonable suspicion as used in this policy means a judgment made regarding the employee's behavior or evidence found or reported and may be based on, but not limited to, one or more of the following:

An on-the-job accident or occurrence where there is evidence to indicate the accident or occurrence was in whole or part the result of the employee's actions or inactions and/or the employee exhibited behavior or in other ways demonstrated that the employee may have been using or under the influence of alcohol and/or drugs.

An on-the-job incident, such as, but not limited to, a medical emergency which may be attributable to alcohol and/or drug use by the employee.

Direct observation of behavior exhibited by the employee which indicates that the employee is unable to perform the employee's job, or which may pose a threat to safety or health.

Information that the employee may be using alcohol and/or drugs or is under the influence of alcohol and/or drugs, or the employee exhibits behavior that may render the employee unable to perform the employee's job or may pose a threat to safety or health. This information must be verified by a person with the authority as denoted in this policy to determine reasonable suspicion.

Physical on-the-job evidence of alcohol and/or drug use by the employee.

Documented deterioration in the employee's job performance that may reasonably be attributable to alcohol and/or drug use by the employee.

Presence of the physical symptoms of alcohol and/or drug use (e.g., liquor on the breath, slurred speech, unsteady walk, impaired coordination, displays of violent behavior, argumentative conversation, improperly talkative, loud or uncontrolled laughter, glassy or bloodshot eyes, slow reflexes, etc.).

Newly discovered evidence that an employee has tampered with a previous alcohol and/or drug test.

Arrest or conviction for an alcohol and/or drug related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking.

Post-Accident Testing – Alcohol and drug testing shall be conducted after accidents on employees if there is property damage or personal injury, the employee's performance of a job function either contributed to the accident or cannot be discounted as a contributing factor to the accident and/or for all fatal accidents. Each surviving employee shall be tested for alcohol and/or drugs as soon as possible during the four (4) hours following the accident.

Random Testing – Alcohol and drug testing will be conducted on a random unannounced basis for employees required to obtain a CDL. The testing dates and times are unannounced, and tests are conducted with unpredictable frequency throughout the year. Employees will be randomly selected with each employee having an equal chance of being tested. The number of employees selected for random alcohol and drug testing may equal an annual rate of not less than 50% of the total number of employees required to obtain a Commercial Driver's License.

Assignment to a Position Requiring a Commercial Driver's License – An employee shall be required to submit to alcohol and/or drug testing as a condition of promotion, special assignment, or transfer into a position requiring a Commercial Driver's License.

Return-to-duty Testing – Before an employee returns to duty after engaging in conduct prohibited by these regulations, the employee shall undergo a return-to-duty alcohol and/or drug test with a negative result.

Treatment Completion and Follow-up Testing – An employee required to participate in a treatment program shall be subject to unannounced follow-up alcohol and/or drug tests. Follow-up alcohol and/or drug testing may be extended for up to sixty (60) months following return-to-duty.

Refusal to Consent – Refusal of an employee to sign the consent forms shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in immediate dismissal.

Failure to Provide Proof of Identification – Failure and/or refusal by an employee to provide proof of identification at the collection site, shall be considered refusal to consent to alcohol and/or drug testing and will be considered grounds for immediate dismissal.

Tampering with Testing Procedures and Results – Any employee who intentionally tampers with a sample provided for alcohol and/or drug testing, violates the chain-of-custody or identification procedures, or falsifies test results will be subject to immediate dismissal.

Failure to Report to Collection Site – Failure by an employee to report to the collection site within four (4) hours, in the absence of special circumstances as determined by the Human Resources Manager and/or his/her designee shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and will be considered grounds for immediate dismissal.

Consequences of a Positive Alcohol and/or Drug Test – Failure to comply with the provisions of this policy may be used as grounds for disciplinary action, up to and including dismissal. Hamblen County reserves the right to allow employees to participate in an education and/or treatment program approved by Hamblen County as an alternative to or in addition to disciplinary action. An employee who received a confirmed positive alcohol and/or verified positive drug test result shall be subject to the following conditions:

Removal from the Work Site – The employee will be removed from the work site until the next scheduled work day unless at least 24 hours have elapsed.

Treatment – An employee who receives a confirmed positive alcohol and/or verified positive drug test result may be evaluated by a Substance Abuse Professional (SAP). If the SAP determines that an employee does not require treatment, the SAP may recommend that the employee return to work in accordance with the provisions of this policy. Otherwise, an employee who receives a confirmed positive alcohol and/or verified positive drug test result may be referred to an approved education or treatment program. Payment for the treatment cost is the responsibility of the employee and is strictly dependent upon the provisions of the individual's health plan options.

Leave of Absence – Employees referred for education and/or treatment may be granted leave of absence to participate in an approved education or treatment program pursuant to this policy. If an employee does not have available accrued sick and/or annual leave, he/she may be granted leave without pay pursuant to Hamblen County's policies and procedures.

Verification of Participation – Employees referred to education and/or treatment shall be required to provide verification to his/her Department Head or Elected Official that he/she is participating in an approved education and/or treatment program to receive approved leave.

Verification of Completion – Upon completion of an approved education and/or treatment program, the employee shall be required to provide written documentation that he/she has successfully completed the initial education and/or treatment program. For the

purposes of Hamblen County's policy, successfully completing the recommended education and/or treatment program means the employee completed the initial period of education and/or treatment and complied with the after-care program including attending support groups for a period of one year or longer if recommended by the treatment provider. It also means the employee achieved and maintained an alcohol and drug-free state and will normally be determined by negative results from Hamblen County authorized alcohol and/or drug tests.

Failure to Complete Treatment – The employee shall be subject to dismissal if the employee fails to successfully complete an alcohol and/or drug evaluation and the approved education and/or treatment program.

Relief of Duty or Reassignment – If the Department Head or Elected Official determines that the employee poses a threat to safety and health at the work site while undergoing out-patient or after-care treatment, they may re-assign the employee in accordance with the department's policy or relieve the employee of duties pursuant to existing policies and procedures until such time that the threat no longer exists.

Refusal to Participate – Refusal by an employee to participate in an approved drug assessment and education or treatment program will be considered failure by the employee to successfully complete the approved education or treatment program for disciplinary purposes.

Return-to-duty Testing – An employee shall not return to duty until he/she has complied with specified treatment recommendations and has received a negative alcohol and/or drug test result.

Treatment Completion and Follow-up Testing – Employees required to participate in a treatment program shall be subject to unannounced follow-up alcohol and/or drug tests. Follow-up alcohol and/or drug tests may be extended for up to sixty (60) months following return-to-duty.

## **Rights and Remedies**

Right to Request a Test of the Split Specimen – If the Medical Review Officer (MRO) informs the employee that he/she has a verified positive drug test, the employee has 72 hours following notification to request a test of the split specimen. The employee shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

Disciplinary or Disqualification Action – If the result of alcohol and/or drug testing warrants disciplinary or disqualification action, an employee shall be entitled to all the rights and remedies that are otherwise provided in Hamblen County's policies and procedures.

## **1.5 SMOKE-FREE WORKPLACE POLICY**

Hamblen County intends to fully comply with the Tennessee Non-Smoker Protection Act, Tenn. Code Ann. 39-17-1801.

Due to the adverse health effects of second-hand smoke, all facilities owned and operated by Hamblen County are designated as smoke-free environments. Employees are prohibited from smoking in offices, lobbies, maintenance shops, and all common areas of Hamblen County facilities

There shall be no usage of tobacco on the premises except for those areas specifically designated for the use of tobacco products. Smoking is permitted only in outdoor areas that are at least 20 feet from the entrance to office, break rooms, or other public areas.

The user is expected to remove any waste created using the tobacco products. All tobacco products must be disposed of in a safe and sanitary manner. Leaving tobacco waste products anywhere other than appropriate receptacles will result in progressive discipline up to and including possible termination.

Smokers are expected to observe the same guidelines as non-smokers regarding the frequency and length of break periods.

## **1.6 WORKPLACE SEARCH POLICY**

All offices, desks, computers, files, voice mailboxes, lockers, and so forth provided by Hamblen County are considered property of the Hamblen County and are issued for the use of employees during their employment with Hamblen County. Employees should have no expectation of privacy related to any of the property.

Inspections or searches may be conducted of Hamblen County property at any time at the discretion of the Elected Officials and/or Department Heads.

If Hamblen County has probable cause to believe that any employee or customer is possessing, selling, or using illegal drugs, weapons, or stolen property on Hamblen County's premises, they reserve the right to notify proper law enforcement authorities and initiate appropriate searches.

Employees who, after proper inspection or searches, are found to be in possession of stolen property, weapons, or illegal drugs will be subject to disciplinary action up to and including termination.

## **1.7 SAFETY POLICY and PROCEDURES**

### **POLICY**

It is the policy of Hamblen County to comply with all applicable standards of the Occupational Safety and Health Act of 1970 (OSHA) including the general duty clause requiring employers to provide a safe and healthy workplace.

Hamblen County provides information and training to employees about workplace safety and health issues through regular internal communication and group meetings. This information includes general safety rules and job-specific safety rules. The training will include special handling of equipment and wearing of personal protective equipment (PPE) where appropriate.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor.

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor

Safety is not a separate subject that we discuss when there is a problem or at special times of the year. Safety is one of the most important parts of our job because it must be a part of everything we do.

It is the intent of Hamblen County that all employees have the understanding and knowledge needed to prevent accidents. Hamblen County will make every effort to provide a workplace free of hazards and to train employees in safe working habits. Real Safety, however, is more than a set of rules and procedures. Safety is a way of life. Safety at work is a partnership between the company and all employees. Together we can create and maintain a safe and healthy work environment.

### **PROCEDURES**

Our Safety Program can only be effective if every employee makes safety his or her responsibility. Each employee will receive area-specific training and information that will aid in identifying hazards and in developing safe work procedures.

The fact that there are potential hazards doesn't mean we do anything especially dangerous. Potential hazards exist at home as well as at work. Our cars can be hazards if we don't maintain them properly and drive them safely.

**All employees should use common sense and follow these basic guidelines.**

- Report any accident, injury, or illness immediately to the immediate supervisor.
- Inspect tools and protective equipment before use.

- Report any defective, malfunctioning, or “Just not right” tool, machine, or protective equipment item immediately.
- Wear protective equipment whenever appropriate, e.g. reflective jackets.
- Follow instructions on using tools and machines safely.
- Walk; don’t run.
- Don’t fool around or ignore safety rules.
- Keep the work area neat and the aisles clear.
- Ask questions about anything you don’t understand.
- Always be alert to possible risks or anything that just “doesn’t seem right.”

## **1.8 WORKERS COMPENSATION POLICIES**

All employees shall immediately report injuries occurring on-the-job to the direct supervisor. If the direct supervisor is unavailable, the employee shall report the injury immediately to the next supervisor in the chain-of-command.

If nobody in the chain-of-command is available, the employee shall call the Human Resources Manager immediately to report the injury. An employee who fails to immediately report an on-the-injury shall be subject to disciplinary action.

Employees with serious injuries requiring immediate medical attention shall be treated as soon as possible at the nearest hospital. When an on-the-job injury is reported, the supervisor shall notify the Human Resources Manager immediately. The supervisor shall ensure that the employee reports to the Human Resources Manager as soon as possible following the injury.

The Human Resources Manager will arrange for appropriate medical care, schedule a drug and alcohol test, and coordinate the completion of required forms. Supervisors must complete an Accident Investigation form and a First Report of Work Injury form after each injury and submit it to the Human Resources Manager.

An employee may select a physician from Hamblen County’s list of approved Worker’s Compensation physicians which is posted on all official Hamblen County bulletin boards.

Hamblen County is obligated to pay for an employee’s treatment when it is provided by one of the physicians on Hamblen County’s list. Employees are required to provide the Human Resources Manager with the doctor’s report following each visit for treatment. It is the employee’s responsibility to keep the Human Resources Manager updated regarding the status of his/her recovery. The Human Resources Manager will coordinate all claims information with Hamblen County’s workers compensation insurance provider. Time off work due to workers compensation injuries may be designated as family and medical leave time.

Injuries After Normal Business Hours – If an employee has an on-the-job injury after normal business hours that requires medical attention, the supervisor should take the employee to the Emergency Department at Morristown Hamblen Healthcare System (or) Lakeway Regional Hospital. After initial evaluation, the employee should be referred to one of the physicians listed on the approved panel of physicians for Hamblen County employees for all follow-up treatment. Hamblen County’s policy requires that all employees have a post-accident alcohol and drug test

when involved in an accident where there is personal injury or property damage. Drug and alcohol tests can be done at the Emergency Department of the hospital. The supervisor shall be responsible for telling the hospital staff that the employee is required to have a breath alcohol test and urine drug test. The Emergency Department staff will then arrange for these tests. The supervisor shall also be responsible for telling hospital staff that the employee's injuries have been reported as work-related and a claim will be filed with Hamblen County's workers compensation insurance. The supervisor shall make certain the employee does not provide the hospital with his/her personal health insurance information. The supervisor shall notify the Human Resources Manager of this injury at the start of the next business day and shall complete all required paperwork at that time.

Workers Compensation Payments for Lost Work Time – An employee is not entitled to receive workers compensation payments for lost work time unless he/she is disabled for a period of seven (7) calendar days. To continue his/her pay during the first seven days of absence, an employee may utilize accumulated sick and/or annual leave. If employee is out more than 7 calendar days, but less than 14 calendar days, workers compensation pays for calendar days 8 to 13. If the employee is out 14 calendar days or more, then workers compensation goes back to day one of lost time and begins paying from day one. An employee may not collect both workers compensation payments and accrued leave payments.

Denial of Workers Compensation Benefits – Hamblen County has a Workplace Violence Prevention Policy that prohibits threats and physical acts of violence. If an employee is injured while participating in a fight or after instigating a fight, then entitlement to workers compensation benefits may be impacted. Hamblen County is also designated as a Drug-free Workplace under Tennessee State law. If an employee receives a positive urine drug test or breath alcohol test following an on-the-job injury, then entitlement to workers compensation benefits may be denied. If an employee does not immediately notify Hamblen County of an on-the-job injury, the injury may be deemed not compensable under the workers compensation program.

Failure to Report Accidents and Injuries – Employees and/or supervisors who fail to immediately notify the Human Resources Manager of an on-the-job injury shall be subject to disciplinary action.

Employees are required to continue paying their portion of the group health care premium and premiums for any voluntary elected benefits while out of work for Worker's Compensation.

## SECTION II

### CLASSIFICATION and SELECTION PROCESS

#### **2.0 DEFINITIONS**

**Employer** herein means Hamblen County, a political subdivision of the State of Tennessee.

**Full-Time Regular Employees** are those who are hired to work and do work the county's normal, full-time workweek on a regular basis. These employees are eligible for employee benefits. For purposes of this definition, a full-time regular employee is determined by the number of hours worked and not by any designation contained in any decree or judgment establishing positions within the offices of Elected Officials or Department Heads as defined herein. The term "regular" as used herein shall mean consistently averaging thirty-seven and one-half (37.5) hours or more per week.

**Permanent Part-Time Employees** are those who are hired to work and scheduled to work at least thirty (30) hours per week. The existence of these positions has been proposed and approved based on the specific needs of each department. Permanent part-time employees are eligible for the standard benefit package with the exception of a pro-rated share of the standard vacation and sick leave benefits.

**Part-Time Regular Employees** are those who are hired to work and do work fewer than 30 hours per week on a regular basis. For purposes of this definition, a part-time regular employee is determined by the number of hours worked and not by any designation contained in any court decree or judgment establishing positions within the offices of Elected Officials or Department Heads as defined herein. Regular as used herein means consistently averaging fewer than 30 hours per week. *These employees are only eligible for federally required benefit programs (Social Security, Medicare, Unemployment Compensation Insurance, and Worker's Compensation Insurance).*

**Temporary Employees** are those who are engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment for a limited period. *These employees are only eligible for federally required benefit programs (Social Security, Medicare, Unemployment Compensation Insurance, and Worker's Compensation Insurance).*

**Newly Hired Employees** are those who have been employed by the county for less than three months. These employees are immediately eligible for only all the federally required benefits (as listed above), the Hamblen County Life Insurance Program, Tennessee Consolidated Retirement System, and our Health Clinic.

**Employee-at-Will** means an employee who serves or is employed at the discretion of the Employer. Regardless of the area of employment, all employees of Hamblen County, Tennessee are employees-at-will.

**Work Week** begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday of each week. Employees who are paid on an hourly basis will receive compensation at their regular rate of pay for all hours earned up to and including forty (40) in the workweek.

**Broken Service** means that period an employee is not receiving compensation from the Employer, such as approved leave of absence, suspensions, etc., except for military leave. If an employee's employment with the Employer ends, regardless of the reason, and subsequently returns, the employee's status will be that of a newly hired employee upon return unless requested by Department Head/Elected Official.

**Independent Contractors**, as defined by Tennessee case law, are not employees of Hamblen County, Tennessee and are not eligible for benefits.

**Elected Official**, are defined as Constitutional Officers which include a County Mayor, a Sheriff, a Trustee, a Register of Deeds, a County Clerk, any elected Clerk of a Court, Clerk and Master, an Assessor of Property, Highway Superintendent, General Sessions Judges, and any other official holding office as the result of an election. Elected members of the Hamblen County Legislative Body, Road Commissioners, and Constables are not considered full-time county employees.

**Department Head** means a full-time regular employee of Hamblen County, Tennessee, appointed to be responsible for the administration of a department of the Hamblen County government, but excluding Elected Officials as defined above.

**Benefits**, for purposes of full-time regular employees, means matching social security, medical insurance, participation in the Tennessee Consolidated Retirement System, term life insurance, payment for recognized holidays, sick leave as defined herein, the accrual of vacation time, workers compensation, and other discretionary benefits described in the Employee Benefits section of this handbook.

**Insurance and Retirement Benefits**: The terms, conditions and eligibility for the term life insurance, health insurance and retirement benefits are controlled by statutes, documents and contracts entered by, with and between Hamblen County and the State of Tennessee.

## **2.1 CLASSIFICATION PLAN**

**Purpose** - The classification plan shall provide a complete inventory of all authorized positions and an accurate description of each classification. Each classification is indicative of a specific range of duties and responsibilities and has the same meaning throughout all county government offices.

**Authority** - The County Mayor or his/her designee is responsible for developing, maintaining, and monitoring the classification plan.

**Composition of the Plan** - The classification plan shall consist of:

**Class Titles** - Class titles used shall be descriptive of the nature of each class. Class titles are to be used on all official county government records. However, other titles may be used as working titles during departmental routine to indicate authority, status in the department, or administrative rank.

**Class Specifications** - Written specifications for each class of positions shall be maintained. The specifications are meant to be descriptive of the kind of work performed and not necessarily inclusive of all duties performed. Specifications are to be interpreted in their entirety and in relation to others in the classification plan. Examples or phrases are not to be isolated and treated as a full definition of the class.

**Skill Level** - A grouping of all classifications which are basically equal when evaluated regarding the nature of work and knowledge and ability requirements, supervision exercised and scope of responsibility, scope and effect of decisions and actions, problem solving and complexity, nature, and extent of guidelines, application of authority, purpose and nature of work contacts, and physical or sensory demands or hazards.

**Maintenance of the Classification Plan** - The County Mayor, under the direction of the Hamblen County Commission, is charged with the maintenance of the classification plan. Maintenance shall include, but not be limited to, periodic review and revision of classification specifications and classification listing. The County Mayor shall recommend to Hamblen County Commission appropriate and necessary amendments to the classification plan based on these reviews.

**New Classifications** - When the County Mayor or his/her designee determines that a new classification must be added, the Classification Plan shall be revised and submitted to the Hamblen County Commission for approval.

**Revision of Existing Classifications** - The County Mayor or his/her designee shall periodically review the entire plan and recommend revisions to class descriptions to reflect gradual changes in the duties and responsibilities of existing classes over a period.

**Abolition of Classifications** - The County Mayor or his/her designee shall recommend the abolition of classes that are no longer required in the plan.

**Review of Employee Requisitions** - All Employee Requisitions submitted by department heads or elected officials shall be reviewed by the County Mayor or his/her designee to verify that the duties and responsibilities ascribed to the position(s) to be filled are assigned to the proper classification. Approval of such requisitions by the County Mayor or his/her designee shall constitute an assignment of the positions to the indicated class. If the requested classification on an Employee Requisition is not appropriate for the duties and responsibilities of the position, the County Mayor or his/her designee shall make a recommendation regarding a more appropriate classification assignment. The County Mayor or his/her designee shall verify that the requested positions have been approved in the current budget. Unbudgeted positions must be approved by the Hamblen County Commission for them to be filled.

**Creation of New Positions** - When a new position is to be created, the supervisor shall submit an Employee Requisition form and a completed Position Description Questionnaire to the County Mayor or his/her designee. They shall conduct a thorough job analysis to document the nature of the new position. The position may be assigned to an existing classification. If the position does not match an existing classification, then a new classification must be created. A

classification specification shall be written for each new classification. In addition, the County Mayor or his/her designee shall evaluate and recommend to the Hamblen County Commission the addition of the new classification to the Pay Plan and allocation to the appropriate skill level.

**Reclassification of a Position** - It is the intent of this rule to provide guidelines for monitoring the reclassification of an employee to ensure that merit systems principles are not circumvented. The basis for a reclassification must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and responsibilities. The process of placing an employee in an acting capacity in any position does not constitute a gradual accretion of duties.

A reclassification request may be initiated by an elected official, a department head, or by an employee. An employee who considers his/her position improperly classified shall first submit a Request for Reclassification through his/her immediate supervisor to the department head or elected official. The request shall include a statement of the reasons for requesting the study. If the elected official or department head finds merit in the request, he/she shall submit a recommendation to the County Mayor or his/her designee.

The County Mayor or his/her designee shall conduct a thorough analysis of the position. The analysis may include, but shall not be limited to, reviewing current class information, analyzing a completed Position Description Questionnaire, conducting a job observation, discussing the class with supervisors, and comparing this position with other positions in the class. The County Mayor or his/her designee shall recommend an appropriate classification based on the results of this analysis. If there is a disagreement between a department head or elected official and the County Mayor or his/her designee regarding appropriate classification, the Hamblen County Commission Human Resources Committee shall decide the issue.

## **2.2 RECRUITMENT**

### **PURPOSE**

The purpose of these policies and procedures is to facilitate the recruitment, selection, and appointment of the most qualified applicants and to ensure equal employment opportunity for all.

### **EMPLOYMENT APPLICATION FORM**

Applicants shall be required to complete an Employment Application form supplied for that purpose by Hamblen County. Employment applications are available during normal office hours in the County Mayor's office. All spaces on the employment application must be completed. Any applicant who knowingly makes any false statement in the Employment Application may forfeit the right to employment with Hamblen County.

Applications for posted vacancies shall be accepted only during the specified posting period. The application deadline for each vacancy is stated on the posting announcement. All applications received during this period will be compiled into an applicant pool for the vacancy. Applications received after the stated deadline shall not be eligible for consideration in filling the current vacancy.

In the event an applicant is not selected, the application will be kept on file for one (1) year. If an applicant wishes to be considered for another vacancy, the applicant must personally request that his/her application be activated for consideration for the posted vacancy. When an individual is hired, the Employment Application will be maintained in the employee's Human Resources file.

## **JOB-RELATED EXAMINATIONS**

All examinations shall be consistent with the Uniform Guidelines on Employee Selection Procedures which were adopted by the EEOC, U.S. Civil Service Commission, and U.S. Departments of Labor and Justice. Such examinations shall be job related and reliably predict the applicant's ability to perform the duties of the position he/she is seeking.

**Examination Parts:** The examination shall consist of one or more of the following parts:

**Written Test:** This exam shall include a written demonstration designed to show the degree of knowledge, skills, and abilities which are required to successfully perform the duties of the classification being tested.

**Oral Interview:** This exam shall include a personal interview to show the degree of knowledge, skills, and abilities which are required to successfully perform the duties of the classification being tested. An oral interview may be used when a written test is either unnecessary or impractical to administer.

**Physical Test:** This post-offer examination by a physician consists of an evaluation of the applicant's medical history and physical condition to determine if the person can perform the essential functions of the assigned classification with or without accommodation. Certain positions may require the applicant to have a serology and chest examination.

### **Physical and Psychological Examinations:**

Some departments may require a prospective employee to pass a post-offer employment physical and/or psychological examination prior to being employed

**Motor Vehicle Records Check:** - All applicants selected for appointment to a position which requires the operation of agency-owned vehicles shall be required to possess a valid Tennessee Driver's License, or a commercial driver's license if necessary.

**Other:** Any type of examination, other than those listed above, as might be determined appropriate by the Elected Official or Department Head.

## **2.3 SELECTION**

### **Justification for Selection**

The hiring authority or designated supervisor shall interview applicants according to a structured interview plan. Questions shall seek information about the applicant's

experience, education, training, abilities, and accomplishments which are related to the position he/she is seeking. The interviewer shall not ask questions about age, sex, race, national origin, political affiliation, physical and mental disabilities, religious beliefs, marital status and children, or other matters not related to the job. If no one is selected as a result of the interview process, recruitment efforts will again be initiated.

### **Rejection of Applicants**

Applicants shall become ineligible for employment as a result of any of the following:

Statement by the applicant that he/she is no longer interested in employment with Hamblen County;

Failure to submit a complete application packet by the deadline stated on the job vacancy posting announcement;

Failure to pass any component of a job-related examination;

Failure to report to a required medical appointment, interview, etc.

Negative reference check of previous employers;

Providing false information on the application form, resume, etc.

Having a confirmed positive drug screen will result in disqualification for employment for a period of one (1) year from the date of the drug test; and/or refusing to submit to a drug test, refusing to sign the required consent forms, or failing to report for a drug test is considered the equivalent of receiving a confirmed positive drug test result.

## **2.4 PROMOTION, DEMOTION, TRANSFER**

### **Promotions**

It shall be the policy of Hamblen County to provide promotional opportunities to qualified employees whenever possible. Employees are encouraged to take advantage of these opportunities by qualifying themselves for advancement by obtaining additional education and training, performing at a high level, having an excellent attendance history, and showing an interest in obtaining more responsible work.

Applications from both inside and outside the agency may be accepted at the same time. If employees are equally or better qualified than the outside applicants, then employees will be given a hiring preference. However, it is the responsibility of Hamblen County government to fill openings with the best qualified people available, and if an outside candidate is the most qualified person for the job, he/she will be offered the position.

Eligibility for Promotion: Employees must meet the following requirements to be eligible to compete for a promotion:

Must have completed satisfactorily his/her initial hire period;

Must not have received a disciplinary action within the last twelve months; and

Must meet the minimum requirements as defined on the posting announcement.

**Selection Process:** The selection process will be administered according to the provisions of Section III: Recruitment, Selection, Appointment, and Separation of this manual.

**Equally Qualified Candidates:** When all other job-related factors are equal for two or more candidates, then years of service will be the determining factor.

### **Voluntary Demotions**

An employee may voluntarily request a demotion. The employee's request shall be in writing to the Department Head or Elected Official. An employee may also apply for vacant positions which are at a lower skill level than his/her current classification. When an employee is selected for a voluntary demotion, his/her pay will be determined according to the provisions of Section II: Classification and Compensation Plan of this manual.

### **Transfers**

An employee may be transferred from one position to another without significant change in his/her classification. A transfer may be initiated by the employee or Hamblen County. Hamblen County initiated transfers may be necessary because of a work force reduction, a change in operating procedures, or other special needs. Employees who refuse a county-initiated transfer may be laid off.

**Eligibility for Employee-initiated Transfers:** Employees must meet the following requirements to be eligible to request a transfer:

Must have completed satisfactorily his/her initial hire period;

Must not have received a disciplinary action within the last twelve months;

Must have a sound and valid reason for requesting a transfer; and

Must not have transferred at his/her own request within the past twelve (12) months.

**Selection Process:** The selection process will be administered according to the provisions of Section III: Recruitment, Selection, Appointment, and Separation of this manual. The hiring authority is not required to accept an employee who has applied for a transfer if for some reason he/she feels the employee is not a good match for the current vacancy.

## **2.5 APPOINTMENT TYPES**

All employees working for Hamblen County are employed at-will. Nothing in these policies and procedures shall be taken to imply any type of employment contract. The following definitions describe the types of employment at Hamblen County.

Regular - employed for an indefinite period as reflected in Human Resources records.

Temporary - employed for a specific period (such as seasonal, until a job is completed or to fill in for a sick or injured employee) as reflected by Human Resources records. A temporary appointment shall not exceed 12 months. Exceptions will be considered on a case-by-case basis

Full-time - scheduled to work at least thirty-seven (37.5) hours weekly.

Permanent Part-Time – scheduled to work at least thirty (30) hours weekly.

Part-time - scheduled to work less than 30 hours weekly.

## **2.6 INITIAL HIRE PERIOD – (Probationary Period)**

All employees receiving an initial appointment to a regular, full-time position shall be required to complete satisfactorily a ninety (90) day initial hire period prior to receiving regular, full-time status. The initial hire period is an adjustment and trial period for the new employee during which the employee's attitude, work performance, job compatibility, and other job-related criteria will be observed by his/her supervisor. Some Administrative, Supervisory, or Management positions may require a six-month (180 day) period in which to adequately evaluate the employee's suitability for the position.

The supervisor may complete a job-related performance evaluation form no less than two weeks prior to the end of the employee's initial hire period. The supervisor may review the evaluation with the employee. After reviewing the form with the employee, the supervisor may submit the completed form and his/her recommendation to retain or dismiss the employee to the Department Head or Elected Official.

A supervisor may submit to the Department Head or Elected Official a performance evaluation and recommendation to dismiss an employee at any time prior to the completion of the initial hire period if such action is warranted.

## **2.7 SEPARATIONS**

Separation or Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

### **Voluntary Resignations**

As a general practice, Hamblen County requests submission of a signed, written notice of intent to resign at least two weeks in advance. The Department Head/Elected Official, however, retains the option to end the employment upon receipt of the employee's notice.

Employees may request his/her Department Head or Elected Official to approve the withdrawal of a tendered resignation up until the end of the employee's last day worked. However, once a voluntary resignation has been tendered, the Department Head or Elected Official is not obligated to permit the employee to rescind the resignation.

### **Reduction in Force**

An employee may be laid off when it is deemed necessary by reason of a shortage of funds or work; abolition of a position or other organizational changes; or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

**Procedure** - Lay-offs shall be made within classes of positions in affected departments. The order of lay-off shall be determined by the Department Head or Elected Official.

At least two weeks' notice, or two weeks' pay in lieu of notice shall be given except for persons employed for a specific period.

**Demotion** - An employee may be demoted when the employee would otherwise be laid-off.

### **Termination**

In the general course of business, it may become necessary to terminate Hamblen County's employment relationship with an employee.

A decision to terminate may be the result of a variety of issues such as:

- inability of the employee to satisfactorily perform the essential job functions
- violation of Hamblen County Policies
- violation of Hamblen County Standards of Conduct; however,

**Hamblen County absolutely reserves the right to terminate an employee at any time for any reason or no reason at all. Every County employee is an employee-at-will.**

## **2.8 REHIRING FORMER EMPLOYEES**

Generally, former employees will not be considered for re-employment. Exceptions may be made on a case-by-case basis if the former employee's performance met expectations and he/she left voluntarily with notice or through no fault of his/her own

## **2.9 REFERENCES FOR FORMER EMPLOYEES**

It shall be the policy of Hamblen County Government, when contacted as a reference source regarding past employees and their employment, to provide only the name of the employee, positions held, and their dates of employment. No other aspect of the employee's work history is authorized for release.

## **SECTION III COMPENSATION PLAN**

### **3.0 OVERVIEW and DEFINITIONS**

**Purpose** - The basic purpose of a pay plan is to enable an organization to recruit and retain competent employees. Major goals of the Pay Plan are as follows:

Provide compensation that is internally equitable;

Provide compensation that is consistent with pay in the surrounding market area; and

Allow for flexibility and adjustments in response to changing economic and employment conditions in the local job market.

**Authority** - The County Mayor or his/her designee is responsible for developing, maintaining, and monitoring the Pay Plan.

**Composition of The Pay Plan** - The Pay Plan consists of a system of fourteen (14) salary grades and a recommended pay range for each classification. There is a 50% spread between the minimum and maximum of each range with an established mid-point.

Skill levels 1 through 12 have a ten percent (10%) vertical spread.

Skill levels 13 to 14 have a 15% vertical spread

**Maintenance of The Pay Plan** - The County Mayor or his/her designee shall monitor factors that are relevant to sound compensation practices such as changes in cost of living, labor market conditions, recruitment problems, turnover experience and related factors. In addition, a salary and benefits survey shall be conducted periodically (at least every three years) to ensure the pay plan remains competitive. The County Mayor or his/her designee shall recommend to the Hamblen County Commission any revisions in the Pay Plan which are necessary and appropriate in view of the factors discussed above.

**Administration of The Pay Plan** - Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing incentive, and in rewarding employees for meritorious service. The following provisions shall govern the granting of within-range pay increase for employees:

**Starting Rate of Pay** - The minimum compensation of the pay range for each classification shall be the normal entry rate of pay. When unusual circumstances warrant, an employee may be offered a rate higher than entry level. Situations that may justify hiring above entry-level may include the following: appointment of an applicant whose qualifications greatly exceed minimum requirements for the position, a shortage of qualified applicants available at the minimum entry rate, or the most qualified applicants have declined employment at the entry rate.

Hiring above the minimum entry rate up to midpoint of the salary range shall be justified in writing by the hiring supervisor and approved by the County Mayor. Hiring rates above midpoint shall be justified in writing by the hiring supervisor and must be approved by the Hamblen County Commission.

**Maximum Rate of Pay** - An employee's rate of pay must be within the salary range for his/her classification. No employee shall receive a pay increase that exceeds the maximum rate of pay established for the class he/she occupies.

**End of Initial Hire Period - (Probationary)** - Employees who successfully complete the initial period of employment will be placed on a regular, full-time status.

**Annual Cost-of-Living Increase** - An annual increase may be granted to all regular, full-time and part-time employees based on changes in the cost of living as indicated by the National Consumer Price Index (CPI) and local data such as that provided by the University of Tennessee Center for Economic Research and the East Tennessee Development District. When it is determined that the cost of living has increased in any one year, an across the board increase may be given. Employees at the maximum of their salary range will be given a one-time lump-sum bonus equal to the percentage increase. All cost of living increases are subject to the Hamblen County Commission's approval and to the availability of funds.

**Holiday Pay** - Regular, full-time employees who are required to work on an official holiday shall receive holiday pay (regular straight time) for hours actually worked on the holiday to a maximum of 8 hours in addition to their regular pay.

Hamblen County Departments have the liberty of setting their respective hours of operation. The hours of holiday pay accrued by an employee is determined by the actual hours the employee is regularly scheduled to work. For example, if an employee is regularly scheduled to work a (37.5) hour workweek, the employee would receive seven and one-half (7.5) hours of pay thirty-seven and one-half (37.5) hours divided by (five days) for one day of holiday.

### **Pay Adjustments in Promotions, Reclassifications, Transfers, and Demotions**

When an employee is promoted, demoted, or transferred, his/her rate of pay in the new position shall be established in accordance with the following:

**Promotion** - When an employee is promoted to a position in a higher skill level, a pay increase will be granted at that time. The amount of increase will be determined by the location of the employee's current salary in the salary range for the new position. If the employee's salary is below the minimum of the new range, the increase will be 10% or to the minimum of the new range, whichever is greater. If the employee's current salary is in the lower half of the new range, the increase will be 7%. If the employee's current salary is in the upper half of the new range, the increase will be 5%.

**Reclassification** - When an employee is reclassified to a class in a higher skill level, the employee's salary will be increased by 5% or to the minimum of the

new range, whichever is greater.

**Transfer** - When an employee is transferred from a position to another position in the same class, his/her salary will remain the same.

**Demotion** - When an employee is demoted for cause or as the result of a voluntary request, his/her salary shall be set at a rate within the new range. The department head or elected official will set the pay rate at an appropriate level within the range for the lower class that is equal to or less than the employee's current salary.

### **3.1 OVERTIME**

The Fair Labor Standards Act of 1938 (FLSA), as amended, is a federal statute of general application that establishes a minimum wage, overtime pay, child labor, and equal-pay requirements. The provisions of Hamblen County's Overtime Policy comply with all requirements of the Fair Labor Standards Act (FLSA). The FLSA prescribes forty (40) hours as the number of hours employees who are not exempted from the overtime-pay requirement are required to work during any workweek without extra compensation for overtime. The general overtime rate of pay cannot be less than one and one-half times the employee's regular rate, and the employee must receive the overtime rate for all hours worked in excess of forty hours during any workweek. Compensation for all overtime may be provided to employees hired after the effective date of this policy, and for existing employees with a prior agreement or understanding with the county, as compensatory time off at the rate of one and one-half hour for each hour of overtime worked. Existing employees who have not entered into an agreement to receive compensatory time shall be paid an overtime rate of one and one-half times the employee's regular rate.

Authorized Overtime – Hamblen County employees shall not work more than 40 hours during any workweek unless the overtime work is authorized by a Supervisor and approved by the Department Head or elected official. Although all overtime worked will be compensated pursuant to the County's policy and the FLSA, working unauthorized overtime is a violation of county policy and will result in disciplinary action, up to and including termination of employment.

Time off for holidays when Hamblen County offices are closed shall be considered time worked. Time off for annual leave, sick leave, jury duty, or other leave shall be considered time worked.

All overtime must be authorized by appropriate Supervisory staff prior to the assignment of overtime. All authorized overtime must be within budgetary limitations. It is the responsibility of Supervisors, Department Heads, and Elected Officials to manage their Human Resources to minimize the necessity of overtime. If long-term overtime exists, management should analyze the staffing level to determine if additional staff should be hired rather than assigning overtime work. In the absence of a sufficient number of volunteers, Supervisors may require any employee to work overtime if he/she deems it necessary to meet the demands of the work. Employees shall not work overtime without first receiving the approval of their Supervisor. Except for payment for Compensatory Time, hours for which an employee is paid but has not worked will be used in the calculation of overtime. For the Sheriff's Department, the overtime is defined as work in excess of the 171 hours in the twenty-eight (28) day work period.

## **3.2 EMERGENCY RESPONSE POLICY**

**Return to Work from Home** – When a non-exempt employee is “on-call” and an emergency requires the employee to return to the work site from home without prior notice, the employee’s pay shall be determined under the Emergency Response Policy.

When an emergency requires the employee to work two (2) hours or less, the employee will be paid for two (2) hours at his regular pay rate unless the time causes the employee to exceed 40 hours for the work week. This guarantees an employee of a minimum of two (2) hours for the inconvenience of returning to work.

If the emergency requires the employee to work more than two (2) hours, the employee will receive pay for the number of hours actually worked.

Departments may make other accommodations to compensate employees who are called out for work for an emergency situation.

**Emergencies Requiring Extension of the Normal Workday** – When an emergency requires a non-exempt employee to work beyond his/her normal hours, the extra hours worked will be considered Emergency Response Time. The employee will receive regular pay for the number of extra hours (i.e., any hours over 8) actually worked that day unless the extra hours cause the employee to exceed 40 hours worked during the work period. The guaranteed two-hour minimum does not apply in this situation.

## **3.3 WORKWEEK**

The workweek for employees of Hamblen County begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday of each week.

Employees who are paid on an hourly basis will receive compensation at their regular rate of pay for all hours earned up to and including forty (40) in the workweek.

Annual hours of regularly scheduled work vary according to departments and positions:

| <b>Scheduled Annual Hours Based on Department Structure and Needs</b> |
|-----------------------------------------------------------------------|
| 1950                                                                  |
| 2080                                                                  |
| 2184                                                                  |

All employees of the Sheriff’s Department who are non-deputies shall have a regular workweek as described in the first paragraph.

The salary paid to exempt salaried employees is compensation for all hours worked. The salary paid to non-exempt salaried employees is compensation for all hours worked by such employees up to and including forty (40) hours in the workweek.

The actual work schedule for each employee will be arranged by that employee's supervisor.

Sheriff Department employees working an annual schedule of 2,184 hours shall have a twenty-eight-day work period in accordance with the 7 (k) exemption provided under FLSA.

The work period for Sheriff Department employees working an annual schedule of 2,184 hours begins at 12:01 a.m. on Monday and ends at 12:00 midnight 28 days following.

***(NOTE: ONLY IF SHERIFF DEPARTMENT IS A PART OF COUNTY WIDE POLICIES)***

## **3.4 COMPENSATORY TIME**

### **Definition**

Compensatory time may be given to those employees who work overtime as provided in the section on “Overtime” and with whom the county has a prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for overtime.

### **Administration of Compensatory Time**

The decision on whether or not to pay overtime or grant Compensatory Time shall be made by each elected official, Department Head or Supervisor based upon his/her budgetary constraints. Each elected official, Department Head or Supervisor shall also be responsible for having each employee (existing or new hire) under his/her supervision for whom Compensatory Time shall be applicable, enter into the appropriate Compensatory Time Agreement.

Each elected official, Department Head or Supervisor shall be responsible for maintaining accurate records of accumulated Compensatory Time for each employee under his/her supervision and for carrying out the policies and procedures set out herein.

With regard to Compensatory Time issues affecting Department Heads or Supervisors, the County Mayor shall have the authority to direct the use or payment of such accumulated Compensatory Time in compliance with Hamblen County’s policies and procedures.

Should it be determined by the County’s Human Resources Committee that these policies and procedures are not being followed, the Human Resources Committee shall have the authority to direct and require any such employee not in compliance with the policies and procedures to immediately use his/her accrued Compensatory Time.

### **Use of Compensatory Time**

Employees are encouraged to use their accrued Compensatory Time, and the County will make every effort to grant reasonable request for the use of Compensatory Time when sufficient advanced notice is given, and the workplace is not unduly disrupted. The maximum number of compensatory hours that an employee may accrue is sixty (60) compensatory hours.

Hamblen County requires employees to use their accumulated Compensatory Time before using Vacation Time.

*(Source: page 18 Department of Human Resources Attendance and Leave Manual).*

Sick Time may be used before Comp Time with approval from the Department Head or Elected Official.

Any employee who has reached this maximum shall not work any additional overtime until the employee's accrued Compensatory Time has fallen below the maximum allowed, unless the employee receives advance written authorization from the employee's Supervisor. If the employee does not use Compensatory Time voluntarily, the employee's Supervisor may order the employee to use his/her Compensatory Time at specified times. Based upon budgetary constraints, Hamblen County reserves the right at any time to pay the employee in cash for any or all accrued Compensatory Time and/or to require the employee to use accumulated Compensatory Time

Any employee who has accumulated Compensatory Time shall be required to exhaust such accumulated Compensatory Time prior to taking leave or vacation time. Accumulated Compensatory Time shall be used by the employee by the end of the fiscal year during which it was accrued. The Supervisor or Department Head shall direct that any Compensatory Time accrued during the previous fiscal year and not so used, shall be taken within the first two (2) months of the subsequent fiscal year.

Any employee who receives a promotion and who has accumulated Compensatory Time in the employee's pre-promotion position should use the accrued Compensatory Time prior to assuming the new position. If this is not possible, Compensatory Time will be paid consistent with the pay rate at the time earned.

### **3.5 TIME RECORDS**

Employees are required to correctly record their time worked. If the department has an official time clock, employees must clock in and out as directed.

If the department does not have a time clock, employees must record their hours on the forms provided for this purpose. Employees are required to fill in this form daily and, at the end of the workweek, sign and forward them to your supervisor for review and processing. *(Elected officials and part-time board members not generally subject to the Human Resources policy manual are exceptions to this policy.)*

Please ensure that your actual hours worked and leave time taken are recorded accurately. All time worked and time on leave is calculated for payroll purposes in fifteen (15) minute increments.

Falsifying these records is a crime under T.C.A. 39-16-504. Falsifying time records is also grounds for immediate termination. Time records shall be maintained at the County Mayor Office.

### **3.6 PAYDAY**

All employees shall be paid on a semi-monthly basis. Paychecks will be distributed on the 15<sup>th</sup> and last working day of the month. Under no circumstances will any paycheck be distributed prior to 3:00 p.m. on the day before payday.

### **3.7 FINAL PAYCHECK**

An employee whose services are being terminated, either voluntarily or involuntarily, shall be paid for all earnings which are due and accrued, plus all accrued vacation time, overtime and compensatory time on their final regular paycheck. In the event of death, the amount owing to the employee shall be paid to his or her estate or the surviving spouse as may be required by law.

The employee will not be compensated for any unused sick leave days, but unused sick leave days may be transferred to the Tennessee Consolidated Retirement System according to the plan's rules and regulations.

### **3.8 LONGEVITY PAY**

Eligible Hamblen County employees are entitled to receive longevity pay. To be eligible to receive longevity pay, an employee must meet the following requirements:

- Occupy a regular full-time position within Hamblen County Government that qualifies the employee for other county employment benefits, i.e. health insurance, life insurance, retirement, vacation, and sick leave;
- Have accrued at least three (3) years of regular full-time employment within Hamblen County Government; and
- Apply and be approved for the longevity payment by the County Commission's Personnel Committee.

Temporary, casual or part-time employees, department heads and elected officials whose minimum salaries are set by the state legislature are **ineligible** to receive longevity. Time spent working in a part-time position is **not** included in the eligibility calculation for longevity pay. Employees whose full-time work history within Hamblen County Government (HCG) is interrupted will receive credit for all previous full-time employment. For instance, if an employee works 18 months for a county department and leaves employment (and is not terminated for cause) for a period of time, that employee will receive credit for the 18 months toward the three (3) year eligibility requirement if he/she returns to work for HCG.

Employees must complete an application (available from the Human Resources Manager) to qualify for longevity pay. The application will be reviewed by the County Commission's Personnel Committee which will either approve or deny the application. Employees should allow 30 days for their application to be processed. If an application is denied, the applicant can request an appeal hearing before the Personnel Committee.

Full-time employees who qualify for longevity pay will receive \$75 per year of service not to exceed \$2,250. The longevity pay will be paid annually with the last pay check of the employee's anniversary month. Longevity pay will be administered as a lump sum payment with the applicable payroll taxes and retirement contribution deducted and will not become part of the employee's base pay.

Longevity pay will not be included on a pro-rated basis when end of employment or termination pay is calculated. An employee must be an active employee on his/her anniversary date to receive the longevity pay for that year.

### **3.9 EDUCATION PAY**

It is the policy of Hamblen County Government to provide employees with a compensation program that fairly compensates employees for the jobs and responsibilities that they hold, establishes compensation equity within the organization and is competitive within the labor market.

The Hamblen County Commission added an education to the pay plan effective with the 2016-17 fiscal year. The education component provides employees who have successfully completed a post-secondary degree or certificate program with a pay increase based on the degree earned. All employees of Hamblen County Government are encouraged to apply.

Temporary, casual or part-time employees, department heads, and elected officials whose minimum salaries are set by the state legislature are ineligible for receipt of Education Component.

#### **Initial Implementation**

Employees who hold post-secondary degrees or certificates must complete an application (available from the Human Resources Manager) for the education incentive and provide proof that he/she has earned the degree/certificate. Documented proof of the degree/certificate includes a photo copy of the original diploma or certificate or a certified copy of the official transcript from the education institution. An official transcript is one that has been received directly from the school. It must bear the college seal, date of completion and the Registrar's signature. Master's degrees qualify for the education incentive when they are related to the position the employee holds.

The application must be submitted to the Human Resources Manager for review by the County Commission's Personnel Committee which will approve or deny the application.

Education incentive amounts are not one-time lump sum payments. Rather, the increase is added to the base pay hourly rate and included in the calculation of any COLA employees may receive in subsequent years. Employees should allow 30 days for their application to be processed. The education increase is effective the pay period immediately following the approval of the application.

On an annual basis, the increases are as follows:

|                                              |           |
|----------------------------------------------|-----------|
| Certified Public Administrator (CTAS, COCTP) | \$200.00  |
| Associate's Degree/CTE Certificates          | \$350.00  |
| Bachelor's Degree                            | \$850.00  |
| Master's Degree                              | \$1600.00 |

Employees can qualify for one increase based on the highest level of education achieved. For example, if an employee has an Associate's degree and a Bachelor's degree, that employee would qualify for the increase for the Bachelor's degree. Multiple degrees and/or certificates do not qualify employees for multiple increases.

### **Continuum of Program**

Employees can qualify for an education incentive if they increase their education attainment while employed with Hamble County Government. For example, if an employee was hired without a qualifying post-secondary degree/certificate but earns the degree/certificate during his/her employment, the employee can apply for and be awarded the education increase. Also, if an employee has achieved a qualifying level of education and while employed with Hamblen County Government earns higher degree, he/she can receive an increase reflecting the higher degree. An example is: an employee holds an Associate's Degree and while employed with Hamblen County earns a Bachelor's Degree, he/she will receive a \$500 increase to his/her base pay.

For newly hired employees, department heads should not include the education attainment amount with the starting pay for the new employees. The education component can be added and become effective the pay period immediately following the completion of the new employees' probationary periods if the applications are approved by the County Commission's Personnel Committee.

### **3.10 MILITARY SERVICE PAY**

County employees who have active military service can qualify for a military service increase. Time with reserves does not qualify for the program. Employees with active military service can submit an application with documentation (discharge papers) proving their years of service. The military service pay increase will be awarded to employees who received an honorable discharge. The amount will be added to the base pay hourly rate. An employee cannot receive both pay supplements for education attainment and military service. The employee should apply for the supplement that would provide him/her the largest pay increase. Employees should allow 30 days for their application to be processed. The military service increase is effective the pay period immediately following the approval of the application.

On an annual basis, the increases are as follows:

|                                        |           |
|----------------------------------------|-----------|
| 2-10 Years of Active Military Service  | \$350.00  |
| 11-15 Years of Active Military Service | \$850.00  |
| 16+ Years of Active Military Service   | \$1600.00 |

For newly hired employees, department heads should not include the military service amount with the starting pay for the new employees. The military service component can be added and become effective the pay period immediately following the completion of the new employees' probationary periods if the applications are approved by the County Commission's Personnel Committee.

## **SECTION IV EMPLOYEE BENEFITS**

### **4.0 HEALTH INSURANCE**

At the time of new-hire orientation, employees will receive information related to all Hamblen County sponsored insurance programs including the employee's eligibility for each program, and the enrollment period.

Information regarding life insurance, medical insurance and retirement plan benefits offered to full-time regular employees of Hamblen County, Tennessee can be obtained in the Human Resource Office or the Office of the County Mayor.

In cooperation with the City of Morristown, Hamblen County operates an Employee Health Clinic available to all full-time employees and their dependents (2 years or older) who are covered under the County's Medical Plan.

Full-time employees may choose not to participate in the County's Health Insurance Plan but still qualify for membership to the Employee Health Clinic. In this event, the employee's dependents would not qualify for membership. The County Mayor or his/her designee must approve the employee's written request.

Clinic hours of operation are available in the office of the Human Resource Manager. Appointments may be scheduled by calling the clinic directly at **877/423-1330** or on line at **[www.carehere.com](http://www.carehere.com)**.

### **4.1 TENNESSEE CONSOLIDATED RETIREMENT SYSTEM**

Regular full-time employees will be automatically enrolled in the Tennessee Consolidated Retirement System. Additional information will be part of the new-hire orientation process.

### **4.2 VACATION LEAVE**

Vacation is one way the county shows its appreciation to you for your contribution to the administration of county government.

Part-time employees do not qualify for vacation leave.

Full-time Regular Employees are eligible for vacation time off once they have completed six (6) months of service as a full-time employee – at which time five (5) days of vacation will be available. For purposes of this policy, a vacation day shall mean a normal workday for the employee.

All County employees funded under the general fund, highway fund and garbage fund (“major fund categories”) shall complete a time sheet as provided by the county Human Resources Manager listing hours worked, vacation leave and sick leave during prescribed period of work. In departments having time clocks, the Supervisor will indicate type of leave on the card when approving.

*(Elected officials and part-time board members not generally subject to the Human Resources policy manual are exceptions to this policy.)*

**Vacation Time Accrual Rate** – Vacation time is credited by employees on January 1<sup>st</sup>. Hamblen County departments have the liberty of setting their respective hours of operation. Some departments and employees maintain less than a 40-hour workweek. For eligible employees, vacation time accrued is determined by the actual hours an employee is regularly scheduled to work. For example, if an employee is regularly scheduled to work a 37.5-hour workweek, each week of vacation accrued by such employee is equal to 37.5 hours. Accordingly, one day of vacation time accrued or used is equal to 7.5 hours (37.5 hours divided by five days.)

**Accumulation of Vacation Time** – Vacation time may not be accumulated and carried forward to the next year. Any unused vacation time may be rolled over into sick leave.

**Use of Vacation Time** – vacation leave may be used only at times approved in advance by the Employer/Department Head/Elected Official. Vacation requests will be honored to the extent possible. If two or more employees request vacation for the same period of time, it will be the Elected Official’s or Department Head’s decision if this will create a hardship upon the department. No employee may give or loan vacation time to another employee.

Hamblen County **requires** that accumulated compensatory time be used in advance of vacation leave. *Refer to Section 3.4 for details*

**Termination of Employment** – Upon the termination of employment of an employee, he or she shall be entitled to payment for any unused vacation time which has accrued and has not been converted into sick leave. Payment shall be made based upon the daily rate of compensation the employee receives as of the time of termination.

**Vacation Time Schedule** – The following schedule displays the vacation earning policy for each year of continuous and uninterrupted employment

### **Full-Time Regular Employees**

| <u>Years of Service</u><br><u>As of anniversary date</u> | <u>Length of Vacation</u><br><u>With Pay</u> |
|----------------------------------------------------------|----------------------------------------------|
| After six months                                         | 5 days                                       |
| 2 through 9 years                                        | 10 days                                      |
| 10 through 19 years                                      | 15 days                                      |
| 20 or more years                                         | 20 days                                      |

## **4.3 HOLIDAYS**

Because of the variety of county services, all employees may not be able to observe holidays on the same day. If your work schedule requires a deviation from the holiday schedule, your Elected Official or Department Head will tell you in advance.

|                        |                                                                                                                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Year's Day (C J)   | January 1 <sup>st</sup>                                                                                                                                                                                                                                                       |
| Martin Luther King Day | Day of Observance (January)                                                                                                                                                                                                                                                   |
| Good Friday (G)        | Friday prior to Easter                                                                                                                                                                                                                                                        |
| Memorial Day (G)       | Last Monday in May                                                                                                                                                                                                                                                            |
| Independence Day (G)   | July 4 <sup>th</sup>                                                                                                                                                                                                                                                          |
| Labor Day (G)          | 1 <sup>st</sup> Monday in September                                                                                                                                                                                                                                           |
| Columbus Day (C J)     | Day of Observance (October)                                                                                                                                                                                                                                                   |
| Veteran's Day (C J)    | November 11 <sup>th</sup>                                                                                                                                                                                                                                                     |
| Thanksgiving (G)       | 4 <sup>th</sup> Thursday and Friday in November                                                                                                                                                                                                                               |
| Christmas (G)          | 2 ½ days<br>** Generally, ½ day on the 24 <sup>th</sup> and all of the 25 <sup>th</sup> and 26 <sup>th</sup> .<br>If the 25 <sup>th</sup> falls on Saturday or Sunday, the holiday will be Full or half on Friday depending on whether the office is usually open on Saturday |

(G = general holiday for all county employees; C = Courthouse employees only; J = Justice Center employees only)

If a holiday falls on a weekend (Saturday or Sunday), the County Mayor in conference with Department Heads and elected officials will determine when the holiday will be observed.

Example: Saturday holidays might be observed on Fridays and Sunday holidays might be observed on Mondays. The County Mayor will insure that all departments are informed of the decision prior to the actual observed holiday and official closing of offices and departments.

## **LEAVE RECORDS**

Employees requesting leave are required to record leave on forms provided by the county. The forms are to be given to the Elected Official or Department Head by the employee. Time sheets or cards will reflect the type of leave being taken. All leave forms other than FMLA will be maintained in the respective department. All FMLA forms and time sheets will be retained at the office of the County Mayor.

## **4.4 SICK LEAVE**

**Earning and Accumulating Sick Days** – Sick Leave will be considered a benefit and a privilege and not a right. Full-time regular employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12 days per year). There are no maximum sick leave credits. Each sick day earned by an employee shall be equal to the employee's regularly scheduled workday. For example, if an employee is regularly scheduled to work 37.5 hours per week, each earned sick day equals 7.5 hours (37.5 hours divided by five days). The employee shall not be paid for accumulated sick leave credit days but shall be able to count the unused sick leave credit days toward their retirement (to the extent allowed under the rules and regulations under TN Consolidated Retirement System).

The Elected Official or Department Head reserves the right to require an employee who misses work for five consecutive days due to sickness to furnish his or her Employer with a doctor's certificate, certifying they were unable to work.

**Use of Sick Leave** – An employee may use sick leave allowance for absence due to his or her own illness or injury or the illness or injury of the employee's immediate family as defined under Section 4.6. Sick leave may also be used for appointments with our Employee Clinic, a licensed doctor, dentist, or recognized practitioners. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated, and the time changed to sick leave.

Sick Time may be used before Comp Time with approval from the Department Head or Elected Official. *Refer to Section 3.4 for details*

**No employee may give or loan sick leave time to another employee.**

**Notice of Sick Leave** – An employee is required to notify the Elected Official or Department Head by the beginning of the employee's work shift or, in the case of emergency, as early as possible on the first day of their sick leave absence.

**Exhaustion of Sick Leave** – Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time or comp time remaining. The employee must request that additional leave be credited against the remaining vacation or comp time.

## **4.5 FAMILY MEDICAL LEAVE**

Hamblen County is fully compliant with the Family Medical Leave Act of 1993 (FMLA). Following is a general explanation of eligibility, use, and administration of this benefit. Questions may be directed to the Human Resources Manager for additional detail.

In general, a Family and Medical Leave of Absence (FMLA) is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to

qualifying family or medical reasons as described under the following Family – Medical Leave Policy, which shall be administered in accordance with all applicable state and federal laws:

- 1) Employees are eligible if they have been actively employed for at least 12 months and have been employed for at least 1250 hours of service (an average of 25 hours per week) during the 12-month period immediately preceding the commencement of leave. FMLA leave provided for under this policy shall run concurrently with any Tennessee maternity leave entitlements.
- 2) Under circumstances set forth below, each eligible employee shall have up to a total of 12 weeks during any one-year period. Pursuant to this policy, the 12 – month period utilized is a “rolling” 12 – month period measured backward from the date an employee uses any FMLA leave.
- 3) Family and Medical Leave will be granted to eligible employees for one or more of the following reasons:
  - a) For birth of a son or daughter, and to care for the newborn child;
  - b) For placement with the employee of a son or daughter for adoption or foster care;
  - c) To care for the employee’s spouse, son, daughter, or parent with a serious health condition; and
  - d) Because of a serious health condition that makes the employee unable to perform the functions of the employee’s job.
- 4) For the purposes of this policy the following definitions apply for the purposes of an employee qualifying to take FMLA leave:
  - a) Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized;
  - b) Parent means biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a son or daughter as defined in (c) below. This term does not include parents “in law”;
  - c) Son or daughter means a biological, adopted, or foster child, s stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability.
  - d) Persons who are “*in loco parentis*” include those with day-to-day responsibilities to care for and financially support a child or, in the case of employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

- e) The County reserves the right to require for the purposes of confirmation of a family relationship that the employee giving notice of the need for leave provide reasonable documentation or a statement of family relationship.
- 5) Whenever possible, and subject to your health care provider's approval and certification, when planning medical treatment, eligible employees must consult with their Department Head or Elected Official and make a reasonable effort to schedule the leave so as not to unduly disrupt the Department's operations.
- a) Employees are expected to consult with the Department Head or Elected Official prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of both the employee and the County;
  - b) If an employee who provides notice of the need to take FMLA leave on an intermittent leave basis for planned medical treatment fails to consult with the Department Head or Elected Official to make a reasonable attempt to arrange the schedule of treatment so as not to unduly disrupt the County's operations, the Department Head or Elected Official will initiate discussions with the employee and require the employee to attempt to make such arrangements, subject to the approval of the employee's health care provider.
- 6) If an employee submits a certification signed by a health care provider, the County may, with the employee's permission, have a health care provider representing the Employer contact the employee's health care provider for purposes of clarification and authenticity of the medical certification. Under appropriate circumstances the County may require the employee to obtain a second opinion at the County's expense. The health care provider utilized in these circumstances will be designated by the County to furnish a second and/or third opinion, but the selected health care provider will not be one that is employed by the County on a regular basis.
- 7) In those circumstances when the approximate timing of the need for leave is not foreseeable, the employee should provide the County notice of the need for FMLA leave as soon as practicable under the facts and circumstances of the situation. It is expected by the County that an employee will give notice to their Department Head or Elected Official within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. In all instances of FMLA leave the County reserves the right to request medical certification outlining the expected duration and nature of the illness, as it relates to the employee's ability to come to work, or the need for that employee's need to care for family members with serious health conditions or for other FMLA qualifying reasons.
- 8) When the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, 30 days advance notice is required. In the event thirty (30) days' notice is not practicable due to a lack of knowledge of approximately when the leave will be required to begin or due to a change in circumstances or medical emergency, notice must be given by an employee as soon as practicable.

- a) To assist the County in arranging work assignments during an employee's absence, the County requests that employee's give the County prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of the employee's expected return to work date;
  - b) To facilitate an employee's return to work, the County requests that the employee provide the employee's Department Head or Elected Official with two weeks advance notification of the employee's intended return to work date;
  - c) If an employee fails to give timely notice when the need for FMLA leave is foreseeable, the employee may be required to delay the taking of FMLA leave until 30 days after the date the employee provides appropriate notice to the County of the need for FMLA leave;
  - d) The County understands that under certain circumstances it may be necessary for an employee to take more leave than originally anticipated or an employee may discover after the beginning of FMLA leave that circumstances have changed, and the amount of leave originally anticipated is no longer necessary. In these situations, the employee is required to provide the County reasonable notice, within two business days, of the changed circumstances where foreseeable;
  - e) If an employee advises the Employer either before or during the taking of FMLA leave that the employee does not intend to return to work, our employment relationship will end and the employee's entitlement to continued leave, maintenance of health benefits, and restoration to the job shall cease; and
  - f) If an employee is able to return to work earlier than anticipated, the employee shall provide his/her Department Head or Elected Official two weeks advanced notice where feasible prior to returning to work.
- 9) For purposes of FMLA leave, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:
- a) In-patient care (an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity such as an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from, or any subsequent treatment in connection with such in-patient care; or
  - b) Continuing treatment by a health care provider which includes any one or more of the following:
    - 1) a period of incapacity (inability to work, attend school or perform other regularly daily activities due to the serious health condition, treatment therefore, or recovery there from, of more than 3 consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves additional treatment by a health care provider, nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services such as a physical therapist,

under orders of, or on referral by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.

- 10) Leave of absence rights and sick leave available to employees under other sections of our policies shall be counted towards the total time off available under our FMLA policy, if the leave is FMLA qualifying.
- 11) On return from FMLA leave employees will be returned to the same position the employee held when leave commenced, or to an equivalent position.
  - a) If an employee is unable to perform an essential function of his/her position because of a physical or mental condition, including the continuation of a serious health condition, the employee will have no right to restoration to another position under the Family and Medical Leave Act;
  - b) However, this does not mean an employee will not be returned to work even if they are unable to do so at the conclusion of their FMLA leave entitlement as the County will seek to return employees to a suitable position, although the County cannot guarantee that one will be available. Regardless of whether an employee can return to an available position, the employee may nevertheless remain eligible for continuing disability pay benefits during this additional leave period in accordance with applicable insurance coverage;
  - c) If an employee is unable to return to work after the expiration of their FMLA leave entitlement (12 weeks or less depending on the individual employee's use of leave during the rolling 12 – month period), the employee shall forfeit his/her reinstatement rights under the FMLA, but may be returned to work to an alternate position for which the employee is qualified if such a position is available; and
  - d) If, due to an employee's own medical circumstances, he/she is no longer able to perform his/her original job, the County will attempt to transfer such an employee to alternate suitable work, if available.
- 12) While on an FMLA leave of absence provided for under this policy, the County will continue employee group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks during the applicable 12 – month period. If an employee's leave extends beyond 12 weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

Employees are required to continue paying their portion of the group health care premium and premiums for any voluntary elected benefits while out of work for Family Medical Leave.

- 13) Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as of the commencement of FMLA leave, but shall not accrue during any unpaid FMLA leave.

- 14) During any period of FMLA leave, you may be eligible for sick pay benefits. Employees should refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars of such policies.

#### **4.6 BEREAVEMENT LEAVE**

In case of death in the employee's immediate family, the employee will be given 3 days paid leave which will not be charged to vacation leave. Employee shall receive his or her regular compensation based on his or her regular scheduled workday during bereavement leave. Paid funeral leave is for scheduled workdays, which normally fall between the day of the death and the day following the funeral. Additional time off without pay may be granted in certain situations.

Immediate family shall be defined as spouse, parent, step-parent, children, brothers or sisters, mother-in-law, father-in-law, grandparents, grandparents in-law, grandchildren of the employee and legal guardians or dependents. It also includes other relatives by blood or marriage if they are living under the same roof with the employee.

An employee who claims funeral leave may, at the discretion of his Elected Official or Department Head, be required to furnish confirmation of the death which may include an obituary notice or funeral home announcement.

#### **4.7 PARENTAL LEAVE**

Any employee who has been employed by Hamblen County for at least twelve (12) consecutive months as a regular full-time employee may be absent from employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth, and nursing the infant. The four (4) month period shall include leave required before and after the birth of a child.

With regard to adoption, the four (4) month period shall begin at the time an employee receives custody of the child.

Any employee who has less than one (1) year of service may be granted parental leave for a period not to exceed thirty (30) workdays following the birth of a child.

T.C.A. section 4-21-408

Employees may utilize any of their accrued leave benefits as well as their unused FMLA leave.

Employees are required to continue paying their portion of the group health care premium and premiums for any voluntary elected benefits while out of work for Parental Leave

## **4.8 VOTING LEAVE**

Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The Elected Official or Department Head may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime computation. If the employee's work period begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the closing of the polls, then the Elected Official or Department Head does not have to allow additional time off from work.

## **4.9 JURY DUTY**

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

- (a) Upon receiving a summons to report for jury duty, the employee shall, on the next day she/he is working, show the summons to his or her supervisor.
- (b) The employee will be granted a leave of absence when she/he is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
- (c) If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the Elected Official or Department Head. If the employee is relieved from being a witness during working hours, the employee must report back to the Elected Official or Department Head.
- (d) If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall also be excused from his/her employment for the shift immediately preceding the first day of service on any lawsuit. After the first day of service, when such employee's responsibility for jury duty exceeds three (3) hours during a day then such employee shall be excused from his/her next scheduled work period occurring within twenty-four (24) hours of such day of jury service.
- (e) Full-time employees shall receive regular compensation during time served on jury duty or when subpoenaed as a witness.
- (f) The employee may retain all compensation received for serving as a juror.
- (g) The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions the employee must take vacation leave, comp-time, or leave without pay.

#### **4.10 MILITARY LEAVE**

Regular full-time employees who are members of any federal or state military reserve component will be granted military training leave for such time as they are in the military service on field training or active duty for periods not to exceed fifteen (15) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed service orders.

Full time employees who are members of a federal or state military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional fifteen (15) days military leave if the additional military training:

- 1) Occurs during the same calendar year; and
- 2) Fulfills the employee's military training obligation for the subsequent calendar year.

During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled. The employee's time sheet should indicate "Military Leave."

Should the full-time employee enter the military on an active basis, the employee must present their orders to their supervisor as soon as they receive them. The full-time employee will be granted an unpaid leave of absence to serve a tour of duty.

Military Leave shall be granted in accordance with TCA Title 8 Chapter 33.

If you are a Reservist or National Guardsman called to Active Duty you may be worried about your health care coverage. **Don't** worry - you and your family are eligible for coverage under TRICARE. Reserve and guard members as well as their families are eligible for government sponsored healthcare under the TRICARE program.

#### **4.11 LEAVE WITHOUT PAY**

Any employee, at the discretion of the Elected Official or Department Head, may be granted leave without pay for sufficient reason as determined by the Elected Official or Department Head. During the period of absence, the employee will not accrue vacation, sick leave or other benefits.

As provided by Tenn. Code Ann. 50-1-3 reasonable time will be provided for the expression of breast milk close to the work area in privacy by nursing mothers.

## **SECTION V CODE OF CONDUCT**

### **PURPOSE**

The maintenance of high standards of honesty, integrity, impartiality, and conduct by Hamblen County employees is essential to assure the proper performance of Hamblen County business and the maintenance of confidence by the public in Hamblen County. These standards state the ethical and other conduct standards and responsibilities.

### **5.0 GENERAL STANDARDS OF CONDUCT**

Employee must avoid any action that might result in or create the appearance of using public office for private gain, giving preferential treatment to anyone, impeding Hamblen County government efficiency or economy, making a Hamblen County government decision outside official channels, or eroding the public's confidence in Hamblen County government's integrity. Employees must be particularly careful that their personal interests and activities do not negatively impact or conflict with their Hamblen County duties.

Acceptance of Gifts, Entertainment, and Favor - Generally, an employee may not solicit or accept anything of monetary value, including gifts, gratuities, favors, entertainment or loans from any person who has a contract or is seeking to do business with Hamblen County, conducts operations or activities that are regulated by Hamblen County, or has interests that may be substantially affected by either the performance or non-performance of your official duties. Hamblen County does provide for the following exceptions:

Gifts, gratuities, favors, entertainment, loans or similar favors of monetary value that stem from a family or personal relationship when it is clear that it's the relationship, rather than the business of the person concerned that motivates the gift;

Loans from banks or other financial institutions on customary terms;

Unsolicited advertising or promotional material of nominal value such as pens, note pads, and calendars; and

Food or refreshments of nominal value, served on infrequent occasions, in the ordinary course of a luncheon or dinner meeting and only if you are properly in attendance and there is not a reasonable opportunity to pay, or if the food is offered to all participants attending the meeting or convention.

Use of Hamblen County Property for Personal Reasons – Hamblen County employees have a clear responsibility to protect and conserve county property and to obey all rules and regulations governing its use. Employees cannot directly or indirectly use or allow another individual to use county owned property for other than officially approved activities. This includes property leased to Hamblen

County. Specifically, employees cannot:

Use franked Hamblen County envelopes to mail personal correspondence;

Use Hamblen County owned, leased, or rented vehicles for unauthorized purposes;

Use Hamblen County telephones to make personal long-distance telephone calls charged to a Hamblen County account;

Use computers, typewriters, word processors, copiers, and other office equipment for personal matters;

Use hand tools, shop equipment and heavy equipment either owned or leased for personal matters.

## **5.1 EMPLOYEE COURTESY**

All county employees are encouraged to conduct themselves as follows:

1. Remember at all times that the citizens of Hamblen County are our ultimate employers. We must be courteous at all times to our employers.
2. Remember at all times the customer/citizen comes first. Do not make them have to wait on us, act promptly on their arrival and greet them with a smile and a kind word.
3. Our only product to sell is service. Most of our customers are required by law to be here and sometimes they are unhappy about it. Do not argue with them; just politely explain the law and facts. The customer's impression of our offices is based on you.
4. Work to get along with your fellow employees at all times. Remember that we all have good and bad days. A soured relationship between two employees affects the entire office.
5. Even though many of our records are public information, discussing office matters outside the office is not permitted.
6. Laughter and conversation make a happy office, but keep in mind that the customer may not understand office chatter and may think it is directed at him, her or other recent customers.
7. The dress code is up to each individual Department Head or Elected Official, but dress appropriately at all times. If you have a question as to the appropriateness of an outfit, DO NOT WEAR IT.
8. We all make errors and mistakes, but if you make one, try to correct it immediately and let your Department Head or Elected Official know of the problem.

9. We certainly cannot and do not want to dictate off-the-job activities but bear in mind that as public employees we are held in a special light. Off-the-job activities do reflect on the offices and the respective Department Heads and Elected Officials.

## **5.2 ATTENDANCE POLICY**

Hamblen County's expectation in the area of employee attendance is that people come to work each day, on time. We realize, however, that there may be occasions in a person's life when they develop legitimate problems that result in them missing time from work.

When employees develop problems with respect to their attendance, these problems will be addressed with the employee. It is important to note, however, that if employees demonstrate that they cannot or are not willing to come to work on a regular basis, then they will be subject to discharge from employment.

When you are absent for any reason that has not been previously approved by your supervisor, you must call in and speak with your supervisor prior to the time for your shift to start. A doctor's excuse can and will be asked for if the situation warrants.

## **5.3 DRESS CODE**

It is expected that all Hamblen County employees will report to work dressed appropriately for their specific job.

Department Managers and/or Elected Officials will instruct employees as to the acceptable clothing for their area. Some departments require standard uniforms. Other departments require clothing appropriate for interaction with the public.

Regardless of the specific department requirements, all employees are expected to present themselves with clean clothing and good personal hygiene. Remember that each of us is a representative of Hamblen County Government.

## **5.4 USE OF TECHNOLOGY RESOURCES**

Hamblen County's technology resources include but are not limited to computers, software, telephones, facsimile (FAX) and photocopy machines. Hamblen County owns and maintains technology resources for the purpose of carrying out Hamblen County's business.

While Hamblen County recognizes that employees may occasionally need to use technology resources for personal reasons, all such personal use should be incidental and kept to a minimum.

This standard of usage applies to all Hamblen County equipment at all times. Repeated or intentional misuse of or damage to Hamblen County's technology resources is prohibited.

Employees will be required to reimburse the agency for any damage caused by intentional misuse or negligence. Information created or stored on Hamblen County's technology resources

is the property of Hamblen County. Employees should not consider this information to be private.

Equipment and Computer Hardware - Only Hamblen County's purchasing and information systems staff or their designees may purchase and install technology equipment. Only Hamblen County's information systems staff or their designees are authorized to connect, disconnect, move, or attach devices to company-owned computer equipment.

#### Computer Software

Software Installation and Copyright - Only information systems staff or their designee shall purchase and install PC or network-based software. No other software shall be permitted on company-owned computer equipment. Use of a duplicate copy of licensed software is a violation of federal copyright laws. Employees are prohibited from copying company-owned software for their personal use.

Network Set-ups - Employees shall not change, tamper with, or add to pre-defined network setups and software configurations (except those that are end-user controlled with the software application).

Games - Employee are prohibited from playing un-authorized computer games during working hours. Only games authorized and installed by Hamblen County information systems staff are permitted on Hamblen County computer equipment.

Viruses – Hamblen County has installed anti-virus programs on all agency computers. Employees shall not modify or circumvent the anti-virus software. Employees who suspect any media might contain viruses should ask the appropriate staff to scan the device before using it in a Hamblen County computer.

Equipment on Loan - Employees shall follow established sign-out procedures when removing portable computers from Hamblen County's premises. Off-site use of Hamblen County's non-portable computer equipment is permitted only in conjunction with approval from the Department Head or Elected Official. Employees who are provided portable equipment, whether temporary or permanent, are considered the custodian of that asset.

Accessing the Network - Employees shall observe established network log-on and log-off guidelines. Each employee shall protect his/her files and communications from unauthorized access by logging out or activating screen savers when leaving his/her computer unattended. Employees shall obtain permission before using another employee's computer. Accessing another employee's files or directories with intent to read, browse, modify, copy, or delete without the owner's permission is prohibited except as defined by the Workplaces Search Policy.

Each employee is responsible for the documents, messages, and data created or deleted under his/her log-on identification and password. Employees who temporarily share a password are jointly responsible for all information created or deleted. When access to the shared information is no longer necessary, the owner of the account is responsible for setting a new password to ensure that he/she is the sole user.

Electronic Mail (E-mail) - Electronic mail generated in the course of Hamblen County business may be considered a public record under Tennessee law. Therefore, employees should not have the expectation that their e-mail correspondence or files are confidential. Employees shall avoid the use of harassing, offensive, and discriminatory language in electronic mail. Messages addressed to "Everyone" must pertain to Hamblen County business and be urgent in nature or of informational use to all employees.

The Internet - Employee access to and communication on the Internet is intended for business purposes only. Use of the Internet shall at no time involve intentional contact with or perusal of web sites containing offensive, illegal, discriminatory, or pornographic material. All information sent or received via the Internet shall be considered a matter of public record. Therefore, employees should not have the expectation that their Internet activities and messages are confidential.

Inappropriate Material - Employees shall not copy, download, upload, or print offensive, illegal, discriminatory, pornographic or other inappropriate material using any Hamblen County technology resource.

Telephones - Personal calls from office or company provided cellular phones should be brief in nature and limited to those which are necessary but cannot be made outside of work hours. Employees shall charge personal long-distance calls to their own credit card or personal telephone accounts.

Voice Mail – Hamblen County and the service company that maintains the voice mail system have access to all employee voice mailboxes and messages. While Hamblen County does not routinely monitor voice mail, it maintains the right to monitor voice mail at any time. Employees should not have the expectation that messages left or received are confidential.

Facsimile Machines – Hamblen County facsimile machines are intended for Hamblen County business communications. Employee use of these resources for personal business shall be incidental and infrequent in nature.

Photocopy Machines – Hamblen County photocopy machines are intended for Hamblen County business communications. Employee use of these resources for personal business shall be incidental and infrequent in nature. When outside agencies or individuals request copies of Hamblen County documents, these agencies will be charged at the per page rate and standard labor fee as set annually by the County Mayor or his/her designee.

## **5.5 TELEPHONE USAGE**

When an employee is talking to people over the telephone, the employee represents Hamblen County and his or her department. What the employee says and how the employee says it can help or hurt the County and the image of the employee's department. Employees are urged to follow the following telephone tips:

1. Answer promptly
2. Identify yourself
3. Transfer calls properly and promptly
4. Speak distinctly and in a friendly tone of voice
5. Hang up gently

Use of the telephone during regular work hours for call of a personal nature is discouraged. Personal use of county telephones for long distance calls is strictly prohibited.

## **5.6 CELL PHONE USAGE**

Personal use of cell phones may be allowed but must be used in moderation. To respect the rights of all employees and promote efficiency of our operations, employees must inform family members and friends to limit personal telephone calls during working hours.

In compliance with our Harassment in the Workplace Policy, individual cell phones must not be used to create a hostile work environment for other employees nor to post derogatory statements about Hamblen County Government or any Hamblen County employees.

## **5.7 USE OF INFORMATION OBTAINED ON THE JOB**

Hamblen County employees may not use information obtained through employment with Hamblen County for furthering a private interest that has not been made available to the general public. Specifically, employees may not use information that has not been dispersed by Hamblen County or is available to a member of the public only by special request.

## **5.8 OUTSIDE EMPLOYMENT**

Hamblen County employees may engage in employment outside Hamblen County as long as the outside work does not interfere with or otherwise cause harm to the performance of their official Hamblen County duties. If outside employment is found to be incompatible with Hamblen County employment, a Hamblen County employee must stop the outside work, or he/she will be terminated from employment with Hamblen County.

The following types of outside employment are prohibited:

Outside employment which involves acceptance of a fee, gift, or anything of monetary value in circumstances which may result in, or create the appearance of, a conflict of interest;

Outside employment which tends to harm an employee's mental or physical capacity such that his performance is less than acceptable at Hamblen County;

Outside employment which would conflict with or reduce an employee's effectiveness in conducting his official Hamblen County duties; and/or

Outside employment which would conflict with or harm Hamblen County's relations with the public.

The following restrictions are placed on outside employment activities:

Outside employment activities shall not involve the use of Government-financed time or supplies;

Outside employment activities shall not use or allow the use of official information that has not been made available to the general public;

Outside employment activities shall not involve the use of the employee's official job title, statement of affiliation with Hamblen County, or suggest official endorsement by Hamblen County; and/or

Outside employment activities shall not involve conducting business with subordinate employees.

## **5.9 CONFLICT OF INTERESTS**

### **Personal gain from official Hamblen County Positions or Actions**

Neither an employee nor a company of which an employee is a partner, owner, director, or trustee may conduct business with Hamblen County outside his/her regular job duties unless the employee or company is the apparent low/best bidder for a service following a public Request for Proposal/bidding process conducted by the Finance Department.

The employee or company of which the employee is a partner, owner, director or trustee must disclose his/her interest in the company within the proposal submitted for the contract.

It is unlawful for Hamblen County elected officials or a company of which the elected officials is a partner, owner, director or trustee to conduct business with Hamblen County Government.

T.C.A section 8-17-101 and 12-4-101*et seq*

## **5.10 SOLICITATION – DISTRIBUTION**

Solicitation and distribution of literature by non-employees on County property is prohibited.

Solicitation and distribution of literature by employees on County property during working time or at a time which interferes with the work of others should be kept to a minimum. “Working time” is defined as all time when an employee is supposed to be engaged in performing work tasks, but shall not include meal times, breaks, or other specified periods during the workday when the employee is properly not engaged in performing work tasks.

The Department/Elected Official shall determine the limits of these activities within his/her department.

No littering of County property is permitted at any time.

## **5.11 POLITICAL ACTIVITY**

### **Prohibited Political Activities**

The Hatch Act places certain restrictions on employees of entities who receive federal funds and/or grants. An employee is prohibited from engaging in the following political activities while employed by Hamblen County (including while on leave of absence irrespective of pay status):

Using one’s official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office including activities

such as threatening to deny promotion to any employee who does not vote for certain candidates

Coercing directly, coercing indirectly, attempting to coerce, commanding or advising another employee to pay, lend or contribute anything of value to a party, committee, organization, or person for political purposes including requiring employees to contribute money to a political fund, influencing employees to buy tickets to political fund-raising dinners, and matters of similar nature.

### **Permitted Activities**

Non-partisan Elections: Employees may be candidates in non-partisan or partisan elections. However, before deciding to run for public office, employees should be aware of possible conflicts of interest. If an employee is elected to office, the Hamblen County Commission Human Resources Committee will review the situation to determine if a conflict of interest exists and identify actions necessary to resolve such conflict.

## **SECTION VI DISCIPLINARY PROCEDURES**

### **6.0 POLICY**

Regulations for the acceptable conduct of employees are necessary for the orderly operation of the county's business and for the benefit and protection of the rights and safety of all employees. Certain regulations, and others that may be established from time to time, and the procedures for disciplinary action are published to promote understanding of what is considered unacceptable conduct and to provide for consistent action in the event of violations.

**The County absolutely reserves the right to terminate an employee at any time for any reason or no reason at all, every County employee being an employee-at-will**

### **6.1 REASONS FOR DISCIPLINE**

An employee may be disciplined if any of the following charges are substantiated. The following list is **NOT** intended to cover every work situation but is an **EXAMPLE** of the types of charges that may result in appropriate disciplinary action. Hamblen County's right to discipline or dismiss employees shall **NOT** be limited to the following list.

- Possessing firearms on Hamblen County property during working hours.
- Reporting to work under the influence of alcohol or drugs.
- Possessing, distributing, or using alcohol or drugs on Hamblen County property during working hours.
- Giving false statements on the employment application.
- Intentionally reporting incorrect work schedules or falsifying records.
- Stealing from fellow employees, the company, or Hamblen County residents.
- Refusing to do assigned work (insubordination).
- Willfully destroying or abusing Hamblen County property.
- Using abusive and/or threatening language.
- Instigating or participating in a fight on Hamblen County property.
- Being absent from work without notifying immediate supervisor.
- Sleeping during working hours.
- Leaving work during working hours without authorization from immediate supervisor (except during lunch period).
- Being habitually tardy without reasonable cause as determined by the immediate supervisor. Habitually tardy is defined as four times in a six-month period.
- Excessive Absenteeism.
- Posting, removing, and/or tampering with official bulletin boards without proper authorization.
- An employee failing to report immediately to the supervisor any work-related accidents or injuries.
- A supervisor failing to notify immediately the County Mayor's Office any work-related accident or injuries.
- Violating Hamblen County's Harassment Policy.

- Violating any Hamblen County policy as outlined in various sections of this manual.
- Committing a moving violation under state and/or local traffic laws or regulations while operating a county owned vehicle.
- Violating a safety rule or safety practice.

## **6.2 DEFINITIONS OF DISCIPLINARY ACTIONS**

### **Reprimand**

Oral Reprimand - When an employee commits a violation of company policy, makes a minor mistake, exhibits poor judgment etc. and the result has only minor negative consequences, the supervisor should have a meeting with the employee to reach an understanding about cause of the offense, offer assistance, and establish a plan for corrective action. The Supervisor should briefly document the oral reprimand in the employee's file maintained by the supervisor.

Written Reprimand - When an employee commits a more serious violation of company policy and/or makes a mistake and the result of this action has more serious negative consequences, a written reprimand is appropriate. A supervisor should proceed to a written reprimand when an oral reprimand fails to achieve improved behavior or when the initial offense is serious enough to warrant this action. The written reprimand documents the nature of the offense, efforts made previously to correct the problem (if applicable) and warns of the consequence of failure to correct the behavior. The Hamblen County Disciplinary Action Form is signed by the Elected Official or Department Head. A copy of the reprimand is placed in the employee's Human Resources file. The employee has the right to offer a written response to be attached to the reprimand in his/her Human Resources file.

### **Suspension**

A supervisor may suspend an employee for repeated or very serious violations of Hamblen County's policies and procedures. The length of the suspension should be relevant to the nature of the offense and the employee's employment history at Hamblen County. A suspension may follow earlier disciplinary action or may be used when a particular incident in and of itself is serious enough to warrant the action.

An employee may be suspended from duty **without pay** for a period not to exceed **three working days** for disciplinary reasons.

An employee may be suspended from duty **with pay** pending investigation of charges where the presence of the employee at work constitutes a hazard to the employee himself/herself, the agency, the public, and/or other employees.

### **Demotion**

Demotion is the re-assignment of an employee to a classification in a lower skill level of the Pay Plan.

An employee may be demoted when his/her job performance is unsatisfactory and all efforts to bring the employee's performance to a satisfactory level have failed.

An employee may be demoted for disciplinary reasons when an employee's behavior is deemed to be serious misconduct.

### **Dismissal**

An employee who gives unsatisfactory service or who is guilty of any substantial violation of Hamblen County's policies and procedures shall be subject to dismissal at the will of the employer. Dismissal may be the culmination of a series of events for which disciplinary actions have been taken. Dismissal may also be the result of a single event that is serious enough to warrant immediate termination.

## **6.3 DISCIPLINARY ACTION PROCEDURE IN EVENT OF**

### **VIOLATIONS OF HAMBLLEN COUNTY'S POLICIES and PROCEDURES**

Employees will be subject to disciplinary action if they violate any Hamblen County policy and/or procedure. The type of action taken must be determined in relation to the specific violation according to Section VI: Disciplinary Action.

All applicable laws, regulations, and procedures will be followed when disciplinary action is taken. In addition, violations of Federal criminal statutes may subject the violator to criminal prosecution.

An employee is responsible for reporting to his supervisor any violation of law and Hamblen County policies and procedures committed by another employee when he/she has knowledge of such activities. If the violation is committed by the employee's supervisor, the report should be filed with the next official in the chain of command.

### **Disciplinary Authority**

A supervisor should recommend disciplinary action that is appropriate given the severity of the employee's violation. While an employee may be given an opportunity to improve his/her job performance following a violation, the application of progressive disciplinary action is not required prior to dismissal. An employee may be dismissed immediately for a single event that is serious enough to warrant this action.

## **Written Documentation**

All disciplinary actions, except oral reprimands, must be documented in writing on a Hamblen County Disciplinary Action form. Oral reprimands should be documented informally as a note in the employee's file maintained by the supervisor. Disciplinary Action forms are available from the County Mayor's Office. The Disciplinary Action form shall include the name of the employee subject to the action, description of the violation, statement of prior warnings, description of recommended disciplinary action, specific plan for improvement, list of assistance offered, date of employee and supervisor signatures, and a statement of what further action may be necessary. The supervisor shall meet with the employee and review the information with the employee. The employee shall sign the Disciplinary Action form indicating receipt of information. The supervisor shall sign the form and forward it to the Human Resources Manager.

## **SECTION VII MISCELLANEOUS POLICIES and PROCEDURES**

### **7.0 HUMAN RESOURCES FILES**

An individualized Human Resources file will be maintained on each employee by the Office of the County Mayor. It is the responsibility of each employee to provide accurate information to the Employer. Employees are also responsible for reporting any change in the information which they have previously provided, including, but not limited to the following:

- a) Address and telephone number
- b) Marital status and number of dependents
- c) Individuals to be contacted in the event of an emergency

Individual Human Resource files are the property of Hamblen County and access to the information is restricted. Hamblen County Management personnel who have a legitimate reason to review the file may be allowed to do so.

Employees who wish to review their own file should contact the Human Resource Manager with reasonable advance notice, the employee may review his/her personnel file in the Office of the County Mayor.

The personal health information (PHI) is available only to the individual involved, his/her designees, and authorized Hamblen County management personnel.

Employees should be aware that their personnel records may be subject to public inspection under the Freedom of Information Act. No medical, family, or other personal information, e.g. addresses, will be released and Social Security Numbers will be protected

### **7.1 MEAL PERIODS and BREAKS**

Employees shall be given a meal break each work day of at least thirty (30) minutes duration, but no longer than one hour (at the option of the Elected Official or Department Head). The employee will not be required to perform any work during the meal break.

An employee will not be paid for this meal break.

In compliance with T.C.A. section 50-1-305, reasonable unpaid time will be provided to express breast milk for an infant child. Hamblen County will make reasonable efforts to provide private space close to the employee's work area.

Employees may be permitted to take additional reasonable short breaks during regular activities if breaks do not interfere with Department or Public needs.

If employees have unexpected personal business to take care of, they must notify their Supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, up to and including termination.

## **7.2 ABSENCE DUE TO INCLEMENT WEATHER**

Leave time will be charged to any employee who is absent due to weather conditions unless a "no work period" has been officially declared. If a "no work period" has been declared, your Elected Official/Department Head may attempt to contact you, but you are encouraged to monitor the local radio stations, our website, and register for text alert service for information.

A "no work period" may be declared by an Elected Official or Department Head for that particular office. If you are absent on previously vacation or sick leave when a "no work period" is officially declared, you will be charged with vacation or sick leave.

## **7.3 HOUSEKEEPING**

Care in handling equipment will help avoid unnecessary losses. Employees are not allowed to remove any equipment from his or her office without the prior approval of the employee's Elected Official or Department Head.

Wherever a Hamblen County employee works, the way an employee handles and maintains the equipment assigned to him or her reflects the quality of his or her work in general and certainly bears on the opinions formed by the public.

## **7.4 VISITORS and NON-EMPLOYEES on COUNTY OWNED PROPERTY**

Visitors, vendors, and other non-county employees are to be escorted by a Hamblen County employee at all times during regular working hours when they are in non-public spaces and private offices.

Under no circumstances are visitors, vendors, and other non-county employees to be allowed access to offices containing sensitive and/or confidential information without the presence of a properly designated Hamblen County employee.

Visitors, vendors, and other non-county employees are not to be on Hamblen County property or in private offices during non-working hours.

## **7.5 VEHICLE USE POLICY AND GUIDELINES**

### **POLICY**

It is the policy of Hamblen County Government to provide vehicles necessary for the performance of Hamblen County business and to control all aspects of vehicle ownership and usage to ensure safe, effective, and cost-efficient operations.

As fiscal agent, the Hamblen County Mayor has legal authority and control over all vehicles purchased, maintained, repaired and used by all (non-fee basis) operating entities of Hamblen County Government. The guidelines which follow are intended as general requirements and more specific requirements may be established by other elected officials/department heads (i.e. pursuit policies for Sheriff's Department, etc.). Revisions may be made to this policy when deemed by the County Mayor to be in the best interest of the County.

It is the responsibility of the Elected Officials, Directors, and Department Heads to assure their employees comply with vehicle operating guidelines and to assure that all decisions relating to the operation of County owned vehicles are in the best interest of the taxpayer. This includes the determination of which employees and tasks require the assignment of a County vehicle; selecting proper vehicle types and equipment; ensuring that all vehicles are maintained and used properly; and fiscal budgeting for acquisition, maintenance, and use.

Use of a County vehicle is a revocable privilege which accrues to a job position and not to a specific employee. Employees may lose the use of a vehicle when their cognizant management official, together with the County Mayor, decides this is in the best interest of the County. This may result from abuse or failure to maintain a vehicle properly; violation of vehicle use guidelines; unsafe operation and/or occurrence of preventable accidents; change in job position or duties, etc.

Any County employee who will be driving a county vehicle on or off duty or driving his or her own vehicle while on duty and in the furtherance of County business shall have a valid driver's license, shall be insurable under the County's vehicular liability insurance coverage, and shall follow all Tennessee statutes, rules and regulations relating to the operation of motor vehicles. County employees shall be responsible for immediately informing their department heads of any change in the status of their driver's license during their employment with the County. Failure to maintain a valid driver's license, failure to be uninsurable under the County's vehicular liability insurance coverage or

failure to keep the County apprised of any change in the status of one's driver's license may be grounds for disciplinary action including termination of employment.

The Hamblen County School System is not party to these policies and guidelines.

### **GENERAL GUIDELINES**

**Vehicle Use:** The primary purpose for the ownership and operation of vehicles by Hamblen County is to enable the performance of job duties by its employees; and vehicles may be used only for legitimate County business purposes. Personal use, except as defined in Commuting Privileges is strictly prohibited.

**Identification:** All Hamblen County vehicles shall be marked to ensure that they can easily be identified as belonging to Hamblen County. This includes government issued license plates, a vehicle control identification number, and a County decal placed in a manner prescribed by the County Mayor. All new vehicles purchased shall be basic white, except in those cases where availability by bid dictates otherwise. The only exceptions to identifying vehicles as described above shall be:

- Undercover vehicles operated by the Sheriff's Department
- Vehicles assigned to the use of Elected Officials, Directors, and Department Heads at the discretion of the cognizant Elected Official
- Certain other vehicles at the discretion of the Elected Official/Department Head (such as prisoner transport vehicles where identification may have a negative impact).

Titles and licensing of County vehicles shall be processed by the office of the cognizant Elected Official/Department Head.

**Acquisition and Disposal of Vehicles:** All Hamblen County vehicles shall be purchased through the Hamblen County Purchasing Agent after the fiscal budgeting and review process. The Purchasing Agent will purchase vehicles based on specifications provided by the Elected Official/Department Head and approved by the County Mayor. Transfers of vehicles between operating departments must be approved by the County Mayor. Disposition of County vehicles will be accomplished by the County Commission's Finance Committee according to State guidelines.

**Two-Way Radios:** Mobile radios and telephones are subject to the fiscal approval process as described for vehicle acquisition. They shall be mounted as non-destructively as possible.

**Conveyance of Non-County Human Resources:** The operation by or conveyance of non-county Human Resources in a County vehicle is prohibited except as required by legitimate County business purposes.

**Operator Responsibilities:** All operators of County vehicles must have a valid Tennessee Driver's License, appropriate to their vehicle usage classification. If at any time the license is revoked, suspended, cancelled, restricted or otherwise invalidated, the employee must immediately notify the cognizant Elected Official/Department Head and must be suspended from operating any County vehicle. It is the responsibility of the Elected Official to perform periodic license and driving record checks for their employees who operate County vehicles and check these before hiring a new employee who will be driving a County vehicle.

**Seat Belts and Safety Devices:** The vehicle operator (driver) is responsible for ensuring that all vehicle safety procedures and devices are utilized in full compliance with all applicable State and Federal laws. Use of seat belts and other required safety devices is mandatory for both the operator and any passengers. The operator may refuse to transport any passengers who fail to comply. Removal or disabling of vehicle safety devices is prohibited. Employees should understand also that under Tennessee Workers' Compensation Law, willful failure to use provided safety devices may affect their rights to workers' compensation benefits.

**Operation:** Employees driving Hamblen County vehicles shall operate them in a safe, lawful, efficient and courteous manner and shall obey all traffic laws, parking regulations and rules of the road. Traffic and parking violations are the operator's responsibility and may result in disciplinary action when warranted. Common sense security precautions and good driving habits shall be observed.

### **ALCOHOL AND DRUG POLICY (as related to Vehicle usage)**

The county employee handbook (Section 1.4) states that "Unauthorized possession, consumption or sale of alcohol or illegal drugs on County property" is grounds for immediate termination.

Employees should be clear in the intent of this policy and perhaps a few points should be clarified. Alcohol and illegal drugs are not permitted on any County property. This includes all offices and other facilities including County parking lots (including employee vehicles in County lots) and in all County owned vehicles themselves. Possession of alcohol or illegal drugs inside County vehicles for any length of time or for any purpose is a violation of this policy. The only exception to this policy would be the conveyance of contraband with the prior authorization of law enforcement agencies.

This policy also should be understood to prohibit the reporting to work of employees under the influence of any intoxicating substance. Hamblen County reserves the right to require drug testing of any employee when it is reasonable under the circumstances to suspect that the employee is using, or will use, is under or will be under the influence of such intoxicants. This also includes misuse or unauthorized use of prescription drugs. County employees who drive County vehicles or who work in positions which could affect the safety of themselves, other employees, and/or the public are advised that they

must report the use of prescription drugs which may affect their ability to their supervisor prior to reporting to work.

Hamblen County may test all perspective new hires for drugs and alcohol and additionally may require such testing for employees transferred into positions where drug or alcohol use may adversely affect other employees, wards, or the public.

## **MAINTENANCE**

- I. Preventive Maintenance: It is the responsibility of the operator and the cognizant Elected Official/Department Head to ensure that vehicles are properly maintained. This is important for both safety and economy reasons. It has been proven that preventive maintenance can extend the life of a vehicle on the average of 25%. County vehicles shall be serviced at regular intervals of 5,000 miles. Service at these intervals includes oil and filter change and lubrication plus a general safety inspection which includes a tire wear check. Operators should make mechanics aware of any operating problems as they occur. It is the responsibility of the operator to ensure that all preventive maintenance is scheduled and performed. Failure to have preventive maintenance performed as indicated may result in having the computerized fueling system inactivated for the driver and vehicle. Failure to maintain a vehicle properly also may result in action being taken by the cognizant Elected Official/Department Head which may include denial of the privilege of using a County vehicle.
- II. Service Problems: The operator is responsible for notifying the County Mayor's Office of any service problems encountered while operating the vehicle. The County Mayor's Office shall determine warranty status if any and shall coordinate all warranty, extended warranty, and recall work. All service work except emergency repairs should be scheduled in advance. Service work will be reported monthly to the cognizant Elected Official/Department Head.
- III. Accident Damage Repair: All accidents must be properly reported as is described in the section entitled "Vehicle Accidents and Damage to County Vehicles." The County Mayor's Office is responsible for determining whether repairs will be done in-house or contracted out. Vehicles that may still be driven will be scheduled for body damage repair as soon as possible. The County Mayor's Office must decide on the safety of any damaged vehicle if it is being used until repaired. Damage repairs will be reported to the cognizant Elected Official/Department Head.
- IV. Fueling: Hamblen County Government utilizes the "Fuelman" system as determined by State bid. Fueling stations are accessed by a computerized card activated system. During the fueling process, no smoking is allowed, and the

vehicle must have the ignition shut off. Gasoline may not be pumped into any container and no vehicle, except authorized service vehicles, may carry containers of fuel. Operators are prohibited from using any fuel source other than the fueling stations. No gasoline or fuel may be used for personal reasons nor may they be used as a cleaning fluid. Fuel use is tracked, and closely monitored and monthly reports are sent to the cognizant Elected Official/Department Head.

- V. Vehicle Cleanliness: The operator is required to maintain a clean and presentable vehicle, inside and out. The County maintains a contract with a local car wash to provide this service.

## **VEHICLE ACCIDENTS AND DAMAGE TO COUNTY VEHICLES**

In the event of accidents involving County vehicles or other damage to County vehicles the following reporting procedure applies. It is the supervisor's responsibility to see that each driver is properly trained in these procedures. The procedure list shall be kept in the glove box of each Hamblen County vehicle.

### **HAMBLEN COUNTY GOVERNMENT** **VEHICLE ACCIDENT REPORTING PROCEDURES**

1. It is important to get all necessary information while at the accident scene to properly complete the accident report (WRITE IT DOWN!!!). The following information is important!
  - a. Location of accident – names of the streets
  - b. Name, address, phone # (home & work) of another driver(s).
  - c. Name, address, phone # of other driver's insurance company
  - d. INJURIES: Get name, address, phone # (home & work) of all injured persons, describe the injury, and where the injured was taken, if known.
  - e. WITNESSES: Get name, address, phone # (home & work) of all witnesses
  - f. SCENE DESCRIPTION: Observe the accident scene for length and location of skid marks, debris, scuff or gouge marks on pavement, slick spots, etc. (measure or step-off length of skid marks).
  - g. Get make, year model, and describe damage to all involved autos and where taken.
  - h. Do NOT admit liability.  
Do NOT say you could have avoided the accident  
Do NOT discuss what you did in the accident with anyone at the accident scene except the investigating officer or your supervisor.
  - i. Call the appropriate LAW ENFORCEMENT AGENCY.
2. Report promptly to your supervisor.

3. Bring or fax the Accident Report Forms (obtained at the Morristown Police Department, Hamblen County Sheriff's Department or Tennessee Highway Patrol) to the County Mayor's Office.
4. Contact HR or Risk Management.
5. Arrange for drug test if at fault.

**Vehicle Accident Reviews:** All accidents involving Hamblen County vehicles will be reviewed monthly by the Hamblen County Safety Committee. The Hamblen County Safety Committee will attempt to determine the cause of the accident and whether it was preventable or non-preventable by the operator. The results will be reported to the County Mayor and the cognizant Elected Official/Department Head who may take whatever action is deemed necessary to prevent similar accidents in the future, including but not limited to disciplinary action, mandatory driver training, loss of use of a County vehicle, etc. All accidents involving a County vehicle shall be forwarded in summary report to the County Mayor and the Elected Official/Department Head.

**Completion of Driver Safety Course:** Hamblen County may require employees to participate in a Driver Safety Course. Participation may be made mandatory for employees whose driving record may be judged by the County Mayor and/or cognizant Elected Official/Department Head to warrant this training. This includes drivers who regularly transport passengers, drivers who operate heavy trucks and/or highway equipment, and drivers who are involved in accidents that are judged to be preventable. Driver Safety Courses may also be mandated in lieu of, or in addition to, disciplinary action taken because of documented instances of unsafe driving habits.

**Out of State Driving:** The driving of county vehicles out of state should be held to a minimum since governmental tort liability protection does not apply out of state. It is preferred that Hamblen County employees traveling out of state on County business use their own private vehicle and obtain mileage reimbursement. The County does have vehicle insurance for out of state driving where the use of a County vehicle for this purpose is necessary and has been approved by the cognizant Elected Official/Department Head.

**Supplemental "Non-Owned" Auto Insurance Coverage:** The Tennessee Governmental Tort Liability Act states that to the extent that a county would be held liable in an automobile accident, that the county employee is immune if the employee is within the scope of his or her employment at the time of the accident. It has not been determined whether the individual employee could be held personally liable for amounts above the government's liability under the act.

After July 1, 2007, the limit to which Hamblen County could be held liable under this act is \$300,000 for any one person or \$700,000 for any one accident or \$100,000 for the injury or destruction to property in one accident.

There is available individual non-owned vehicle liability insurance coverage that can be purchased from the employee's own insurance company to protect the employee in the event of an excessive judgment while driving a Hamblen County vehicle. It is not required that you purchase this coverage. This is to advise that this coverage is available from most auto insurance companies at very economical rates and each employee should decide if they wish to purchase such coverage.

**Commuting Use of Hamblen County Vehicles:** It is the policy of Hamblen County Government to fully comply with all Internal Revenue Service (IRS) requirements pertaining to the commuting use of County vehicles. There are three alternative categories contemplated by IRS under which a County vehicle may be used for commuting purposes. Each is described as follows:

**Category I – Special Rule**

The “**special rule**” of the IRS shall be used in most instances of drive-home vehicle use. The following requirements must be met to remain in compliance and are mandatory for employees who are subject to this “special rule”:

- a. For bona fide non-compensatory business reasons, the County requires an employee to commute to and from work in an assigned vehicle. This includes all employees who drive directly to or from work sites that may vary from day to day and to employees who are key County employees who are required to be on call and to report if needed at any time.
- b. A County vehicle used for commuting may not be used for any personal use other than commuting and “de minimus personal use.” “De minimus personal use” shall have the meaning defined by IRS rules and regulations and shall generally include only stops for personal errands between business and business stops and the employee's home. County vehicles shall not be used to haul personal materials or supplies which are heavy, bulky, or which may result in damage to the vehicle. Failure to comply with the policy on commuting use of vehicles may result in revocation of commuting use privileges and may result in further disciplinary action.

**Category II – “Control Employees”**

The IRS defines “control employees” as Elected Officials/Department Heads or employees whose income exceeds \$151,700 per year. These employees are further defined as those who have more liberal personal use of a County vehicle which has been assigned to their usage, at least partially, as a fringe benefit or their employment. Control employees must assist in the keeping of adequate mileage records as required by the County Finance Department.

### **Category III – Exempt Vehicles**

Employees commuting in “exempt vehicles” are not subject to any reporting of commuting use as taxable income. The same guidelines for personal use apply as under the “special rule”; but commuting is excluded from gross income if there is a bona fide business reason that the employee is taking the vehicle home. Exempt vehicles include:

- a. Clearly marked police and fire vehicles. (Insignia and some type of light bar is necessary as a minimum requirement).
- b. Unmarked but designated undercover law enforcement vehicles. The Sheriff and the County Mayor shall make any final determinations as to qualifications under this subcategory.
- c. Vans and trucks with a loaded gross weight of more than 14,000 pounds and trucks and vans of less than 14,000 pounds of the following special conditions are met:
  - i. has a hydraulic lift gate, or
  - ii. has permanently installed tanks or drums, or
  - iii. has permanently installed side boards or panels materially raising the level of the sides of the bed, or
  - iv. has other heavy equipment (such as an electric generator, welder, hook, or crane used to tow other vehicles)

#### **OR**

the truck is clearly marked as described above, is used primarily for transporting a particular type of load other than over the public highway in connection with a construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation, and has been specially designed or modified to a significant degree for such use.

#### **OR**

the van is clearly marked as described above, has a seat only for the driver and one other person, and:

- i. has either permanent shelving that fills most of the cargo area, or
- ii. the cargo area is open and the van constantly (during both working and nonworking hours) carries merchandise, material or equipment used in the County’s business.

#### **OR**

the van or pickup truck, based upon the facts, satisfied requirements like those described above. In such cases, the IRS local district director should be contacted for further guidance.

### **Commuting Restrictions:**

County vehicles may be used for commuting purposes only when the commuting residence is inside County limits.

County vehicles used for commuting shall not be used for “car pool” purposes nor shall passengers (employee or non-employee) be regularly carried for non-business-related reasons without the consent of the cognizant Elected Official/Department Head and the County Mayor.

### **Special Vehicle Policies and Procedures – Hamblen County Sheriff’s Department**

**The following policies and procedures have been adopted specifically for the employees of the Hamblen County Sheriff’s Department by the Sheriff.**

#### **VEHICLE POLICY & PROCEDURE**

##### **UNATHORIZED USE OF A COUNTY VEHICLE**

- At no time are County vehicles to be used for personal business.
- County vehicles are not to be driven while officers are off duty with the exception of vehicle maintenance.
- No one is to ride as a passenger in a County vehicle, except for an on-going investigation unless authorized by the Sheriff.
- No County vehicle is to be used for private security unless it is church or school related. Any other use will have to be approved by the Sheriff.
- County vehicles are approved for use for court appearances and in-service training.

##### **VIOLATION OF THESE POLICIES CAN RESULT IN VARIABLE SUSPENSION OR TERMINATION OF JOB.**

**ANY ACTION TAKEN AGAINST AN EMPLOYEE BY THE IMMEDIATE  
SUPERVISOR, WHICH RESULTS IN MORE THAN FOUR DAYS  
SUSPENSION, MUST BE APPROVED BY THE SHERIFF.**

##### **WHAT TO DO IF YOU HAVE A VEHICLE ACCIDENT**

Do the following immediately, when applicable.

Check to see if anyone is injured.

Call 911 for an ambulance, if needed.

Call 911 for the fire department, if needed.

Call 911 for the Police, or Highway Patrol, or Sheriff’s Department.

## **THEN DO THE FOLLOWING...**

It is important that you get all the necessary information while you are at the accident scene. Be sure to **write it down!!!** It is important to get the following information:

1. Get the location of the accident, names of streets, roads, or towns.
2. Get the name, address, and phone number of the other vehicle driver.
3. Get the name, address, and phone number of the other vehicle's owner, if different from the driver.
4. Get the name, address, and phone number of the other vehicle's insurance company.
5. Get the name, address, and phone number of all injured persons, and where they were treated, if known.
6. Get the name, address, and phone numbers of any witnesses. Ask persons at the scene if they saw the accident.
7. **CALL** the Hamblen County Mayor's Office at (423) 586-1931 **immediately** if there is an injury or considerable property damage.
8. Observe the scene to see if there are skid marks, debris, gouge marks that would help to show how the accident happened. Check the damage to the other vehicle.
9. Give the completed information to your supervisor to send to the Hamblen County Mayor's Office

**Cooperate** with the investigating officer. Do not give information and do not discuss the accident with anyone except the investigating officer, your supervisor, or an authorized Hamblen County employee.

## **7.6 GOVERNMENTAL RECORDS REGULATION**

### **TENNESSEE CODE ANNOTATED SECTION 39-16-504**

Section 39-16-504. Destruction of and tampering with governmental records

(a) It is unlawful for any person to:

- (1) Knowingly make a false entry in, or false alteration of, a governmental record;
- (2) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as genuine governmental record; or
- (3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of any governmental record.

(b) A violation of this section is a Class A misdemeanor.

## **EMPLOYEE ACKNOWLEDGEMENT**

By signing this form, I acknowledge that I have received a copy of the Hamblen County Employee Handbook containing Human Resources policies in effective March 2018, and I understand that it is my responsibility to read and comply with these policies.

These policies cannot and are not intended to answer every question about my employment with Hamblen County. I understand that I should consult the Human Resource Department regarding any part of the policies that I do not understand or any questions I may have about my employment with Hamblen County which are not answered in the policies. The current policies will always be on file in the office of the Hamblen County Clerk, office of the Hamblen County Mayor, the Human Resource Department, and posted on the Hamblen County website [www.hamblencountytn.gov](http://www.hamblencountytn.gov), and I may examine them there at any time during normal business hours.

The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the Hamblen County Clerk, office of the Hamblen County Mayor, the Human Resource Department, and posted on the Hamblen County website [www.hamblencountytn.gov](http://www.hamblencountytn.gov).

Although my Elected Official or Department Head will usually provide me with notice of changes, I understand that changes will apply to me regardless of whether I receive actual notice. I understand that revised information may supercede, modify or eliminate any or all the policies at any time. All information contained in the policies is subject to applicable state and federal laws, rules and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such laws, rules and regulations will control.

I have entered into my employment relationship with Hamblen County voluntarily and acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my Elected Official or Department Head at will, without cause or prior notice, at any time.

I acknowledge that none of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Hamblen County.

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Employee Name (type or print)

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Employee Signature

---

Date



## APPLICATION FOR EMPLOYMENT

Hamblen County Government is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin disability status, protected veteran status, or any other characteristic protected by law.

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the US? \_\_\_\_ Yes \_\_\_\_ No

Are you at least 18 years or older? \_\_\_\_ Yes \_\_\_\_ No (If no, you may be required to provide authorization to work,)

Have you ever been terminated from employment or asked to resign by an employer? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide company names and details \_\_\_\_\_

Can you work any shift? \_\_\_\_ Yes \_\_\_\_ No

Can you work overtime, including weekends? \_\_\_\_ Yes \_\_\_\_ No

Are you able to perform the essential functions of the job for which you are applying with or without a reasonable accommodation? \_\_\_\_ Yes \_\_\_\_ No

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly Rate/Salary Desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed? \_\_\_\_ If so may we inquire of your present employer? \_\_\_\_\_

### REFERRAL SOURCE

How did you hear about us? (Circle) Walk in Advertisement Referral Other

Have you worked for Hamblen County before: \_\_\_\_ Yes \_\_\_\_ No Explain \_\_\_\_\_

\_\_\_\_\_?

Do you know anyone who works for Hamblen County? \_\_\_\_ Yes \_\_\_\_ No If so, explain \_\_\_\_\_

| EDUCATION                                 | Name & location of school | No. years attended | Degree received | Subjects Studied Major |
|-------------------------------------------|---------------------------|--------------------|-----------------|------------------------|
| High School                               |                           |                    |                 |                        |
| College or University                     |                           |                    |                 |                        |
| Trade, Business, or Correspondence School |                           |                    |                 |                        |

**EMPLOYMENT HISTORY** - Include your last seven (7) years of employment history including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration* **Use additional paper if necessary.**

|                    |    |                                            |                            |
|--------------------|----|--------------------------------------------|----------------------------|
| From               | To | Employer Name                              | Phone Numbers, E-mail      |
|                    |    |                                            |                            |
| Job Title          |    | Nature of Work Performed, Responsibilities | Immediate Supervisor/Title |
|                    |    |                                            |                            |
| Reason for Leaving |    |                                            |                            |
|                    |    |                                            |                            |
| From               | To | Employer Name                              | Phone Numbers, E-mail      |
|                    |    |                                            |                            |
| Job Title          |    | Nature of Work Performed, Responsibilities | Immediate Supervisor/Title |
|                    |    |                                            |                            |
| Reason for Leaving |    |                                            |                            |
|                    |    |                                            |                            |
| From               | To | Employer Name                              | Phone Numbers, E-mail      |
|                    |    |                                            |                            |
| Job Title          |    | Nature of Work Performed, Responsibilities | Immediate Supervisor/Title |
|                    |    |                                            |                            |
| Reason for Leaving |    |                                            |                            |
|                    |    |                                            |                            |
| From               | To | Employer Name                              | Phone Numbers, E-mail      |
|                    |    |                                            |                            |
| Job Title          |    | Nature of Work Performed, Responsibilities | Immediate Supervisor/Title |
|                    |    |                                            |                            |
| Reason for Leaving |    |                                            |                            |
|                    |    |                                            |                            |
| From               | To | Employer Name                              | Phone Numbers, E-mail      |
|                    |    |                                            |                            |

|                    |                                               |                            |
|--------------------|-----------------------------------------------|----------------------------|
| Job Title          | Nature of Work Performed,<br>Responsibilities | Immediate Supervisor/Title |
|                    |                                               |                            |
| Reason for Leaving |                                               |                            |

Do you have any special skills, experience, and/or training related to the position for which you are applying?

\_\_\_\_ Yes \_\_\_\_ No If Yes, please describe:

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**Computer Skills?** Please Describe:

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**REFERENCES** – Give the names of three person **not** related to you, whom you have known at least three (3) years.

| Name | Address, Phone, E-mail | Company | Years Acquainted |
|------|------------------------|---------|------------------|
|      |                        |         |                  |
|      |                        |         |                  |
|      |                        |         |                  |

**Please read carefully before signing.**

Hamblen County Government is an equal opportunity employer, does not discriminate in employment based on race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

I understand that if I am selected for **any** position with Hamblen County Government, I will be required to pass a drug test in compliance with our **Drug-Free Workplace Policy**.

I understand that if I am selected for a position with the Hamblen County Sheriff's Department, I will also be required to pass physical and psychological exams. This is a **bona fide occupational requirement (BFOQ)** reasonably necessary to the essential functions of the job.

I understand that neither the completion of this application nor any other part of my consideration or employment establishes any obligation for Hamblen County Government to hire me. If I am hired, I understand that either Hamblen County Government or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Hamblen County Government has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Hamblen County Government true and complete information on this application (and any attached resume). No requested information has been concealed. I authorize Hamblen County Government to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_