HAMBLEN COUNTY LEGISLATIVE BODY

Regularly Scheduled Monthly Meeting
Thursday, May 24, 2018
5 p.m.

Open Meeting - *Sheriff Esco Jarnagin*

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

Prayer – *Commission Chaplain Howard Shipley*

Pledge of Allegiance - *Commissioner Larry Carter*

Roll Call - *County Clerk Penny Petty*

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

Order #	Vote	Item
1		**Recognition/Presentations/Proclamations (Commission Chairman Louis "Doe" Jarvis)**
		a. Employee Years of Service
2		**Public Comment Regarding Business of the Agenda Only (Commission Chairman Louis "Doe" Jarvis)**
3		**Nominations/Appointments (Commission Chairman Louis "Doe" Jarvis)**
	Vote	a. Commissioner District 3 (OTB)
4		**Public Official Bonds (Commission Chairman Louis "Doe" Jarvis)**
		a. None
5		**Calendar and Rules Committee Report (Chairman Herbert Harville)**
	Vote	a. Approval of Consent Calendar Items
	Vote	b. Approval of Regular Calendar Items
6		**Approval of Consent Calendar (Commission Chairman Louis "Doe" Jarvis)**
	Vote	a. Consent Calendar
7		**Finance Committee (Chairman Randy DeBord)**
	Vote	a. Monthly Checks April 2018
	Vote	b. Resolution 18-11 Related to Revisions on Series E-4 Bonds
	Vote	c. Resolution 18-12 Authorizing the 2018 Bulletproof Vest Grant Application
	Vote	d. Resolution 18-13 Authorizing Firehouse Subs Public Safety Foundation Grant
	Vote	e. Resolution 18-14 Authorizing Wal-Mart Foundation Community Grant – Narcotics Unit
	Vote	f. Resolution 18-15 Authorizing Wal-Mart Foundation Community Grant – Mobile Forensics Software
		g. Budget Amendments
	Vote	I. Fund #101 Capital Projects $890
	Vote	II. Fund #101 Sheriff's Department $55
8		**Public Services Committee (Chairman Hubert Davis)**
	Vote	a. Surplus of Computer Equipment
9		**Public Safety Committee (Chairman Joe Huntsman, Sr.)**
	Vote	a. Amendments to the Hamblen County Hazard Mitigation Plan
	Vote	b. Update of Three Way Stop at the Intersection of Spout Springs Road
10		**Personnel Committee (Chairman Hubert Davis)**
	Vote	a. Amendments to the Hamblen County Employee Handbook
11		**Public Comment – General (Commission Chairman Louis "Doe" Jarvis)**
12		**Announcements /Informational Items /Upcoming Meeting Dates (Commission Chairman Louis "Doe" Jarvis)**
		a. May Budget Committee Meetings: May 10, 15, 17, 22, 24, 29, 31 - 4:00 p.m. at Courthouse Large Courtroom
		b. June Committee Meetings: 6/11/18 @ 11:30 a.m. at Rose Center Prater Hall
		c. June County Commission Meeting: 6/21/18 @ 5 p.m. at Courthouse Large Courtroom
13		**Adjournment (Commission Chairman Louis "Doe" Jarvis)**

Thursday, May 24, 2018

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
COUNTY COMMISISON

Date: May 7, 2018

To: Hamblen County Legislative Body

From: Louis "Doe" Jarvis, Commission Chairman

Re: Appointment to Fill Vacancy for Commission District 3

Pursuant to Tennessee Code Annotated 5-1-104 (see attached for your reference) notice is hereby given that the Hamblen County Legislative Body will fill one (1) vacancy for the Hamblen County Commission District 3 seat during the regularly scheduled commission meeting on May 24, 2018.

Please come prepared with nominations.

Louis "Doe" Jarvis, *Commission Chairman*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.585.4699
www.HamblenCountyTN.gov

Return to Regular Calendar
May 24, 2018

Tenn. Code Ann. § 5-1-104

Copy Citation

Current through 2017 Regular Session (Chapter 493).

Tennessee Code Annotated Title 5 Counties Chapter 1 General Provisions Part 1 Counties Generally

5-1-104. County officers -- Filling vacancies.

(a) Each organized county shall have, in addition to the judicial officers elected by the qualified voters or by the county legislative body, such other officers as are authorized by law to manage county business.

(b)

(1) Vacancies in county offices required by the Constitution of Tennessee or by any statutory provision to be filled by the people shall be filled by the county legislative body, and any person so appointed shall serve until a successor is elected at the next general election, as defined in § 2-1-104, in the county and is qualified. The county legislative body shall be required to make an appointment to fill a vacancy within one hundred twenty (120) days of receiving notice of the vacancy unless during that time period there is a general election scheduled in the county and there is sufficient time for the vacancy to be placed on the ballot in accordance with this section. Any appointment to fill a vacancy by the county legislative body shall be made in accordance with chapter 5, part 1 of this title. This subdivision (b)(1) shall not apply to any county that has a metropolitan form of government and a population in excess of five hundred thousand (500,000), according to the 2000 federal census or any subsequent federal census. This subdivision (b)(1) shall not apply in any county having a population of not less than eight hundred ninety-seven thousand four hundred (897,400) nor more than eight hundred ninety-seven thousand five hundred (897,500), according to the 2000 federal census or any subsequent federal census.

(2) If the vacancy occurs after the time for filing nominating petitions for the party primary election and more than sixty (60) days before the party primary election, then nominees of political parties shall be selected in such primary election and a successor elected in the August general election. If the vacancy occurs less than sixty (60) days before the party primary election but sixty (60) days or more before the August election, then nominees of political parties shall be selected by party convention and a successor elected in the August election. If the vacancy occurs less than sixty (60) days before the August election but sixty (60) days or more before the November election, then nominees of political parties shall be selected by party convention and a successor elected in the November election.

(3) If a vacancy occurs more than ten (10) days prior to the regular qualifying deadline, then the regular qualifying deadline shall apply. If the vacancy occurs after the tenth day prior to the regular qualifying deadline, independent candidates and candidates nominated by any political party for the vacancies shall qualify by filing all nominating petitions no later than twelve o'clock (12:00) noon, prevailing time, on the fifty-fifth day before the election. If the qualifying deadline is the fifty-fifth day before the election, candidates must withdraw no later than twelve o'clock (12:00) noon, prevailing time, on the fifty-second day before the election.

(c) Notwithstanding any law or any provision of any charter of a metropolitan government to the contrary, whenever an election is held to fill a vacancy in a county office that is elected from districts, including, but not limited to, county school board members, county legislative body members, county highway commissions, and constables, the county legislative body may provide by resolution duly certified to the county election commission that persons qualifying as candidates shall be elected from the most recently adopted reapportionment plan in the county. If the county legislative body requires the election to be held using districts as adopted in the most recently adopted reapportionment plan in the county, the county legislative body shall specify to the county election commission which district shall be used to fill the vacancy by election. In the absence of a resolution requiring the latest reapportionment plan be used and specifying which district shall be used for the election, the election shall be held using the district as constituted for the election of the vacated incumbent.

History

Code 1858, § 406 (deriv. Const. 1834, art. 7, § 1); impl. am. Acts 1870, ch. 98, § 1; Shan., § 498; Code 1932, § 744; Acts 1975, ch. 354, § 1; 1978, ch. 934, §§ 2, 24; 1979, ch. 10, §§ 1, 2; T.C.A. (orig. ed.), § 5-104; Acts 1981, ch. 314, § 1; 1981, ch. 318, § 1; 1992, ch. 707, § 1; 1997, ch. 558, §§ 24, 25; 2007, ch. 125, § 8; 2008, ch. 871, § 1; 2013, ch. 231, § 11.

TENNESSEE CODE ANNOTATED
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Hamblen County Government
Calendar & Rules Committee
Monday, May 14, 2018
Hamblen County Health Department Conference Room

MINUTES

Members Present:
Louis "Doe" Jarvis, Herbert Harville, Rick Eldridge, Hubert Davis, Randy DeBord, Joe Huntsman, Sr., Howard Shipley

Members Absent:
None

Call to Order
Chairman Herbert Harville called the meeting to order at 11:52 a.m.

Visitors
None

Review of Regular Calendar
Motion (Howard Shipley/Hubert Davis, all in favor) to approve the Regular Calendar with the addition of the Resolution to apply for a Wal-Mart Foundation Community Grant – Hamblen County Sheriff's Dept. in the amount of $5,000 to purchase mobile forensics software.

Review of Consent Calendar
Motion (Hubert Davis/Randy DeBord, all in favor) to approve the Consent Calendar items as presented.

Adjournment
There being no further business Chairman Harville adjourned the meeting at 11:53 a.m.

Hamblen County Government
CALENDAR & RULES COMMITTEE

Monday, May 14, 2018
Immediately Following Adjournment of Personnel Committee
Hamblen County Health Department Conference Room

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
CALENDAR & RULES COMMITTEE

Herbert Harville
Chairman

Rick Eldridge
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Hubert Davis
Member

Randy DeBord
Member

Joe Huntsman, Sr.
Member

Howard Shipley
Member

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. Review of Regular Calendar Items
   b. Review of Consent Calendar Items

5. **Items of Interest**
   a. None

6. **Adjournment** – *Chairman Herbert Harville*

CONSENT CALENDAR

Order #	Item	Placed From
1	Approval of the Previous Month's Minutes – April 19, 2018	Commission Chairman
2	Approval of Notaries	County Clerk Penny Petty
3	Expenditure Reports – April 2018	Finance Committee
4	Planning Commission Building Permit Log – April 2018	Finance Committee
5	County Attorney Invoices – April 2018	Finance Committee
6	Coroner's Monthly Report – April 2018	Finance Committee
7	Budget Amendments Approved by the County Mayor a. Fund #101 Administration of the Sexual Offender Registry $100 b. Fund #101 Circuit Court $12,259.60 c. Fund #101 Civil Defense $83.41 d. Fund #101 Jail $1,400 e. Fund #101 Juvenile Court $120 f. Fund #101 Parks and Fair Boards $65 g. Fund #101 Planning $300 h. Fund #101 Planning $1,200 i. Fund #101 Sheriff's Department $1,500	Finance Committee
8	Morristown Hamblen Humane Society - Reports	Public Services Committee
9	Comcast Letter	Public Services Committee
10	Longevity Pay Submission	Personnel Committee

Thursday, May 24, 2018

Be It Remembered that the Legislative Body for Hamblen County, Tennessee met at its regular meeting April 19, 2018 at 5:00p.m. in the Hamblen County Courtroom with the Honorable Louis "Doe" Jarvis presiding:

The Legislative Body was Open by Courtroom Officer Jeff Akard.

Invocation was given by Reverend Ray Sweet, Lead Pastor First Christian Church.

The Pledge of Allegiance was led by Commissioner John Smyth.

Upon roll call the following members were present.

R. Eldridge	Present	vacant	Absent
S. Ford	Present	T. Ward	Absent
J. Walker	Present	J. Smyth	Present
R. Debord	Present	T. Goins	Present
H. Davis	Present	vacant	Absent
H. Harville	Present	Chair L. Jarvis	Present
J. Huntsman	Present	VChair H. Shipley	Present
L. Carter	Absent		

Roll Call Quorum: 8 Present Voters: 11 8 YES Needed >

Board of Equalization

Motion by Stancil Ford, seconded by Rick Eldridge to approve to add Clifford Cross as a member to Board of Equalization.

Motion by Howard Shipley, seconded by Hubert Davis to approve the Nomination for the Board of Equalization as Earl Cameron, Ralph Wilkerson, Darrell Williams and Clifford Cross.

Voting

All In Favor "Say I"

Huber t Davis
Randy Debord
Rick Eldridge
Stancil Ford
Tim Goins
Herbert Harville
Joe Huntsman
Doe Jarvis
Howard Shipley
John Smyth
Johnny Walker

Absent
Larry Carter
Taylor Ward

Passed unanimously.

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
ASSESSOR OF PROPERTY

To: Hamblen County Commission

From: Keith Ely, Assessor of Property KE/CD

Date: April 4, 2018

Re: Hamblen County 2018 Board of Equalization

The Board of Equalization will meet beginning the first of June. The Board is comprised of five (5) members, one (1) member appointed by the City of Morristown and 4 (four) members appointed by the Hamblen County Commission. Each member serves a 2 year term.

I am requesting the appointment of the Hamblen County Board of Equalization for a 2 year term beginning May 1, 2018. These appointments will come before the Commission for approval at the April 19, 2018 meeting.

Each of the gentlemen listed below have indicated they are willing to serve another two (2) year term:

- Earl Cameron
- Ralph Wilkerson
- Darrell Williams

A nomination is needed as follows:

- One from district 5, 6, 12, 13 and 14

Please have your nomination prepared to be considered at the April 19, 2018 commission meeting.

Thank you.

Keith Ely, Assessor of Property
511 West Second North Street • Morristown, TN 37814 • office 423.586.1852 • fax 423.585.4600
www.HamblenCountyTN.gov • email kely@co.hamblen.tn.us

Resolution Vote

Motion by Tim Goins, seconded by Joe Huntsman to approve the Resolution 18-10 to Amend the zoning map of Hamblen County, Tennessee, by Rezoning District 04, Tax Map 050, Parcels 069.07, 3994 S Davy Crockett Parkway, Morristown, TN 37813 from A-1to C-1.

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

5.a. Failed (0 YES - 11 NO - 0 ABS - 4 Absent) Majority Vote >

RESOLUTION 18-10

A RESOLUTION TO AMEND THE ZONING MAP
OF HAMBLEN COUNTY, TENNESSEE, BY REZONING
DISTRICT 04, TAX MAP 050, PARCELS 069.07
3994 S. DAVY CROCKETT PARKWAY, MORRISTOWN, TN. 37813
FROM A-1 TO C-1
April 19, 2018

WHEREAS, The Morristown City Planning Commission heard the request to Amend the Hamblen County Zoning Map from A-1 to C-1 on the parcel listed above located inside the Urban Growth Boundary:

WHEREAS, The Morristown City Planning Commission does recommend the rezoning request:

NOW, THEREFOR, BE IT RESOLVED that the Hamblen County Board of Commissioners does hereby approve the rezoning and map amendment from A-1 to C-1 according to the attached map.

Motion was made by T. GOINS

Second by Joe. Huntsman

Voting For: Ø Voting Against: 11

ATTEST:

_____

County Clerk

AUTHENTICATED:

_____

County Mayor

_____

Date

City of Morristown

Incorporated 1855
DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING

TO:	Morristown Regional Planning Commission
FROM:	Lori Matthews, Senior Planner
DATE:	March 13th 2018
REQUEST:	Rezoning Request in Urban Growth Boundary

BACKGROUND:

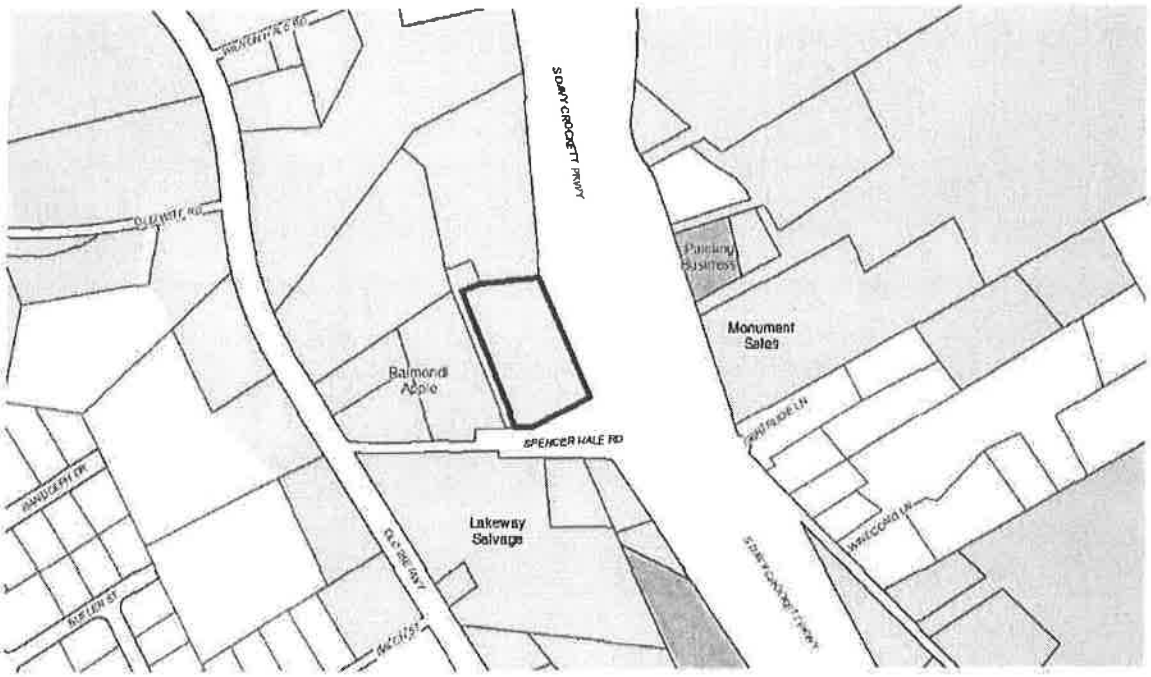
City staff has received a rezoning request located within the City's Urban Growth Boundary from Mr. Alvy Couch for his property at 3887 South Davy Crockett Highway. Currently zoned A-1 (Agricultural/Forestry), Mr. Couch is seeking a C-1 (Commercial) designation for his business.

The 2.25 acre site is located behind Raimondi Carmel Apple factory and north (across Spencer Hale Drive) from Lakeway Auto Salvage. The property fronts South Davy Crockett Parkway. Surrounding properties are all zoned A-1, the exception being the paint shop directly across 25E which is zoned C-1.

Three buildings occupy the site, all between eight and nine thousand square feet in size and all used for commercial large motor vehicle storage, the exception being the northern most building which has an office in the front (Life Care).

RECOMMENDATION:

A memorandum (attached) from the County expresses support for this rezoning request with which City Staff concurs, therefore, Staff asks that the Morristown Regional Planning Commission recommend this rezoning request be granted by the Hamblen County Commission.



Return to Regular Calendar
May 24, 2018

Consent Calendar Items

Motion Herbert Harville, seconded by John Smyth to approve the Consent Calendar items.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	(2) YES
R. Debord	YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	(M) YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

6.a. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

Batch 82

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC
AS A CLERK OF THE COUNTY OF HAMBLEN, TENNESSEE I HEREBY CERTIFY TO THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF NOTARY PUBLIC DURING THE APRIL 19, 2018 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. CAROLINE M AGUILAR	5639 OLD STAGE RD MORRISTOWN TN 37814	423-231-8779	331 WEST MAIN ST MORRISTOWN TN 37814	423-318-1524	NOTARYS UNDERWRITERS
2. DAVID K ANDREWS	844 FOXGLOVE LANE MORRISTOWN TN 37814	423-587-4199	361 E ECONOMY RD SUITE 30 MORRISTOWN TN 37814	423-438-3755	STATE FARM INSURANCE
3. LIBBY RENEE ATKINS	1127 EAST MAIN ST MORRISTOWN TN 37814	423-231-9691	726 MCFARLAND ST MORRISTOWN TN 37815	4235226000	MERCHANTS BONDING COMPANY
4. STEPHEN L BALES	146 E MAIN STREET MORRISTOWN TN 37814	423-586-5451	146 E MAIN STREET MORRISTOWN TN 37814	423-586-5451	BIBLE INSURANCE
5. TAMMY MICHELE COMBS	4591 WESTOVER PLACE MORRISTOWN TN 37813	--	5327 WINNERS CIRCLE RD MORRISTOWN TN 37813	865-544-5400	
6. DAN R. ERVIN	1703 COUNTRY CLUB DR. MORRISTOWN TN 37814	423-736-4001	838 W. MAIN ST. MORRISTOWN TN 37814	423-714-2069	RLI
7. LORETTA L FAIR	3240 NINA RD WHITE PINE TN 37890	865-544-5540	3101 MILLERS POINT DR MORRISTOWN TN 37813	865-544-5400	CNA SURETY
8. KAREN SUE GARRETSON	3251 FISH HATCHERY RD MORRISTOWN TN 37813	423-736-0170	622 WEST 1ST NORTH ST MORRISTOWN TN 37814	423-581-8345	CUNA MUTUAL WESTERN SURETY
9. LINK A. GIBBONS	P.O. BOX 2248 MORRISTOWN TN 37816	865-712-6822	1804 EASTERN AVENUE MORRISTOWN TN 37813	423-839-0990	LAW OFFICE OF LINK A. GIBBONS
10. DIANA GIBBONS	985 CEDAR TRACE LANE MORRISTOWN TN 37814	000-748-1116	2106 EAJ HWY MORRISTOWN TN 37814	5860721	JACOB COX CHAD HUNTSMAN
11. TAMI LYNN GIBSON	7425 EARLY RD WHITESBURG TN 37891	423-748-0863	740 N MAIN ST WHITESBURG TN 37711	423-601-7318	FARM BUREAU
12. REBECCA C HENSLEY	508 EAST 4TH NORTH ST MORRISTOWN TN 37814	423 748 4557	463 CROCKETT TRACE DR MORRISTOWN TN 37813	423 317 0766	FARM BUREAU
13. BRENDA LASLEY	3438 WIND CIRCLE MORRISTOWN TN 37814	423-312-8277	1500 E MORRIS BLVD MORRISTOWN TN 37813	423-586-1100	SOUTHERN STATES INSURANC COMP
14. ZILPHA S MEEK	1315 DOUGHERTY DR MORRISTOWN TN 37814	423-312-1100	711 W 1ST NORTH ST MORRISTOWN TN 37814	423-616-0182	JACK MALONEY HIX MASSENGILL
15. ASHLEY NICHOLSON	1878 CHERRY STREET RUTLEDGE TN 37814	--	3101 MILLERS POINT DR MORRISTOWN TN 37814	865-544-5400	CNA SURETY
16. CATHERINE H RAINE	616 SINKS RD SNEEDVILLE TN 37869	423-300-0486	5270 CUB CIRCLE MORRISTOWN TN 37814	4233000486	WILLIS OF TN
17. KIMBERLY SCOTT	5436 SPENCER HALE RD MORRISTOWN TN 37813	423-747-5731	3101 MILLERS POINT DR MORRISTOWN TN 37813	865-544-5400	CNA SURETY
18. BARBARA JEAN SHAVER MRS.	1831 OAK STREET MORRISTOWN TN 37813	423-586-7369	1831 OAK STREET MORRISTOWN TN 37813	423-312-7834	STRATE INSURANCE
19. TEAL A SIMPSON	252 RICE DR BEAN STATION TN 37814	865-993-3423	5943 COMMERCE BLVD MORRISTOWN TN 37814	423-585-1968	TRAVELERS
20. KATIE BROOKE SMITH	6265 TALLEY CHAPEL PIKE RUSSELLVILLE TN 37860	423-839-6806	3101 MILLER'S POINT DRIVE MORRISTOWN TN 37813	865-544-5400	CNA SURETY

Jenny Pettyjohn
SIGNATURE

CLERK OF THE COUNTY OF HAMBLEN, TENNESSEE

4-10-18
DATE

Batch 82 3-14-18 4-10-18

~~Return to Regular Calendar~~
April 19, 2018
Return to Regular Calendar
May 24, 2018

CERTIFICATE OF ELEC. .N OF NOTARIES PUBLIC
AS A CLERK OF THE COUNTY OF HAMBLEN, TENNESSEE I HEREBY CERTIFY TO THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF NOTARY PUBLIC DURING THE APRIL 19, 2018 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
21. DEBRA L STAMEY	204 E OKLAHOMA AVE KNOXVILLE TN 37917	423-231-4632	100 WEST 1ST NORHT ST MORRISTOWN TN 37814	423-585-4603	STRATE INS
22. RACHEL MARIE WESTRA	1700 LAKE PARK CIRCLE MORRISTOWN TN 37814	262-422-0580	100 W FIRST NORTH ST MORRISTOWN TN 37814	423-317-1665	STRATE INS
23. TINA R WHITAKER	1232 MURRELL ROAD MORRISTOWN TN 37814	423-231-4971	511WEST 2ND NORTH STREET MORRISTOWN TN 37814	423-581-1373	
24. PAMALA WOODS	5226 VILLAGE CREST WAY APT 270 KNOXVILLE TN 37924	423-586-1125	2645 W ANDREW JOHNSON HWY MORRISTOWN TN 37814	423-586-1125	RLI

CLERK COURT HAMBLEN COUNTY, TENNESSEE

Penny Pettyjohn
SIGNATURE

CLERK OF THE COUNTY OF HAMBLEN, TENNESSEE

4-10-18
DATE

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

HAMBLEN COUNTY A UNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 03/31/2018

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: 1
Date: 4/4/2018
Time: 9:39 am

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	13,088.69	126,116.59	24,144.50	42,414.91	22.01%
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	17,788.31	141,328.91	2,931.15	66,977.94	31.71%
101	51400	County Attorney	31,293.00	1,087.25	8,587.53	0.00	22,705.47	72.56%
101	51500	Election Commission	272,927.00	18,528.73	158,227.93	619.74	114,079.33	41.80%
101	51600	Register Of Deeds	305,783.00	23,674.24	208,364.75	6,575.76	90,842.49	29.71%
101	51720	Planning	240,038.00	14,969.93	148,866.96	1,460.38	89,710.66	37.37%
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	2,197.46	58,687.97	0.00	48,950.03	45.48%
101	51810	Other Facilities	797,347.00	81,129.72	600,563.63	13,599.18	183,184.19	22.97%
101	51910	Preservation Of Records	20,806.00	1,766.56	13,362.87	1,887.93	5,555.20	26.70%
101	52100	Accounting And Budgeting	351,928.00	25,687.34	245,581.67	8,668.06	97,678.27	27.76%
101	52200	Purchasing	39,983.00	3,164.24	27,610.86	0.00	12,372.14	30.94%
101	52300	Property Assessor's Office	357,046.00	26,135.84	235,828.71	1,255.17	119,962.12	33.60%
101	52310	Reappraisal Program	143,502.00	4,286.32	39,459.01	5,925.74	98,117.25	68.37%
101	52400	County Trustee's Office	363,395.00	25,771.33	249,763.56	804.73	112,826.71	31.05%
101	52500	County Clerk's Office	687,144.00	51,709.37	442,703.85	3,735.03	240,705.12	35.03%
101	52600	Data Processing	125,228.00	10,384.77	76,106.43	6,993.22	42,128.35	33.64%
101	52900	Other Finance	313,256.00	25,194.45	227,186.36	4,633.41	81,436.23	26.00%
101	53100	Circuit Court	892,231.00	74,831.36	585,746.41	15,332.89	291,151.70	32.63%
101	53300	General Sessions Court	430,398.00	35,956.45	299,424.51	1,385.79	129,587.70	30.11%
101	53330	Drug Court	156,450.00	8,717.03	107,225.40	2,467.90	46,756.70	29.89%
101	53400	Chancery Court	384,447.00	27,555.23	267,625.06	4,677.75	112,144.19	29.17%
101	53500	Juvenile Court	297,823.00	28,209.04	212,177.37	1,183.26	84,462.37	28.36%
101	53920	Courtroom Security	796,974.00	75,795.82	661,310.95	16,147.91	119,515.14	15.00%
101	54110	Sheriff's Department	2,986,499.00	226,465.63	2,033,140.31	75,336.59	878,022.10	29.40%
101	54160	Administration Of The Sexual Offender Registry	3,768.00	34.00	1,345.40	0.00	2,422.60	64.29%
101	54210	Jail	4,420,207.00	566,198.99	3,164,368.01	134,785.15	1,121,053.84	25.36%
101	54220	Workhouse	94,822.00	7,222.41	65,311.18	0.00	29,510.82	31.12%
101	54250	Work Release Program	280,761.00	24,265.05	192,377.17	18,631.47	69,752.36	24.84%
101	54310	Fire Prevention And Control	200,000.00	95,000.00	190,000.00	0.00	10,000.00	5.00%
101	54410	Civil Defense	97,449.00	6,906.46	63,101.09	1,710.48	32,637.43	33.49%
101	54490	Other Emergency Management	182,147.00	0.00	136,610.25	0.00	45,536.75	25.00%
101	54510	Inspection And Regulation	6,377.00	322.95	3,575.55	1,831.00	970.45	15.22%
101	54610	County Coroner/Medical Examiner	131,186.00	7,578.33	77,190.64	11,333.36	42,662.00	32.52%

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 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

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	135.02	14,462.78	320.00	2,217.22	13.04%
101	55110	Local Health Center	915,388.00	52,317.12	420,466.75	21,492.06	473,429.19	51.72%
101	55120	Rabies And Animal Control	133,500.00	11,125.00	100,125.00	0.00	33,375.00	25.00%
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	455.00	1,050.00	0.00	3,950.00	79.00%
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	109,233.00	109,233.00	0.00	0.00	0.00%
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	12,500.00	26,870.00	0.00	13,130.00	32.83%
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	5,800.00	11,600.00	0.00	0.00	0.00%
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	204,187.50	0.00	68,062.50	25.00%
101	56700	Parks And Fair Boards	269,959.00	16,076.40	177,836.06	8,164.92	83,958.02	31.10%
101	56900	Other Social, Cultural And Recreational	315,900.00	100,000.00	271,230.94	0.00	44,669.06	14.14%
101	57100	Agricultural Extension Service	152,416.00	322.76	74,412.72	73,031.94	4,971.34	3.26%
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	35,017.92	0.00	12,540.08	26.37%
101	57800	Storm Water Management	27,500.00	1,080.00	4,385.90	3,010.00	20,104.10	73.11%
101	58110	Tourism	54,700.00	13,250.00	24,500.00	21,000.00	9,200.00	16.82%
101	58120	Industrial Development	465,000.00	497,695.00	538,945.00	0.00	-73,945.00	-15.90%
101	58210	Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00%
101	58300	Veterans' Services	20,314.00	1,564.29	13,884.85	158.00	6,271.15	30.87%
101	58600	Employee Benefits	685,437.00	4,998.91	543,397.00	189.32	141,850.68	20.69%
101	58900	Miscellaneous	225,404.00	71,068.95	203,333.59	0.00	22,070.41	9.79%
101	73300	Community Services	5,500.00	500.00	5,500.00	0.00	0.00	0.00%
101	91110	General Administration Projects	36,188.00	4,890.00	33,077.50	0.00	3,110.50	8.60%
101	91120	Administration Of Justice Projects	15,000.00	0.00	11,837.66	675.00	2,487.34	16.58%
101	91130	Public Safety Projects	426,060.00	0.00	194,447.84	64,925.14	166,687.02	39.12%
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	24,499.25	103,833.68	0.00	-77,606.68	-295.90%

HAMBLEN COUNTY A UNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 03/31/2018

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

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
		$ 20,288,201.00	$ 2,463,060.20	$ 14,216,012.58	$ 561,023.93	$ 5,511,164.49	27.16%

HAMBLEN COUNTY A(UNTS & BUDGETS
SOLID WASTE/SANITATION (116)
EXPENDITURE REPORT
REPORT DATE: 03/31/2018

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

Page: 1
Date: 4/4/2018
Time: 9:41 am

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	150,443.38	1,379,150.63	33,738.18	834,049.19	37.12%
		$ 2,246,938.00	$ 150,443.38	$ 1,379,150.63	$ 33,738.18	$ 834,049.19	37.12%

Return to Regular Calendar
April 19, 2018
Return to Regular Calendar
May 24, 2018

HAMBLEN COUNTY A(UNTS & BUDGETS
HIGHWAY FUND (131)
EXPENDITURE REPORT
REPORT DATE: 03/31/2018

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

Page: 1
Date: 4/4/2018
Time: 9:42 am

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	32,636.99	279,873.21	5,957.86	127,595.93	30.86%
131	62000	Highway And Bridge Maintenance	1,270,338.00	75,446.08	742,870.62	28,411.85	499,055.53	39.29%
131	63100	Operation And Maintenance Of Equipment	333,210.00	29,123.11	205,001.38	16,512.78	111,695.84	33.52%
131	66000	Employee Benefits	45,381.00	0.00	25,631.94	0.00	19,749.06	43.52%
131	68000	Capital Outlay	488,278.00	0.00	422,192.82	0.00	66,085.18	13.53%
			$ 2,550,634.00	$ 137,206.18	$ 1,675,569.97	$ 50,882.49	$ 824,181.54	32.31%

Ma	2018													
Permit	Date	Applicant	Type	Address	Construction	Permit	SW	Plumbing	Mech.	Gas	Total	Tax Map	Group	Parcel
14-1015	3/1/18	Ervin	access bldg 21x12	1790 Shinbone Rd	$1,461.29	$63.00					$63.00	036		015.07
14-1016	3/2/18	Norton	garage det 32x24	3627 Apostle Rd	$8,500.00	$192.00					$192.00	032		090.00
14-1017	3/5/18	Warrick	pool 12x28	7665 W Pierce Dr	$30,000.00	$50.00					$50.00	046F	C	006.00
14-1018	3/7/18	Johnson	SWMH	6622 Fisherman Dr	$5,000.00	$100.00					$100.00	039O	A	009.00
14-1019	3/7/18	Hayes	inground pool	3954 Harbor View Dr	$24,500.00	$50.00					$50.00	017B	A	052.00
14-1020	3/8/18	Gen Dyna	tower ant/equip	770 Wooddale	$49,500.00	$100.00					$100.00	047		091.00
14-1021	3/8/18	Gen Dyna	tower ant/equip	4180 Chucky River Rd	$49,500.00	$100.00					$100.00	052		002.00
14-1022	3/8/18	Gilsdorf	carport	558 Roddy Dr	$6,000.00	$25.00					$25.00	047E	D	015.00
14-1023	3/8/18	Sequoyah	11 pavilions	142 Boys Scout Rd	$112,810.00	$630.00					$630.00	003		001.00
14-1024	3/8/18	Patterson	remodel basement	4221 Peace Dr	$5,000.00	$125.00					$125.00	017E	A	006.00
14-1025	3/8/18	Couch	DWMH	669 Jacobs Rd	$53,000.00	$350.00					$350.00	057		026.06
14-1026	3/9/18	Overbay	**House 3400 sq ft**	8076 St Clair Rd	**$450,000.00**	$2,065.00	$100.00	$105.00	$15.00	$30.00	$2,315.00	007		011.02
14-1027	3/13/18	Barile	pole barn/pole shed	2141 Spout Springs Rd	$27,479.82	$486.00					$486.00	016		067.00
14-1028	3/13/18	McDuffie	garage det 36x28	3435 Lake Drive	$15,000.00	$252.00					$252.00	017F	A	018.00
14-1029	3/13/18	Sequoyah	16 cabins 12x20	142 Boy Scout Rd	$305,823.00	$960.00					$960.00	003		001.00
14-1030	3/14/18	Denny	remodel basement	4169 Harbor View Drive	$3,500.00	$115.20					$115.20	017C	A	019.00
14-1031	3/14/18	Mack	remodel roof/drywall	1010 Claudette Drive	$20,000.00	$20.00					$20.00	054B	A	025.00
14-1032	3/15/18	Gammel	access bldg 12x24	7065 Mayfair Street	$6,800.00	$72.00					$72.00	054B	G	002.00
14-1033	3/15/18	Noah	Barn 60x80	1880 Cedar Creek Rd	$100,000.00	$1,200.00					$1,200.00	018		025.05
14-1034	3/23/18	Self	**House 3597 sq ft**	2192 Silver City Rd	**$331,171.90**	$1,927.50	$100.00	$100.00	$20.00	$20.00	$2,167.50	036		018.00
14-1035	3/19/18	Cortes-Gent	mechanical	4430 Whitecliff Drive	$3,345.00				$15.00		$15.00	026O	G	027.00
14-1036	3/20/18	Hemminger	covered deck	1109 Wentworth Square	$15,000.00	$125.00					$125.00	035C	C	012.00
14-1037	3/20/18	Cedar Crk	remodel-roof truss	2524 Cedar Creek Church Rd	$100,000.00	$320.00					$320.00	011		023.00
14-1038	3/20/18	Singleton	DWMH	707 Cedar Creek	$76,999.00	$350.00					$350.00	018		063.00
14-1039	3/21/18	McDaniel	pool/deck 16x12	3856 Shandee Lane	$30,000.00	$75.00					$75.00	031L	A	040.00
14-1040	3/22/18	Roberts	garage det/living spac	2851 Cherokee Drive	$130,000.00	$880.00		$45.00	$15.00		$940.00	024		079.03
14-1041	3/29/18	Morrison	**House 1502 sq ft**	5533 Winesap Way	**$94,900.00**	$826.10	$100.00	$70.00	$15.00		$1,011.10	027I	A	015.00
14-1042	3/22/18	Acuff	access bldg 160 sq ft	5751 Charlene Drive	$3,400.00	$40.00					$40.00	027G	C	013.00
14-1043	3/27/18	Smith	carport 18x26	750 Claudette Drive	$1,964.53	$25.00					$25.00	054B	D	035.00
14-1044	3/28/18	At&T	tower-swap antennas	4180 Chucky River Rd	$49,500.00	$150.00					$150.00	052		002.00
14-1045	3/29/18	Thompson	access bldg 12x24	1791 Burl Lane	$4,004.00	$72.00					$72.00	017		116.08
14-1046	3/29/18	Amos	access bldg 8x12	4451 Holly Tree Lane	$2,500.00	$0.00					$0.00	040H	B	014.00
	Total	32		Total:	$2,116,678.54	$11,745.80	$300.00	$320.00	$80.00	$50.00	$12,495.80			
Running	**Total**	**217**			**$11,642,319.11**	**$61,731.25**	**$2,400.00**	**$2,455.00**	**$250.00**	**$70.00**	**$77,666.20**			

												ETHRA	Monthly	YTD
					Total No.	Amount		Total				HOMES	0	0
				Copies and Miscellaneous		$0.00		$0.00	March					
				Re-Zoning Request		$75.00		$0.00	Grand					
				Variance Request		$50.00		$0.00	Total:		$12,845.80			
				Plat Approval		$150.00		$300.00						
		3 lots or	more	Land Disturbance/Development		$100.00		$0.00	**2017-2018**					
				Use on Review		$50.00		$50.00	**Running**					
				Refunds				**$0.00**						
196				**Total Collected**				**$350.00**	**Total:**		**$83,446.70**			
				Running Total Collected				**$5,730.50**						

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

LAW OFFICES
CAPPS, CANTWELL, CAPPS & BYRD
P.O. Box 1897
1004 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
E-MAIL: info@cccblaw.com

March 29, 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 HAMBLEN COUNTY, TENNESSEE - MARCH, 2018

Dear Bill:

Please find enclosed four (4) invoices representing legal services rendered on behalf of Hamblen County, Tennessee during the month of March, 2018.

As usual, one invoice covers our General/Miscellaneous File, two invoices cover separate county departments and one invoice is for reimbursement regarding delinquent tax work.

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 GREER\DOCUMENTS\PUBLIC FOLDERS\DOCUMENTS\HAMBLEN COUNTY\LETTERS\2018\BRITTAIN,BILL(INVOICE)-03-29-18.DOCX

Law Office of Capps, Cantwell, Capps, & Byrd

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

INVOICE

Invoice # 309
Date: 04/02/2018
Due On: 05/02/2018

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	03/01/2018	E-mail from Tom Jessee re: opioid; e-mail from Bill Brittain re: July 4 agreement; phone conference with Cindy Dibb re: public records request; phone conference with Dan Armstrong re: opioid case	0.50	$150.00	$75.00
Service	03/05/2018	E-mails to and from Bill Brittain re: July 4 agreement and MedBen contract	0.10	$150.00	$15.00
Service	03/06/2018	E-mail from John Keating re: July 4 agreement, forward to Bill Brittain	0.05	$150.00	$7.50
Service	03/07/2018	E-mail from Kelley Barnhart re: pending litigation; e-mail from Marte Lawrence re: pending litigation; phone conference with Bill Brittain re: opioid case	0.35	$150.00	$52.50
Service	03/08/2018	E-mail from Kelley Barnhart re: pending litigation; e-mail from Cindy Dibb re: 3/12 committee meeting	0.10	$150.00	$15.00
Service	03/09/2018	E-mails from Aaron Chapman and Eric Harrison re: Johnson property	0.05	$150.00	$7.50
Service	03/10/2018	E-mails from and to Betsy Stibler, Eric Harrison and Aaron Chapman re: Johnson property	0.10	$150.00	$15.00
Service	03/12/2018	Committee meeting; phone confernece with Dan Armstrong re: opioid case	0.85	$150.00	$127.50
Service	03/15/2018	Phone conference with Craig Strand re: pending litigation	0.30	$150.00	$45.00

Service	03/16/2018	E-mails to and from Eric Harrison, Aaron Chapman and Betsy Stibler re: Johnson property; title work on Johnson property	1.65	$150.00	$247.50
Service	03/18/2018	E-mail Cindy Dibb re: 3/22 commission meeting	0.05	$150.00	$7.50
Service	03/19/2018	E-mails from and to Bill Brittain re: July 4 agreement	0.20	$150.00	$30.00
Service	03/21/2018	E-mail from Tom Jessee re: opioid case	0.05	$150.00	$7.50
Service	03/22/2018	E-mails from and to Eric Harrison re: Johnson property; county commission meeting	1.05	$150.00	$157.50
Service	03/23/2018	E-mails from and to Eric Harrison, Aaron Chapman, Betsy Stibler, Bill Brittain and Paul LeBel re: Johnson property; finished title for Johnson purchase	1.30	$150.00	$195.00
Service	03/26/2018	Phone conferences with Kelley Hinsley and Cindy Dibb re: Johnson property	0.20	$150.00	$30.00
Service	03/28/2018	E-mails from and to Eric Harrison, Aaron Chapman and Betsy Stibler	0.05	$150.00	$7.50
				Total	**$1,042.50**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
309	05/02/2018	$1,042.50	$0.00	$1,042.50
			Outstanding Balance	**$1,042.50**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$1,042.50**

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 # 308
Date: 04/02/2018
Due On: 05/02/2018

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	02/12/2018	E-mail from Cindy Dibb re: Property Maintenance Code	0.05	$150.00	$7.50
Service	03/07/2018	Phone conference with Bill Brittain re: property maintenance ordinance	0.25	$150.00	$37.50
Service	03/09/2018	Review property maintenance ordinance; meeting with Bill Brittain	0.70	$150.00	$105.00
Service	03/15/2018	E-mails from and to Tina Whitaker re: meeting/Effinger/ May	0.15	$150.00	$22.50
Service	03/16/2018	E-mails from and to Tina Whitaker re: meeting	0.05	$150.00	$7.50
Service	03/20/2018	Meeting with Planning Commission	1.35	$150.00	$202.50
Service	03/22/2018	Meeting with Bill Brittain re: property maintenance	0.50	$150.00	$75.00
				Total	**$457.50**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due

Return to Regular Calendar
May 24, 2018

308	05/02/2018	$457.50	$0.00	$457.50
			Outstanding Balance	**$457.50**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$457.50**

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 # 307
Date: 04/02/2018
Due On: 05/02/2018

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	03/08/2018	E-mails from and to Amanda Hale re: sale of levied vehicle	0.10	$150.00	$15.00
Service	03/09/2018	E-mails from and to Amanda Hale re: sale of levied vehicle	0.10	$150.00	$15.00
				Total	**$30.00**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
307	05/02/2018	$30.00	$0.00	$30.00
			Outstanding Balance	**$30.00**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$30.00**

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

Please pay within 30 days.

Return to Regular Calendar
May 24, 2018

CAPPS, CANTWELL, CAPPS & BYRD
ATTORNEYS AT LAW

P. O. Box 1897
MORRISTOWN, TN 37816
Phone: 423-586-3083 Fax: 423-586-0513

INVOICE

DATE: MARCH 29, 2018

TO:

HAMBLEN COUNTY TENNESSEE

FOR:

DELINQUENT TAX WORK

DESCRIPTION	AMOUNT
03/20/18 Advanced to Rix Copies for copies of Hamblen County Delinquent Tax Summons	
TOTAL	$96.03

Make all checks payable to Capps, Cantwell, Capps & Byrd and REMIT TO: P.O. Box 1897, Morristown, TN 37816-1897.
Payment is due within 30 days. Any accounts which remain unpaid after 30 day shall bear interest at the rate of 1 ½% per month.

Thank you for your business!

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

April 1, 2018

RECEIVED
APR - 3 2018
OFFICE OF THE
HAMBLEN COUNTY MAYOR

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 March 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.	18095	03-04-18	Mrs. Thelma Roberts, 62, Rogersville, TN
2.	18100	03-07-18	Mr. Franklin Yount, 85, 2808 Bethel Road
3.	18106	03-11-18	Mrs. Fhadaleen Garrison, 78, 1140 Hickory View Drive
4.	18109	03-13-18	Mr. Donald Jones, 71, Newport, TN
5.	18115	03-16-18	Mrs. Debra Hayes, 66, 2101 Crockett Ridge Road
6.	18116	03-16-18	Mr. Ralph Elkins, 53, 2168 Fernwood Church Road
7.	18118	03-17-18	Mr. Derward Gordon, 81, 1226 Tom Treece Road
8.	18121	03-22-18	Mr. Phillip Floyd, 70, 2402 Warren Drive
9.	18123	03-22-18	Mr. Newman Trent, 78, 5688 Wood Drive
10.	18125	03-22-18	Mr. Jeffery Horne, 56, Sevierville, TN
11.	18126	03-23-18	Mrs. Ruby Truxillo, 77, 323 West Louise Avenue
12.	18128	03-24-18	Mrs. Shirley Withe, 83, 1612 Valley Home Road
13.	18132	03-26-18	Mrs. Mrs. Peggy Duggar, 89, Regency
14.	18133	03-26-18	Mrs. Eleulin French, 82, 950 Nikirk Avenue

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
7763 Melanie Circle
Talbott, Tennessee 37877
Phone: 423-586-6310

April 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 March.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18093	03-03-18	Mrs. Claudia Rosenbalm, 74, 1635 Horner Road
2.	18101	03-07-18	Ms. Charlotte Shelton, 72, Jefferson City, TN
3.	18120	03-22-18	Mrs. Phyllis Smith, 73, 2126 Titus Drive
4.	18122	03-22-18	Mr. Lynton Sawyer,85, 3053 Chucky River Road
5.	18124	03-22-18	Mr. Johnny Harmon, 82, 1124 Clarence Lane
6.	18135	03-31-18	Mr. Jacob Williamson, 79, Newport, TN

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

6 Calls X $40. = $240.00

Sincerely,

SIGNATURE ON FILE

Jimmy Peoples
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

Return to Regular Calendar
May 24, 2018

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

April 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 March.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18096	03-04-18 Mr.	Mr. Allen Williams, 43, 627 Sherwood Drive
2.	18098	03-06-18 Mr.	Vernon Roberts, 84, 2844 Tanasi Trail
3.	18099	03-06-18 Ms.	Donna Bryant, 55, 504 East Sixth North Street
4.	*18104	03-09-18 Mr.	Robert Capshaw, 40, 3401 Mill Wheel Road
5.	18105	03-11-18 Mrs.	Mary Brewer, 76, Bean Station, TN
6.	18106	03-11-18 Mrs.	Fhadaleen Garrison, 78, 1140 Hickory View Drive
7.	*18107	03-12-18 Ms.	Wanda Watkins, 66, 1976 Lakewood Drive
8.	18108	03-13-18 Ms.	Edith Mathews, 83, 990 Dover Road
9.	18110	03-13-18 Mr.	Wesley Foster, 66, 2085 Seven Oakes Drive
10.	*18111	03-13-18 Ms.	Sonya Ausmus, 49, 1964 Wanda Terrace
11.	*18112	03-13-18 Mr.	Brandon Ray, 18, 5023 Hansford Place
12.	18119	03-19-18 Mr.	Talley Colin, 66, 1597 Kimberly Drive
13.	18127	03-23-18 Mr.	William Smith, 60, 716 Rainbow Circle
14.	18129	03-24-18 Mr.	Richard Allen, 66, 414 East Fourth North Street
15.	18130	03-25-18 Mr.	Landon Lawson, 53, Bean Station, TN
16.	18131	03-25-18 Mrs.	Lawanda Lambe, 88, Bean Station, TN

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

16 Calls X $40. = $640.00

Sincerely,

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

erd/jrt

CC: Hamblen County Medical Examiner
* Indicates Autopsy Preformed
*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

April 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 March.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18097	03-06-18	Mr. Randell Bowlin, 61, 7128 Mountain Valley Road
2.	18103	03-09-18	Ms. Shelby Miller, 73, 303 Lochmere Drive
3.	18117	03-18-18	Mr. Donald Cosens, 90, 2851 Indian Trail
4.	18134	03-29-18	Mr. Tom Pittman, 58, 2346 Brights Pike

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

Todd Giles
Deputy Coroner

erd/tg

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
437 Britton Drive
Talbott, Tennessee 37877
Phone: 423-312-7510

April 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 February.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18094	03-04-18	Mrs. Linda Chambers, 74, 520 East Second North Street
2.	18102	03-08-18	Mr. Frazier Richard, 91, 501 West Economy Road
3.	18113	03-14-18	Mrs. Ina Coffey, 82, White Pine, TN
4.	18114	03-14-18	Mrs. Nancy Grisden, 62, 2620 Harbin Court

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

Jeffery Holt
Deputy Coroner

erd/jh

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

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of ~~January~~ March

Month MARCH Year 2018

Fund #101 *DEPT:* JAIL

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	JAIL		
54210.790	Other Equipment	100	
54210.716	Law Enforcement Equipment		100

Brief Descriptions of issue:

To reclassify appropriations to cover the purchase of additional prisoner related items - clothing and other miscellaneous items.

Requesting Department

Signature: Donna Hammond

Title: Executive Assistant

Date: 3-2-18

Approval by County Mayor

Signature: Bill Brittain

Title: County Mayor

Date: 3-2-2018

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-046

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of ~~January~~ March

Month MARCH Year 2018

Fund #101 *DEPT:* **OTHER FINANCE / SATELLITE OFFICE**

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	OTHER FINANCE / SATELLITE OFFICE		
52900.317	Data Processing Services	20.28	
52900.435	Office Supplies		20.28

Brief Descriptions of issue:

To reclassify appropriations to cover the monthly expense for MUS Fibernet services for the remainder of FY 17-18

Requesting Department

Signature:

Title : County Clerk

Date: 3-21-18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 3-21-18

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-049

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of ~~January~~ March 2018

Month MARCH Year 2018

Fund #101 *DEPT:* PLANNING

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PLANNING		
51720.509	Refunds	100	
51720.355	Travel		100

Brief Descriptions of issue:

To reclassify appropriations to allow for refunds.

Requesting Department

Signature: Lisa Whitaker

Title : Department Mgr.

Date: March 19, 2018

Approval by County Mayor

Signature: Bill Sullivan

Title : County Mayor

Date: 3-20-18

For Finance Department Only:
Reviewed by: AOW
Budget Amendment 101-048

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of ~~January~~ March 2011

Month MARCH Year 2018

Fund 131 **DEPT:** HIGHWAY

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	HIGHWAY		
61000.506	Liability Insurance	1,000	
61000.511	Vehicle and Equipment Insurance	2,000	
61000.415	Electricity		3,000

Brief Descriptions of issue:

To reclassify appropriations from electricity to liability and vehicle and equipment insurance to cover premiums due for fourth quarter installments.

Requesting Department

Signature: Barry G. Poole

Title: Hamblen County Road Supt.

Date: 03-19-18

Approval by County Mayor

Signature: Bill Bunch

Title: County Mayor

Date: 3-20-18

For Finance Department Only:
Reviewed by: ROM
Budget Amendment 131-005

Return to Regular Calendar
May 24, 2018

Morristown-Hamblen Humane Society, Inc.
Balance Sheet
As of February 28, 2018

		Feb 28, 18
ASSETS		
Current Assets		
Checking/Savings		
1000 · Jefferson Federal - Building		238,153.08
1010 · Jefferson Federal - Operations		37,553.00
1015 · Citizens Bank		8,477.68
1030 · PayPal Account		2,247.77
1040 · Petty Cash - General		369.90
1041 · Petty Cash - Meals		398.07
8111 · Transfer Funds		100.00
Total Checking/Savings		287,299.50
Accounts Receivable		
1100 · Accounts Receivable		-2.00
Total Accounts Receivable		-2.00
Other Current Assets		
1150 · Promises to Give		271,390.00
1175 · Prepaid Insurance		4,524.73
1500 · Investments - Edward Jones		
1510 · FMV	275,287.61	
1520 · Unrealized Gains/Losses	111,228.72	
1500 · Investments - Edward Jones - Other	-343,231.34	
Total 1500 · Investments - Edward Jones		43,284.99
Total Other Current Assets		319,199.72
Total Current Assets		606,497.22
Fixed Assets		
1700 · Furniture & Fixtures		104.29
1705 · Land		351,354.39
1708 · Deferred Building Costs		21,300.83
1710 · Equipment		66,060.74
1720 · Vehicles		49,788.00
1730 · Computers		1,444.00
1740 · Leasehold Improvements		112,264.00
1789 · Accumulated Depreciation		-167,740.83
Total Fixed Assets		434,575.42
TOTAL ASSETS		**1,041,072.64**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		31,424.63
Total Accounts Payable		31,424.63
Other Current Liabilities		
2001 · Accounts Payable - Auditor		-16,100.00
2102 · Accrued Payroll		4,016.43
2106 · PALS Clinic Deposits		-65.00
2110 · Payroll Tax Payable - 941		3,120.80
2120 · SUTA Payable		1,701.98
2130 · FUTA Payable		618.24
2140 · Child Support Payable		307.02
2155 · Employee Receivable		-50.00
Total Other Current Liabilities		-6,450.53
Total Current Liabilities		24,974.10
Total Liabilities		24,974.10

Morristown-Hamblen Humane Society, Inc.
Balance Sheet
As of February 28, 2018

		Feb 28, 18
Equity		
3000 · Opening Bal Equity		10,914.70
3200 · Unrestricted Net Assets		460,904.50
3300 · Temp Restricted Net Assets		
3301 · Petsmart Restricted Net Assets	-34,100.00	
3300 · Temp Restricted Net Assets - Other	356,971.00	
Total 3300 · Temp Restricted Net Assets		322,871.00
Net Income		221,408.34
Total Equity		1,016,098.54
TOTAL LIABILITIES & EQUITY		**1,041,072.64**

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
February 2018

	Feb 18	Feb 17	Jul '17 - Feb 18
A-Z Office Resources, Inc.	0.00	145.00	0.00
ABC Check Printing	0.00	0.00	110.66
Access Technology Group, INC	0.00	0.00	219.37
Aimee Sykes	0.00	0.00	50.00
Amazon	312.88	118.24	2,030.17
Andrew Bacon	50.00	0.00	50.00
Angel Oakley	0.00	0.00	119.17
Animal Hospital	1,429.06	3,153.00	5,686.56
Animal Medical Center of Greeneville	0.00	0.00	73.00
Appalachian Animal Hospital	0.00	0.00	74.00
Ashlee Barnholdt	0.00	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	164.10	164.16	1,211.81
Atmos Energy	0.00	830.71	2,215.29
Benchmark Insurance Co.	0.00	0.00	1,917.00
Bill Luttrell	0.00	0.00	50.00
BlueCross BlueShield of Tennessee	0.00	0.00	734.79
Bobby Gossett	0.00	50.00	0.00
Carol Crotty	0.00	0.00	110.00
Carolyn Joyce	0.00	0.00	50.00
Carrie Ealy	0.00	0.00	50.00
Chad Gibson	50.00	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	70.00	70.00	682.00
Crystal Westmoreland	0.00	0.00	50.00
Divanni Hernandez	0.00	0.00	50.00
Donna Lindsey	0.00	0.00	50.00
Doyle Bibbins	0.00	0.00	540.00
Dr. Amanda D. Dykstra Wessel	950.00	0.00	1,375.00
Edward Wolf	0.00	0.00	50.00
Ellen Pillsbury	0.00	0.00	35.00
Estrella Hernandez	0.00	0.00	50.00
Express Health Clinic	38.00	0.00	38.00
Express Lane	0.00	0.00	335.63
Federated Auto Parts	13.60	43.70	158.65
First Impressions Printing	0.00	0.00	120.00
Fleetcore Fuel	0.00	0.00	39.77
Frankenmuth Insurance	0.00	713.08	6,529.96
Fuelman	638.20	584.27	4,657.48
Giancarlo Marucchi	0.00	50.00	0.00
Ginger Myers	0.00	0.00	50.00
GO Daddy	0.00	0.00	18.17
Goodhire.com	0.00	0.00	109.98
Greg Oparyk	50.00	0.00	50.00
Hamblen Co/Morristown Solid Waste	31.85	28.00	129.85
Hamblen County Trustee	674.00	0.00	949.00
Hines and Company	1,000.00	0.00	1,000.00
Home Depot	0.00	65.42	150.18
hometrust bank	0.00	0.00	61.90
Humane Society of Tennessee	0.00	0.00	2,840.00
Hyatt Place Nashville TN	0.00	0.00	594.10
Internal Revenue Service	0.00	0.00	1,102.07
Intervet	1,498.50	0.00	6,930.95
Intuit	0.00	0.00	142.70
Janie Sexton	50.00	0.00	50.00
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
Katy Tiller	0.00	0.00	110.00
Kristi Bush	0.00	0.00	50.00
Lakeway Animal Hospital	0.00	202.50	625.00

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
February 2018

	Feb 18	Feb 17	Jul '17 - Feb 18
Laundry Systems of Tennessee	0.00	0.00	1,191.01
Life Insurance Company of Alabama	63.26	19.73	566.58
Linda Shalhoup	0.00	50.00	0.00
Lisa Bryant	0.00	0.00	50.00
lisa Lawrence	0.00	0.00	50.00
Mac Cody	0.00	0.00	50.00
Makensie Jones	0.00	0.00	50.00
Mark Abernathy	0.00	50.00	0.00
Mark Pullen	0.00	50.00	0.00
Med-Vet International	160.62	389.09	3,253.23
Melissa Kelley	90.00	0.00	90.00
Meshelle Robbins	0.00	0.00	50.00
MHHS Petty Cash	260.00	0.00	3,030.00
Michael D. Price AIA	0.00	0.00	6,000.00
Michelle Collier	0.00	0.00	50.00
Midwest Veterinary Supply, Inc.	0.00	1,408.16	1,426.10
Miranda Malone	0.00	0.00	50.00
Morristown Animal Hospital, PC	0.00	2,027.00	1,669.00
Morristown Chamber of Commerce	0.00	0.00	260.00
Morristown Milling Co.	280.38	17.00	387.83
Morristown Signs	0.00	0.00	579.00
Morristown Utilities	1,771.00	1,216.00	10,096.83
Morristown Utility System	0.00	0.00	148.00
Moyers Veterinary Hospital	45.00	175.00	635.00
Mr. Herbert Carpenter	0.00	0.00	50.00
Mr. Lawrence England	0.00	0.00	50.00
Mr. Mark Rader	0.00	0.00	50.00
Mr. Michael Lynch	0.00	50.00	0.00
Mr. Paul Howard	244.67	0.00	494.42
Mr. Phillip Watkins	0.00	0.00	50.00
Ms. Lisa Hartman	0.00	0.00	175.00
Murrell Burglar Alarms	20.00	42.50	456.36
MUS Fibernet	120.93	252.97	980.38
Pam Velder	250.00	0.00	541.65
Petty Cash	617.40	688.80	5,644.51
Philadelphia Insurance Company	300.00	0.00	300.00
Porter's Tire Stores, Inc.	0.00	0.00	333.40
Postmaster General	0.00	0.00	98.00
Precision Automotive	0.00	0.00	326.74
Price & Ramey Group	0.00	0.00	250.00
QuickBooks Payroll Service	7.00	0.00	476.23
Raeleen L Whitaker	0.00	500.00	750.00
Randy Everhart	0.00	0.00	13.00
Revival Animal Health	0.00	158.06	2,055.13
Richie Broyles Real Estate	0.00	5,000.00	0.00
Ridgefield Animal Hospital	0.00	1,665.00	1,022.00
Rix Copies	0.00	0.00	246.00
Rogersville Animal Hospital	15.80	0.00	75.80
Samantha Gray	0.00	0.00	50.00
Sandra Dunn	0.00	0.00	50.00
Sarah Childress	0.00	50.00	0.00
Scott Hayes	0.00	0.00	50.00
Scotty Dixon	0.00	1,048.75	0.00
Screen Designs	0.00	360.00	507.00
Shannon Nuttall	50.00	0.00	50.00
Shawn Brooks	0.00	0.00	50.00
Sheila. Jackson	0.00	186.70	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	4,906.42
southern Global Refrigeration	212.95	0.00	469.41
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	151.42	713.97
Tabitha Shelley	50.00	0.00	50.00

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
February 2018

	Feb 18	Feb 17	Jul '17 - Feb 18
Tammy Degregoio	0.00	0.00	50.00
Tara Parker	0.00	50.00	0.00
The Argos Group	320.00	1,061.00	1,920.00
Tiffany Brown	0.00	50.00	0.00
Tiger Town Animal Hospital	0.00	60.00	0.00
Tim Schneider	0.00	0.00	50.00
Tina Cook	50.00	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	278.64
Tractor Supply Credit Plan	279.60	299.50	1,696.17
Tri-County Animal Clinic	0.00	0.00	35.00
Tyler & Chasli Keister	0.00	0.00	50.00
Uline	0.00	0.00	255.09
Volunteer Party Rental	50.00	0.00	50.00
Vortech Pharmaceuticals LTD	0.00	0.00	680.93
Wal-Mart Community	1,058.78	440.47	6,331.97
Waste Industries	173.17	160.35	1,321.26
Wayman Skelton	23.64	0.00	23.64
Wayne R. Stambaugh, ATTY.	0.00	80.00	240.00
Wendi Franklin	0.00	50.00	0.00
Wendy Daniels	0.00	0.00	50.00
White Pine Veterinary Practice	61.00	195.00	670.00
Wimberly Lawson Wright Daves & Jones, PLL	3,716.97	0.00	3,716.97
Zoetis	563.66	968.06	10,292.25
TOTAL	**17,955.35**	**25,188.64**	**130,869.74**

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
February 2018

	Feb 18	Feb 17	Jul '17 - Feb 18
Ordinary Income/Expense			
Income			
3999 · Training / Education Refund	0.00	0.00	72.00
4000 · Adoption			
4001 · Fees	0.00	0.00	0.00
4002 · Refunds			
Vetting for Rescue refund.	0.00	0.00	85.00
4002 · Refunds - Other	-90.00	0.00	-115.00
Total 4002 · Refunds	-90.00	0.00	-30.00
4004 · Adoption - Pet Sense	415.00	165.00	1,685.00
4007 · Adoption - Puppy	2,660.00	2,160.00	15,860.00
4000 · Adoption - Other	1,320.00	1,826.00	13,300.00
Total 4000 · Adoption	4,305.00	4,151.00	30,815.00
4003 · Medical Fee	363.00	120.00	2,281.00
4005 · After Hours Pick-up Charge	0.00	0.00	325.00
4008 · Microchip Fee	570.00	570.00	5,050.00
4010 · Animal Pick-up - County	0.00	0.00	270.00
4015 · Animal Pickups - Vet	140.00	0.00	780.00
4020 · Boarding Fees	0.00	1,605.00	744.00
4030 · Citations	339.90	1,305.50	3,183.20
4040 · Donations			
4041 · Donations - AJ Fund	2,972.77	210.00	8,180.06
4042 · Building Fund	455.00	20.00	221,223.15
4044 · Pet Sense Red Box	82.66	33.00	461.25
4045 · Memorial	0.00	50.00	990.00
4048 · Rescue	0.00	60.00	85.00
4049 · Amazon	0.00	66.06	44.76
4040 · Donations - Other	1,398.52	637.00	11,221.91
Total 4040 · Donations	4,908.95	1,076.06	242,206.13
4060 · Euthanasia Fees	205.00	240.00	1,525.00
4061 · Animal Disposal Fee	20.00	0.00	380.00
4100 · Fundraising			
4103 · Fundraising Bake Sale	0.00	0.00	812.00
4107 · Smile Amazon	0.00	0.00	57.88
4117 · Fundraising - Boxes	0.00	0.00	8,477.68
4152 · Mama Mia	113.01	0.00	4,878.01
Total 4100 · Fundraising	113.01	0.00	14,225.57
4135 · T-shirts Income	45.00	0.00	681.00
4200 · Funds - City of Morristown	11,490.00	11,490.00	91,920.00
4210 · Funds - Hamblen County	11,125.00	11,125.00	89,000.00
4250 · Membership Fees	100.00	0.00	2,285.00
4270 · Rabies Vaccination Deposit	104.00	208.00	1,315.00
4280 · Reclaim Fee	250.00	250.00	3,352.00
4290 · Surrender Fee	230.00	270.00	2,655.00
4300 · Spay / Neuter			
4301 · Spay / Neuter Deposit	250.00	0.00	2,525.00
4302 · Spay / Neuter Refund	-350.00	-500.00	-2,420.00
4304 · Spay / Neuter - Deposit	0.00	830.00	1,600.00
4300 · Spay / Neuter - Other	0.00	-60.00	-1,743.50
Total 4300 · Spay / Neuter	-100.00	270.00	-38.50
4400 · Frozen Cats	0.00	156.00	752.00
Total Income	34,208.86	32,836.56	493,778.40
Gross Profit	34,208.86	32,836.56	493,778.40
Expense			
Professional Fee	0.00	0.00	131.93

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
February 2018

	Feb 18	Feb 17	Jul '17 - Feb 18
55555 · Christmas Bonus	0.00	0.00	435.94
6000 · Payroll Expense			
6010 · ACO	4,014.00	2,413.38	32,188.17
6020 · Admin	4,138.48	4,138.48	35,177.08
6030 · Office	4,367.68	3,876.78	36,906.46
6040 · Kennel	3,452.54	4,657.99	33,516.38
6100 · Payroll Tax Expense	1,464.05	1,429.51	11,751.15
Total 6000 · Payroll Expense	17,436.75	16,516.14	149,539.24
6400 · New Location			
6401 · Professional Fees	0.00	0.00	1,925.00
6402 · Bank Fees	0.00	0.00	61.90
6403 · Advertising	0.00	0.00	150.00
Total 6400 · New Location	0.00	0.00	2,136.90
6500 · MonthlyExpenses for New Shelter			
6501 · Utilities Gas	0.00	0.00	577.32
6502 · Utilities Electric N	96.33	0.00	2,251.90
6503 · Security Light	19.36	0.00	132.86
6504 · Garbage Fee	10.00	0.00	70.45
6505 · Metered Water	9.81	0.00	106.79
6506 · Sewage Fee	22.50	0.00	135.00
6507 · Utility Service Charge	0.00	0.00	35.53
Total 6500 · MonthlyExpenses for New Shelter	158.00	0.00	3,309.85
7000 · Advertising	0.00	0.00	869.00
7001 · Refund on Adoption	0.00	0.00	90.00
7010 · Alarm Monitoring	20.00	42.50	456.36
7020 · Animal Care			
7021 · Animal Care Supplies	0.00	0.00	267.43
7024 · Kitty Litter	279.60	299.50	1,680.19
Total 7020 · Animal Care	279.60	299.50	1,947.62
7030 · Bank Charges	148.00	101.89	1,046.73
7035 · Bad Debt Expense	-195.30	0.00	-195.30
7040 · Bookkeeping & Audit	1,000.00	0.00	1,029.99
7050 · Communications			
7051 · ACO Radios	164.10	0.00	1,211.81
7052 · Cell Phone	0.00	164.16	0.00
7053 · Internet Service	24.98	49.96	233.02
7054 · Telephone	95.95	98.85	929.01
7055 · Web Site	0.00	0.00	18.17
7056 · Communications TV	0.00	39.37	0.00
Total 7050 · Communications	285.03	352.34	2,392.01
7060 · Computer / Software Supplies	0.00	0.00	449.98
7090 · Food - Animal	893.78	17.00	3,313.41
7110 · Insurance			
7112 · Auto	0.00	713.08	4,517.38
7113 · D&O Liability	0.00	0.00	2,130.00
7114 · Group Medical	-92.02	91.31	-482.77
7116 · Volunteer Accident Coverage	300.00	0.00	300.00
7117 · Workmen's Comp	320.00	1,061.00	1,920.00
7119 · Commercial Property	0.00	0.00	2,141.00
7127 · Group Life	0.00	0.00	93.51
7110 · Insurance - Other	0.00	0.00	1,202.58
Total 7110 · Insurance	527.98	1,865.39	11,821.70
7120 · Landfill Fees			
7121 · TIDI Dumpster	173.17	160.35	1,321.26
7120 · Landfill Fees - Other	31.85	28.00	129.85

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
February 2018

	Feb 18	Feb 17	Jul '17 - Feb 18
Total 7120 · Landfill Fees	205.02	188.35	1,451.11
7122 · Group Dental/Vision	0.00	0.00	314.91
7130 · Legal Fees	3,716.97	80.00	3,956.97
7140 · License & Fees	0.00	0.00	730.11
7150 · Meals			
7152 · Inmates	580.66	688.80	4,994.10
Total 7150 · Meals	580.66	688.80	4,994.10
7159 · Medicine / Medical			
7160 · Medicine / Medical Supplies	724.28	1,515.21	16,787.42
7159 · Medicine / Medical - Other	79.33	151.42	1,095.08
Total 7159 · Medicine / Medical	803.61	1,666.63	17,882.50
7169 · Microchip			
7170 · Microchip Supplies	1,498.50	0.00	6,033.96
7171 · Reimbursement	0.00	0.00	10.00
7169 · Microchip - Other	0.00	-10.00	-10.00
Total 7169 · Microchip	1,498.50	-10.00	6,033.96
7200 · Office Expenses	74.74	-95.76	1,071.14
7210 · Penalties & Late Fees	0.00	0.00	1,102.07
7220 · Postage	0.00	0.00	176.32
7230 · Repairs & Maintenance			
7231 · Equipment	226.55	1,092.45	3,135.42
7232 · Property	0.00	0.00	24.08
7230 · Repairs & Maintenance - Other	0.00	210.42	0.00
Total 7230 · Repairs & Maintenance	226.55	1,302.87	3,159.50
7240 · Supplies			
7242 · Cleaning	0.00	1,675.63	2,157.87
7243 · Office			
7240a · Shipping Expense	0.00	0.00	27.30
7243 · Office - Other	130.93	118.00	1,114.03
Total 7243 · Office	130.93	118.00	1,141.33
7244 · Kennel Supplies			
7244a · Pest Control	70.00	70.00	682.00
7244 · Kennel Supplies - Other	212.92	97.80	1,684.32
Total 7244 · Kennel Supplies	282.92	167.80	2,366.32
7245 · Condiments	133.42	0.00	636.54
7240 · Supplies - Other	0.00	0.00	390.02
Total 7240 · Supplies	547.27	1,961.43	6,692.08
7250 · Taxes			
7251 · Property Tax			
4251.1 · New Shelter Locations	674.00	0.00	674.00
7251 · Property Tax - Other	0.00	0.00	275.00
Total 7251 · Property Tax	674.00	0.00	949.00
7250 · Taxes - Other	0.00	0.00	482.26
Total 7250 · Taxes	674.00	0.00	1,431.26
7252 · Taxes & Fees	0.00	64.79	32.39
7255 · Training / Education	250.00	0.00	844.10
7260 · Transportation			
7261 · Fuel			
Fuel- ACO Truck	638.20	584.27	3,283.87
7261 · Fuel - Other	0.00	0.00	1,380.99

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
February 2018

	Feb 18	Feb 17	Jul '17 - Feb 18
Total 7261 · Fuel	638.20	584.27	4,664.86
7263 · Repair & Maintenance	0.00	0.00	333.40
Total 7260 · Transportation	638.20	584.27	4,998.26
7270 · Uniforms	0.00	0.00	0.00
7280 · Utilities			
7281 · Electric	1,613.00	636.00	6,811.00
7282 · Utilities Security light	0.00	580.00	701.30
7283 · Gas	0.00	830.71	1,637.97
Total 7280 · Utilities	1,613.00	2,046.71	9,150.27
7300 · Veterinary Fees			
7310 · Regular Vet Fees	1,026.06	1,982.00	2,481.06
7315 · Veterinary Fees Rabies Certific	10.00	45.00	576.00
7316 · Spay & Neuter			
Spay & Neuter Grants	0.00	0.00	855.00
7317 · Spay/Neuter Red Box Grant	0.00	0.00	400.00
7316 · Spay & Neuter - Other	514.80	5,390.50	9,959.80
Total 7316 · Spay & Neuter	514.80	5,390.50	11,214.80
7320 · Special Medical	0.00	0.00	68.59
7300 · Veterinary Fees - Other	0.00	0.00	2,596.42
Total 7300 · Veterinary Fees	1,550.86	7,417.50	16,936.87
7304 · Claw & Paw 4 The Cause Mobile	260.00	0.00	3,030.00
7600 · Fundraising Expense			
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	360.00	507.00
7636 · Mama Mia	312.31	0.00	382.74
7600 · Fundraising Expense - Other	0.00	0.00	-70.00
Total 7600 · Fundraising Expense	312.31	360.00	1,181.48
9999 · Ask My Accountant	0.00	5,000.00	0.00
Total Expense	33,505.53	40,450.35	263,944.76
Net Ordinary Income	703.33	-7,613.79	229,833.64
Other Income/Expense			
Other Income			
8050 · Interest Income	0.00	2.23	115.57
8090 · Grants			
8091 · Grants - Spay Neuter	0.00	865.00	0.00
8090 · Grants - Other	0.00	0.00	37,220.00
Total 8090 · Grants	0.00	865.00	37,220.00
Total Other Income	0.00	867.23	37,335.57
Other Expense			
Late fees & charges	0.00	0.00	6.52
5555 · Contract Labor	950.00	500.00	10,502.00
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
9091 · Reimbursement Misc Expense	0.00	0.00	150.00
Total Other Expense	950.00	500.00	10,658.52
Net Other Income	-950.00	367.23	26,677.05
Net Income	**-246.67**	**-7,246.56**	**256,510.69**

SHELTER ANIMALS COUNT
BASIC ANIMAL DATA MATRIX
Feb-18

	Species By Age	Canine		Feline		TOTAL	
		Adult:	Up To 5 Months	Adult:	Up To 5 Months		Age at Intake
A	**Beginning Animal Count (Date Sept 2017)**	27	14	11	0	52	Should include animals in shelter and animals admitted but currently in foster care or other offsite facility.
Live Intake							
B	Stray / At Large	37	9	20	4	70	Admitted through animal control/stated to be unowned or free-roaming
C	Relinquished by Owner	5	9	10	6	30	Admitted by owner
D	Owner Intended Euthanasia	4	0	1	0	5	Limited to this definition: Admission of pets whose owner brought the pet to the shelter with the INTENT of requesting euthanasia.
E	Transferred In	0	0	0	0	0	An admission from another agency - for adoption, large scale seizure support, etc.
F	Other Intakes	1	0	0	0	1	Impounds for cruelty cases & protective custody. Also, Pets born while in care, and other types of admission not captured above.
G	TOTAL LIVE INTAKE	47	18	31	10	106	**Sum of B, C, D, E and F**
Outcomes							
H	Adoption	11	22	20	4	57	Final adoptions only, having permanently left the agency's possession. For Example, it does NOT include animals placed in foster care or on overnight "trial" stays.
I	Returned to Owner	13	1	0	0	14	Stray or Owner Relinquished animals returned to their owner
J	Transferred Out	9	0	0	0	9	Transferred out of the agency's possession to another entity
K	Returned to Field	0	0	0	0	0	Animals included in Intake, altered and returned to stray capture location to be released
L	Other Live Outcome	1	0	0	0	1	Barn cat programs, etc
M	**Subtotal: Live Outcomes**	34	23	20	4	81	**Sum of H, I, J, K and L**
N	Died In Care	0	0	0	0	0	Animals who die while sheltered
O	Lost in Care	0	0	0	0	0	Animals whose outcome is unknown (may have escaped the shelter, outcome was not recorded and unknown)
P	Shelter Euthanasia	8	0	13	4	25	All euthanasia other than that performed by the definition below as Owner Intended Euthanasia
Q	Owner Intended Euthanasia	0	0	0	0	0	Limited to this definition: euthanasia of pets whose owner brought the pet to the shelter with the INTENT of utilizing euthanasia services
R	**Subtotal: Other Outcomes**	8	0	13	4	25	**Sum of N, O, P and Q**
S	**TOTAL OUTCOMES**	42	23	33	8	106	**Sum of M and R**
T	**Ending Shelter Count**	27	14	11	0	52	Should include animals in shelter and animals admitted but currently in foster care or offsite facility

Note: To check your statistics and calculations: A plus G should equal S plus T

Total A + Total G =	158
Total S + Total T =	158

Sheller Save Rate:

Current Month 1-(P/(A+G)) =	89%	100%	69%	60%	84%
Year To Date Total =	0%	0%	0%	0%	0%

06/13/2017 Adapted from Best Friends Data Matrix Form
rev. 06/27/17

HAMBLEN COUNTY, TENNESSEE
OFFICE OF COUNTY MAYOR
LONGEVITY APPLICANTS PRESENTED TO PERSONNEL COMMITTEE ON
April 9, 2018

LONGEVITY

Last Name	First Name	Hire Date	Years of Service	Amount	Notes
Hale	Amanda	5/1/2015	3	$ 225.00	
Harris	Todd	3/2/2015	3	$ 225.00	

3/27/2018

RECEIVED
MAR 27 2018
OFFICE OF THE
HAMBLEN COUNTY MAYOR

Mayor Bill Britton;

I regretfully submit my resignation as Hamblen County Veteran Service Officer. It has been my honor to have served the Lakeway Area veterans and their families, since October of 2014. My last day in office will be May 31, 2018. My personal thanks to Mayor Britton and Board of Commissioners for the opportunity to serve and the support I received in doing the job. Good luck and God bless in the search to find a replacement.

Sincerely,

Regular Calendar Items

Motion by Herbert Harville, seconded by Howard Shipley to approve the Regular Calendar Items.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	YES
R. Debord	YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	(M) YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	(2) YES
L. Carter	Absent		

6.b. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

Order #	Vote	Item
1		**Recognition/Presentations/Proclamations (Commission Chairman Louis "Doe" Jarvis)** a. Employee Years of Service
2		**Public Comment Regarding Business of the Agenda Only (Commission Chairman Louis "Doe" Jarvis)**
3	Vote	**Nominations/Appointments (Commission Chairman Louis "Doe" Jarvis)** a. Board of Equalization – 4 Members (OTB)
4		**RECESS as Hamblen County Legislative Body – OPEN Public Hearing (Commission Chairman)** a. Resolution 18-10 to Amend the Zoning Map of Hamblen County, Tennessee, by Rezoning District 04, Tax Map 050, Parcels 069.07, 3994 S. Davy Crockett Parkway, Morristown, TN,37813 from A-1 to C-1. **CLOSE Public Hearing, Reconvene as Hamblen County Legislative Body (Commission Chairman)**
5	Vote	**Rezoning Resolution Vote (Commission Chairman)** a. Resolution 18-10 to Amend the Zoning Map of Hamblen County, Tennessee, by Rezoning District 04, Tax Map 050, Parcels 069.07, 3994 S. Davy Crockett Parkway, Morristown, TN,37813 from A-1 to C-1.
6	Vote Vote	**Calendar and Rules Committee Report (Chairman Herbert Harville)** a. Approval of Consent Calendar Items b. Approval of Regular Calendar Items
7	Vote	**Approval of Consent Calendar (Commission Chairman Louis "Doe" Jarvis)** a. Consent Calendar
8	Vote Vote Vote Vote Vote Vote Vote Vote Vote	**Finance Committee (Chairman Randy DeBord)** a. Monthly Checks March 2018 b. Acceptance of the Annual Debt Report for Fiscal Year Ending June 30, 2018 c. PREA Memorandum of Understanding between the Hamblen County Sheriff's Dept. and CEASE, Inc. d. Resolution 18-07 to approve Walmart Foundation Community Grant Application for the Hamblen County Community Service Work Program e. Resolution 18-08 to approve Walmart Foundation Community Grant Application for the Hamblen County Sheriff's Dept. f. Resolution 18-09 to authorize the 2018-2019 Litter and Trash Collection Grant Application g. Bids I. HVAC Units for Courthouse (#2018-3) II. Inmate Healthcare Services for Hamblen County Jail h. Budget Amendment – Fund #101 Circuit Court $237.60
9	Vote Vote Vote	**Public Services (Chairman Hubert Davis)** a. Corridor Study State Route 66 b. Surplus of Litter Bus c. Amendments to Resolution 18-05 Property Maintenance Code
10		**Public Comment – General (Commission Chairman Louis "Doe" Jarvis)**
11		**Announcements /Informational Items /Upcoming Meeting Dates (Commission Chairman Louis "Doe" Jarvis)** a. May Committee Meetings: 5/14/18 @ 11:30 a.m. at Health Dept. Conference Room b. May County Commission Meeting: 5/24/18 @ 5 p.m. at Courthouse Large Courtroom
12		**Adjournment (Commission Chairman Louis "Doe" Jarvis)**

Thursday, April 19, 2018

Consent Calendar

Motion by Rick Eldridge, seconded by John Smyth to approve the Consent Calendar.

R. Eldridge	(M) YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	(2) YES
R. Debord	YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

7.a. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

CONSENT CALENDAR

Hamblen County Legislative Body

Order #	Item	Placed From
1	Approval of the Previous Month's Minutes – March 22, 2018	Commission Chairman
2	Approval of Notaries	County Clerk Penny Petty
3	Expenditure Reports – March 2018	Finance Committee
4	Planning Commission Building Permit Log – March 2018	Finance Committee
5	County Attorney Invoices – March 2018	Finance Committee
6	Coroner's Monthly Report – March 2018	Finance Committee
7	Budget Amendments Approved by the County Mayor a. Fund #101 Jail $100 b. Fund #101 Other Finance/Satellite Office $20.28 c. Fund #101 Planning $100 d. Fund #131 Highway $3,000	Finance Committee
8	Morristown Hamblen Humane Society - Reports	Public Services Committee
9	Longevity Pay Submission	Personnel Committee
10	Veteran Services Office, Mike Wise Resignation Letter	Personnel Committee

Thursday, April 19, 2018

Monthly Checks

Motion by Randy DeBord, seconded by Howard Shipley to approve the Monthly Checks submitted by the County Mayors Office for the Month of March 2018.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	YES
R. Debord	(M) YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	(2) YES
L. Carter	Absent		

8.a. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
51100	312	Contracts With Private Agencies	2018-03-01	1010259951	Smith, Jerry Allen			100.00
51100	312	Contracts With Private Agencies	2018-03-28	1010260297	Smith, Jerry Allen			100.00
51100	341	Pauper Burials	2018-03-01	1010259927	Dockery Funeral Home Inc			500.00
51100	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			95.89
51100	599	Other Charges	2018-03-08	1010260054	Verizon Wireless			49.92
51100	599	Other Charges	2018-03-22	1010260248	SHI International Corp.			172.00
51100	.....	**County Commission**				**Total:**	**6**	**1,017.81**
51300	307	Communication	2018-03-08	1010260002	Century Link/Business Services			42.06
51300	307	Communication	2018-03-08	1010260054	Verizon Wireless			74.94
51300	307	Communication	2018-03-15	1010260151	AT&T			90.00
51300	351	Rentals	2018-03-15	1010260191	Pitney Bowes			816.00
51300	351	Rentals	2018-03-22	1010260211	Canon Solutions America, Inc			227.87
51300	355	Travel	2018-03-15	1010260156	Brittain, William H			104.34
51300	355	Travel	2018-03-15	1010260176	Fuelman			10.06
51300	355	Travel	2018-03-28	1010260299	Suntrust Bankcard, NA			58.00
51300	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			487.96
51300	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			42.95
51300	435	Office Supplies	2018-03-28	1010260299	Suntrust Bankcard, NA			46.98
51300	599	Other Charges	2018-03-01	1010259940	M.A.T.S.			1,000.00
51300	599	Other Charges	2018-03-08	1010260005	Citizen Tribune			25.00
51300	599	Other Charges	2018-03-15	1010260171	English Mountain Spring Water			30.00
51300	599	Other Charges	2018-03-22	1010260248	SHI International Corp.			172.00
51300	599	Other Charges	2018-03-28	1010260271	Blossom Shop, The			75.00
51300	599	Other Charges	2018-03-28	1010260299	Suntrust Bankcard, NA			114.32
51300	.....	**County Mayor/Executive**				**Total:**	**17**	**3,417.48**
51400	331	Legal Services	2018-03-08	1010260044	Taylor Law Firm			132.09
51400	331	Legal Services	2018-03-15	1010260160	Capps, Cantwell, Capps & Byrd			847.50
51400	.....	**County Attorney**				**Total:**	**2**	**979.59**
51500	307	Communication	2018-03-08	1010260002	Century Link/Business Services			1.60
51500	307	Communication	2018-03-15	1010260151	AT&T			18.86
51500	332	Legal Notices, Recording And Court Costs	2018-03-15	1010260165	Citizen Tribune			262.62
51500	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc			117.42
51500	355	Travel	2018-03-01	1010259956	TN Assoc of Co Election Officials			1,400.00
51500	355	Travel	2018-03-15	1010260176	Fuelman			41.00
51500	355	Travel	2018-03-28	1010260299	Suntrust Bankcard, NA			373.88
51500	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			204.16
51500	435	Office Supplies	2018-03-01	1010259933	Hamblen County-Morristown Solid Waste			7.35
51500	435	Office Supplies	2018-03-15	1010260171	English Mountain Spring Water			10.00
51500	719	Office Equipment	2018-03-01	1010259963	Walmart Community BRC			398.00

Fund: 101 General Fund #(101)

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
51500	.....	**Election Commission**				**Total:**	**11**	**2,834.89**
51600	307	Communication	2018-03-08	1010260002	Century Link/Business Services			1.06
51600	709	Data Processing Equipment	2018-03-01	1010259929	Evans Office Supply Co			498.63
51600	709	Data Processing Equipment	2018-03-15	1010260157	Business Information Systems			1,330.30
51600	.....	**Register Of Deeds**				**Total:**	**3**	**1,829.99**
51720	307	Communication	2018-03-08	1010260002	Century Link/Business Services			5.96
51720	307	Communication	2018-03-08	1010260054	Verizon Wireless			109.84
51720	312	Contracts With Private Agencies	2018-03-01	1010259941	Montgomery, Robert			240.00
51720	320	Dues And Memberships	2018-03-08	1010260019	Hamblen County Clerk			14.00
51720	332	Legal Notices, Recording And Court Costs	2018-03-15	1010260165	Citizen Tribune			23.78
51720	338	Maintenance And Repair Services - Vehicles	2018-03-28	1010260305	Ultimate Shine 3 Minute Express Car Wash			30.00
51720	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc			98.75
51720	425	Gasoline	2018-03-15	1010260176	Fuelman			37.60
51720	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			764.45
51720	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			91.94
51720	509	Refunds	2018-03-15	1010260192	Rouse, Harold			50.00
51720	509	Refunds	2018-03-22	1010260210	Burke, William			350.00
51720	.....	**Planning**				**Total:**	**12**	**1,816.32**
51810	307	Communication	2018-03-08	1010259997	AT&T			653.36
51810	307	Communication	2018-03-08	1010260054	Verizon Wireless			235.35
51810	307	Communication	2018-03-15	1010260151	AT&T			797.67
51810	335	Maintenance And Repair Service - Buildings	2018-03-01	1010259922	City Electric Supply			32.50
51810	335	Maintenance And Repair Service - Buildings	2018-03-08	1010260016	Fenco Supply Co			180.51
51810	335	Maintenance And Repair Service - Buildings	2018-03-08	1010260023	Lowe's			418.68
51810	335	Maintenance And Repair Service - Buildings	2018-03-08	1010260049	Town & Country Lock & Key			255.00
51810	335	Maintenance And Repair Service - Buildings	2018-03-22	1010260228	Eskola, LLC			765.00
51810	336	Maintenance And Repair Services - Equipment	2018-03-08	1010260031	NAPA Auto Parts Of Morristown			14.82
51810	338	Maintenance And Repair Services - Vehicles	2018-03-01	1010259945	Porter's Tire Store			34.99
51810	338	Maintenance And Repair Services - Vehicles	2018-03-28	1010260305	Ultimate Shine 3 Minute Express Car Wash			120.00
51810	347	Pest Control	2018-03-15	1010260148	Adrian Hale Pest Control Inc			20.00
51810	399	Other Contracted Services	2018-03-15	1010260171	English Mountain Spring Water			33.00
51810	410	Custodial Supplies	2018-03-01	1010259936	Kelsan Inc			2,092.37
51810	410	Custodial Supplies	2018-03-08	1010260004	Cintas Corp., Loc. 207			175.32
51810	410	Custodial Supplies	2018-03-28	1010260308	Walmart Community BRC			388.88
51810	415	Electricity	2018-03-01	1010259942	Morristown Utilities			21,984.00
51810	415	Electricity	2018-03-22	1010260243	Morristown Utilities			24,996.00
51810	425	Gasoline	2018-03-15	1010260176	Fuelman			238.45
51810	434	Natural Gas	2018-03-15	1010260152	Atmos Energy			2,668.99
51810	451	Uniforms	2018-03-08	1010260004	Cintas Corp., Loc. 207			351.82

Return to Regular Calendar
April 19, 2018
Return to Regular Calendar
May 24, 2018

Fund: 101 General Fund #(101)

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
51810	.....	**Other Facilities**				**Total:**	**21**	**56,456.71**
51910	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc			117.42
51910	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			98.55
51910	435	Office Supplies	2018-03-28	1010260286	Gaylord Bros			420.50
51910	.....	**Preservation Of Records**				**Total:**	**3**	**636.47**
52100	312	Contracts With Private Agencies	2018-03-28	1010260289	Holder, Nancy P.			3,500.00
52100	312	Contracts With Private Agencies	2018-03-28	1010260299	Suntrust Bankcard, NA			265.80
52100	349	Printing, Stationery And Forms	2018-03-01	1010259930	First Impression Printing			45.00
52100	355	Travel	2018-03-22	1010260230	Hale, Amanda D			83.66
52100	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			417.84
52100	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			103.85
52100	.....	**Accounting And Budgeting**				**Total:**	**6**	**4,416.15**
52200	302	Advertising	2018-03-08	1010260005	Citizen Tribune			70.52
52200	.....	**Purchasing**				**Total:**	**1**	**70.52**
52300	307	Communication	2018-03-08	1010260002	Century Link/Business Services			3.86
52300	338	Maintenance And Repair Services - Vehicles	2018-03-28	1010260305	Ultimate Shine 3 Minute Express Car Wash			60.00
52300	425	Gasoline	2018-03-15	1010260176	Fuelman			169.91
52300	435	Office Supplies	2018-03-15	1010260171	English Mountain Spring Water			25.00
52300	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			17.13
52300	.....	**Property Assessor's Office**				**Total:**	**5**	**275.90**
52310	351	Rentals	2018-03-22	1010260211	Canon Solutions America, Inc			108.58
52310	.....	**Reappraisal Program**				**Total:**	**1**	**108.58**
52400	307	Communication	2018-03-08	1010260002	Century Link/Business Services			0.27
52400	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc			117.42
52400	.....	**County Trustee's Office**				**Total:**	**2**	**117.69**
52500	307	Communication	2018-03-08	1010260002	Century Link/Business Services			8.74
52500	307	Communication	2018-03-08	1010260054	Verizon Wireless			95.59
52500	307	Communication	2018-03-15	1010260151	AT&T			37.72
52500	320	Dues And Memberships	2018-03-22	1010260246	Pryor Learning Solutions, Inc.			597.00
52500	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc			147.75
52500	355	Travel	2018-03-01	1010259925	County Officials Association			240.00
52500	355	Travel	2018-03-08	1010260008	Conway, Sharon L			65.33
52500	355	Travel	2018-03-08	1010260009	Corner, Michael			103.31
52500	355	Travel	2018-03-22	1010260220	Corner, Michael			6.77
52500	355	Travel	2018-03-22	1010260251	The University Of Tennessee			300.00
52500	355	Travel	2018-03-28	1010260270	Bloomquist, Sandra K			147.50

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

Fund: 101 General Fund #(101)

COMMISSION AP VAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
52500	355	Travel	2018-03-28	1010260277	Conway, Sharon L			147.50
52500	355	Travel	2018-03-28	1010260281	Elkins, Rose			441.26
52500	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			196.24
52500	435	Office Supplies	2018-03-15	1010260171	English Mountain Spring Water			25.00
52500	435	Office Supplies	2018-03-15	1010260177	Government Forms and Supplies LLC			158.00
52500	435	Office Supplies	2018-03-28	1010260268	American Paper & Twine Co			247.00
52500	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			206.72
52500	709	Data Processing Equipment	2018-03-15	1010260157	Business Information Systems			795.00
52500	.....	**County Clerk's Office**				**Total:**	**19**	**3,966.43**
52600	307	Communication	2018-03-08	1010260054	Verizon Wireless			27.04
52600	312	Contracts With Private Agencies	2018-03-15	1010260188	MUS Fibernet			279.90
52600	312	Contracts With Private Agencies	2018-03-22	1010260247	Sage Software, Inc			1,936.00
52600	317	Data Processing Services	2018-03-15	1010260188	MUS Fibernet			379.05
52600	334	Maintenance Agreements	2018-03-22	1010260248	SHI International Corp.			2,410.00
52600	355	Travel	2018-03-15	1010260176	Fuelman			4.41
52600	411	Data Processing Supplies	2018-03-01	1010259929	Evans Office Supply Co			6.95
52600	411	Data Processing Supplies	2018-03-08	1010260023	Lowe's			9.91
52600	709	Data Processing Equipment	2018-03-08	1010260001	CDW Government, Inc			159.78
52600	709	Data Processing Equipment	2018-03-28	1010260299	Suntrust Bankcard, NA			74.99
52600	.....	**Data Processing**				**Total:**	**10**	**5,288.03**
52900	307	Communication	2018-03-08	1010260002	Century Link/Business Services			3.17
52900	307	Communication	2018-03-15	1010260151	AT&T			360.92
52900	317	Data Processing Services	2018-03-08	1010260030	MUS Fibernet			139.19
52900	330	Operating Lease Payments	2018-03-28	1010260295	Sawyer, Mark			1,850.00
52900	335	Maintenance And Repair Service - Buildings	2018-03-15	1010260173	Fish Window Cleaning			23.00
52900	335	Maintenance And Repair Service - Buildings	2018-03-28	1010260284	Fish Window Cleaning			23.00
52900	351	Rentals	2018-03-01	1010259954	Thermocopy Of Tennessee			40.00
52900	351	Rentals	2018-03-08	1010260045	Thermocopy Of Tennessee			18.00
52900	351	Rentals	2018-03-08	1010260055	Waste Industries/102 Tidiwaste			45.53
52900	351	Rentals	2018-03-22	1010260252	Thermocopy Of Tennessee			41.83
52900	415	Electricity	2018-03-08	1010260027	Morristown Utilities			936.00
52900	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			142.78
52900	435	Office Supplies	2018-03-15	1010260171	English Mountain Spring Water			29.50
52900	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			169.00
52900	.....	**Other Finance**				**Total:**	**14**	**3,821.92**
53100	194	Jury And Witness Expense	2018-03-01	1010259965	Beam, Gary Wayne			20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259966	Berry, Leland Thomas			20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259967	Brady, Brooke Leigh			20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259968	Burgin, Carroll Franklin			20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259969	Cole, Russell Wayne			20.00

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
53100	194	Jury And Witness Expense	2018-03-01	1010259970	Cook, Timothy Lynn	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259971	Corbin, Michael Abram	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259972	Davis, Della Charlene	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259973	Dotson, Brittany Nicole	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259974	Ely, Keith	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259975	Fiske, Sarah Margaret	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259976	Gillett, Dakotah Wayne	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259977	Grooms, Jessica Lea	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259978	Hammack, Charles Edward	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259979	Hawk, Loretta Darlene	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259980	Horton, Roger Keith	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259981	Jarnagin, Rebecca Ann	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259982	Kinsler, Jason Todd	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259983	Long, Sabrina	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259984	McCamey, Roger Dale	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259985	McCravey, Allen Dean	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259986	Rogers, Mildred Ann	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259987	Self, Jack Edward	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259988	Trent, Minnie Johnson	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259989	Ucciardi, Thomas Robert	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259990	Wisecarver, Bobby Gene	20.00
53100	194	Jury And Witness Expense	2018-03-01	1010259991	Wolfe, Carolyn C.	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260056	Abrahams, Michael	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260057	Amos, Mary Carolyn	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260058	Anderson, Jeffrey Paul	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260059	Banks, Teresa Lynn	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260060	Bogle, Dylann Nicole	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260061	Borie, Richard Shane	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260062	Buell-Antrican, Tyler Edward	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260063	Campbell, April M	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260064	Carson, Harold Randall	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260065	Carter, Jacob Randall	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260066	Castle, Lauren Dismukes	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260067	Cattrell, Lynn Adamski	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260068	Caughorn, Carl Edward	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260069	Collins, Karla Yanet	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260070	Cordero, Felix Garcia	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260071	Cornwell, Deborah Lynn	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260072	Cox, Anthony Wayne	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260073	Dallman, Stephanie Sue	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260074	Damron, Chad Aaron	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260075	Davis, Vickie Elizabeth	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260076	Edens, John Wesley	20.00

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
53100	194	Jury And Witness Expense	2018-03-08	1010260077	Estes, Ashley Nicole	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260078	Fortner, Kristin Diane	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260079	Frazier, Dylan Wade	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260080	Freshour, Gary David	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260081	Frey, Joshua Paul	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260082	Gardner, Benjamin Matthew	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260083	Gonzalez, Jose Luis	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260084	Gray, Jean Ann	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260085	Hamby, Heidi Lynn	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260086	Heck, Richard D.	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260087	Henderson, Hanna Helich	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260088	Hollyfield, Christopher Jason	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260089	Holt, Janet Sue	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260090	Holt, Jeffrey E.	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260091	Howard, Donald William	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260092	Howard-Felknor, Lynda Leann	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260093	INMAN, OLIVIA K	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260094	Ivey, Wendy Leona	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260095	Jackson, Paula Williamson	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260096	James, Robin Patton	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260097	Johnson, George Allen	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260098	Johnson, Patsy Ruth	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260099	Jones, Jake Douglas	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260100	Kidd, Jennifer Earleen	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260101	Kiggans, Christopher Michael	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260102	Laico, Ruth Donaldson	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260103	Lane, Katie Marie	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260104	Lane, Kay Hickey	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260105	Lawson, Stephanie Nichole	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260106	Lynch, Boyd Alan	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260107	Mason, Sharon Renee	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260108	Miller, Helen Lynne	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260109	Miller, Roger Eugene	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260110	Minor, Micah Todd	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260111	Miser-Huffaker, Kimberley Ann	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260112	MOORE, SAM	25.00
53100	194	Jury And Witness Expense	2018-03-08	1010260113	Necessary, Heather Renee	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260114	Parks, Helen Loeda	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260115	Pugh, Malorie Nicole	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260116	Rader, Kevin Carl	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260117	Raines, Ronald Dee	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260118	Rhea, Randy Dale	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260119	Rinehart, Deborah J.	20.00

Return to Regular Calendar
May 24, 2018

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
53100	194	Jury And Witness Expense	2018-03-08	1010260120	Rischmann, Marilyn Jo	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260121	ROSENBALM, CARL D	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260122	Royston, Harold Dean	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260123	Schmidt, Kyle Lee	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260124	Seals, Brenda Darlene	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260125	Seals, James William	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260126	Self, Michelle L.	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260127	Sentelle, Casaundra Lynn	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260128	Shakespeare, Jessica Anne	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260129	Shively, Lisa Ann	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260130	Sigler, Bernice W.	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260131	Sizemore, Nicholas Terry	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260132	Skeen, Donald Chad	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260133	Snowden, Melodie Ann	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260134	Spoon, Jackie Allen	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260135	Swinney, Regina Dean	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260136	Thompson, Tina Lynn	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260137	Vaughn, Jeffrey Michael	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260138	Vaughn, Virgil John Henry	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260139	Walton, Timothy Ray	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260140	Watkins, Madison Joan	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260141	Webb, Tonda Rae	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260142	Whitaker, Sandra Nita	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260143	White, Wilma Busadre	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260144	Wilmeth, Edward Earl	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260145	Wilson, Regina Kim	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260146	Wolfe, Jack Douglas	20.00
53100	194	Jury And Witness Expense	2018-03-08	1010260147	Younger, Tonya Michelle	20.00
53100	194	Jury And Witness Expense	2018-03-15	1010260169	Davy Crockett Restaurant	179.65
53100	307	Communication	2018-03-08	1010260002	Century Link/Business Services	16.48
53100	307	Communication	2018-03-08	1010260054	Verizon Wireless	59.92
53100	307	Communication	2018-03-15	1010260151	AT&T	37.72
53100	320	Dues And Memberships	2018-03-01	1010259928	East Tn Court Clerks Association	120.00
53100	349	Printing, Stationery And Forms	2018-03-01	1010259950	Shred-It	13.56
53100	349	Printing, Stationery And Forms	2018-03-15	1010260195	Shred-It	13.56
53100	349	Printing, Stationery And Forms	2018-03-22	1010260223	County Record Services	2,403.46
53100	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc	457.95
53100	351	Rentals	2018-03-15	1010260191	Pitney Bowes	339.00
53100	399	Other Contracted Services	2018-03-01	1010259926	Davis, Donald R	418.00
53100	399	Other Contracted Services	2018-03-08	1010260041	Sliger, Dwayne	107.00
53100	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co	142.29
53100	435	Office Supplies	2018-03-22	1010260238	Local Government Corporation	126.00
53100	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co	3,611.96

Fund: 101 General Fund #(101)

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
53100	.....	**Circuit Court**				**Total:**	**134**	**10,431.55**
53300	307	Communication	2018-03-08	1010260002	Century Link/Business Services			4.22
53300	307	Communication	2018-03-15	1010260151	AT&T			18.86
53300	320	Dues And Memberships	2018-03-15	1010260203	TN General Sessions Judges Conference			250.00
53300	320	Dues And Memberships	2018-03-28	1010260303	TN General Sessions Judges Conference			250.00
53300	351	Rentals	2018-03-22	1010260211	Canon Solutions America, Inc			84.70
53300	355	Travel	2018-03-15	1010260167	Collins, Wayne Douglas			373.10
53300	355	Travel	2018-03-28	1010260299	Suntrust Bankcard, NA			297.82
53300	435	Office Supplies	2018-03-15	1010260171	English Mountain Spring Water			49.00
53300	.....	**General Sessions Court**				**Total:**	**8**	**1,327.70**
53330	307	Communication	2018-03-08	1010260054	Verizon Wireless			199.68
53330	307	Communication	2018-03-15	1010260151	AT&T			37.82
53330	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc			117.42
53330	425	Gasoline	2018-03-15	1010260176	Fuelman			21.56
53330	435	Office Supplies	2018-03-01	1010259953	The SASSI Institute			265.00
53330	435	Office Supplies	2018-03-15	1010260171	English Mountain Spring Water			13.00
53330	.....	**Drug Court**				**Total:**	**6**	**654.48**
53400	307	Communication	2018-03-08	1010260002	Century Link/Business Services			6.13
53400	307	Communication	2018-03-15	1010260151	AT&T			18.86
53400	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc			147.75
53400	355	Travel	2018-03-28	1010260298	Smith, Michele			28.76
53400	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			455.94
53400	435	Office Supplies	2018-03-01	1010259961	University Products, Inc			105.77
53400	435	Office Supplies	2018-03-15	1010260171	English Mountain Spring Water			18.00
53400	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			154.92
53400	435	Office Supplies	2018-03-28	1010260296	Schwaab Inc			25.75
53400	.....	**Chancery Court**				**Total:**	**9**	**961.88**
53500	307	Communication	2018-03-08	1010260002	Century Link/Business Services			2.41
53500	307	Communication	2018-03-08	1010260054	Verizon Wireless			41.73
53500	322	Evaluation And Testing	2018-03-28	1010260276	Community Rehabilitation Agencies of TN			848.00
53500	322	Evaluation And Testing	2018-03-28	1010260282	Evans Office Supply Co			144.25
53500	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc			117.42
53500	355	Travel	2018-03-28	1010260290	Kimbrough, Genia			46.53
53500	399	Other Contracted Services	2018-03-28	1010260304	Trent, Chris			1,525.00
53500	422	Food Supplies	2018-03-15	1010260171	English Mountain Spring Water			30.00
53500	425	Gasoline	2018-03-15	1010260176	Fuelman			23.15
53500	.....	**Juvenile Court**				**Total:**	**9**	**2,778.49**
53920	355	Travel	2018-03-28	1010260269	Bates, William E			88.50

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
53920	355	Travel	2018-03-28	1010260280	Drum, Debara A	88.50
53920	355	Travel	2018-03-28	1010260283	Ferrell, Brandon Howard	88.50
53920	355	Travel	2018-03-28	1010260288	Harville, James D	88.50
53920	355	Travel	2018-03-28	1010260299	Suntrust Bankcard, NA	320.88
53920	355	Travel	2018-03-28	1010260300	Swift, Megan N	88.50
53920	451	Uniforms	2018-03-15	1010260204	TruBlu Tactical Police Supply	159.96
53920	524	In Service/Staff Development	2018-03-08	1010260007	Controlled F.O.R.C.E Inc.	570.00
53920	716	Law Enforcement Equipment	2018-03-28	1010260285	Gall's Inc	18.00
53920	716	Law Enforcement Equipment	2018-03-28	1010260299	Suntrust Bankcard, NA	839.77
53920	.....	**Courtroom Security**			**Total: 10**	**2,351.11**
54110	307	Communication	2018-03-08	1010260002	Century Link/Business Services	66.04
54110	307	Communication	2018-03-08	1010260054	Verizon Wireless	1,413.74
54110	307	Communication	2018-03-15	1010260151	AT&T	94.30
54110	307	Communication	2018-03-15	1010260206	Verizon Wireless	1,830.84
54110	338	Maintenance And Repair Services - Vehicles	2018-03-01	1010259937	Kings Collision	2,114.76
54110	338	Maintenance And Repair Services - Vehicles	2018-03-08	1010260015	Drinnon, Kenny	185.96
54110	338	Maintenance And Repair Services - Vehicles	2018-03-08	1010260026	Morristown Ford	649.37
54110	338	Maintenance And Repair Services - Vehicles	2018-03-08	1010260037	Roger Yount's Body Shop	250.00
54110	338	Maintenance And Repair Services - Vehicles	2018-03-08	1010260039	Safelite Fulfillment Inc	257.85
54110	338	Maintenance And Repair Services - Vehicles	2018-03-15	1010260193	Royston Chrysler Dodge Jeep	3,840.54
54110	338	Maintenance And Repair Services - Vehicles	2018-03-22	1010260250	Synergy Auto Wash	277.25
54110	338	Maintenance And Repair Services - Vehicles	2018-03-28	1010260279	Drinnon, Kenny	109.63
54110	338	Maintenance And Repair Services - Vehicles	2018-03-28	1010260305	Ultimate Shine 3 Minute Express Car Wash	420.00
54110	348	Postal Charges	2018-03-15	1010260172	Federal Express	16.35
54110	348	Postal Charges	2018-03-28	1010260299	Suntrust Bankcard, NA	184.86
54110	349	Printing, Stationery And Forms	2018-03-28	1010260294	R Chatfield Co, Inc	220.00
54110	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc	173.21
54110	351	Rentals	2018-03-15	1010260191	Pitney Bowes	339.00
54110	351	Rentals	2018-03-15	1010260199	T.E.G. Enterprises	65.00
54110	353	Towing Services	2018-03-22	1010260253	Tipton, Ronald	25.00
54110	353	Towing Services	2018-03-28	1010260301	Tipton, Ronald	35.00
54110	355	Travel	2018-03-08	1010260012	Davis, Donald R	76.50
54110	355	Travel	2018-03-08	1010260017	Ferrell, Brandon Howard	76.50
54110	355	Travel	2018-03-15	1010260184	Jarnagin, Esco Ray	178.50
54110	355	Travel	2018-03-15	1010260186	Mize, Wayne E	178.50
54110	355	Travel	2018-03-15	1010260187	Moore, Vodra Hugh	178.50
54110	355	Travel	2018-03-15	1010260196	Sipe, Josh	127.50
54110	355	Travel	2018-03-15	1010260198	Stapleton, David A	178.50
54110	355	Travel	2018-03-22	1010260209	Barker, David B	76.50
54110	355	Travel	2018-03-22	1010260245	Peralez, Joe	76.50
54110	355	Travel	2018-03-28	1010260299	Suntrust Bankcard, NA	195.30
54110	399	Other Contracted Services	2018-03-08	1010260050	Transunion Risk & Alternative	25.00

Fund: 101 General Fund #(101)

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54110	425	Gasoline	2018-03-15	1010260176	Fuelman			8,178.69
54110	431	Law Enforcement Supplies	2018-03-08	1010260021	Hero247.Com			100.00
54110	431	Law Enforcement Supplies	2018-03-22	1010260242	Morristown Signs, Inc			32.00
54110	431	Law Enforcement Supplies	2018-03-28	1010260299	Suntrust Bankcard, NA			451.70
54110	433	Lubricants	2018-03-08	1010260026	Morristown Ford			115.26
54110	433	Lubricants	2018-03-15	1010260170	Drinnon, Kenny			68.07
54110	433	Lubricants	2018-03-15	1010260193	Royston Chrysler Dodge Jeep			287.82
54110	433	Lubricants	2018-03-22	1010260250	Synergy Auto Wash			258.26
54110	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			120.98
54110	435	Office Supplies	2018-03-01	1010259963	Walmart Community BRC			99.70
54110	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co			105.98
54110	435	Office Supplies	2018-03-28	1010260299	Suntrust Bankcard, NA			1,415.39
54110	450	Tires And Tubes	2018-03-01	1010259945	Porter's Tire Store			12.50
54110	450	Tires And Tubes	2018-03-15	1010260193	Royston Chrysler Dodge Jeep			150.06
54110	499	Other Supplies And Materials	2018-03-08	1010260032	National Pen Company			378.40
54110	524	In Service/Staff Development	2018-03-01	1010259946	Pryor Learning Solutions, Inc.			1,393.00
54110	524	In Service/Staff Development	2018-03-08	1010260007	Controlled F.O.R.C.E Inc.			570.00
54110	524	In Service/Staff Development	2018-03-22	1010260235	Institute Of Police Technology & Management			1,590.00
54110	599	Other Charges	2018-03-08	1010260040	Shred-It			20.34
54110	599	Other Charges	2018-03-15	1010260171	English Mountain Spring Water			45.00
54110	599	Other Charges	2018-03-15	1010260181	Hamblen County Boat Dock, Inc			100.00
54110	599	Other Charges	2018-03-22	1010260231	Hamblen County Clerk			29.00
54110	599	Other Charges	2018-03-28	1010260299	Suntrust Bankcard, NA			54.72
54110	716	Law Enforcement Equipment	2018-03-01	1010259931	Gall's Inc			805.36
54110	716	Law Enforcement Equipment	2018-03-08	1010260003	Chief Supply Corporation			919.69
54110	716	Law Enforcement Equipment	2018-03-15	1010260161	Catalog Marketplace			287.75
54110	716	Law Enforcement Equipment	2018-03-15	1010260204	TruBlu Tactical Police Supply			680.00
54110	716	Law Enforcement Equipment	2018-03-22	1010260224	Craig's Firearm Supply			2,335.00
54110	716	Law Enforcement Equipment	2018-03-22	1010260229	Gall's Inc			344.40
54110	.....	**Sheriff's Department**				**Total:**	**61**	**34,885.57**
54160	317	Data Processing Services	2018-03-08	1010260054	Verizon Wireless			34.00
54160	.....	**Administration Of The Sexual Offender Registry**				**Total:**	**1**	**34.00**
54210	322	Evaluation And Testing	2018-03-01	1010259921	Charlton S. Stanley			1,000.00
54210	335	Maintenance And Repair Service - Buildings	2018-03-01	1010259922	City Electric Supply			85.31
54210	335	Maintenance And Repair Service - Buildings	2018-03-01	1010259948	Relief Septic Service			1,200.00
54210	335	Maintenance And Repair Service - Buildings	2018-03-01	1010259955	TMS - Marlin			1,510.52
54210	335	Maintenance And Repair Service - Buildings	2018-03-01	1010259964	Wholesale Supply Group			344.00
54210	335	Maintenance And Repair Service - Buildings	2018-03-08	1010260016	Fenco Supply Co			154.86
54210	335	Maintenance And Repair Service - Buildings	2018-03-08	1010260023	Lowe's			265.44
54210	335	Maintenance And Repair Service - Buildings	2018-03-15	1010260149	American Detention			954.93
54210	335	Maintenance And Repair Service - Buildings	2018-03-15	1010260199	T.E.G. Enterprises			178.50

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

Fund: 101 General Fund #(101)

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
54210	335	Maintenance And Repair Service - Buildings	2018-03-15	1010260201	TMS - Marlin	140.53
54210	335	Maintenance And Repair Service - Buildings	2018-03-28	1010260274	City Electric Supply	47.40
54210	336	Maintenance And Repair Services - Equipment	2018-03-01	1010259938	Large Equipment Inc	167.50
54210	336	Maintenance And Repair Services - Equipment	2018-03-08	1010260010	Cornerstone Institutional, LLC	1,075.00
54210	336	Maintenance And Repair Services - Equipment	2018-03-15	1010260197	South Western Comm, Inc	243.00
54210	336	Maintenance And Repair Services - Equipment	2018-03-22	1010260255	Valley Proteins, Inc	225.00
54210	336	Maintenance And Repair Services - Equipment	2018-03-28	1010260292	Large Equipment Inc	319.46
54210	340	Medical And Dental Services	2018-03-01	1010259924	Correctional Risk Services Inc	4,232.52
54210	340	Medical And Dental Services	2018-03-08	1010260011	Correctional Risk Services Inc	360.33
54210	340	Medical And Dental Services	2018-03-15	1010260168	Correctional Risk Services Inc	5,681.47
54210	340	Medical And Dental Services	2018-03-22	1010260207	American Esoteric Laboratories	935.66
54210	340	Medical And Dental Services	2018-03-22	1010260221	Correcthealth, LLC	82,272.35
54210	340	Medical And Dental Services	2018-03-22	1010260222	Correctional Risk Services Inc	1,631.32
54210	340	Medical And Dental Services	2018-03-22	1010260241	Mobile Images Acquisition LLC	2,260.00
54210	340	Medical And Dental Services	2018-03-22	1010260244	Morristown-Hamblen Hospital	15,820.17
54210	340	Medical And Dental Services	2018-03-28	1010260278	Correctional Risk Services Inc	591.48
54210	351	Rentals	2018-03-08	1010260000	Canon Solutions America, Inc	147.75
54210	355	Travel	2018-03-15	1010260175	Foster, Christina Marie	76.50
54210	355	Travel	2018-03-15	1010260183	Hambrick, Gerry M	143.50
54210	355	Travel	2018-03-15	1010260185	Marsee, Joshua Steven	127.50
54210	410	Custodial Supplies	2018-03-01	1010259936	Kelsan Inc	3,147.51
54210	410	Custodial Supplies	2018-03-08	1010260055	Waste Industries/102 Tidiwaste	553.47
54210	410	Custodial Supplies	2018-03-15	1010260164	Chem Clean Systems LLC	504.92
54210	410	Custodial Supplies	2018-03-22	1010260212	Chem Clean Systems LLC	734.88
54210	413	Drugs And Medical Supplies	2018-03-22	1010260225	Diamond Drugs, Inc	4,279.07
54210	422	Food Supplies	2018-03-15	1010260155	Borden Dairy Of Ky / Flavorich	1,796.55
54210	422	Food Supplies	2018-03-15	1010260174	Flowers Baking Company	2,760.80
54210	422	Food Supplies	2018-03-15	1010260190	Pfg Hale , Inc	43,294.49
54210	422	Food Supplies	2018-03-28	1010260308	Walmart Community BRC	53.28
54210	435	Office Supplies	2018-03-28	1010260282	Evans Office Supply Co	884.65
54210	441	Prisoners Clothing	2018-03-01	1010259918	Bob Barker Company, Inc	2,462.60
54210	441	Prisoners Clothing	2018-03-15	1010260154	Bob Barker Company, Inc	315.78
54210	524	In Service/Staff Development	2018-03-01	1010259947	Public Agency Training Council	325.00
54210	599	Other Charges	2018-03-01	1010259918	Bob Barker Company, Inc	1,541.68
54210	599	Other Charges	2018-03-15	1010260154	Bob Barker Company, Inc	454.90
54210	599	Other Charges	2018-03-15	1010260195	Shred-It	13.56
54210	710	Food Service Equipment	2018-03-01	1010259918	Bob Barker Company, Inc	244.04
54210	716	Law Enforcement Equipment	2018-03-01	1010259959	TruBlu Tactical Police Supply	99.98
54210	790	Other Equipment	2018-03-01	1010259918	Bob Barker Company, Inc	1,209.50
54210	790	Other Equipment	2018-03-08	1010259996	Arcmate Manufacturing Corp	384.79
54210	790	Other Equipment	2018-03-15	1010260154	Bob Barker Company, Inc	1,556.40
54210	.....	**Jail**			**Total: 50**	**188,809.85**

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

Fund: 101 General Fund #(101)

COMMISSION AP VAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54250	307	Communication	2018-03-08	1010260002	Century Link/Business Services			6.59
54250	307	Communication	2018-03-08	1010260054	Verizon Wireless			104.57
54250	338	Maintenance And Repair Services - Vehicles	2018-03-01	1010259945	Porter's Tire Store			1,094.89
54250	399	Other Contracted Services	2018-03-01	1010259952	Stepping Out Ministries			510.00
54250	399	Other Contracted Services	2018-03-08	1010260020	Helen Ross McNabb Center			6,000.00
54250	399	Other Contracted Services	2018-03-22	1010260249	Stepping Out Ministries			380.00
54250	425	Gasoline	2018-03-15	1010260176	Fuelman			170.86
54250	.....	**Work Release Program**				**Total:**	**7**	**8,266.91**
54310	316	Contributions	2018-03-22	1010260257	East Hamblen County VFD			20,000.00
54310	316	Contributions	2018-03-22	1010260262	North Hamblen County VFD			25,000.00
54310	316	Contributions	2018-03-22	1010260265	South Hamblen County VFD			25,000.00
54310	316	Contributions	2018-03-22	1010260267	West Hamblen County VFD			25,000.00
54310	.....	**Fire Prevention And Control**				**Total:**	**4**	**95,000.00**
54410	307	Communication	2018-03-01	1010259917	Bell, Chris E			56.00
54410	338	Maintenance And Repair Services - Vehicles	2018-03-08	1010260034	Porter's Tire Store			451.45
54410	355	Travel	2018-03-15	1010260153	Bell, Chris E			52.25
54410	425	Gasoline	2018-03-15	1010260176	Fuelman			400.72
54410	435	Office Supplies	2018-03-01	1010259929	Evans Office Supply Co			33.99
54410	435	Office Supplies	2018-03-28	1010260299	Suntrust Bankcard, NA			47.67
54410	451	Uniforms	2018-03-15	1010260194	Screen Designs By Sheila			20.00
54410	451	Uniforms	2018-03-28	1010260299	Suntrust Bankcard, NA			45.00
54410	599	Other Charges	2018-03-08	1010260054	Verizon Wireless			34.00
54410	599	Other Charges	2018-03-28	1010260299	Suntrust Bankcard, NA			7.81
54410	.....	**Civil Defense**				**Total:**	**10**	**1,148.89**
54610	312	Contracts With Private Agencies	2018-03-08	1010259998	Axis Forensic Toxicology, Inc.			275.00
54610	312	Contracts With Private Agencies	2018-03-08	1010260018	Giles, Todd E			200.00
54610	312	Contracts With Private Agencies	2018-03-08	1010260022	Holt, Jeffrey E.			120.00
54610	312	Contracts With Private Agencies	2018-03-08	1010260033	Peoples, Jimmy W			240.00
54610	312	Contracts With Private Agencies	2018-03-08	1010260046	Thompson, Claude, JR			480.00
54610	312	Contracts With Private Agencies	2018-03-08	1010260047	Thompson, Tom C, MD			2,083.33
54610	312	Contracts With Private Agencies	2018-03-22	1010260237	Knox County Medical Examiner			3,430.00
54610	399	Other Contracted Services	2018-03-08	1010260013	Davis, Eddie			750.00
54610	.....	**County Coroner/Medical Examiner**				**Total:**	**8**	**7,578.33**
54900	790	Other Equipment	2018-03-28	1010260299	Suntrust Bankcard, NA			135.02
54900	.....	**Other Public Safety**				**Total:**	**1**	**135.02**
55110	309	Contracts With Government Agencies	2018-03-01	1010259963	Walmart Community BRC			39.94
55110	309	Contracts With Government Agencies	2018-03-08	1010260002	Century Link/Business Services			58.35
55110	309	Contracts With Government Agencies	2018-03-08	1010260035	Roberts Cleaning Company			1,950.00

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

Fund: 101 General Fund #(101)

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
55110	309	Contracts With Government Agencies	2018-03-15	1010260151	AT&T			211.20
55110	309	Contracts With Government Agencies	2018-03-15	1010260158	Canon Solutions America, Inc			16.94
55110	309	Contracts With Government Agencies	2018-03-22	1010260208	Atmos Energy			139.83
55110	309	Contracts With Government Agencies	2018-03-22	1010260227	English Mountain Coffee			79.80
55110	309	Contracts With Government Agencies	2018-03-22	1010260232	Healthy Hamblen			40.00
55110	309	Contracts With Government Agencies	2018-03-22	1010260239	McMaster-Carr Supply Company			166.15
55110	309	Contracts With Government Agencies	2018-03-22	1010260243	Morristown Utilities			1,392.00
55110	309	Contracts With Government Agencies	2018-03-28	1010260308	Walmart Community BRC			499.21
55110	355	Travel	2018-03-08	1010259999	Becerra, Michele L			112.80
55110	355	Travel	2018-03-08	1010260024	Mathes, Aliana A.			38.54
55110	355	Travel	2018-03-08	1010260036	Rodriguez, Kawaela S			561.18
55110	355	Travel	2018-03-08	1010260042	Smith, Kim			137.48
55110	355	Travel	2018-03-08	1010260052	Upman, Jessica C			42.30
55110	399	Other Contracted Services	2018-03-08	1010260014	DeFreese, Katlynn			50.00
55110	399	Other Contracted Services	2018-03-08	1010260028	Morristown-Hamblen High School West			100.00
55110	399	Other Contracted Services	2018-03-08	1010260029	Morristown-Hamblen High School East			135.00
55110	399	Other Contracted Services	2018-03-08	1010260038	Rouse, Carol			50.00
55110	399	Other Contracted Services	2018-03-08	1010260043	Stewart, Jennifer			50.00
55110	399	Other Contracted Services	2018-03-15	1010260165	Citizen Tribune			1,194.00
55110	399	Other Contracted Services	2018-03-22	1010260219	College Square Mall			370.00
55110	399	Other Contracted Services	2018-03-22	1010260240	Media Directions Advertising Inc.			1,610.29
55110	.....	**Local Health Center**				**Total:**	**24**	**9,045.01**
55120	316	Contributions	2018-03-01	1010259943	Morristown-Hamblen Humane Soc			11,125.00
55120	.....	**Rabies And Animal Control**				**Total:**	**1**	**11,125.00**
55170	316	Contributions	2018-03-22	1010260233	Helen Ross McNabb Center			455.00
55170	.....	**Alcohol And Drug Programs**				**Total:**	**1**	**455.00**
55390	316	Contributions	2018-03-22	1010260266	State Of Tn-Dept Of Health			109,233.00
55390	.....	**Appropriation To State**				**Total:**	**1**	**109,233.00**
55590	316	Contributions	2018-03-22	1010260261	Morristown-Hamblen Childcare			12,500.00
55590	.....	**Other Local Welfare Services**				**Total:**	**1**	**12,500.00**
56100	316	Contributions	2018-03-22	1010260264	Senior Citizens Center			5,800.00
56100	.....	**Adult Activities**				**Total:**	**1**	**5,800.00**
56700	307	Communication	2018-03-08	1010260030	MUS Fibernet			123.58
56700	307	Communication	2018-03-08	1010260054	Verizon Wireless			49.92
56700	336	Maintenance And Repair Services - Equipment	2018-03-01	1010259963	Walmart Community BRC			15.49
56700	399	Other Contracted Services	2018-03-28	1010260309	Williams, Cindy			400.00
56700	410	Custodial Supplies	2018-03-01	1010259963	Walmart Community BRC			27.62

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

Fund: 101 General Fund #(101)

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
56700	410	Custodial Supplies	2018-03-08	1010260055	Waste Industries/102 Tidiwaste	285.97
56700	412	Diesel Fuel	2018-03-22	1010260256	Voyager Fleet Systems Inc	56.65
56700	415	Electricity	2018-03-08	1010260027	Morristown Utilities	4,087.00
56700	415	Electricity	2018-03-15	1010260150	Appalachian Electric Co-Op	23.10
56700	425	Gasoline	2018-03-22	1010260256	Voyager Fleet Systems Inc	216.19
56700	454	Water And Sewer	2018-03-08	1010260027	Morristown Utilities	1,931.00
56700	499	Other Supplies And Materials	2018-03-01	1010259949	SCAPI, Inc.	109.49
56700	499	Other Supplies And Materials	2018-03-01	1010259963	Walmart Community BRC	0.97
56700	499	Other Supplies And Materials	2018-03-01	1010259964	Wholesale Supply Group	123.10
56700	499	Other Supplies And Materials	2018-03-08	1010260006	Cocke Farmers Co-Op	64.00
56700	499	Other Supplies And Materials	2018-03-08	1010260023	Lowe's	9.49
56700	599	Other Charges	2018-03-08	1010260048	TN Dept of Health, Div of Environmental Health	120.00
56700	599	Other Charges	2018-03-15	1010260171	English Mountain Spring Water	16.00
56700	.....	**Parks And Fair Boards**			**Total: 18**	**7,659.57**
56900	316	Contributions	2018-03-22	1010260260	Morristown Parks & Recreation	100,000.00
56900	.....	**Other Social, Cultural And Recreational**			**Total: 1**	**100,000.00**
57100	307	Communication	2018-03-08	1010260002	Century Link/Business Services	5.04
57100	355	Travel	2018-03-01	1010259916	Bedwell, Emmanuel	31.96
57100	355	Travel	2018-03-01	1010259935	Henry, Martha	21.62
57100	355	Travel	2018-03-01	1010259939	Long, Debra	100.58
57100	355	Travel	2018-03-22	1010260234	Hobbs, Elizabeth	163.56
57100	.....	**Agricultural Extension Service**			**Total: 5**	**322.76**
57800	321	Engineering Services	2018-03-22	1010260226	DTWood Engineering Inc.	1,080.00
57800	.....	**Storm Water Management**			**Total: 1**	**1,080.00**
58110	316	Contributions	2018-03-22	1010260259	Morristown Chamber Of Commerce	11,250.00
58110	399	Other Contracted Services	2018-03-15	1010260200	The HBC Group, LLC	2,000.00
58110	.....	**Tourism**			**Total: 2**	**13,250.00**
58120	316	Contributions	2018-03-22	1010260258	Joint Morristown Hamblen Economic & Comm. De	23,750.00
58120	364	Contracts For Development Costs	2018-03-22	1010260213	City Of Morristown Indus Dev Board	103,417.00
58120	364	Contracts For Development Costs	2018-03-22	1010260214	City Of Morristown Indus Dev Board	110,355.00
58120	364	Contracts For Development Costs	2018-03-22	1010260215	City Of Morristown Indus Dev Board	47,508.00
58120	364	Contracts For Development Costs	2018-03-22	1010260216	City Of Morristown Indus Dev Board	65,395.00
58120	364	Contracts For Development Costs	2018-03-22	1010260217	City Of Morristown Indus Dev Board	37,492.00
58120	364	Contracts For Development Costs	2018-03-22	1010260218	City Of Morristown Indus Dev Board	109,778.00
58120	.....	**Industrial Development**			**Total: 7**	**497,695.00**
58300	307	Communication	2018-03-08	1010260002	Century Link/Business Services	1.64

Fund: 101 General Fund #(101)

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
58300	.....	**Veterans' Services**				**Total:**	**1**	**1.64**
58600	210	Unemployment Compensation	2018-03-01	1010259958	TN Dept Of Labor & Workforce Development			2,084.55
58600	210	Unemployment Compensation	2018-03-22	1010260254	TN Dept Of Labor & Workforce Development			2,673.86
58600	299	Other Fringe Benefits	2018-03-15	1010260182	Hamblen County Government			212.50
58600	506	Liability Insurance	2018-03-01	1010259934	Healthstar Physicians, Inc			28.00
58600	.....	**Employee Benefits**				**Total:**	**4**	**4,998.91**
73300	316	Contributions	2018-03-22	1010260263	Project Graduation Hamblen Co			500.00
73300	.....	**Community Services**				**Total:**	**1**	**500.00**
91110	707	Building Improvements	2018-03-28	1010260291	Lakeway Door & Glass Inc			4,890.00
91110	.....	**General Administration Projects**				**Total:**	**1**	**4,890.00**
99100	000	Object Code (000)	2018-03-15	1010260159	Capital Projects Fund #171			26,227.00
99100	.....	**Transfers Out**				**Total:**	**1**	**26,227.00**
					Total of checks for General Fund #(101)			**1,246,201.15**

Return to Regular Calendar
April 19, 2018
Return to Regular Calendar
May 24, 2018

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

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

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
55710	299	Other Fringe Benefits	2018-03-15	1160023290	Hamblen County Government	37.50
55710	336	Maintenance And Repair Services - Equipment	2018-03-01	1160023271	Clarke Power Services, Inc	1,379.68
55710	336	Maintenance And Repair Services - Equipment	2018-03-08	1160023280	NAPA Auto Parts Of Morristown	2,119.65
55710	336	Maintenance And Repair Services - Equipment	2018-03-08	1160023281	Premier Truck Group	33.75
55710	336	Maintenance And Repair Services - Equipment	2018-03-08	1160023282	Triad Freightliner	299.68
55710	336	Maintenance And Repair Services - Equipment	2018-03-08	1160023285	Worldwide Equip/Volunteervolvo	164.24
55710	336	Maintenance And Repair Services - Equipment	2018-03-15	1160023292	Moore's Tractor & Trailer	827.06
55710	359	Disposal Fees	2018-03-28	1160023297	Hamblen County-Morristown Solid Waste	53,974.25
55710	412	Diesel Fuel	2018-03-15	1160023287	Fuelman	9,312.62
55710	425	Gasoline	2018-03-15	1160023287	Fuelman	185.20
55710	451	Uniforms	2018-03-15	1160023286	Cintas Corp., Loc. 207	421.52
55710	499	Other Supplies And Materials	2018-03-08	1160023277	Big M Janitorial	174.80
55710	499	Other Supplies And Materials	2018-03-08	1160023278	Elliott Boots	100.00
55710	499	Other Supplies And Materials	2018-03-15	1160023286	Cintas Corp., Loc. 207	139.99
55710	499	Other Supplies And Materials	2018-03-15	1160023291	Kennedy, Thomas A.	233.75
55710	499	Other Supplies And Materials	2018-03-28	1160023294	Cintas Corp., Loc. 207	76.87
55710	499	Other Supplies And Materials	2018-03-28	1160023295	Elliott Boots	100.00
55710	499	Other Supplies And Materials	2018-03-28	1160023298	Morristown Roofing Company Inc	392.10
55710	.....	**Sanitation Management**			**Total: 18**	**69,972.66**

Total of checks for Solid Waste/Sanitation Fund #(116) **69,972.66**

Return to Regular Calendar
April 19, 2018

Return to Regular Calendar
May 24, 2018

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

COMMISSION AP. VAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
61000	302	Advertising	2018-03-15	1313041688	Citizen Tribune			480.19
61000	307	Communication	2018-03-01	1313041659	Comcast Cable			66.00
61000	307	Communication	2018-03-08	1313041683	Verizon Wireless			160.39
61000	307	Communication	2018-03-15	1313041684	AT&T			77.54
61000	415	Electricity	2018-03-15	1313041694	Morristown Utilities			29.00
61000	415	Electricity	2018-03-22	1313041701	Holston Electric Cooperative			640.38
61000	415	Electricity	2018-03-22	1313041702	Morristown Utilities			30.00
61000	415	Electricity	2018-03-28	1313041706	Morristown Utilities			29.00
61000	435	Office Supplies	2018-03-01	1313041660	Evans Office Supply Co			145.45
61000	442	Propane Gas	2018-03-08	1313041674	Heritage Propane			732.98
61000	442	Propane Gas	2018-03-15	1313041693	Heritage Propane			225.96
61000	442	Propane Gas	2018-03-28	1313041705	Heritage Propane			644.34
61000	454	Water and Sewer	2018-03-22	1313041702	Morristown Utilities			67.00
61000	511	Vehicle And Equipment Insurance	2018-03-15	1313041696	Strate Insurance Group			8,078.00
61000	599	Other Charges	2018-03-15	1313041687	Cintas Corp., Loc. 207			254.93
61000	599	Other Charges	2018-03-22	1313041699	Estes, Jeffrey William			100.00
61000	599	Other Charges	2018-03-22	1313041700	Gravity Networks			135.00
61000	599	Other Charges	2018-03-28	1313041708	Suntrust Bankcard, NA			28.49
61000	.....	**Administration**				**Total:**	**18**	**11,924.65**
62000	312	Contracts With Private Agencies	2018-03-08	1313041679	Rose, James Larry			600.00
62000	403	Asphalt - Cold Mix	2018-03-08	1313041675	Lowe's			1,875.98
62000	404	Asphalt - Hot Mix	2018-03-08	1313041670	Blalock & Sons Inc			9,291.70
62000	409	Crushed Stone	2018-03-15	1313041698	Vulcan Materials Company			1,426.88
62000	426	General Construction Materials	2018-03-08	1313041672	Cocke Farmers Co-Op			14.52
62000	443	Road Signs	2018-03-15	1313041690	G & C Supply Co			2,092.40
62000	451	Uniforms	2018-03-15	1313041686	Cintas Corp., Loc. 207			52.94
62000	451	Uniforms	2018-03-15	1313041687	Cintas Corp., Loc. 207			329.15
62000	.....	**Highway And Bridge Maintenance**				**Total:**	**8**	**15,683.57**
63100	412	Diesel Fuel	2018-03-08	1313041672	Cocke Farmers Co-Op			260.40
63100	412	Diesel Fuel	2018-03-15	1313041689	Fuelman			2,379.35
63100	416	Equipment Parts - Heavy	2018-03-01	1313041661	Maury County Equipment			1,305.20
63100	416	Equipment Parts - Heavy	2018-03-01	1313041662	Mid-State Equip Co,Inc			4,062.86
63100	416	Equipment Parts - Heavy	2018-03-08	1313041673	D&J Hydraulic Service, Inc.			410.45
63100	416	Equipment Parts - Heavy	2018-03-08	1313041677	Morristown Ford			179.05
63100	416	Equipment Parts - Heavy	2018-03-08	1313041678	NAPA Auto Parts Of Morristown			3,082.78
63100	416	Equipment Parts - Heavy	2018-03-22	1313041703	Stowers Machinery Corporation			2,116.17
63100	424	Garage Supplies	2018-03-08	1313041680	Scott-Gross Co Inc			34.07
63100	425	Gasoline	2018-03-08	1313041671	BP			216.53
63100	425	Gasoline	2018-03-15	1313041689	Fuelman			1,289.26
63100	450	Tires And Tubes	2018-03-15	1313041691	Goforth Tire & Auto, Inc			3,610.10

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

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

ACCT	OBJ	NAME	DATE	Check Nbr	Description		Amount Paid
63100	.....	Operation And Maintenance Of Equipment			Total:	12	18,946.22
					Total of checks for Highway/Public Works Fund (#131)		46,554.44

Annual Debt Report for Fiscal Year

Motion by Randy DeBord, seconded by Herbert Harville to approve the Annual Debt Report

For the Fiscal Year Ending June 30,2018.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	YES
R. Debord	(M) YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	(2) YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

8.b. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

Hamblen County Government

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

Annual Debt Report

For the Year Ending June 30, 2018

Bill Brittain
County Mayor

Anne Bryant-Hurst
Finance Director

Hamblen County, Tennessee
Annual Debt Report for the Fiscal Year Ending June 30, 2018
Table of Contents

	Page (s)
Letter to Citizens of Hamblen County	1
Letter to Finance Committee	2
Schedule of Changes in Long-term Other Loans and Bonds	3
Percentage of Debt - Hamblen County Government and Hamblen County School Department	4
Schedule of Budgeted Debt Payments - 2018	5
Benchmarks:	
Debt per Capita	6
Net Debt and Net Debt Per Capita	7
Debt as a Percentage of Personal Income	8
Net Debt as a Percentage of Personal Income	9
Debt to Assessed Property Value	10
Net Debt to Assessed Property Value	11
Debt Requirements:	
Schedule of Long-term Debt Requirements by Year - Total	12
Schedule of Long-term Debt Requirements by Year - By Debt Type	13
Schedule of Long-term Debt Requirements by Year - LGPIB, E-4-A, Refunding	14
Schedule of Long-term Debt Requirements by Year - Qualified School Construction Bonds	15
Schedule of Long-term Debt Requirements by Year - General Obligation Refunding Bonds, Series 2009	16
Schedule of Long-term Debt Requirements by Year - General Obligation Bonds, Series 2014	17
Multi-Year Budget	18
Charts:	
Schedule of Total Payments	19
Schedule of Principal Payments	20
Debt Portfolio Ratio - Fixed to Variable Rate Debt	21
Percentage of Debt - Hamblen County Government to Hamblen County School Department	22

Hamblen County's Debt Management Policy is on the Hamblen County website at www.HamblenCountyTN.gov

Return to Regular Calendar
May 24, 2018

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

To: Hamblen County Citizens and All Interested Parties

From: Bill Brittain, County Mayor
Anne Bryant-Hurst, Finance Director

Date: April 4, 2018

Re: Annual Debt Report

We are pleased to present to you our Annual Debt Report in compliance with Section II.B of Hamblen County's Debt Management Policy for the fiscal year ending June 30, 2018. It is our goal to demonstrate strong financial management practices to the citizens of Hamblen County, investors, and credit agencies. This transparency strengthens the accountability for all of us. We must, and will, ensure that taxpayers' dollars are properly expended.

Hamblen County received a rating of Aa3 from Moody's Investors Service, and an AA- from Standard and Poor's during its most recent ratings. These ratings are a positive reflection of Hamblen County's solid financial position, conservative budgetary practices, and well managed debt profile. These ratings allow Hamblen County to obtain financing at lower interest rates, which in return means a lower tax burden on its citizens.

The most recent ratings are further supported by comparing selected ratios to national benchmarks. Based on the outstanding principal at June 30, 2018, Hamblen County's net debt to assessed property value is 1.36 percent compared to a national benchmark which recommends a percentage of no more than 10 percent. Additionally, Hamblen County's net debt-per-capita ratio of $301 is considered in the very low category in Standard & Poor's classification system for setting credit ratings. Finally, Hamblen County's net debt as a percentage of personal income is .84% percent as compared to the benchmark which recommends a percentage of 4.5% percent or less. Each of these ratios individually, and in combination, reinforces the County's strong financial management practices. Hamblen County also compares favorably with surrounding counties. As of June 30, 2017 Hamblen County had the lowest per capita debt of all its six contiguous neighbors.

As we begin the 2018-2019 budget discussions, we will work with our County Commission and exercise strong financial management practices to ensure the continued financial success of Hamblen County.

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.586.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

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

To: Randy DeBord
Finance Committee Chair

From: Bill Brittain, County Mayor
Anne Bryant-Hurst, Finance Director

Date: April 4, 2018

Re: Annual Debt Report

In compliance with Section II.B of Hamblen County's Debt Management Policy, Anne Bryant-Hurst, Finance Director, and I present the Annual Debt Report for the fiscal year ending June 30, 2018, for your approval. Anne and I agree that the timing of this report is advantageous. This report provides invaluable information to the Finance Committee, Budget Committee, and County Commission that will allow us to adopt an adequately funded debt budget. The information contained herein will allow us to evaluate our current financial position, future funding requirements, and our ability to issue debt in the future based on capacity.

Hamblen County's ratings of Aa3 from Moody's Investors Service and AA- from Standard and Poor's are a positive reflection of Hamblen County's solid financial position, conservative budgetary practices, and well managed debt profile. These ratings allow Hamblen County to obtain financing at lower interest rates, which in return means a lower tax burden on its citizens. Hamblen County also compares favorably with surrounding counties. As of June 30, 2017 Hamblen County had the lowest per capita debt of all its six contiguous neighbors.

Additionally, I feel that this report allows us to demonstrate strong financial management practices to the citizens of Hamblen County, investors, and credit agencies. This transparency strengthens the accountability for all of us. We must, and will, ensure that taxpayers' dollars are properly expended.

We look forward to working together, so that we can, and will, prepare a debt budget that meets the needs of the citizens. Again, we are pleased to present the Annual Report as we begin to consider the 2018-2019 General Debt Service Fund Budget.

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.586.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

Return to Regular Calendar
April 5, 2018
Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Schedule of Changes in Long-term Other Loans and Bonds
For Year Ending June 30, 2018

Description of Indebtedness	Original Amount of Issue	Interest Rate	Date of Issue	Last Maturity Date	Outstanding 7/1/2017	Issued During Period	Paid and/or Matured During Period	Outstanding 6/30/2018
OTHER LOANS PAYABLE								
Payable through General Debt Service Fund								
Local Government Public Improvement Bonds, Series E-4-A - Refunding	$ 10,100,000	Variable (1) %	8-13-08	6-1-25	$ 10,100,000	$ 0	$ 0	$ 10,100,000
Qualified School Construction Bonds	$ 11,280,000	1.515	12-17-09	7-1-26	6,470,331	0	703,854	5,766,477
Total Payable through General Debt Service Fund					$ 16,570,331	$ 0	$ 703,854	$ 15,866,477
Total Other Loans Payable					$ 16,570,331	$ 0	$ 703,854	$ 15,866,477
BONDS PAYABLE								
Payable through General Debt Service Fund								
General Obligation Refunding Bonds, Series 2009	$ 10,860,000	3 to 5	9-23-09	6-1-19	$ 7,235,000	$ 0	$ 3,575,000	$ 3,660,000
General Obligation Bonds, Series 2014	$ 5,200,000	1.15 to 2	3-28-14	6-1-23	3,425,000	0	605,000	2,820,000
Total Payable through General Debt Service Fund					$ 10,660,000	$ 0	$ 4,180,000	$ 6,480,000
Total Bonds Payable					$ 10,660,000	$ 0	$ 4,180,000	$ 6,480,000
TOTAL DEBT					$ 27,230,331	$ 0	$ 4,883,854	$ 22,346,477

(1) These issues were swapped to a synthetic fixed rate by execution of swap agreements in prior years.

Return to Regular Calendar
April 19, 2018
Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Percentage of Debt - Hamblen County Government to Hamblen County School Department

Description of Indebtedness	Percentage of Outstanding Balance Related to Hamblen County General Government	Percentage of Outstanding Balance Related to Hamblen County School Department	Amount of Outstanding Balance Related to Hamblen County General Government	Amount of Outstanding Balance Related to Hamblen County School Department	Total
OTHER LOANS PAYABLE					
Payable through General Debt Service Fund					
Local Government Public Improvement Bonds, Series E-4-A - Refunding	24.76 %	75.24 %	$ 2,500,760	$ 7,599,240	$ 10,100,000
Qualified School Construction Bonds	0.00 %	100.00 %	0	5,766,477	5,766,477
Total Payable through General Debt Service Fund			$ 2,500,760	$ 13,365,717	$ 15,866,477
Total Other Loans Payable			$ 2,500,760	$ 13,365,717	$ 15,866,477
BONDS PAYABLE					
Payable through General Debt Service Fund					
General Obligation Refunding Bonds, Series 2009	2.00 %	98.00 %	$ 73,200	$ 3,586,800	$ 3,660,000
General Obligation Bonds, Series 2014	51.92 %	48.08 %	1,464,144	1,355,856	2,820,000
Total Payable through General Debt Service Fund			$ 1,537,344	$ 4,942,656	$ 6,480,000
Total Bonds Payable			$ 1,537,344	$ 4,942,656	$ 6,480,000
TOTAL DEBT	18.07 %	81.93 %	$ 4,038,104	$ 18,308,373	$ 22,346,477

Hamblen County, Tennessee
Annual Debt Report
Schedule of Budgeted Debt Payments
Fiscal Year 2018

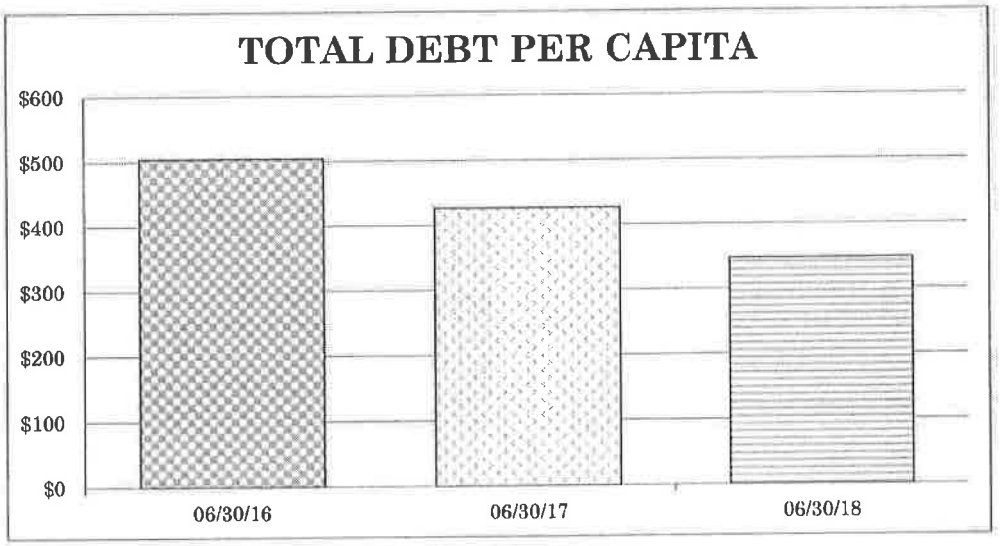
	PRINCIPAL	INTEREST
Other Loans:		
Local Government Public Improvement Bonds Refunding, Series E-4-A	$ -	$ 505,000
Qualified School Construction Bonds	703,854	182,172
Total Other Loans	$ 703,854	$ 687,172
Bonds:		
General Obligation Refunding Bonds, Series 2009	$ 3,575,000	$ 326,000
General Obligation Bonds, Series 2014	605,000	55,830
Total Bonds	$ 4,180,000	$ 381,830
TOTAL BUDGETED DEBT PAYMENTS	$ 4,883,854	$ 1,069,002

Hamblen County, Tennessee
Annual Debt Report
Debt Per Capita

Calculation Method:

$$\textbf{Debt Per Capita} = \frac{\text{Total Debt of the County}^{1}}{\text{County's Population}^{2}}$$

		06/30/16		06/30/17		06/30/18
Total Debt	$	31,779,184	$	27,230,330	$	22,346,477
Population		63,036		63,785		64,277
Debt Per Capita	$	504	$	427	$	348



Debt Per Capita - This ratio is used in evaluating the county's ability to pay off its debt by taking the total principal on outstanding debt divided by the total citizens in the county.

[1] Principal amount only (no interest)

[2] U.S. Census, https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF

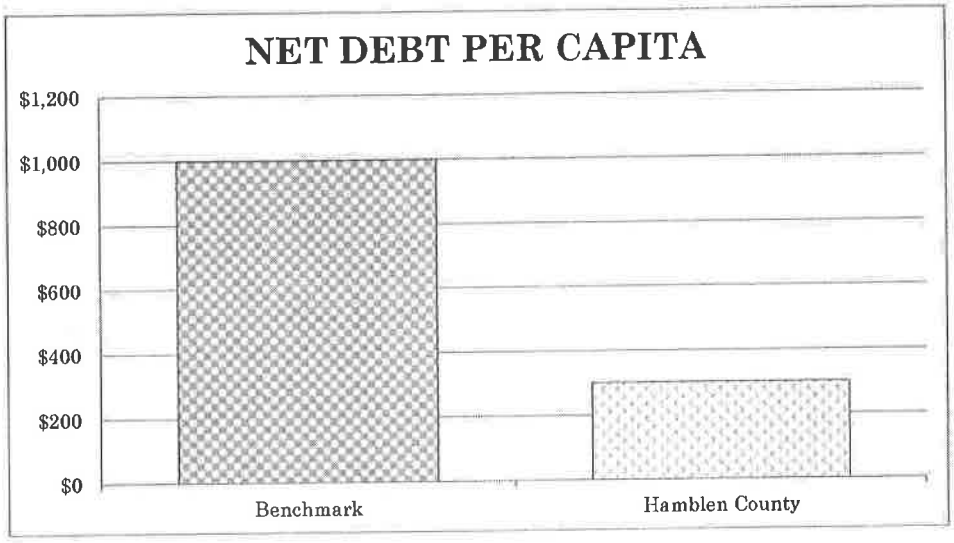
Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Net Debt and Net Debt Per Capita

Calculation Method:

Net Debt Per Capita = $\frac{\text{Net Debt of the County}^{1}}{\text{County's Population}^{2}}$

	Benchmark[3]	Hamblen County
Total Debt		$ 22,346,477
Less: Projected Year-end Fund Balances		(3,028,558)
Net Debt		$ 19,317,919
Population		64,277
Net Debt Per Capita - S & P's Very Low Category	**$ 1,000**	**$ 301**



Net Debt - Net debt is the outstanding principal less the fund balance that is currently available in the General Debt Service Fund. This allows Hamblen County to determine the amount required to be collected in the future to retire the outstanding principal on its debt.

Net Debt Per Capita - Net debt per capita is calculated by dividing the net debt by the total number of citizens of Hamblen County. This is the additional amount that Hamblen County would need to collect from every citizen in order to retire its outstanding principal balance. Simply stated, if every citizen remitted an additional $301 to Hamblen County at June 30, Hamblen County would be able to retire all of its debt excluding the interest component at one time. For comparison, Standard and Poor's classifies governments with less than $1,000 in net debt per capita as having a very low debt burden.

[1] Principal amount less projected year-end fund balance (no interest)

[2] U.S. Census, https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF

[3] "Municipal Benchmarks: Assessing Local Performance and Establishing Standards", David N. Ammons. - 2012, p. 88

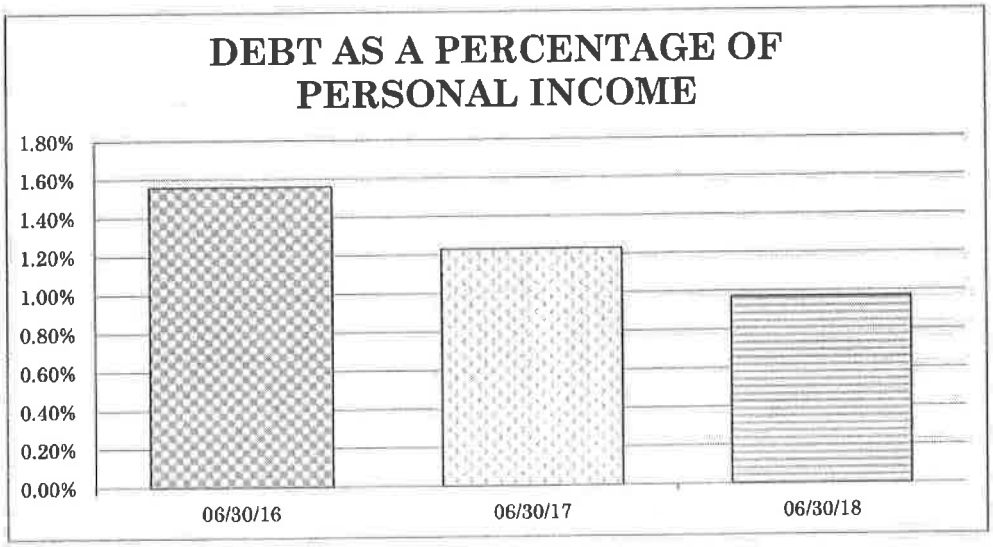
Return to Regular Calendar
April 19, 2018
Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Debt as a Percentage of Personal Income

Calculation Method:

$$\textbf{Debt as Percentage of Personal Income} = \frac{\text{Total Debt of the County}^{1}/\text{County's Population}^{2}}{\text{Total Personal Income}^{3}}$$

	06/30/16	06/30/17	06/30/18
Total Debt	$ 31,779,184	$ 27,230,330	$ 22,346,477
Population	63,036	63,785	64,277
Personal Income	32,328	34,696	35,780
Debt Per Capita	1.56%	1.23%	0.97%



Debt as a Percentage of Personal Income - This ratio incorporates an ability to pay concept into the assessment of debt burden. It uses total personal income (including wages, dividends, interest, rent, and government payments) divided by total population. The lower the percentage the more desirable the measurement. A low debt per capita percentage indicates either a low debt burden or strong personal income or some combination of the two.

[1] Principal amount only (no interest)

[2] U.S. Census, https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF

[3] Bureau of Economic Analysis, www.bea.gov/iTable/print.cfm

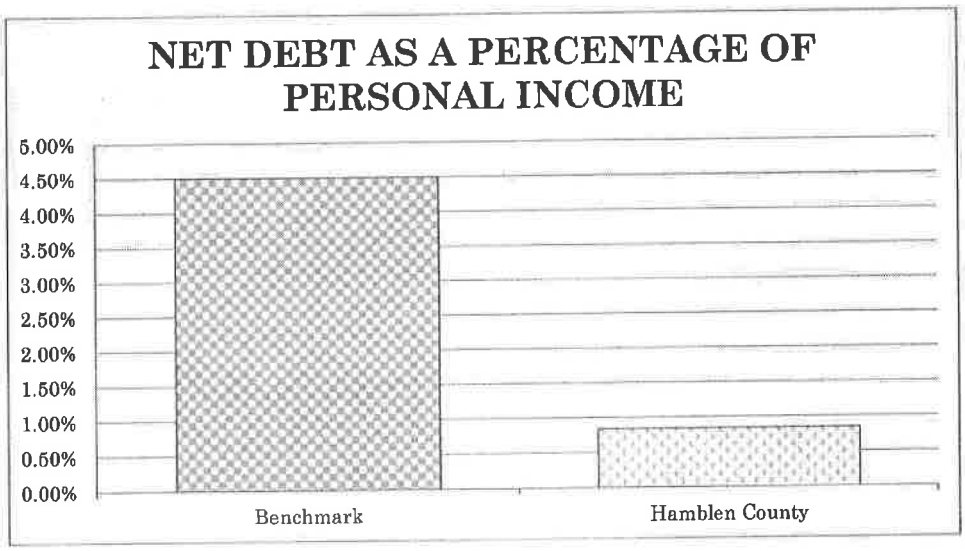
Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Net Debt as a Percentage of Personal Income

Calculation Method:

Net Debt as Percentage of Personal Income = Net Debt of the County[1]/County's Population[2] / Total Personal Income[3]

	Benchmark[4]	Hamblen County
Total Debt		$ 22,346,477
Less: Beginning of the Year Fund Balances		(3,028,558)
Net Debt		$ 19,317,919
Personal Income		$ 35,780
Population		64,277
Net Debt Per Capita	**4.5%**	**0.84%**



Net Debt as a Percentage of Personal Income - This ratio incorporates an ability to pay concept into the assessment of debt burden. It uses the total personal income (including wages, dividends, interest, rent, and government payments) divided by total population. This ratio can be utilized to determine how Hamblen County's debt load can be spread to its citizens based on their ability to pay. For comparison, a national standard uses a benchmark of not greater than 4.5% of total personal income to assess net debt. Hamblen County's current net debt as a percentage of personal income is .84%.

[1] Principal amount less projected year-end fund balance (no interest)

[2] U.S. Census, https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF

[3] Bureau of Economic Analysis, www.bea.gov/iTable/print.cfm.

[4] "Municipal Benchmarks: Assessing Local Performance and Establishing Standards", David N. Ammons. - 2012, p. 100

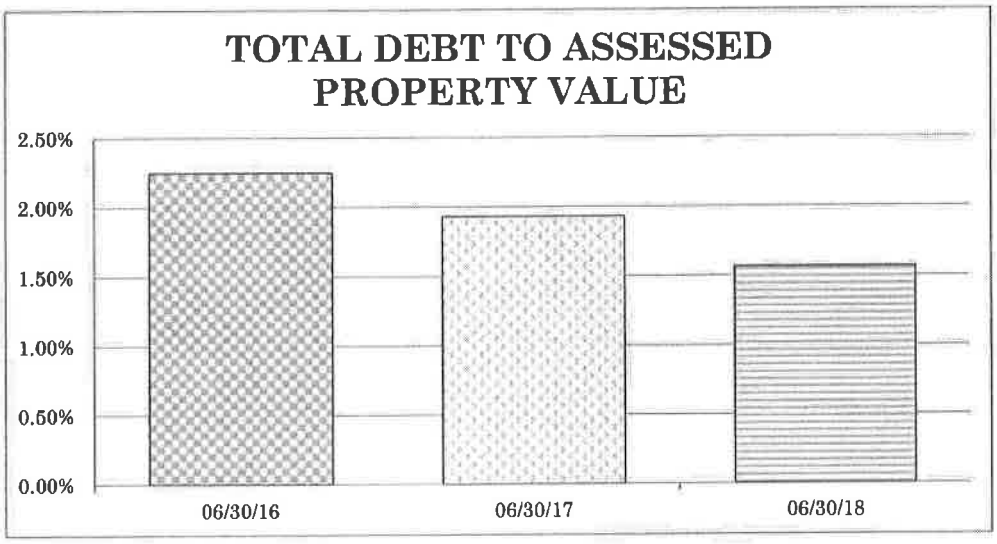
Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Debt to Assessed Property Value

Calculation Method:

Debt to Assessed Property Value = Total Debt of the County[1] / Assessed Property Value[2]

	06/30/16	06/30/17	06/30/18
Total Debt	31,779,184 $	27,230,331 $	22,346,477
Assessed Property Value	1,412,927,316	1,411,297,843	1,424,686,246
Debt to Assessed Property Value	2.25%	1.93%	1.57%



Debt to Assessed Property Value - This ratio examines Hamblen County's current indebtness to assessed property value. It measures the wealth available to support present indebtedness so the County can include any antipated debt to calculate a new ratio, thus helping determine whether the County has the capacity to meet present and future obligations.

[1] Principal amount (no interest)

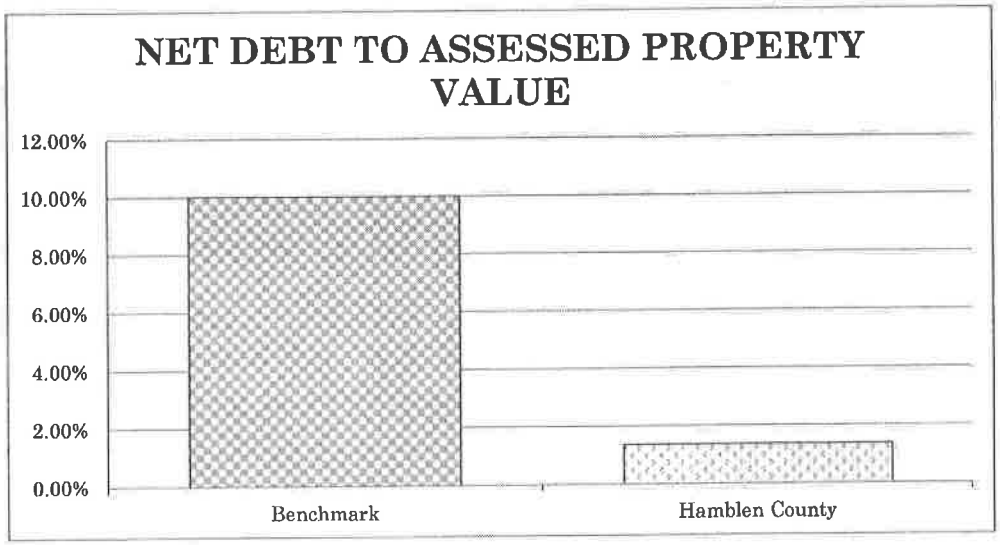
[2] This is based on final assessments as received from the State of Tennessee, and excludes any changes made during the year.

Hamblen County, Tennessee
Annual Debt Report
Net Debt to Assessed Property Value

Calculation Method:

Net Debt to Assessed Property Value = Net Debt of the County[1] / Assessed Property Value[2]

	Benchmark[3]	Hamblen County
Total Debt		$ 22,346,477
Less: Beginning of the Year Fund Balance		(3,028,558)
Net Debt		$ 19,317,919
Assessed Property Value		$ 1,424,686,246
Net Debt to Assessed Property Value (Avg.)	10%	1.36%



Net Debt to Assessed Property Value - This ratio examines Hamblen County's net indebtedness to the assessed property value. It measures the wealth available to support the County's current indebtedness and also helps the County evaluate its capacity to support any anticipated borrowing, thus helping determine whether the County has the capacity to meet increased debt obligations. The higher the percentage, the higher the tax rate must be in order to meet Hamblen County's obligation. The current benchmark being is 10%. Hamblen County's current net debt to assessed property value of 1.37% is well below the benchmark.

[1] Principal amount (no interest) less projected year-end fund balance

[2] This is based on final assessments as received from the State of Tennessee, and excludes any changes made during the year

[3] "Municipal Benchmarks: Assessing Local Performance and Establishing Community Standards", David N. Ammons. - 2012, p. 100

Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Schedule of Long-term Debt Requirements by Year - Total
General Debt Service Fund

Year Ending June 30	Principal	Interest	Other Fees	Total
2018	4,883,854	975,342	93,660	5,952,856
2019	4,973,854	820,242	93,660	5,887,756
2020	2,788,854	630,227	93,660	3,512,741
2021	2,883,854	560,414	81,670	3,525,938
2022	2,978,854	485,477	69,028	3,533,359
2023	2,743,854	405,339	55,733	3,204,926
2024	2,518,854	326,968	41,704	2,887,526
2025	2,618,854	251,022	26,900	2,896,776
2026	773,140	170,892	11,280	955,312
2027	66,359	14,241	2,820	83,420
Total	$ 27,230,331	$ 4,640,164	$ 570,115	$ 32,440,610

Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Schedule of Long-term Debt Requirements by Year - By Debt Type
General Debt Service Fund

Year Ending June 30	Other Loans			
	Principal	Interest	Other Fees	Total
2018	703,854	593,512	93,660	1,391,026
2019	703,854	593,512	93,660	1,391,026
2020	2,173,854	593,512	93,660	2,861,026
2021	2,253,854	532,002	81,670	2,867,526
2022	2,333,854	467,144	69,028	2,870,026
2023	2,423,854	398,939	55,733	2,878,526
2024	2,518,854	326,968	41,704	2,887,526
2025	2,618,854	251,022	26,900	2,896,776
2026	773,140	170,892	11,280	955,312
2027	66,359	14,241	2,820	83,420
Total	$ 16,570,331	$ 3,941,744	$ 570,115	$ 21,082,190

Year Ending June 30	Bonds		
	Principal	Interest	Total
2018	4,180,000	381,830	4,561,830
2019	4,270,000	226,730	4,496,730
2020	615,000	36,715	651,715
2021	630,000	28,412	658,412
2022	645,000	18,333	663,333
2023	320,000	6,400	326,400
Total	$ 10,660,000	$ 698,420	$ 11,358,420

Hamblen County, Tennessee
Annual Debt Report
Schedule of Long-term Debt Requirements by Year
Local Government Public Improvement Bonds - Series E-4-A, Refunding

Year Ending June 30	Principal	Interest	Other Fees	Total
2018	0	422,620	82,380	505,000
2019	0	422,620	82,380	505,000
2020	1,470,000	422,620	82,380	1,975,000
2021	1,550,000	361,110	70,390	1,981,500
2022	1,630,000	296,252	57,748	1,984,000
2023	1,720,000	228,047	44,453	1,992,500
2024	1,815,000	156,076	30,424	2,001,500
2025	1,915,000	80,130	15,620	2,010,750
Total	$ 10,100,000	$ 2,389,475	$ 465,775	$ 12,955,250

NOTE:

Local Government Public Improvement Bonds, Series E-4-A, Refunding were issued through the Blount County Public Building Authority on August 13, 2008, in the amount of $10,100,000. This other loan was issued at a cost of $100,000 to refund the $10,000,000 outstanding for the Local Government Public Improvement Bonds, Series A-2-B. Series A-2-B was originally issued on June 1, 2001, for capital projects related to the school department and the courthouse annex. Series A-2-B has a synthetic fixed rate through the execution of swap agreement (a derivative). As of March 30, 2018, the swap agreement has a $1,172,764 termination value should Hamblen County desire to terminate the swap. The termination value is constantly changing based on financial market conditions. Currently, interest and other fees are budgeted at a rate of 5%.

Hamblen County, Tennessee
Annual Debt Report
Schedule of Long-term Debt Requirements by Year
Qualified School Construction Bond

Year Ending June 30	Principal	Interest	Other Fees	Total
2018	703,854	170,892	11,280	886,026
2019	703,854	170,892	11,280	886,026
2020	703,854	170,892	11,280	886,026
2021	703,854	170,892	11,280	886,026
2022	703,854	170,892	11,280	886,026
2023	703,854	170,892	11,280	886,026
2024	703,854	170,892	11,280	886,026
2025	703,854	170,892	11,280	886,026
2026	773,140	170,892	11,280	955,312
2027	66,359	14,241	2,820	83,420
Total	$ 6,470,331	$ 1,552,269	$ 104,340	$ 8,126,940

NOTE:

The Qualified School Construction Bonds were issued through the Tennessee State School Bond Authority and loaned to Hamblen County on December 17, 2009, in the amount of $11,280,000. This other loan was issued at a cost of $124,936 for capital projects related to the school department. It is important to note that the Tennessee State School Bond Authority issued the bonds and loaned the proceeds to Hamblen County and various other governments across Tennessee. Hamblen County pays interest of 1.515 percent on its share of the bonds and also pays a monthly administrative fee to the State of Tennessee. Hamblen County and the other borrowers of the bond proceeds are required to comply with federal regulations established for the Qualified School Construction Bond program. Failure to comply with those requirements may result in the loss of the tax credit status of the bonds. This would result in further charges to the borrowers (Hamblen County) including the requirements to pay the tax-credit rate (5.86 percent) in addition to the 1.515 percent for a total rate of 7.375 percent. Currently, the budget is based on the 1.515 percent and the related monthly administrative fee.

Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Schedule of Long-term Debt Requirements by Year
General Obligation Refunding Bonds, Series 2009

Year Ending June 30	Principal	Interest	Total
2018	3,575,000	326,000	3,901,000
2019	3,660,000	183,000	3,843,000
Total	$ 7,235,000	$ 509,000	$ 7,744,000

NOTE:

General Obligation Refunding Bonds, Series 2009 were issued on September 23, 2009 in the amount of $10,860,000. These bonds were sold at premium totaling $911,416 and issued at a cost of $234,113. The bonds refunded the $10,000,000 outstanding on the Local Government Public Improvement Bonds, Series III-A-3, and the associated swap agreement (a derivative) totaling $1,497,000. The Series III-A-3 was originally issued on March 19, 1998, for capital projects related to the school department. The fixed interest rates on the Series 2009 bonds range from 3% percent to 5%.

Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Annual Debt Report
Schedule of Long-term Debt Requirements by Year
General Obligation Bonds, Series 2014

Year Ending June 30	Principal	Interest	Total
2018	605,000	55,830	660,830
2019	610,000	43,730	653,730
2020	615,000	36,715	651,715
2021	630,000	28,412	658,412
2022	645,000	18,333	663,333
2023	320,000	6,400	326,400
Total	$ 3,425,000	$ 189,420	$ 3,614,420

NOTE:

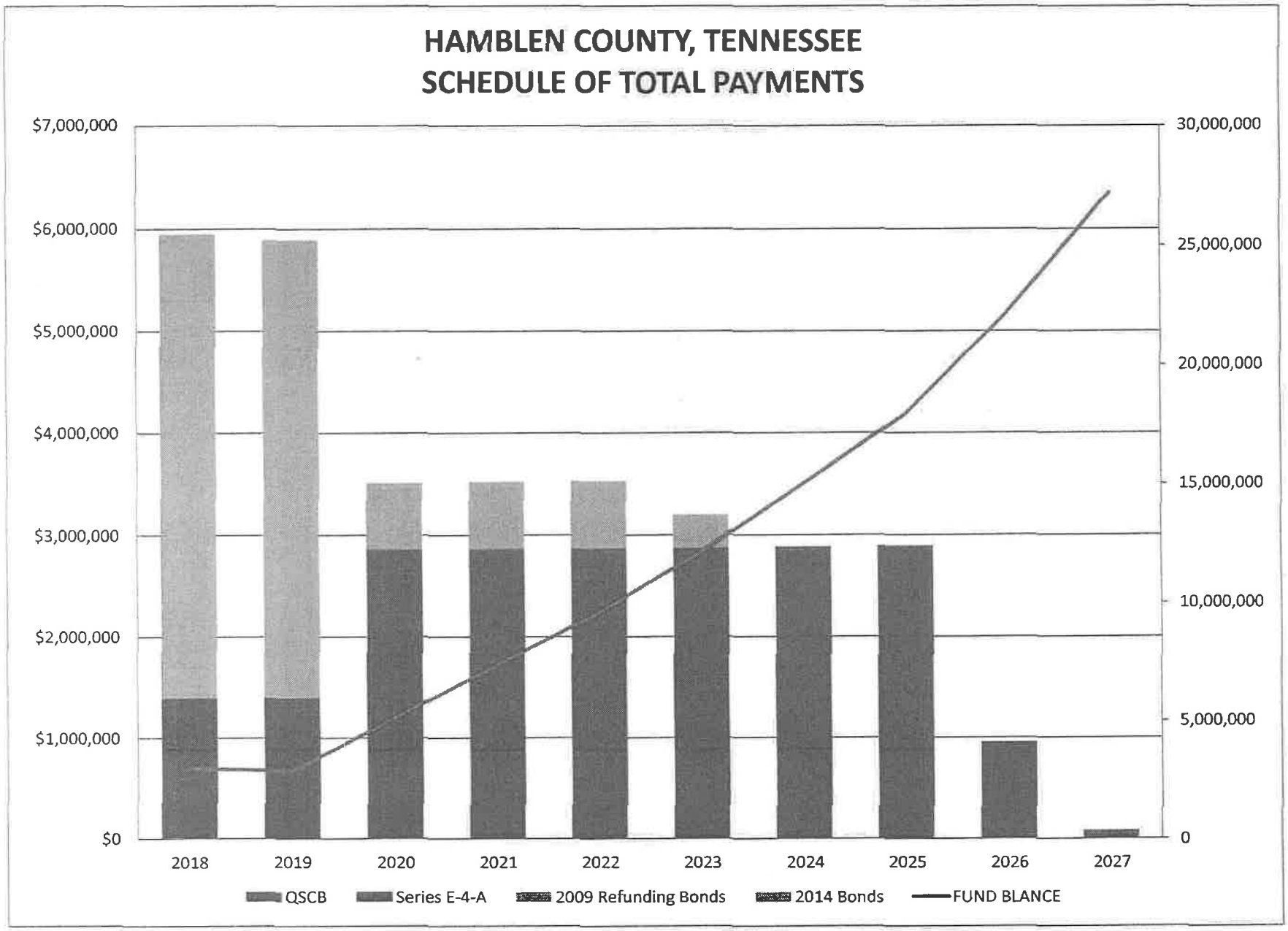
General Obligation Bonds, Series 2014 were issued on March 28, 2014, in the amount of $5,200,000. These bonds were sold at a premium totaling $77,475 and issued at a cost of $73,224. Of the $5,200,000 issued, $2,700,000 was for paving project in the county and $2,500,000 was for capital improvements projects at one of the county high schools. The fixed interest rates on the Series 2014 bonds range from 1.15% to 2%.

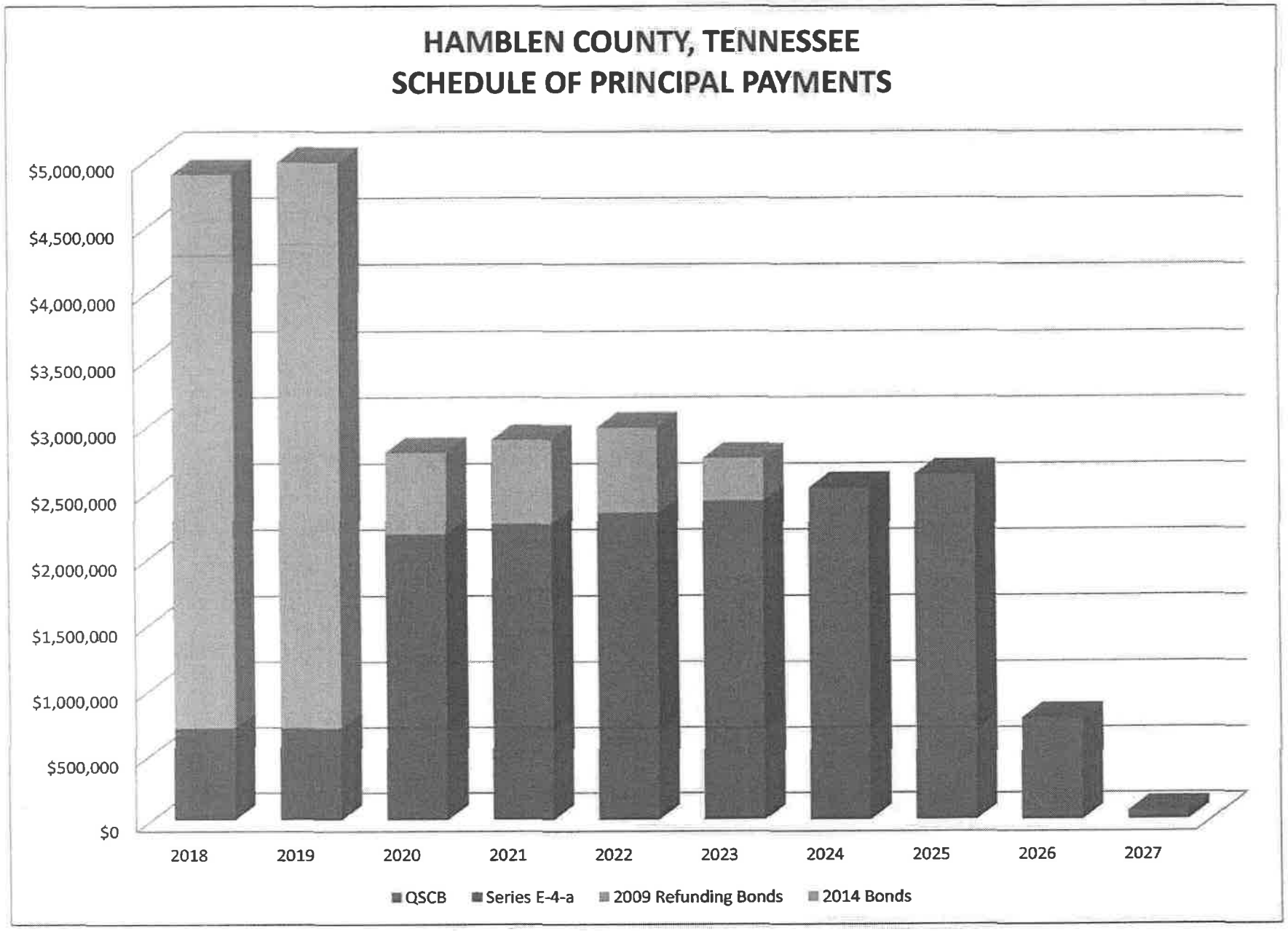
Hamblen County, Tennessee
General Debt Report
Multiple Year Debt Budget

ACCOUNT NUMBER	DESCRIPTION	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	ESTIMATED REVENUES										
40000	Local Taxes										
40100	County Property Taxes										
40110	General Property Tax	$ 4,648,052	$ 4,648,052	$ 4,648,052	$ 4,648,052	$ 4,648,052	$ 4,648,052	$ 4,648,052	$ 4,648,052	$ 4,648,052	$ 4,648,052
40120	Trustee's Collections - Prior Year	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
40130	Circuit/Clerk and Mater Collections - Prior Years	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
40140	Interest and Penalty	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
40161	Payments in-Lieu-of Taxes - T.V.A.	400	400	400	400	400	400	400	400	400	400
40162	Payments in-Lieu-of Taxes - Local Utilities	62,634	62,634	62,634	62,634	62,634	62,634	62,634	62,634	62,634	62,634
40163	Payments in Lieu of Taxes - Other	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
40200	County Local Option Taxes	0	0	0	0	0	0	0	0	0	
40210	Local Option Sales Tax	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	
40266	Litigation Taxes - Jail, Workhouse or Courthouse	107,623	107,623	107,623	107,623	107,623	107,623	107,623	107,623	107,623	107,623
40300	Statutory Local Taxes	0	0	0	0	0	0	0	0	0	
40320	Bank Excise Tax	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	Total Local Taxes	$ 5,223,709	$ 5,223,709	$ 5,223,709	$ 5,223,709	$ 5,223,709	$ 5,223,709	$ 5,223,709	$ 5,223,709	$ 5,223,709	$ 5,068,709
42000	Fines, Forfeitures, and Penalties										
42100	Circuit Court										
42130	Jail Fees	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
42300	General Sessions Court										
42350	Jail Fees	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
	Total Fines, Forfeitures, and Penalties	$ 47,000	$ 47,000	$ 47,000	$ 47,000	$ 47,000	$ 47,000	$ 47,000	$ 47,000	$ 47,000	$ 47,000
44000	Other Local Revenues										
44100	Recurring Items										
44110	Investment Income	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
44900	Other Local Revenues										
44900	Other Local Revenues	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	0	0
	Total Other Local Revenues	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 100,000	$ 100,000
	Total Estimated Revenues and Other Sources	$ 5,870,709	$ 5,870,709	$ 5,870,709	$ 5,870,709	$ 5,870,709	$ 5,870,709	$ 5,870,709	$ 5,870,709	$ 5,370,709	$ 5,215,709
	ESTIMATED EXPENDITURES										
82100	Principal on Debt										
82110	General Government										
601	Principal on Bonds	$ 71,500	$ 73,200	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
612	Principal on Other Loans	0	0	363,972	383,780	423,588	443,872	449,384	474,154	0	0
	Total Principal - General Government	$ 71,500	$ 73,200	$ 363,972	$ 383,780	$ 423,588	$ 443,872	$ 449,384	$ 474,154	$ 0	$ 0
82120	Highways and Streets										
601	Principal on Bonds	$ 314,116	$ 316,712	$ 319,308	$ 327,096	$ 334,884	$ 166,144	$ 0	$ 0	$ 0	$ 0
	Total Principal - Highways and Streets	$ 314,116	$ 316,712	$ 319,308	$ 327,096	$ 334,884	$ 166,144	$ 0	$ 0	$ 0	$ 0
82130	Education										
601	Principal on Bonds	$ 3,794,364	$ 3,880,096	$ 295,692	$ 302,904	$ 310,116	$ 153,856	$ 0	$ 0	$ 0	$ 0
612	Principal on Other Loans	709,854	709,854	1,809,882	1,878,074	1,946,266	1,997,982	2,069,460	2,144,700	773,140	66,350
	Total Principal - Education	$ 4,504,218	$ 4,589,950	$ 2,105,574	$ 2,172,978	$ 2,240,382	$ 2,151,838	$ 2,069,460	$ 2,144,700	$ 773,140	$ 66,350
82200	Interest on Debt										
82210	General Government										
601	Interest on Bonds	$ 6,520	$ 3,000	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
612	Interest on Other Loans	125,008	125,008	125,008	109,830	87,050	67,471	44,177	23,708	0	0
	Total Interest - General Government	$ 131,528	$ 128,008	$ 125,008	$ 109,830	$ 87,050	$ 67,471	$ 44,177	$ 23,708	$ 0	$ 0
82220	Highways and Streets										
601	Interest on Bonds	$ 38,987	$ 34,608	$ 21,187	$ 17,107	$ 12,329	$ 6,400	$ 0	$ 0	$ 0	$ 0
	Total Interest - Highways and Streets	$ 38,987	$ 34,608	$ 21,187	$ 17,107	$ 12,329	$ 6,400	$ 0	$ 0	$ 0	$ 0
82230	Education										
601	Interest on Bonds	$ 816,783	$ 109,408	$ 13,336	$ 11,305	$ 8,785	$ 0	$ 0	$ 0	$ 0	$ 0
612	Interest on Other Loans	500,854	500,854	500,854	495,543	437,416	373,991	311,215	212,951	139,856	14,911
	Total Interest - Education	$ 1,317,637	$ 610,262	$ 514,190	$ 506,848	$ 446,201	$ 373,991	$ 311,215	$ 212,951	$ 139,856	$ 14,911
82300	Other Debt Service										
82310	General Government										
599	Trustee's Commission	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000
	Total Other Debt Service - General Government	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000	$ 110,000
82330	Education										
599	Other Debt Service	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 2,820
	Total Other Debt Service - Education	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 11,280	$ 2,820
	Total Estimated Expenditures and Other Uses	$ 5,662,856	$ 5,997,756	$ 3,622,741	$ 3,635,938	$ 3,613,359	$ 3,314,926	$ 2,997,520	$ 3,006,776	$ 1,065,312	$ 193,420
	Excess of Estimated Revenue Over (Under) Estimated Expenditures	$ (192,147)	$ (127,047)	$ 2,247,968	$ 2,234,771	$ 2,227,350	$ 2,555,783	$ 2,873,183	$ 2,863,933	$ 4,305,397	$ 5,012,289
	Estimated Beginning Fund Balance & Reserves July 1	3,200,705	3,008,558	2,881,511	5,129,479	7,364,250	9,591,600	12,147,383	15,020,566	17,884,499	22,189,896
	Estimated Ending Fund Balance & Reserves - June 30	$ 3,008,558	$ 2,881,511	$ 5,129,479	$ 7,364,250	$ 9,591,600	$ 12,147,383	$ 15,020,566	$ 17,884,499	$ 22,189,896	$ 27,202,185

NOTE: Based on current economic conditions, the revenues are budgeted constant with no growth.

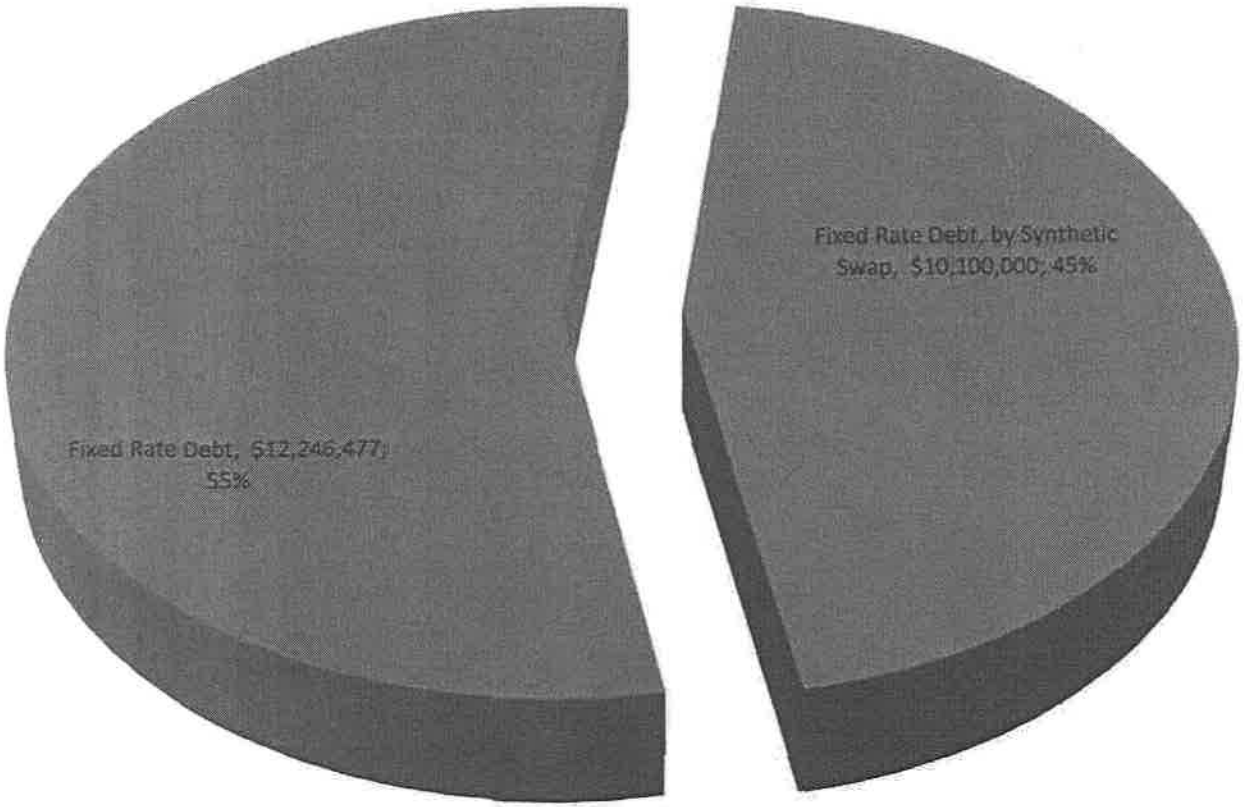
Return to Regular Calendar
April 19, 2018
Return to Regular Calendar
May 24, 2018


HAMBLEN COUNTY, TENNESSEE
SCHEDULE OF TOTAL PAYMENTS
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
0
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
QSCB
Series E-4-A
2009 Refunding Bonds
2014 Bonds
FUND BLANCE

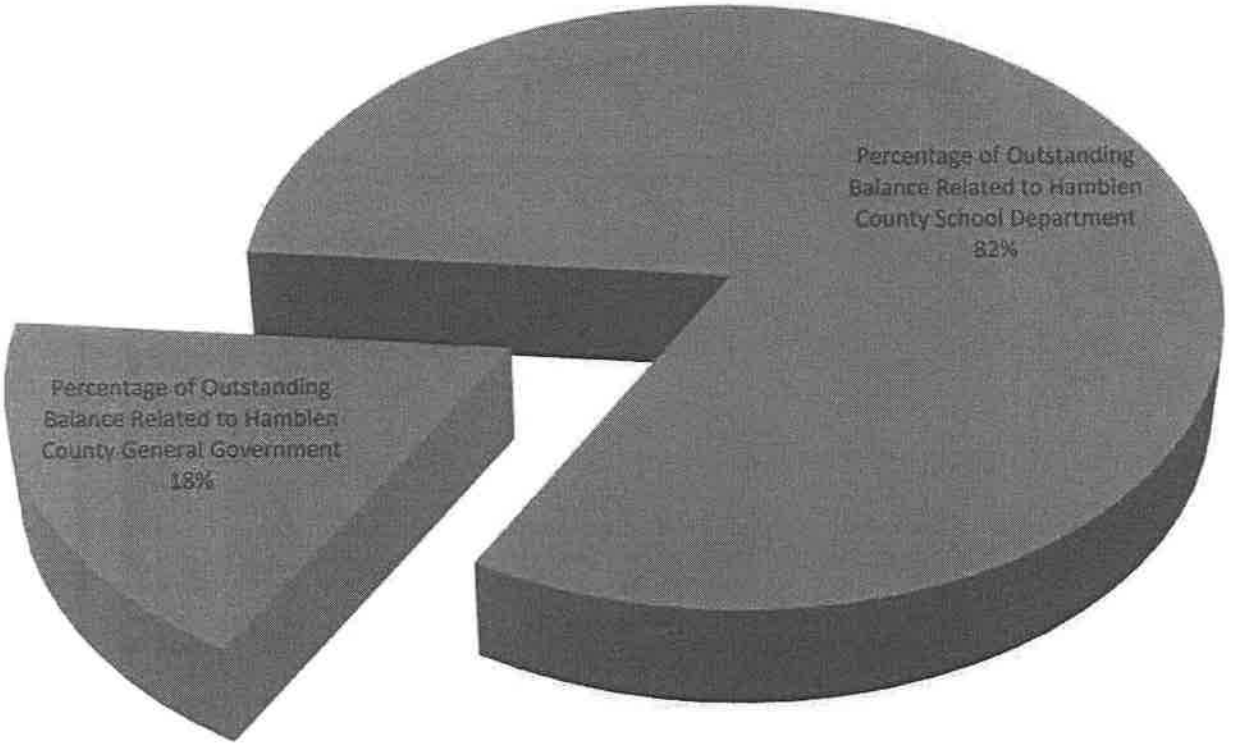


Return to Regular Calendar
April 19, 2018
Return to Regular Calendar
May 24, 2018

Hamblen County, Tennessee
Debt Portfolio Ratios
Total Outstanding Debt - $22,346,477



Hamblen County, Tennessee
General Government to Schools Percentage
Total Outstanding Debt - $22,346,477



PREA Memorandum of Understanding

Motion by Randy DeBord, seconded by Rick Eldridge to approve the Prison Rape Elimination Act (PREA) Memorandum of Understanding between Hamblen County Sheriff's Department and CEASE, Inc.

R. Eldridge	(2) YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	YES
R. Debord	(M) YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

8.c. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "Agreement") is entered into this 15th day of February, 2018 by and between the **HAMBLEN COUNTY SHERIFF OFFICE** and **CEASE, INC**, in furtherance of **Hamblen County Sheriff Office** responsibilities under the Prison Rape Elimination Act (PREA) of 2003. This Agreement establishes guidelines for the provision of victim services to inmates in custody of **Hamblen County Sheriff Office** who have been sexually abused or harassed.

Upon the authorized signatures affixed hereunto, all parties mutually agree to the following:

I.

A. Hamblen County Sheriff Office agrees to:

i. As requested by the victim, allow a victim advocate to accompany and support the victim through the forensic examination process and investigatory interviews and shall provide emotional support, crisis intervention, information and referrals. *PREA National Standards §115.21 (e)*

ii. **Hamblen County Sheriff Office** shall provide multiple internal ways for inmates to privately report sexual abuse and harassment and at least one way, **National Sexual Assault Hotline, 1-800-656-4673,** for inmates to report to a public or private entity different from **CEASE, INC**; and respect the nature of anonymous reports by inmates. *PREA National Standards §115.51*

iii. Facilitate the placement and confidential access to **CEASE, INC.** emotional support services related to sexual assault by giving inmates the victim service agency contact information: **929A West 1st North Street, Morristown, TN 37814,** including the 24 hour toll-free hotline number of local, State, or national victim advocacy or rape crisis center 1-800-303-2220. *PREA National Standards §115.53(a)*

iv. Enable reasonable communications between inmate survivor of sexual assault and **CEASE, INC.**, by respecting the nature of privileged confidential communication. No information regarding client/advocacy communication shall be shared with **Hamblen County Sheriff Office** staff without informed, written, time-limited consent from the survivor of sexual assault. *PREA National Standards §115.53(a)*

v. Inform inmates, prior to giving them access to **CEASE, INC.** Crisis & Support Line and/or mailing address, of the extent to which such communications will be monitored and the extent to which reports of abuse (i.e. prank calls, graphic language, and other uses deem inappropriate) will be forwarded to **Hamblen County Sheriff Office PREA Coordinator, Lt. Gerry Hambrick** in accordance with mandatory reporting laws. *PREA National Standards §115.53(b)*

vi. Provide cross training for **CEASE, INC.** staff to include the responsibilities of the victim service agency/ staff under the facilities sexual abuse and sexual harassment prevention, detection, and response policies and procedures; and the facilities zero-tolerance policy regarding sexual abuse and sexual harassment and information on how to report such incidents. *PREA National Standards §115.32*

vii. Inform correctional staff and inmates of the extent of services provided by **CEASE, INC.** Specifically, **Hamblen County Sheriff Office** shall make known to correctional staff and inmates:

1. Disclosures of sexual assault made to **CEASE, INC.** will be reported to **Hamblen County Sheriff Office** or to law enforcement with permission warranty by victim at the discretion of the victims service agency available resources and staff;
2. **CEASE, INC.** may provide callers with updates on sexual assaults previously reported to **Hamblen County Sheriff Office** or to law enforcement, if victim service agency resources allow; and
3. **CEASE, INC.** Crisis and Support Line counselors provide immediate crisis intervention, referrals and education for (1) individuals who have recently experienced rape or sexual abuse, (2) individuals who are currently in crisis from past abuse and (3) non-offending parents/caregivers/significant others.

viii. Facilitate follow-up and on-going contact between the client and certified sexual assault counselor or advocate without regard to the presence or status of an investigation as deemed necessary by **CEASE, INC.**.

ix. Provide **CEASE, INC** with a **Hamblen County Sheriff Office** phone number Crisis and Support Line counselors can use to report disclosure of self-harm and threats of harm to others made by callers. **Hamblen County Sheriff Office, PREA Coordinator, Lt. Gerry Hambrick, 423-585-4315**

x. Ensure **CEASE, INC.** advocates have security clearance to enter the facility for meetings, training sessions, or other program activities. Provide for logistical needs, such as private and confidential meeting space for counseling sessions and forensic exams (if not performed by the facility).

xi. Provide notice to **CEASE, INC.** of any changes within ten (10) days that may reasonably be anticipated to impact this Agreement, such as persons authorized to act as the point of contact and develop additional operational details.

xii. Communicate any questions or concerns to **CEASE, INC.**, **Ashly Yount, Sexual Assault Advocate/SART Coordinator for Hamblen County, 423-581-7029**

II.

A. **VICTIM SERVICE AGENCY** agrees to:

i. Provide immediate advocacy, support, and crisis intervention to inmate survivors of sexual assault via **CEASE, INC.** Crisis and Support Line

ii. Maintain available a twenty-four (24) hour a day/seven (7) days a week crisis counseling through **CEASE, INC.** Crisis and Support Line

iii. Respond in person to the jail, whenever possible, to provide additional advocacy, emotional support, and information to inmate survivors of sexual assault (*This is only allowed currently for STOP and SASP subrecipients, VOCA does not allow until next contract cycle.*)

iv. To provide follow-up services and continued individual advocacy and support to inmate survivors of sexual assault at **Hamblen County Sheriff Office**, as requested by inmate and as resources allow

v. Maintain confidentiality as outlined in the **CEASE, INC.** informed consent form (attached) of survivors of sexual assault who are incarcerated and who are staff at **Hamblen County Sheriff Office.**

vi. Inform the inmate survivor of the right to have a victim advocate present during the medical forensic exam, investigation interviews and any possible court hearings and provide said accompaniment if desired by the survivor

vii. Provide information about follow-up services to the inmate survivor, including referrals to appropriate entities for additional information

viii. **CEASE, INC.** may terminate counseling and/ or advocacy services if the victim is using the crisis and support line or in person contact in a way that is not part of the therapeutic process

ix. Facilitate training as needed for those designated to provide jail and hospital accompaniment advocacy services for **Hamblen County Sheriff Office.**

x. Facilitate training on victim advocacy and sexual assault related issues as needed to **Hamblen County Sheriff Office** staff

xi. Communicate any questions or concerns to the **Hamblen County Sheriff Office, PREA Coordinator, Lt. Gerry Hambrick, 423-585-4315**

xii. Provide notice to **Hamblen County Sheriff Office** of any changes within ten (10) days that may reasonably be anticipated to impact this Agreement, such as persons authorized to act as the point of contact and develop additional operational details

xiii. Comply with all TN Mandatory Reporting laws regarding minors (T.C.A. §37-1 parts 401-406, 409-413 & 602-166) and vulnerable adults (T.C.A. 40-35-111, 76-6-103, 71-6-105, 71-6-110, 71-6-122)

III. General Terms & Conditions

A. **Hamblen County Sheriff Office** and **CEASE, INC.** agree to perform their respective services in accordance with the terms and conditions of this Agreement and in compliance with all applicable

laws, rules, regulations and orders of federal, state and local governments, including order of any court of competent jurisdiction.

B. The parties agree this Agreement shall be effective as of this __th day of April, 2018 and shall expire June 30, 2019 unless such period is extended by mutual agreement of the parties in writing.

C. **Hamblen County Sheriff Office** and **CEASE, INC.** shall have the right to terminate this Agreement at any time, with or without cause, upon no less than thirty (30) calendar days' written notice, without cause to the other party.

D. **CEASE, INC.** shall have the right to terminate this Agreement, with seven (7) business days written notice to the other party, upon a violation of §I (a) (vi) of this Agreement.

E. The parties recognize and agree it may be necessary or convenient for the parties to amend this Agreement as to provide for the orderly implementation of all undertakings described herein, and the parties agree to cooperate fully in connection with such amendment if and as necessary. However, no change shall be effective unless the same is reduced to writing and signed by the parties hereto.

In WITNESS WHEREFORE, the parties have caused the authorized representatives of each to execute this mutual Agreement.

HAMBLEN COUNTY SHERIFF OFFICE
510 Allison St.
Morristown, TN 37814

Lt. G. Hambrick 202 4-25-18
Signature Date

Lt. G. HAMBRICK
Printed Name

PREA Coordinator

CEASE, INC.
929A West 1st North St.
Morristown, TN 37814

Ashley Yount 4-26-18
Signature Date

Ashly Yount
Printed Name

Hamblen County SART Coordinator

HAMBLEN COUNTY MAYOR, Bill Brittain
511 West Second North Street
Morristown, TN 37814

Bill Brittain 4-23-18
Signature Date

Bill Brittain
Printed Name

Bill Brittain, Mayor

Resolution 18-07

Motion by Randy DeBord, seconded by Joe Huntsman to approve the resolution to apply for a $5,000 Walmart Foundation Community Grant for Hamblen County Community Service Work Program.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	YES
R. Debord	(M) YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	(2) YES	VChair H. Shipley	YES
L. Carter	Absent		

8.d Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

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

To: Hamblen County Commissioners

From: Bill Brittain, County Mayor BB

Date: March 26, 2018

Re: Wal-Mart Foundation Community Grant – ***Community Service Work Program***

The Hamblen County Community Service Work Program would like to apply for a $5,000 Wal-Mart Foundation Community Grant. If awarded, the money will be used toward the purchase of a replacement vehicle to transport residents who have court-ordered community service. This is a non-matching grant. **I am asking for approval to apply for this grant.**

Resolution 18-07

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018-2019 WAL-MART FOUNDATION COMMUNITY GRANT APPLICATION – **HAMBLEN COUNTY COMMUNITY SERVICE WORK PROGRAM**

Resolution authorizing submission of an application for Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the Wal-Mart Foundation, and

Whereas, the contract for the grant for FY 2018-2019 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 Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation.

2. That should said application be approved by the Wal-Mart Foundation, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Wal-Mart Foundation Community Grant by Hamblen County.

Approved at the regular meeting held on the 19th day of April, 2018.

Bill Brittain
County Mayor

Chairman

Attest:
County Clerk

Notary:_____

Date:_____

Resolution 18-08

Motion by Randy DeBord, seconded by Howard Shipley to approve the resolution to apply for a $1,000 Walmart Foundation Community Grant for Hamblen County Sheriff's Dept.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	YES
R. Debord	(M) YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	(2) YES
L. Carter	Absent		

8.e. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

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

To: Hamblen County Commissioners

From: Bill Brittain, County Mayor BB

Date: March 26, 2018

Re: Wal-Mart Foundation Community Grant – ***Hamblen County Sheriff's Department***

The Hamblen County Sheriff's department would like to apply for a $1,000 Wal-Mart Foundation Community Grant. If awarded, the money will be used to purchase ID kits. This is a non-matching grant. **I am asking for approval to apply for this grant.**

Resolution 18-08

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018-2019 WAL-MART FOUNDATION COMMUNITY GRANT APPLICATION – **HAMBLEN COUNTY SHERIFF'S DEPARTMENT**

Resolution authorizing submission of an application for Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the Wal-Mart Foundation, and

Whereas, the contract for the grant for FY 2018-2019 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 Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation.

2. That should said application be approved by the Wal-Mart Foundation, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Wal-Mart Foundation Community Grant by Hamblen County.

Approved at the regular meeting held on the 19th day of April, 2018.

County Mayor

Chairman

Attest:

County Clerk

Notary:_____

Date:_____

Resolution 18-09

Motion by Randy DeBord, seconded by Tim Goins to approve the resolution to authorize the 2018-2019 Litter and Trash Collection Grant.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	YES
R. Debord	(M) YES	T. Goins	(2) YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

8.f. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

Resolution 18-09

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018-2019 LITTER AND TRASH COLLECTING GRANT APPLICATION

Resolution authorizing submission of an application for a Litter and Trash Collection Grant for FY 2018-2019 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 for the grant for FY 2018-2019 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 Litter and Trash Collecting Grant for FY 2018-2019 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 Litter and Trash Collecting Grant by Hamblen County.

Approved at the regular meeting held on the 19th day of April, 2018.

County Mayor

Chairman

Attest:

County Clerk

Notary:_____

Date:_____

Bids HVAC Units

Motion by Randy DeBord, seconded by John Smyth to award bid #2018-3 HVAC units for the Hamblen County Courthouse to Lakeway Mechanical in the amount $23,591.51.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	(2) YES
R. Debord	(M) YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

8.g.1. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

Hamblen County, Tennessee Bid Tabulation

Bid Name:	**HVAC Units for Courthouse (#2018-03)**
Department:	**Maintenance Department**
Date Bids Opened:	**3/26/2018 @ 2:00p.m.**
Finance Committee Review:	**4/9/2018**
Co. Commission Review:	**4/19/2018**

Bid Advertisement:	**Citizen Tribune Newspaper**
	Citizen Tribune Newspaper (online)
	Hamblen County Government Website
	Emailed 14 Approved Vendors

Vendors Bidding	Total Cost (including installation & equipment training LESS annual maintenance)	Delivery Time	Response Time to Service Calls	Warranty Included	*Item Specification*	*Includes*
					Four (4) York brand or equivalent 3-ton, 3-phase air condition unit with 95% horizontal natural gas furnance and evaporator coil. Minimum 15-Seer.	Demolition and removal of existing equipment, labor, copper line set, thermostat, condensate pan and drain, vent, gas and electrical hook-up, duct transition, miscellaneous hangers and crane.
Lynch Heating & Air Morristown, TN	$ 32,500.00	7-10 Days	Same Day	1-Year Parts & Labor; 5-Year Manufacturer's Compressor	Non-Compliant; 13-Seer Unit	Complies
Lynch Heating & Air Morristown, TN	$ 33,580.00	7-10 Days	Same Day	1-Year Parts & Labor; 5-Year Manufacturer's Compressor	Complies	Complies
Air Quest America Knoxville, TN	$ 36,950.00	30 Days	4 Hours	1-Year Complete; 5-Year Compressor; 10-Year Heat Exchanger	Complies	Complies
Ricker Electric Morristown, TN	$ 31,380.00	15 Days	Same Day	1-Year Parts; 5-Years Compressor; 5-Years Furnace Parts; 10-Years Heat Exchanger; 2-Years Labor	Non-Compliant; 13-Seer Unit	Complies
Nies Mechanical Morristown, TN	$ 28,040.00	45 Days	4 Hours	1-Year Limited Parts; 5-Year Limited Compressor	Complies	Complies
Local Sheet Metal Rogersville, TN	$ 30,000.00	10 Days	Same Day	1-Year Limited Parts; 5-Year Limited Compressor	Complies	Complies
Lakeway Mechanical Morristown, TN	$ 23,591.51	60 Days	No response given	1-Year Limited Parts; 5-Year Limited Compressor	Complies	Complies
Cook's Air Conditioning Blountville, TN	$ 28,745.00	No response given	2 Hours	1-Year Condenser Parts & Labor; 5-Year Compressor Parts; 1-Year Gas Furnace Parts & Labor; 5-Years Limited Parts; 1-Year Labor & Material	Complies	Complies

Recommendation from Terry Myers for Award:	**Lakeway Mechanical - A) Lowest bid received; B) Meets all specifications requested**

Bids Inmate Healthcare Service

Motion by Randy DeBord, seconded by John Smyth to approve the Inmate Medical Service contract with Southern Health partners for 3 years. Price for year 1 is $617,460.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	(2) YES
R. Debord	(M) YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

8.g.2. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

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

To: Hamblen County Commission

From: Bill Brittain, County Mayor

Date: April 5, 2018

Re: Inmate Healthcare Services Hamblen Co Jail

On Thursday, April 5, 2018, the Interview Committee for the Inmate Healthcare Services at Hamblen County Jail conducted interviews with the two providers that recently submitted proposals. The Interview Committee consisted of Wayne Mize, Geno Hambrick, Teresa Laws, Anne Bryant-Hurst, Johnna Harrell, Todd Davis and myself.

Based on the scoring results and much discussion, as well as cost analysis, we unanimously recommend Southern Health Partners to receive the contract for the healthcare services for inmates at the jail.

I am asking permission to negotiate a 3-year contract with Southern Health Partners to provide inmate healthcare at the Hamblen County Jail.

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

Hamblen County, Tennessee Bid Tabulation

Bid Name:	Inmate Healthcare Services for Hamblen Co Jail (#2018-02)
Department:	Hamblen Co. Sheriff's Office
Date Bids Opened:	3/29/2018 @ 2:00p.m.
Finance Committee Review:	4/9/2018
Co. Commission Review:	4/19/2018

Bid Advertisement:	Citizen Tribune Newspaper
	Citizen Tribune Newspaper (online)
	Hamblen County Government Website
	Emailed 13 Approved Vendors

Vendors Bidding	Medical Coverage	Mental-Health Coverage	Dental Coverage	**Total Cost Per Year**
Quality Correctional Healthcare Birmingham, AL	$622,314.04	$65,000.00	$12,000.00	**$699,314.04**
Southern Health Partners Chattanooga, TN	$578,640.00	$49,140.00	$27,000.00	**$654,780.00**

Recommendation from Interview Committee for Award:	**Southern Health Partners - A) Lowest Bid; B) Highest Interview Score**

HEALTH SERVICES AGREEMENT

THIS AGREEMENT between Hamblen County, Tennessee (hereinafter referred to as "County"), and Southern Health Partners, Inc., a Delaware corporation, (hereinafter referred to as "SHP"), is entered into as of the 19th day of April, 2018. Services under this Agreement shall commence on July 1, 2018, and shall continue through June 30, 2019, in accordance with Section 6.1.

WITNESSETH:

WHEREAS, County is charged by law with the responsibility for obtaining and providing reasonably necessary medical care for inmates or detainees of the Hamblen County Jail (hereinafter called "Jail") and,

WHEREAS, County and Sheriff desire to provide for health care to inmates in accordance with applicable law; and,

WHEREAS, the County, which provides funding as approved by the Hamblen County Board of Commissioners for the Jail, desire to enter into this Agreement with SHP to promote this objective; and,

WHEREAS, SHP is in the business of providing correctional health care services under contract and desires to provide such services for County under the express terms and conditions hereof.

NOW THEREFORE, in consideration of the mutual covenants and promises hereinafter made, the parties hereto agree as follows:

ARTICLE I: HEALTH CARE SERVICES.

1.1 General Engagement. County hereby contracts with SHP to provide for the delivery of all medical, dental and mental health services to inmates of Jail. This care is to be delivered to individuals under the custody and control of County at the Jail, and SHP enters into this Agreement according to the terms and provisions hereof.

1.2 Scope of General Services. The responsibility of SHP for medical care of an inmate commences with the booking and physical placement of said inmate into the Jail. The health care services provided by SHP shall be for all persons committed to the custody of the Jail, except those identified in Section 1.6. SHP shall provide and/or arrange for all professional medical, dental, mental health and related health care and administrative services for the inmates, regularly scheduled sick call, nursing care, regular physician care, medical specialty services, emergency medical care, emergency

ambulance services when medically necessary, medical records management, pharmacy services management, administrative support services, and other services, all as more specifically described herein.

SHP shall be financially responsible for the costs of all physician and nurse staffing, prescription medications for County inmates (up to a maximum limit of $67,000.00 per annual contract period), over-the-counter medications, on-site dental services, medical supplies, medical hazardous waste disposal, office supplies, forms, folders, files, travel expenses, publications, administrative services and nursing time to train officers in the Jail on various medical matters. County acknowledges that certain costs associated with providing medical care to inmates are excluded from this Agreement and shall be the financial responsibility of County, including, but not limited to, the costs of all prescription medications (in excess of $67,000.00 maximum limit per annual contract period provided by SHP), all clinical lab procedures (inside and outside the Jail), all x-ray procedures (inside and outside the Jail), all off-site dental services, and all medical and mental health services rendered outside the Jail, and further, that such costs shall not otherwise be the financial responsibility of SHP. The costs of emergency kits and restocking of emergency kit supplies and any necessary license or permit fees are excluded from this Agreement, the charges for which shall be paid by SHP on the County's behalf and thereafter invoiced to County for one-hundred percent (100%) reimbursement to SHP, payable by County within thirty days of the SHP invoice date.

Should new legislation require substantial or new medical directives to SHP in the provision of services under this Agreement, SHP will not be financially responsible for changes to its program, rather SHP would have the ability to seek from the County any additional monies to fund such directives.

1.3 Specialty Services. In addition to providing the general services described above, SHP by and through its licensed health care providers shall arrange and/or provide to inmates at the Jail specialty medical services to the extent such are determined to be medically necessary by SHP. In the event non-emergency specialty care is required and cannot be rendered at the Jail, SHP shall make arrangements with County for the transportation of the inmates in accordance with Section 1.8 of this Agreement.

1.4 Emergency Services. SHP shall arrange and/or provide emergency medical care, as medically necessary, to inmates through arrangements to be made by SHP.

1.5 Injuries Incurred Prior to Incarceration; Pregnancy. SHP shall not be financially responsible for the cost of any medical treatment or health care services

provided to any inmate prior to the inmate's formal booking and commitment into the Jail.

Furthermore, SHP shall not be financially responsible for the cost of medical treatment or health care services provided outside the Jail to medically stabilize any inmate presented at booking with a life threatening injury or illness or in immediate need of emergency medical care.

Once an inmate has been medically stabilized and committed to the Jail, SHP will, commencing at that point, then become responsible for providing and/or arranging for all medical treatment and health care services regardless of the nature of the illness or injury or whether or not the illness or injury occurred prior or subsequent to the individual's incarceration at the Jail. An inmate shall be considered medically stabilized when the patient's medical condition no longer requires immediate emergency medical care or outside hospitalization so that the inmate can reasonably be housed inside the Jail. SHP's financial responsibility for such medical treatment and health care services shall be in accordance with, and as limited by, Section 1.2 of this Agreement.

It is expressly understood that SHP shall not be responsible for medical costs associated with the medical care of any infants born to inmates. SHP shall provide and/or arrange for health care services to inmates up to, through, and after the birth process, but SHP shall not be responsible for the cost of health care services provided to an infant following birth, other than those services that may be delivered in the Jail prior to transport to a hospital. In any event, SHP shall not be responsible for the costs associated with performing or furnishing of abortions of any kind.

1.6 Inmates Outside the Facilities. The health care services contracted in the Agreement are intended only for those inmates in the actual physical custody of the Jail and for inmates held under guard in outside hospitals or other medical facilities who remain in official custody of the Jail. Inmates held under guard in outside hospitals or other medical facilities are to be included in the Jail's daily population count. No other person(s), including those who are in any outside hospital who are not under guard, shall be the financial responsibility of SHP, nor shall such person(s) be included in the daily population count.

Inmates on any sort of temporary release or escape, including, but not limited to inmates temporarily released for the purpose of attending funerals or other family emergencies, inmates on escape status, inmates on pass, parole or supervised custody who do not sleep in the Jail at night, shall not be included in the daily population count, and shall not be the responsibility of SHP with respect to the payment or the furnishing of their health care services.

The costs of medical services rendered to inmates who become ill or who are injured while on such temporary release or work-release shall not then become the financial responsibility of SHP after their return to the Jail. This relates solely to the costs associated with treatment of a particular illness or injury incurred by an inmate while on such temporary release. In all cases, SHP shall be responsible for providing medical care for any inmate who presents to medical staff on-site at the Jail to the extent such care can be reasonably provided on-site, or shall assist with arrangements to obtain outside medical care as necessary. The costs of medical services associated with a particular illness or injury incurred by an inmate while on temporary release or work-release may be the personal responsibility of the inmate, or covered by workers' compensation, medical insurance, accident insurance, or by any other policy of insurance or source of payment for medical and hospital expenses. In the absence of adequate insurance coverage, or other source of payment for medical care expenses, such costs shall be the financial responsibility of the County, or shall not otherwise be the financial responsibility of SHP.

Persons in the physical custody of other police or other penal jurisdictions at the request of County, by Court order or otherwise, are likewise excluded from the Jail's population count and are not the responsibility of SHP for the furnishing or payment of health care services.

1.7 Elective Medical Care. SHP shall not be responsible for providing elective medical care to inmates, unless expressly contracted for by the County. For purposes of this Agreement, "elective medical care" means medical care which, if not provided, would not, in the opinion of SHP's Medical Director, cause the inmate's health to deteriorate or cause definite harm to the inmate's well-being. Any referral of inmates for elective medical care must be reviewed by County prior to provision of such services.

1.8 Transportation Services. To the extent any inmate requires off-site non-emergency health care treatment including, but not limited to, hospitalization care and specialty services, for which care and services SHP is obligated to arrange under this Agreement, County shall, upon prior request by SHP, its agents, employees or contractors, provide transportation as reasonably available provided that such transportation is scheduled in advance. When medically necessary, SHP shall arrange all emergency ambulance transportation of inmates in accordance with Section 1.4 of this Agreement.

ARTICLE II: PERSONNEL.

2.1 Staffing. SHP shall provide medical and support personnel reasonably necessary for the rendering of health care services to inmates at the Jail as described in and required by this Agreement. County acknowledges that SHP will provide on-site staffing coverage averaging two hundred eight (208) hours per week, according to a

regular schedule of twenty-four (24) hours per day, seven (7) days per week. SHP shall also provide a Qualified Mental Health Professional (a Master's-level social worker) on-site for up to eight (8) hours per week. Staffing hours worked in excess of this contracted staffing plan, not to include SHP training hours, may be billed back to the County on a monthly basis, at the actual wage and benefit rate, for staffing services performed on-site at the facility. Further, County acknowledges that there will be an allowance for a reasonable number of absences for medical staff vacation and sick days, and SHP reserves the right to make adjustments to the regular staffing schedule for flexible coverage on SHP-designated holidays. If any such absences exceed five (5) consecutive days, not to include vacation time or SHP-designated holidays, SHP will refund the County the cost of the staffing hours on the next month's base fee billing.

It is understood the Professional Provider may be filled by a Physician, or Mid-Level Practitioner. Either will be duly licensed to practice medicine in the State of Tennessee, and will be available to our nursing staff for resource, consultation and direction twenty-four (24) hours per day, seven (7) days per week.

The scheduling of staff shifts may be flexible and adjusted by SHP in order to maintain stability of the program and consistency with staff. Any adjustments or changes to fixed schedules would be made after discussions with the Jail Administrator and other involved County officials. Professional Provider visit times and dates will be coordinated with Jail Management, and may include the use of telehealth services. Some of the Professional Provider time may be used for phone consults with medical staff and for other administrative duties.

2.2 Licensure, Certification and Registration of Personnel. All personnel provided or made available by SHP to render services hereunder shall be licensed, certified or registered, as appropriate, in their respective areas of expertise as required by applicable Tennessee law.

2.3 County's Satisfaction with Health Care Personnel. If County becomes dissatisfied with any health care personnel provided by SHP hereunder, or by any independent contractor, subcontractors or assignee, SHP, in recognition of the sensitive nature of correctional services, shall, following receipt of written notice from County of the grounds for such dissatisfaction and in consideration of the reasons therefor, exercise its best efforts to resolve the problem. If the problem is not resolved satisfactorily to County, SHP shall remove or shall cause any independent contractor, subcontractor, or assignee to remove the individual about whom County has expressed dissatisfaction. Should removal of an individual become necessary, SHP will be allowed reasonable time, prior to removal, to find an acceptable replacement, without penalty or any prejudice to the interests of SHP.

2.4 Use of Inmates in the Provision of Health Care Services. Inmates shall not be employed or otherwise engaged by either SHP or County in the direct rendering of any health care services.

2.5 Subcontracting and Delegation. In order to discharge its obligations hereunder, SHP shall engage certain health care professionals as independent contractors rather than as employees. County consents to such subcontracting or delegation. As the relationship between SHP and these health care professionals will be that of independent contractor, SHP shall not be considered or deemed to be engaged in the practice of medicine or other professions practiced by these professionals. SHP shall not exercise control over the manner or means by which these independent contractors perform their professional medical duties. However, SHP shall exercise administrative supervision over such professionals necessary to insure the strict fulfillment of the obligations contained in this Agreement. For each agent and subcontractor, including all medical professionals, physicians, dentists and nurses performing duties as agents or independent contractors of SHP under this Agreement, SHP shall provide County proof, if requested, that there is in effect a professional liability or medical malpractice insurance policy, as the case may be, in an amount of at least one million dollars ($1,000,000.00) coverage per occurrence and five million dollars ($5,000,000.00) aggregate.

2.6 Discrimination. During the performance of this Agreement, SHP, its employees, agents, subcontractors, and assignees agree as follows:

a. None will discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

b. In all solicitations or advertisements for employees, each will state that it is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

ARTICLE III REPORTS AND RECORDS

3.1 Medical Records. County acknowledges that SHP's responsibility for all inmate medical records shall commence on the effective date of this Agreement, and that the responsibility for all inmate medical records prior to the effective date of this Agreement shall rest solely with the County. Nothing in this Agreement shall be

interpreted to impose responsibility on SHP for inmate medical records prior to the effective date of this Agreement. County does further acknowledge, however, that SHP will assist County with the fulfillment of requests for production of medical records for those medical services provided prior to the effective date of this Agreement, and by doing so does not assume any responsibility for such records. It is mutually understood by both parties that, during the term of this Agreement, SHP shall serve as the Records Custodian in all medical record matters, in accordance with all applicable laws.

Commencing on the effective date of this Agreement, SHP shall cause and require to be maintained a complete and accurate medical record for each inmate who has received health care services. Each medical record will be maintained in accordance with applicable laws and County's policies and procedures. The medical records shall be kept separate from the inmate's confinement record. A complete legible copy of the applicable medical record shall be available, at all times, to County as custodian of the person of the patient. Medical records shall be kept confidential. Subject to applicable law regarding confidentiality of such records, SHP shall comply with Tennessee law and County's policy with regard to access by inmates and Jail staff to medical records. No information contained in the medical records shall be released by SHP except as provided by County's policy, by a court order, or otherwise in accordance with the applicable law. SHP shall, at its own cost, provide all medical records, forms, jackets, and other materials necessary to maintain the medical records. At the termination of this Agreement, all medical records shall be delivered to and remain with County. However, County shall provide SHP with reasonable ongoing access to all medical records even after the termination of this Agreement for the purposes of defending litigation.

County has elected to implement an electronic medical records system and acknowledges that, with the exception of the monthly license, maintenance and hosting fees, which will be paid by SHP, the County will be financially responsible for all costs to integrate the system, and all equipment necessary to facilitate use of the system.

3.2 Regular Reports by SHP to County. SHP shall provide to County, on a date and in a form mutually acceptable to SHP and County, monthly statistical reports relating to services rendered under this Agreement.

3.3 Inmate Information. Subject to the applicable Tennessee law, in order to assist SHP in providing the best possible health care services to inmates, County shall provide SHP with information pertaining to inmates that SHP and County mutually identify as reasonable and necessary for SHP to adequately perform its obligations hereunder.

3.4 SHP Records Available to County with Limitations on Disclosure. SHP

shall make available to County, at County's request, records, documents and other papers relating to the direct delivery of health care services to inmates hereunder. County understands that written operating policies and procedures employed by SHP in the performance of its obligations hereunder are proprietary in nature and shall remain the property of SHP and shall not be disclosed without written consent. Information concerning such may not, at any time, be used, distributed, copied or otherwise utilized by County, except in connection with the delivery of health care services hereunder, or as permitted or required by law, unless such disclosure is approved in advance writing by SHP. Proprietary information developed by SHP shall remain the property of SHP.

3.5 County Records Available to SHP with Limitations on Disclosure. During the term of this Agreement and for a reasonable time thereafter, County shall provide SHP, at SHP's request, County's records relating to the provision of health care services to inmates as may be reasonably requested by SHP or as are pertinent to the investigation or defense of any claim related to SHP's conduct. Consistent with applicable law, County shall make available to SHP such inmate medical records as are maintained by County, hospitals and other outside health care providers involved in the care or treatment of inmates (to the extent County has any control over those records) as SHP may reasonably request. Any such information provided by County to SHP that County considers confidential shall be kept confidential by SHP and shall not, except as may be required by law, be distributed to any third party without the prior written approval of County.

ARTICLE IV: SECURITY

4.1 General. SHP and County understand that adequate security services are essential and necessary for the safety of the agents, employees and subcontractors of SHP as well as for the security of inmates and County's staff, consistent with the correctional setting. County shall take all reasonable steps to provide sufficient security to enable SHP to safely and adequately provide the health care services described in this Agreement. It is expressly understood by County and SHP that the provision of security and safety for the SHP personnel is a continuing precondition of SHP's obligation to provide its services in a routine, timely, and proper fashion, to the extent that if, in SHP's sole discretion, the safety and security of SHP personnel are compromised, SHP may exercise its right to immediately terminate services, in accordance with the provisions of Section No. 6.2(b) of this Agreement.

4.2 Loss of Equipment and Supplies. County shall not be liable for loss of or damage to equipment and supplies of SHP, its agents, employees or subcontractors unless such loss or damage was caused by the negligence of County or its employees.

4.3 Security During Transportation Off-Site. County shall provide prompt and timely security as medically necessary and appropriate in connection with the

transportation of any inmate between the Jail and any other location for off-site services as contemplated herein.

ARTICLE V: OFFICE SPACE, EQUIPMENT, INVENTORY AND SUPPLIES

5.1 General. County agrees to provide SHP with reasonable and adequate office and medical space, facilities, equipment, local telephone and telephone line and utilities and County will provide necessary maintenance and housekeeping of the office space and facilities (including incidentals such as tissue and hand towels).

5.2 Delivery of Possession. County will provide to SHP, beginning on the date of commencement of this Agreement, possession and control of all County medical and office equipment and supplies in place at the Jail's health care unit. At the termination of this or any subsequent Agreement, SHP will return to County's possession and control all supplies, medical and office equipment, in working order, reasonable wear and tear excepted, which were in place at the Jail's health care unit prior to the commencement of services under this Agreement.

5.3 Maintenance and Replenishment of Equipment. Except for the equipment and instruments owned by County at the inception of this Agreement, any equipment or instruments required by SHP during the term of this Agreement shall be purchased by SHP at its own cost. At the end of this Agreement, or upon termination, County shall be entitled to purchase SHP's equipment and instruments at an amount determined by a mutually agreed depreciation schedule.

5.4 General Maintenance Services. County agrees that it is proper for SHP to provide each and every inmate receiving health care services the same services and facilities available to, and/or provided to, other inmates at the Jail.

ARTICLE VI: TERM AND TERMINATION OF AGREEMENT

6.1 Term. This Agreement shall commence on July 1, 2018. The initial term of this Agreement shall end on June 30, 2019, and shall be automatically extended for additional one-year terms, subject to County funding availability, unless either party provides written notice to the other of its intent to terminate, or non-renew, in accordance with the provisions of Section No. 6.2 of this Agreement.

6.2 Termination. This Agreement, or any extension thereof, may be terminated as otherwise provided in this Agreement or as follows:

(a) Termination by agreement. In the event that each party mutually agrees in writing, this Agreement may be terminated on the terms and date stipulated therein.

(b) Termination for Cause. SHP shall have the right to terminate this Agreement at any time for Cause, which may be effected immediately after establishing the facts warranting the termination, and without any further obligation to County, by giving written notice and a statement of reasons to County in the event:

(i) the safety and security of SHP personnel is determined by SHP, in its sole discretion, to be compromised, either as a direct, or indirect, result of County's failure to provide adequate security services, the provision of which is a continuing precondition of SHP's obligation to perform work under this Agreement, or

(ii) County fails to compensate SHP for charges or fees due, either in whole, or in part, under this Agreement, according to the terms and provisions as stated herein.

Cause shall not, however, include any actions or circumstances constituting Cause under (i) or (ii) above if County cures such actions or circumstances within a specified period following delivery of written notice by SHP setting forth the actions or circumstances constituting Cause, during which period SHP may permit County, solely by express agreement, time to provide sufficient remedy to SHP's satisfaction. In all cases, this Agreement may be terminated immediately by SHP, without notice, if, in SHP's sole discretion, such immediate termination of services is necessary to preserve the safety and well-being of SHP personnel.

Upon such a termination for Cause, County acknowledges that, SHP shall be entitled to all compensation fees and charges due for services rendered hereunder, without penalty or liability to SHP, up through and including the last day of services, and further that, County shall be obligated to compensate SHP accordingly for such services rendered up through and including the last day of services, consistent with the terms and provisions of this Agreement. If any costs relating to the period subsequent to such termination date have been paid by County in the case of (i) above, SHP shall promptly refund to County any such prepayment.

(c) Termination by Cancellation. This Agreement may be canceled without cause by either party upon sixty (60) days prior written notice in accordance with Section 9.3 of this Agreement.

(d) Annual Appropriations and Funding. This Agreement shall be subject to the annual appropriation of funds by the Hamblen County Board of Commissioners. Notwithstanding any provision herein to the contrary, in the event funds are not appropriated for this Agreement, County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement through and including the last day of service.

6.3 Responsibility for Inmate Health Care. Upon termination of this Agreement, all responsibility for providing health care services to all inmates, including inmates receiving health care services at sites outside the Jail, shall be transferred from SHP to County.

ARTICLE VII. COMPENSATION.

7.1 Base Compensation. County will pay to SHP the annualized price of $617,460.00 during the initial term of this Agreement, payable in monthly installments. The annualized base compensation price includes the itemized services set forth in Exhibit "A", attached hereto and incorporated herein by reference as a part of this Agreement. Monthly installments during the initial term of this Agreement will be in the amount of $51,455.00 each. SHP will bill County approximately thirty days prior to the month in which services are to be rendered. County agrees to pay SHP prior to the tenth day of the month in which services are rendered. In the event this Agreement should commence or terminate on a date other than the first or last day of any calendar month, compensation to SHP will be prorated accordingly for the shortened month.

7.2 Increases in Inmate Population. County and SHP agree that the annual base price is calculated based upon an average daily inmate population of up to 410. If the average daily inmate population exceeds 410 inmates for any given month, the compensation payable to SHP by County shall be increased by a per diem rate of $1.25 for each inmate over 410. If the average daily inmate population is less than 350 inmates for any given month, a credit shall be issued by SHP to County based on a per diem rate of $0.30 for each inmate less than 350. The average daily inmate resident population shall be calculated by adding the population or head count totals taken at a consistent time each day and dividing by the number of counts taken. The excess over an average of 410, or number of inmates less than an average of 350, as the case may be, will be multiplied by the applicable per diem rate and by the number of days in the month to arrive at the increase in compensation payable to SHP, or credit due to the County, for that month. In all cases where adjustments become necessary, the invoice adjustment will be made on the invoice for a subsequent month's services. For example, if there is an average population for any given month of 415 inmates, resulting

in an excess of five (5) inmates, then SHP shall receive additional compensation of five (5) times the per diem rate times the number of days in that month. The resulting amount will be an addition to the regular base fee and will be billed on a subsequent monthly invoice.

This per diem is intended to cover additional cost in those instances where minor, short-term changes in the inmate population result in the higher utilization of routine supplies and services. However, the per diem is not intended to provide for any additional fixed costs, such as new fixed staffing positions that might prove necessary if the inmate population grows significantly and if the population increase is sustained. In such cases, SHP reserves the right to negotiate for an increase to its staffing complement and its contract price in order to continue to provide services to the increased number of inmates and maintain the quality of care. This would be done with the full knowledge and agreement of the Sheriff and other involved County officials, and following appropriate notification to County.

7.3 Future Years' Compensation. The amount of compensation (i.e., annual base price and per diem rate as defined in Sections 7.1 and 7.2, respectively) to SHP shall increase at the beginning of each contract year. Annual renewals for the second and third year of the contract will not exceed the lesser of three percent (3%) or Consumer Price Index (CPI) for Medical Care in all urban areas as published by the United States Department of Labor. The amount of compensation shall increase by CPI, but not exceed three percent (3%) for the renewal period effective July 1, 2019, and shall increase by CPI, but not exceed three percent (3%) for the renewal period effective July 1, 2020. SHP shall provide written notice to County of the amount of compensation increase requested for renewal periods effective on or after July 1, 2021, or shall otherwise negotiate mutually agreeable terms with County prior to the beginning of each annual renewal period.

7.4 Inmates From Other Jurisdictions. Medical care rendered within the Jail to inmates from jurisdictions outside Hamblen County, and housed in the Jail pursuant to written contracts between County and such other jurisdictions will be the responsibility of SHP, but as limited by Section 1.6. Medical care that cannot be rendered within the Jail will be arranged by SHP, but SHP shall have no financial responsibility for such services to those inmates.

7.5 Responsibility For Work Release Inmates. SHP and County agree that SHP will be responsible for providing on-site medical services as reasonable and appropriate to County inmates assigned to work release and/or release for community service work for government or nonprofit agencies upon an inmate's presentation to SHP medical staff at the Jail. Notwithstanding any other provisions of this Agreement to the contrary, SHP and County agree that County inmates assigned to work release,

including work for Hamblen County agencies, are themselves personally responsible for the costs of any medical services performed by providers other than SHP, when the illness or injury is caused by and results directly or indirectly from the work being performed, or when such illness or injury is treated while the inmate is on work release. The costs of medical services associated with a particular illness or injury incurred by an inmate while on work-release may be covered by workers' compensation, medical insurance, accident insurance, or by any other policy of insurance or source of payment for medical and hospital expenses, but such costs shall not otherwise be the financial responsibility of SHP. In all cases, SHP shall be responsible for providing medical care for any inmate who presents to medical staff on-site at the Jail, including any inmate injured or infirmed while on work release or release for community service, to the extent such care can be reasonably provided on-site, or shall assist with arrangements to obtain outside medical care as necessary.

ARTICLE VIII: LIABILITY AND RISK MANAGEMENT.

8.1 Insurance. At all times during this Agreement, SHP shall maintain professional liability insurance covering SHP for its work at County, its employees and its officers in the minimum amount of at least one million dollars ($1,000,000.00) per occurrence and five million dollars ($5,000,000.00) in the aggregate. SHP shall provide County with a Certificate of Insurance evidencing such coverage and shall have County named as an additional insured. In the event of any expiration, termination or modification of coverage, SHP will notify County in writing.

8.2 Lawsuits Against County. In the event that any lawsuit (whether frivolous or otherwise) is filed against County, its elected officials, employees and agents based on or containing any allegations concerning SHP's medical care of inmates and the performance of SHP's employees, agents, subcontractors or assignees, the parties agree that SHP, its employees, agents, subcontractors, assignees or independent contractors, as the case may be, may be joined as parties defendant in any such lawsuit and shall be responsible for their own defense and any judgments rendered against them in a court of law.

Nothing herein shall prohibit any of the parties to this Agreement from joining the remaining parties hereto as defendants in lawsuits filed by third parties.

8.3 Hold Harmless. SHP agrees to indemnify and hold harmless the County, its agents and employees from and against any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind arising solely out of the aforementioned program of health care services provided by SHP. This duty to indemnify shall include all attorneys' fees and litigation costs and expenses of any kind whatsoever. County or Sheriff shall promptly notify SHP of any incident, claim, or lawsuit of which County or

Sheriff becomes aware and shall fully cooperate in the defense of such claim, but SHP shall retain sole control of the defense while the action is pending, to the extent allowed by law. In no event shall this agreement to indemnify be construed to require SHP to indemnify the Sheriff, the County, its agents and/or employees from the Sheriff's, the County's, its agents' and/or employees' own negligence and/or their own actions or inactions.

County does hereby agree to indemnify and hold harmless SHP, its agents and employees from and against any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind arising solely out of the operation of the facility and the negligence and/or action or inaction of the Sheriff, the County or their employees or agents. This duty to indemnify shall include all attorneys' fees and litigation costs and expenses of any kind whatsoever. SHP shall promptly notify the Sheriff of any incident, claim, or lawsuit of which SHP becomes aware and shall fully cooperate in the defense of such claim, but the County shall retain sole control of the defense while the action is pending, to the extent allowed by law. In no event shall this agreement to indemnify be construed to require the County to indemnify SHP, its agents and/or employees from SHP's, its agents' and/or employees' own negligence and/or their own actions or inactions.

ARTICLE IX: MISCELLANEOUS.

9.1 Independent Contractor Status. The parties acknowledge that SHP is an independent contractor engaged to provide medical care to inmates at the Jail under the direction of SHP management. Nothing in this Agreement is intended nor shall be construed to create an agency relationship, an employer/employee relationship, or a joint venture relationship between the parties.

9.2 Assignment and Subcontracting. SHP shall not assign this Agreement to any other corporation without the express written consent of County which consent shall not be unreasonably withheld. Any such assignment or subcontract shall include the obligations contained in this Agreement. Any assignment or subcontract shall not relieve SHP of its independent obligation to provide the services and be bound by the requirements of this Agreement.

9.3 Notice. Unless otherwise provided herein, all notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand or sent by Federal Express or certified mail, return receipt requested, postage prepaid, and addressed to the appropriate party(s) at the following address or to any other person at any other address as may be designated in writing by the parties:

a. County: Hamblen County Mayor's Office
Hamblen County Courthouse
511 West Second North Street
Morristown, Tennessee 37814

b. SHP: Southern Health Partners, Inc.
2030 Hamilton Place Boulevard, Suite 140
Chattanooga, Tennessee 37421
Attn: President

Notices shall be effective upon receipt regardless of the form used.

9.4 Governing Law and Disputes. This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Tennessee, except as specifically noted. Disputes between the Parties shall, first, be formally mediated by a third party or entity agreeable to the Parties, in which case the Parties shall engage in good faith attempts to resolve any such dispute with the Mediator before any claim or suit arising out of this Agreement may be filed in a court of competent jurisdiction.

9.5 Entire Agreement. This Agreement constitutes the entire agreement of the parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions and agreements that have been made in connection with the subject matter hereof. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto. All prior negotiations, agreements and understandings with respect to the subject matter of this Agreement are superseded hereby.

9.6 Amendment. This Agreement may be amended or revised only in writing and signed by all parties.

9.7 Waiver of Breach. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.

9.8 Other Contracts and Third-Party Beneficiaries. The parties acknowledge that SHP is neither bound by nor aware of any other existing contracts to which County is a party and which relate to the providing of medical care to inmates at the Jail. The parties agree that they have not entered into this Agreement for the benefit of any third person or persons, and it is their express intention that the Agreement is intended to be for their respective benefit only and not for the benefit of others who might otherwise be deemed to constitute third-party beneficiaries hereof.

9.9 Severability. In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement which shall remain in full force and effect and enforceable in accordance with its terms.

9.10 Liaison. The Hamblen County Sheriff or his designee shall serve as the liaison with SHP.

9.11 Cooperation. On and after the date of this Agreement, each party shall, at the request of the other, make, execute and deliver or obtain and deliver all instruments and documents and shall do or cause to be done all such other things which either party may reasonably require to effectuate the provisions and intentions of this Agreement.

9.12 Time of Essence. Time is and shall be of the essence of this Agreement.

9.13 Authority. The parties signing this Agreement hereby state that they have the authority to bind the entity on whose behalf they are signing.

9.14 Binding Effect. This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns.

9.15 Cumulative Powers. Except as expressly limited by the terms of this Agreement, all rights, powers and privileges conferred hereunder shall be cumulative and not restrictive of those provided at law or in equity.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have executed this Agreement in their official capacities with legal authority to do so.

HAMBLEN COUNTY, TN
BY:

Bill Bartlett

County Mayor

Date: April 20, 2018

ATTEST:

Date: 4/25/18

SOUTHERN HEALTH PARTNERS, INC.
BY:

Jennifer Hairsine

Jennifer Hairsine, President and Chief Executive Officer

Date: 4-25-18

EXHIBIT A

Base Compensation Summary (with Value Added Services) Hamblen County Jail	
Base Compensation (Includes up to $67,000 per annual contract term for Prescription Medications and ADP of 410)	$575,268 annually ($47,939 per month)
Optional Value-Added Services	
Mental Health Coverage (QMHP 8 hrs/wk)	$17,892 annually ($1,491 per month)
Dental Coverage (Every Other Month)	$13,500 annually ($1,125 per month)
Electronic Medical Records (EMR)	$10,800 annually ($900 per month)
Bill Scrubbing Service *	$0 *
Total Base Compensation with Value-Added Services	**$617,460 annually ($51,455 per month)**

** NOTE: SHP is absorbing the cost for Bill Scrubbing Services.*

Budget Amendment – Fund#101 Circuit Clerk

Motion by Randy DeBord, seconded by Stancil Ford to approve the Budget Amendment for Fund #101 Circuit Clerk in the amount of $237.60.

R. Eldridge	YES	vacant	Absent
S. Ford	(2) YES	T. Ward	Absent
J. Walker	YES	J. Smyth	YES
R. Debord	(M) YES	T. Goins	YES
H. Davis	YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

8.h. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

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

Hamblen County Commission

Month MARCH Year 2018

Fund #101 *DEPT:* CIRCUIT COURT

Account Number	Description	Increase	Increase
	INCREASE APPROPRIATIONS:		
	CIRCUIT COURT		
53100.719	Office Equipment	237.60	
	INCREASE REVENUE		
44130.000	Sale of Materials and Supplies		237.60

Brief Descriptions of issue:
To increase appropriations and revenue relating to the sale of filing cabinets by Circuit Court

Signature: Deborah Gest
Title: Circuit Court Clerk
Date: 4/5/18

For Finance Department Only:
Reviewed by:
Budget Amendment:
Date:

Return to Regular Calendar
May 24, 2018

Corridor Study State Route 66

Motion Hubert Davis, seconded by John Smyth to approve the Memorandum Of Understanding between Hamblen County, the City of Morristown, the City of White Pine, Jefferson County, the State of Tennessee Department of Transportation and the Lakeway Metropolitan Transportation Planning Organization (LAMTPO) to enter into a Corridor Management Agreement for the new State Route 66 connecting I-81 Exit 4 in Jefferson County to Hwy 160 in Hamblen County.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	(2) YES
R. Debord	YES	T. Goins	YES
H. Davis	(M) YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

9.a. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

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

To: Hamblen County Commission

From: Bill Brittain, County Mayor

Date: April 4, 2018

Re: Corridor Study Agreement SR66

The Lakeway Transportation Planning Organization (LAMTPO) is conducting a corridor management study for the new SR 66 highway connecting I-81 Exit 4 in Jefferson County to Hwy 160 in Hamblen County. The purpose of the study is to prepare guidelines to manage and control growth along the route of the highway.

Part of the study process is the creation of a Corridor Management Agreement (CMA) among the local governments, the state department of transportation and the local transportation planning agency along the route. The three (3) core elements of a CMA are:

1) **Purpose**: To make sure SR 66 will be a free flowing, multi-model transportation network. This can be accomplished by limiting the number of driveway connections, linking parking lots, having frontage/access roads, limiting the number of traffic signals, minimizing the number of conflict points, etc.

2) **Agreement:** To make sure that the governing agencies communicate and collaborate with one another, when new developments and property redevelopment occurs along the thoroughfare;

3) **Governance:** To establish specific goals and strategies and/or actions for SR66. This will mostly be outlined in the SR66 Corridor study what will be completed by WSP Consultants.

I am proposing that Hamblen County join the City of Morristown, Jefferson City, Jefferson County, the City of White Pine, the Tennessee Department of Transportation (TDOT) and LAMTPO in a corridor management agreement that all the agencies will use to manage development along SR 66. The agreement is attached.

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

TENNESSEE STATE ROUTE 66
CORRIDOR MANAGEMENT AGREEMENT

MEMORANDUM OF UNDERSTANDING
CORRIDOR MANAGEMENT ALONG STATE ROUTE 66

I. Purpose

The purpose of this Agreement is to provide a framework for the signatory agencies, organizations and governments, within the State of Tennessee Department of Transportation, the City of White Pine, The City of Morristown, Jefferson County and Hamblen County to work collaboratively in the management of State Route 66 (SR66) from W. Andrew Johnson Highway/ SR34/ US Hwy 11E to SR341/ Roy Messer Hwy at I-81 Exit 4 and promote safe and efficient operation, enhance and sustain economic development and support environmental conservation along the corridor. In addition, this Agreement will sustain the planning approaches developed as a result of the SR66 Corridor Study.

II. Agreement

WHEREAS, Tennessee's Long Range Transportation Plan recognizes the value of interregional highway corridors in providing citizens and businesses throughout Tennessee with high quality access to educational, employment, health care and recreational opportunities and supports commerce and tourism; and

WHEREAS, the City of White Pine, The City of Morristown, Jefferson County, Hamblen County and the Lakeway Metropolitan Transportation Planning Organization have supported the SR 66 Corridor Study and all recommendations emerging from it.

WHEREAS, the City of White Pine, The City of Morristown, Jefferson County and Hamblen County Forge have Identified transportation Improvements along the SR 66 corridor In their respective plans and work programs; and

WHEREAS, the City of White Pine, The City of Morristown, Jefferson County and Hamblen County have prepared plans and studies describing their vision for the SR66 corridor, including:

- Transportation plan;
- Improvement Program;
- Overall Land Use Plan

WHEREAS, SR 66 has been identified as a corridor that enhances the economic vitality of the state, providing essential access for the City of White Pine, The City of Morristown, Jefferson County and Hamblen County to major economic markets and cultural centers; and

WHEREAS, the continued growth of the region is leading to increasing travel demand in the corridor, which, if unmanaged, can negatively affect the level of performance and safety experienced by users of the roadway; and

WHEREAS, community leaders, residents and transportation officials have identified this growing travel demand and development pressure as a concern with potential negative consequences

for the safety and operation of the corridor, with potential to degrade the performance of the corridor, and the resulting implications for the economy and quality of life of the region; and

WHEREAS, elected officials, agency staff, and representatives of State of Tennessee Department of Transportation, the City of White Pine, The City of Morristown, Jefferson County, Hamblen County and the Lakeway MTPO have endorsed the development of the SR 66 Corridor Study with the following list of corridor goals:

- Manage and coordinate growth;
- Expand regional mobility;
- Improve and preserve community character
- Mitigate negative impacts to the function of the corridor; and

WHEREAS, through the SR 66 Corridor Study process representatives from the respective jurisdictions will identify specific corridor strategies leading to the attainment of corridor goals.

NOW, THEREFORE, State of Tennessee Department of Transportation, the City of White Pine, The City of Morristown, Jefferson County, Hamblen County and the Lakeway MTPO agree to cooperate in the pursuit, adoption and implementation of the strategies and actions detailed in the **State Route 66 Corridor Study** and enumerated below:

1. **Access Management** – defines the relationship of adjacent land uses and activities to the corridor itself. The nature of that access can have a significant impact on mobility, congestion and safety. Tools to implement the access management strategy may include:

    - Medians/channelization standards;
    - Spacing standards;
    - Corner clearance standards;
    - Driveway design standards;
    - Connectivity and cross-access standards;
    - Street network standards;
    - Access management plans; and
    - Wayfinding signage.

Parties to this agreement recognize the importance of the Access Management strategy and tools to achieving the corridor management goals established for the SR 66 corridor. The parties agree to:

a. Establish a process for coordinated access permit review and approval; and

b. Develop corridor access management standards and a corridor access management plan as part it of the comprehensive plan for State of Tennessee Department of Transportation, the City of White Pine, City of Morristown Hamblen County, and Jefferson County.

2. **Land Use Planning** – describes the location and type of places and activities along a corridor. The organization of those land uses can Influence a variety of factors, including traffic patterns, economic activity and community character. Tools to implement the land use strategy may include:

- Land use plans;
- Zoning, including design overlays;
- Subdivision regulations; and
- Urban services plans.

Parties to this agreement recognize the importance of the Land Use Planning strategy and tools to achieving the corridor management goals established for the SR 66 corridor. The parties agree to:

a. Develop corridor land development regulations and standards as part of the comprehensive plan for the State of Tennessee Department of Transportation, the City of White Pine, The City of Morristown, Jefferson County and Hamblen County.

3. **Roadway Design and Capacity** – design improvements enhance the safety and operation of the road, while capacity improvements allow more vehicles to travel on the road. Roadway design and capacity is also an important strategy to protect environmental resources in a corridor. Tools to implement the Roadway Design and Capacity Strategy may include: Roadway alignment;

- Travel lane and shoulder widths;
- Medians;
- Crosswalks;
- Bicycle lanes;
- Sustainable stormwater controls;
- On and off-ramp locations;
- Number of travel lanes;
- Intersection geometry and curb radii;
- Channelized right-turns;

Parties to this Agreement recognize the importance of the Roadway Design and Capacity strategy and tools to achieving the corridor management goals established for the SR 66 corridor. The parties agree to:

a. Develop corridor roadway cross sections with the State Department of Transportation as the lead agency; and

b. Develop a corridor alignment and capacity plan that defines and preserves required future right-of-way as part of the comprehensive plan for the City of White Pine, The City of Morristown, Jefferson County and Hamblen County

III. Governance

1. Adoption, Amendment and Termination

This Agreement will become effective when an appointed and authorized representative of each State of Tennessee Agency, the City of White Pine, The City of Morristown, Jefferson County, Hamblen County and Lakeway MTPO have placed their signature in the block below.

This Agreement may be amended, in whole or in part, by mutual agreement of all parties as evidenced by signatures on an amended agreement. The signatory parties agree to confer with respect to the continuation of the Agreement, or if there is the necessity for any amendments, on an annual basis. The State Department of Transportation will coordinate this meeting by determining the date and location along with gathering input from the participating Agencies and Cities for preparation of the agenda.

This Agreement shall remain in force until terminated by written agreement of all of the signatory parties.

Notwithstanding the foregoing, the signatory parties may withdraw from this Agreement at any time provided that the withdrawing party notifies the other signatories thirty (30) days In advance of the desired date of withdrawal to allow time to remedy the reason for withdrawal. In the event efforts to remedy the reason for withdrawal are unsuccessful, the withdrawing party may withdraw from the Agreement without prejudice but at the risk of limiting its ability to participate in future activities and improvements taken as part of this Agreement.

2. Programming, Funding, Budgeting and Reimbursement

This Agreement is neither a fiscal nor a funding obligation. Any transfer of funds between signatories that occurs as a result of the actions outlined in this Agreement may take place through applicable laws, agreements, existing authorities and procedures.

Nothing in this Agreement obligate the signatories to expend appropriations, obligate funds or enter into any contract or agreement.

3. Administration

This Agreement will be coordinated by the State Department of Transportation in cooperation with the other signatories. The signatory parties, moreover, shall form a Corridor Management Committee to implement the course of action described in this Agreement. The Corridor Management Committee shall include a designated representative from each of the signatories to this Agreement. Committee members will develop committee rules and operating procedures and establish a regular schedule of meetings.

The Corridor Management Committee will function as the steering committee for this Agreement with the responsibility of providing strategic guidance on the actions described herein. In the absence of corridor wide polices, plans, standards and regulations, the Corridor Management Committee will also serve as a coordinating committee for proposed improvements and projects affecting the corridor. Adoption or approval of any policies, plans, standards or regulations recommended under this Agreement will be at the sole discretion of the legislative and/or appointed bodies of the signatory parties.

IV. Signatures

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown with the signature below:

CITY OF MORRISTOWN

Gary Chesney, Mayor Date

CITY OF WHITE PINE

Glen E. Warren, Mayor Date

HAMBLEN COUNTY

Bill Brittain 4-20-18

Bill Brittain, Mayor Date

JEFFERSON COUNTY

Alan Palmieri, Mayor Date

STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

Commissioner Date

LAKEWAY METROPOLITAN
TRANSPORTATION PLANNING
ORGANIZATION (LAMTPO)

Director Date

Surplus of Litter Bus

Motion by Hubert Davis, seconded by John Smyth to approve the surplus of the Litter Bus 1990 Chevrolet C63 Bus, VIN# 2GBHG31K4L4104244.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	(2) YES
R. Debord	~~(M) YES~~	T. Goins	YES
H. Davis	(M) YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

9.b. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

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

To: Hamblen County Commission

From: Don Baird, Community Services Director DB/gr

Date: April 3, 2018

Re: Surplus of 1990 Chevrolet C63 Bus

The Hamblen County Community Work Program has a 1990 Chevrolet C63 Bus, VIN #2GBHG31K4L4104244, which we wish to surplus. The vehicle has mechanical issues that will cost the County a larger expense than its current value. The van's engine is inoperable, the warning lights are inoperable, the turn signals do not work properly and the defrost and heater functions are inoperable.

I am asking the County Commission to surplus the 1990 Chevrolet C63 Bus from the Community Service Work Program's asset listing and allow the funds to be applied to the purchase of another vehicle in an effort to continue operating our Community Service Program.

511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.585.4699
www.HamblenCountyTN.gov

Property Maintenance Code Adoption

Motion by Hubert Davis, seconded by John Smyth to approve the following amendments To the property maintenance code Resolution #18-05:

1. Section 202 General Definitions: Subdivision – A Subdivision shall be defined as a group or groups of lots restricted to residential use by private covenant or zoning, intended for single family or multifamily use which are designated numerically on a recorded or unrecorded plat which bears a common name such as "Greene Acres".
2. 306.2 Disposal of Rubbish: The safe and sanitary placement of rubbish at curbside for pickup by the Hamblen County Sanitation Department is permitted. No hazardous household waste, such as batteries, wet paint and tires will be collected by the County Sanitation Department.
3. 306.2.1 Rubbish storage facilities: Strike from Property Maintenance Code
4. 306.2.2 Refrigerators: Refrigerators-the doors of refrigerators and similar equipment not in operation shall be removed before the items are discarded.

R. Eldridge	YES	vacant	Absent
S. Ford	YES	T. Ward	Absent
J. Walker	YES	J. Smyth	(2) YES
R. Debord	YES	T. Goins	YES
H. Davis	(M) YES	vacant	Absent
H. Harville	YES	Chair L. Jarvis	YES
J. Huntsman	YES	VChair H. Shipley	YES
L. Carter	Absent		

9.c. Passed (11 YES - 0 NO - 0 ABS - 4 Absent) Majority Vote >

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

April 5, 2018

To: Hubert Davis, Public Services Committee Chairman
Hamblen County Commission

From: Bill Brittain, County Mayor BB

Re: Proposed Amendments to Resolution 18-05 Property Maintenance Code

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Please find below proposed amendments to Resolution 18-05 Property Maintenance Code that was passed at the March 22, 2018 commission meeting.

1. **Section 202 General Definitions**:
   Currently – definition of subdivision is not listed

   Proposed:
   Subdivision – A Subdivision shall be defined as a group or groups of lots restricted to residential use by private covenant or zoning, intended for single family or multifamily use which are designated numerically on a recorded or unrecorded plat which bears a common name such as "Greene Acres".

2. **306.2 Disposal of rubbish**:
   Currently reads:
   Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers, such as containers provided by Hamblen County Sanitation Department.

   Proposed:
   The safe and sanitary placement of rubbish at curbside for pickup by the Hamblen County Sanitation Department is permitted. No hazardous household waste, such as batteries, wet paint and tires will be collected by the County Sanitation Department.

3. **306.2.1 Rubbish storage facilities**:
   Currently reads:
   Rubbish storage facilities-The owner of every occupied premise shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.

   Proposed:
   Strike from Property Maintenance Code

4. **306.2.2 Refrigerators**-
   Currently reads:
   Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.

   Proposed:
   Refrigerators-the doors of refrigerators and similar equipment not in operation shall be removed before the items are discarded

Bill Brittain, *County Mayor*
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RESOLUTION #18-05

HAMBLEN COUNTY PROPERTY MAINTENANCE CODE

Amended April 19, 2018

A Resolution of the Hamblen County Commission adopting the **Hamblen County Property Maintenance Code , 2018 edition**, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; repealing Regulations adopted **April 23, 2015 by the Hamblen County Commission** and all other ordinances or parts of laws in conflict therewith.

The Legislative Body of Hamblen County does ordain as follows:

Section 1. That a certain document, three (3) copies of which are on file in the Planning and Zoning Office of Hamblen County, being marked and designated as the **Property Maintenance Code of Hamblen County , 2018 edition**, and is hereby adopted as the Property Maintenance Code of Hamblen County, in the State of Tennessee for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the Planning and Zoning Office are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this resolution.

Section 2. That Resolutions adopted April 23, 2015 by the Legislative Body of Hamblen County entitled 2012 International Property Maintenance Code and all other ordinance or parts of laws in conflict herewith are hereby repealed.

Section 3. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional and such decision shall not affect the validity of the remaining portions of this resolution. The Legislative Body hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

Section 4. That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cities in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

Section 5. That the **Planning and Zoning Office** is hereby ordered and directed to cause this legislation to be published on the County's website www.hamblencountytn.gov.

Section 6. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

Section 7. Enforcement of the law and the rules, regulations, provisions, requirements, orders and matters established shall be implemented in phases. Phase 1 applies to subdivisions.

TABLE OF CONTENTS

CHAPTER 1 SCOPE AND ADMINISTRATION

PART 1 - SCOPE AND APPLICATION

Section:

101 General

102 Applicability

PART 2 - ADMINISTATION AND ENFORCEMENT

Section:

103 Department of Property Maintenance Inspection

104 Duties and Powers of the Code Official

105 Violations

106 Notices and Orders

107 Unsafe Structures and Equipment

108 Emergency Measures

109 Demolition

110 Means of Appeal

111 Stop Work Order

CHAPTER 2 DEFINITIONS

Section:

201 General

202 General Definitions

CHAPTER 3 GENERAL REQUIREMENTS

Section

301 General

302 Exterior Property Areas

303 Swimming Pools, Spas and Hot Tubs

304 Exterior Structure

305 Handrails and Guardrails

306 Rubbish and Garbage

307 Code Enforcement

CHAPTER 1
SCOPE AND ADMINISTRATION
PART 1 - SCOPE AND APPLICATION

Section 101
General

101.1 Title-These regulations shall be known as the Property Maintenance Code of Hamblen County hereinafter referred to as "this code".

101.2 Scope-The provision of this code shall apply to all related residential and nonresidential structures and all related premises and constitute minimum requirements and standards; regarding-the responsibility of owners, operators, and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

101.3 Intent-This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

101.4 Severability-If a section, subsection, sentence, clause or phrase of this code is, for any reason, held to be unconstitutional; such decision shall not affect the validity of the remaining portions of this code.

Section 102
Applicability

102.1 General-Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.

102.2 Maintenance-Equipment, systems, devices, and safeguards required by this code or a previous regulation or code under which the structure or premises was constructed, altered or repaired shall be maintained in good working order. No owner, operator or occupant shall cause any service, facility, equipment or utility which is required under this section to be removed from or shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the owner or the owner's designated agent shall be responsible for the maintenance of buildings, structures and premises.

102.3 **Application of other codes**-Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Residential Code and other codes of the International Code Council adopted and in effect by Hamblen County. Nothing in this code shall be construed to cancel, modify or set aside any provision of the International Zoning Code.

102.4 **Existing Remedies**-The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any structure which is dangerous, unsafe and insanitary.

102.5 **Workmanship**-Repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's instructions.

102.6 **Historic Buildings**-The provisions of this code shall not be mandatory for existing buildings or structures designated as historic buildings when such building or structures are judged by the code official to be safe and in the public interest of health, safety and welfare.

102.7 **Requirements not covered by code**-Requirements necessary for the strength, stability, or proper operation of an existing fixture, structure or equipment, or for the public safety, health and general welfare, not specifically covered by this code, shall be determined by the code official.

102.8 **Application of reference**-References to chapter or section numbers, or to provisions not specifically identifies by number, shall be construed to refer to such chapter, section or provision of this code.

102.9 **Other Laws**-The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

PART 2 - ADMINISTRATION AND ENFORCEMENT

Section 103

Department of Property Maintenance and Inspection

103.1 General - Property Maintenance inspections are a function of the Planning and Zoning office. The executive official supervising the day to day operations of the department is the Planning Zoning Operations Manager who shall be known in this document as the code official.

103.2 Appointment-The code official shall be appointed by the County Mayor.

103.3 Deputies-In accordance with funding provided by the Hamblen County Legislative Body and with the concurrence of the County Mayor, the code official shall have the authority to appoint a deputy(s). Such employees shall have such powers as delegated by the code official.

103.4 Liability-The code official, member of the board of appeals or employee(s) charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction or such other counsel as may be provided by the jurisdiction until the final termination of the proceedings. The code official or any subordinate shall not be liable for costs in an action, suit or proceedings that are instituted in pursuance of the provisions of this code.

Section 104

Duties and Powers of the Code Official

104.1 General-The code official is hereby authorized and directed to enforce the provisions of this code. The code official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided in this code.

104.2 Inspections-The code official shall make all of the required inspections, or shall accept reports of inspection by approved agencies or individuals. All reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The code official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

104.3 Identification-The code official and/or approved agency individuals shall carry proper identification when inspecting structures or premises in the performance of duties under this code.

104.4 Notice and orders-The code official shall issue all necessary notices or orders to ensure compliance with this code.

104.5 Department records-The code official shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records.

Section 105
Violations

105.1 Unlawful acts-It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provision of this code.

105.2 Notice of violation-The code official shall serve a notice of violation or order in accordance with 106.

105.3 Prosecution of violation-Any person failing to comply with a notice of violation or order served in accordance with Section 106 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local jurisdiction and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

105.4 Violation penalties-Any person, who may violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues (beginning with the day that the code violation citation is issued) shall be deemed a separate offense. The fine will be $50 per offense. TCA 5-1-121; TCA 13-7-111.

105.5 Abatement of violation-The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

Section 106
Notice and Orders

106.1 **Notice to person responsible**-Whenever the code official determine(s) that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Section 106.2 and 106.3 to the person responsible for the violation as specified in this code. Notices for condemnation procedures shall also comply with Section 109.3

106.2 **Forms**-Such notice prescribed in Section 106.1 shall be in accordance with all of the following:

1. Be in writing
2. Include a description of the real estate (street address and/or tax map/parcel number) sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.
5. Inform the property owner of the right to appeal.

106.3 **Method Service**-Such notice shall be deemed to be properly served if a copy thereof is;

1. Delivered personally;
2. Sent by certified or first-class mail addressed to the last known address of the property and/or property owner, if different;
3. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.

106.4 **Unauthorized tampering**-Signs, tags or seals posted or affixed by the code official shall not be mutilated, destroyed or tampered with, or removed without authorization from the code official.

106.5 **Penalties**-Penalties for noncompliance with orders and notices shall be as set forth in Section 105.4.

106.6 **Transfer of ownership**-It shall be unlawful for the owner of any dwelling unit or structure who received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the correction or repairs required by such compliance order or notice of violation.

Section 107

Unsafe Structures and Equipment

107.1 General-When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

107.1.1 Unsafe structures-An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

107.1.2 Unsafe equipment-Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structures.

107.1.3 Structure unfit for human occupancy-A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is unsanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

107.1.4 Unlawful Structures-An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

107.1.5 Dangerous structure or premises-For the purpose of this code, any structure or premises that has any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stair, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other

cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged.

4. Any portion of a building, or member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half of the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy.
7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

107.2 <u>Closing of vacant structures</u>-If the structure is vacant and unfit for human habitation and occupancy, and is not in danger of structural collapse, the code official is authorized to notify the property owner of the code violation and begin the enforcement process.

107.2.1 <u>Authority to disconnect service utilities</u>- The code official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 102.7 in case of emergency where necessary to eliminate an immediate hazard to life or property or when such utility

connection has been made without approval. The code official shall notify the serving utility and, whenever possible, the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the owner or occupant of the building structure or service system shall be notified in writing as soon as practical thereafter.

107.2.2 **Condemnation of Property** - The code official may pursue condemning a structure if it is found to be unsafe, unfit for human occupancy or is found unlawful pursuant to the provisions of this code.

If the code official determines that a structure under consideration is unfit for human occupancy or use, he shall state in writing his finding of fact in support of such determination and shall issue and cause to be served upon the owner and parties in interest (ex: lienholders) a notice of violation:

a) If the repair, alteration or improvement of the structure can be made at a reasonable cost to relation to the value of the structure (defined as less than 50% of the appraised value on the records of the Assessor of Property), the code official can require the owner during the time specified in the notice of violation to repair, alter or improve such structure to rend it fit for human occupancy or use, or to vacate and close the structure for human occupancy or use; or,
b) If the repair, alteration or improvement of said structure cannot be made at a reasonable cost in relation to the value of the structure (defined as more than 50% of the appraised value on the records of the Assessor of Property), the code official can require the owner within the time specified in the order, to remove or demolish such structure.

The property owner or parties in interest can appeal the order within ten (10) days after receipt of the notice of violation to the PMB.

If the order is not followed by the property owner or parties in interest and they do not appeal, the code official issues a citation (with fine, court costs and attorney's fees) and the case is sent to General Sessions Court for prosecution/enforcement.

107.3 **Notice**-Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall also be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2

107.4 **Placarding**-Upon failure of the owner or person responsible to comply with the notice provisions within the time given, the code official shall post on the premises or on defective equipment a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard.

107.4.1 Placard removal-The code official shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the code official shall be subject to the penalties provided by this code.

107.5 Prohibited occupancy-Any occupied structure condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy a placarded premise or shall operate placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy a placarded premise or operate placarded equipment shall be liable for the penalties provided by this code.

107.6 Abatement methods-The owner, operator or occupant of a building, premises or equipment deemed unsafe by the code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other approved corrective action.

107.7 Record-The code official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

Section 108
Emergency Measures

108.1 Imminent danger-When, in the opinion of the code official, there is imminent danger of failure or collapse of a building or structure which endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the code official is hereby authorized and empowered to order and require the occupants to vacant the premises forthwith. The code official shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure is Unsafe and Its Occupancy Has Been Prohibited by the Code Official." It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same

108.2 Temporary safeguards-Notwithstanding other provisions of this code, whenever, in the opinion of the code official there is imminent danger due to an unsafe condition, the code official shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the code official deems necessary to meet such emergency

Section 109
Demolition

109.1 General- Any premises upon which is located any structure, which in the code official's judgement after review, is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure is in violation of this code. The code official is authorized to begin the enforcement process with the notice of violation that lists possible remedies to the violation including but not limited to repairs to make the structure safe and sanitary, to board up and hold for future repairs, or to demolish and remove at the owner's option.-Boarding the building up for future repair shall not extend beyond one year, unless approved by the building official.

109.2 Notices and orders-All notices and orders shall comply with Section 107

109.3 Failure to comply-If the owner of a premises fails to comply with a court order to demolish a structure within the time prescribed, the code official shall cite the responsible person to the appropriate judicial authority to explain why he/she should not be required to comply with the court order.

Section 110
Means of Appeal

110.1 Application for appeal-Any person directly affected by a decision of the code official or a notice of violation issued under this code shall have the right to appeal to the Property Maintenance Board provided that a written application for appeal is filed within 20 days after the day the notice of violation was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

110.2 Membership of Board-The Property Maintenance Board (PMB) shall consist of a minimum of three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not regular full-time employees of the County. The code official shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be selected from the members of the County Planning Commission who are not County Commissioners. The terms of the Property Maintenance Board members shall correspond with their terms as Planning Commissioners. The Planning Commission shall appoint the three members who serve on the Property Maintenance Board. The remaining two members of the Planning Commission shall serve as alternates at the discretion of the PMB chairman. **No private citizen shall have any right of action to enforce the above member appointment rotation, such being totally within the purview of the Hamblen County Planning Commission or County Commission.**

110.2.1 **Chairman**-The board shall annually select one of its members to serve as chairman.

110.2.2 **Disqualification of member**-A member shall not hear an appeal in which that member has a personal, professional or financial interest.

110.2.3 **Secretary**-The planning and zoning department's operations manager shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the planning and zoning office.

110.2.4 **Compensation of members**-Compensation of members shall be determined by the County Legislative Body.

110.3 **Notice of meeting**-The PMB shall meet upon notice from its chairman, within 20 days of the filing of an appeal, or at stated periodic meetings.

110.4 **Open hearing**-All hearings before the board shall be open to the public. The appellant, the appellant's representative, the code official and any person who interests are affected shall be given an opportunity to be heard. A quorum shall consist of a minimum of two-thirds of the board membership.

110.4.1 **Procedure**-The PMB shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.

110.5 **Postponed hearing**-When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

110.6 **Board decision**-The board shall modify or reverse the decision of the code official only by a concurring vote of a majority (2) of the total number of appointed board members.

110.6.1 **Records and copies**-The decision of the board shall be audio recorded. Copies shall be furnished to the appellant and to the code official when requested.

110.6.2 **Administration** -The code official shall take immediate action in accordance with the decision of the board.

110.7 **Court review**-Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the planning and zoning office.

110.8 **Stays of enforcement**-Appeals of notice and orders shall stay the enforcement of the notice and order until the appeal is heard by the appeals board.

Section 111
Stop Work Order

111.1 **Authority**-Whenever the code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the code official is authorized to issue a stop work order.

111.2 **Issuance**-A stop work order shall be in writing and shall be given to the owner of the property, to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

111.3 **Emergencies**-Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work.

111.4 **Failure to comply**-Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine as described in Section 106.4.

CHAPTER 2
DEFINITIONS

Section 201
General

201.1 **Scope**-Unless otherwise expressly stated, the following terms shall, for the purposes of this code, have the meaning shown in this chapter.

201.2 **Interchangeability**-Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

201.3 **Terms defined in other codes**-Where terms are not defined in this code and are defined in the International Building Codes adopted by Hamblen County, such terms shall have the meaning ascribed to them as stated in those codes.

201.4 **Terms not defined**-Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

201.5 **Parts**- Whenever the words "dwelling unit, " "dwelling," "premises," "building," "rooming house," "rooming unit," "housekeeping unit" or "story" are stated in this code, they shall be construed as though they were followed by the words "or any part thereof".

Section 202
General Definitions

Anchored-Secured in a manner that provides positive connection

Approved-Approved by the code official

Basement-That portion of a building which is partly or completely below grade

Bathroom-A room containing plumbing fixtures including a bathtub or shower

Bedroom-Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit

Code Official-The official who is charged with the administration and enforcement of this code, or any duly authorized representative

Condemn-To adjudge unfit for occupancy

Detached-When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection

Deterioration-To weaken, disintegrate, corrode, rust or decay and lose effectiveness

Dwelling Unit-A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation

Easement-That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be permitted to be use under, on or above a said lot or lots

Equipment Support-Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles that transmit gravity load, lateral load and operating load between the equipment and the structure

Exterior Property-The open space on the premises and on adjoining property under the control of owners or operators of such premises

Garbage-The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food

Guard-A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surfaces to a lower level.

Habitable Space-Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

Housekeeping Unit-A room or group of rooms forming a single habitable equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, toilet, lavatory and bathtub or shower.

Imminent Danger-A condition which could cause serious or life-threatening injury or death at any time

Infestation-The presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests

Inoperable Motor Vehicle-A vehicle which cannot be driven upon the public streets for reason including but not limited to, having no current valid registration, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power

Labeled-Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specific purpose.

Let for Occupancy or Let-To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premise or structure by a person who is or is not legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

Neglect-The lack of property maintenance for a building or structure

Occupancy-The purpose for which a building or portion thereof is utilized or occupied.

Occupant-Any individual living or sleeping in a building, or having possession of a space within a building

Openable Area-The part of a window, skylight or door which is available for unobstructed ventilation and which opens directly to the outdoors.

Operator-Any person who has charge, care or control of a structure or premises which is let or offered for occupancy

Owner-Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person-An individual, corporation, partnership or any other group acting as a unit

Pest Elimination-The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serves as their food or water; by other approved pest elimination methods

Premises-A lot, plot or parcel of land, easement or public way, including any structures thereon

Public Way-Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use

Rooming House-A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one-or-two family dwelling

Rooming Unit-Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes

Rubbish-Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

Sleeping Unit-A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

Strict Liability Offense-An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited, or failed to do an act which the defendant was legally required to do.

Structure-That which is built or constructed or a portion thereof

Subdivision- A Subdivision shall be defined as a group or groups of lots restricted to residential use by private covenant or zoning, intended for single family or multifamily use which are designated numerically on a recorded or unrecorded plat which bears a common name such as "Greene Acres".

Tenant-A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit or decision maker.

Toilet Room-A room containing a water closet or urinal but not a bathtub or shower.

Ultimate Deformation-The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to 80 percent (80%) or less of the maximum strength.

Vacant Lot – A small parcel of property that s unimproved, contains no structures and is not being used.

Ventilation-The natural or mechanical process of supplying conditioned or unconditioned air to or removing such air from, any space.

Workmanlike-Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

Yard-An open space on the same lot with a structure

CHAPTER 3
GENERAL REQUIREMENTS

Section 301
General

301.1 Scope-The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.

301.2 Responsibility-The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit and responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.

301.3 Vacant structures and land-All vacant structures and premises thereof shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

Section 302
Exterior Property Areas

302.1 Sanitation-All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

302.2 Grading and drainage-All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon. Exception: Approved retention areas and reservoirs.

302.3 Weeds-All premises and exterior property shall be maintained free from weeds or plant growth in excess of 12 inches in height. All noxious weeds shall be prohibited. Weeds shall be defined as all weeds, grasses, plants, bushes, vines, poison oak, poison ivy and other vegetation not cultivated, whether living or dead, except vegetation for the purpose of conservation or preventing erosion, trees, ornamental shrubbery, ornamental grass, flowers, garden vegetables or other plants or vegetables customarily

planted and/or cultivated by farmers or gardeners. Vacant lots within subdivisions are exempt from this provision of the code.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction.

Exceptions: Notwithstanding the requirements set forth in this article, the following shall be exempt from the provisions of this article

a) Undeveloped wooded areas where tree growth is in excess of ten feet in height.
b) All government-owned land or premises, and street rights-of-way.
c) Streambeds or banks.
d) Heavily wooded parcels of land or premises that are densely wooded with trees, shrubs and overgrowth where equipment cannot maneuver due to the density of the area.
e) Slopes covered with vegetation as recommended by the state (UT) agricultural extension service for the purpose of conservation or preventing erosion.
f) Portion of land or premises, excluding the curtilage of any dwelling located thereon, that , due to steepness of terrain, rock or rock outcroppings, marshes or wetlands, cannot be mowed using wheeled, motorized equipment, unless such vegetative growth is an immediate threat to the health or safety of life or property.
g) Land or premises zoned for agricultural use or that is actively and legitimately used for agricultural purposes, such as, but not limited to, mowing hay, pasture, gardens or field crops.
h) Periods of active construction and/or demolition, which is defined as the time when the land disturbance and/or demolition permit is issued and for a period of six months thereafter. If the construction is still in active development after the initial six-month period, the developer can request an extension for an additional six months by contacting the code official.
i) Public and private country clubs and golf courses.

302.4 Rodent harborage-All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

302.5 Accessory Buildings-All accessory structures, including detached garages and storage buildings, shall be maintained structurally sound and in good repair. Fences and walls are exempt from this provision of the code.

302.6 Motor Vehicles-Except as provided for in other regulations, no more than two (2) inoperative, unlicensed and uninsured motor vehicles shall be parked, kept or stored on any premises. No vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or

dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. No inoperable vehicles allowed to be parked on public road Right of Way (ROW).

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

302.7 **Defacement of property**-No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or buildings on any private or public property by placing thereon any making carving or graffiti.

It shall be the responsibility of the property owner to restore said surface to an approved state of maintenance and repair.

Section 303
Swimming Pool, Spas and Hot Tubs

303.1 **Swimming Pools**-Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

303.2 **Enclosures**-Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is minimum of 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

Section 304
Exterior Structure

304.1 **General**-The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.1.1 Unsafe conditions-The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members that have evidence of deterioration or that are not capable of safely deterioration or that are not capable of safely supporting all nominal loads and load effects;
5. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
6. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable ~~and incapable~~ of supporting all nominal loads and resisting all load effects;
7. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all loads effects;
8. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all loads effects; or

304.2 Premises identification-Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (mm) in height with a minimum stroke width of 0.5 inch (12.7mm).

304.3 Structural members-All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

304.4 Foundation walls-All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pest.

304.5 Exterior walls-All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

304.6 Roofs and drainage-The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior

portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.7 Overhang extensions-All overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.8 Stairways, decks, porches and balconies -Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.9 Handrails and guards-Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

304.10 Doors-All exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door.

304.11 Basement hatchways-Every basement hatchway shall be maintained to prevent the entrance of rodents, rain, and surface drainage water.

Section 305
Handrail and Guardrails

305.1 General-Every exterior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches (762 mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the adopted building code.

Section 306
Rubbish and Garbage

306.1 **Accumulation of rubbish or garbage**-All exterior property and premises of every structure shall be free from any accumulation of rubbish or garbage.

306.2 **Disposal of rubbish**- The safe and sanitary placement of rubbish curbside for collection by the Hamblen County Sanitation Department is permitted. No hazardous household waste, such as batteries, wet paint, shingles, animal or human feces, fuel, oxygen, propane tanks, oil and tires will be collected by the County Sanitation Department. Rubbish should be placed at places that will not cause personal property damage when collection is being performed.

306.2.1 **Refrigerators**- Refrigerators-the doors of refrigerators and similar equipment not in operation shall be removed before the items are discarded.

306.3 **Disposal of garbage**-Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage container

306.3.1 **Garbage facilities**-The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leak-proof, covered, outside garbage container.

306.3.2 **Containers**-The owner of every establishment producing garbage shall provide, and at all times cause to be utilized, approved leak-proof containers with close-fitting covers for the storage of such materials until removed from the premises for disposal.

Section 307
Code Enforcement

307.1 – Enforcement Process – The enforcement of this code will follow the following process:

a) Code Violation Complaint Received
b) Field Review by codes official
c) Violation Identified and documented
d) Notice of Violation Sent According to Provisions in Section 107. Ten (10) days given to correct violation or request addition time to correct violation or appeal the violation finding
e) Second Field Review to Determine if Violation Corrected Within Time Allotted
f) If violation not corrected, Code office issues Citation with fine, court costs and attorney's fees
g) Court Action
h) Return to Court if Order not followed

WHEREFORE, it was moved by H. Davis and seconded by J. Smyth that this Resolution be adopted.

Voting Aye: 11 Voting Nay: Ø Pass: yes

The Chair declared the Resolution adopted this 19th day of April, 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

STATE OF TENNESSEE, COUNTY OF HAMBLEN
I, Penny Petty County Clerk, certify that the foregoing is a true and perfect copy of original Resolution #18-05
Filed in my office
This 27 day of April 2018
Penny Petty | AB
County Clerk

COUNTY COURT CLERK
AGRICULTURE COMMERCE
HAMBLEN COUNTY, TENNESSEE

Thereupon meeting adjourned at 5:47 p.m.

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC
AS A CLERK OF THE COUNTY OF HAMBLEN, TENNESSEE I HEREBY CERTIFY TO THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF NOTARY PUBLIC DURING THE MAY 15, 2018 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. NATHAN S ATKINS	2030 EAGLE TRAIL MORRISTOWN TN 37813	--	5633 INTERSTATE VIEW DRIVE MORRISTOWN TN 37813	423-587-2196	NOTARY BONDING .COM
2. GLENDA JILL BRUCE	1350 SLOP CREEK RD RUSSELLVILLE TN 37860	000-581-9190	1350 SLOP CREEK RD RUSSELLVILLE TN 37860	2006411	STATE FARM
3. JOSHUA CHEYENNE BURNSIDE	506 GASTON ST MORRISTOWN TN 37814	423-277-0162	506 GASTON ST MORRISTOWN TN 37814	423-277-0162	STATE FARM
4. KIRSTEN DIXIE CARTER	7646 STAGECOACH RD WHITESBURG TN 37891	423-438-2308	1014 W 1ST N ST MORRISTOWN TN 37814	423-586-5182	STATE FARM- CAMERON FELT
5. DANIELLE CAROL ANN CHRISTIAN	6728 BOW TRAIL TALBOTT TN 37877	423-231-5025	858 HWY 92 S DANDRIDGE TN 37725	8653443010	BB & T
6. MELANIE D DUNCAN	211 MORTON ST MORRISTOWN TN 37814	423-839-4275	5512 EAST MORRIS BLVD MORRISTOWN TN 37813	4232546034	FARM BUREAU INSURANCE CC
7. KIMBERLY A FERGUSON	1774 ORIOLE COURT MORRISTOWN TN 37814	865-765-2467	1774 ORIOLE COURT MORRISTOWN TN 37814	--	FARM BUREAU
8. VIOLA M GOSNELL	664 BRUNER RD STRAWBERRY PLAINS TN 37871	423-736-7466	419 ALLISON ST MORRISTOWN TN 37814	423-587-3280	WESTERN SURETY CO
9. DIANA H HORNER	1062 ST IVES COURT MORRISTOWN TN 37814	423-581-8766	431 RYDER LANE MORRISTOWN TN 37814	423-587-5711	GEORGE B MCGUFFIN JOHN F MCGUFFIN
10. PEGGY S IVY	5547 MAXINE STREET RUSSELLVILLE TN 37860	423-312-9984	225 W. 1ST NORTH ST. SUITE 102 MORRISTOWN TN 37814	423-621-1279	TRAVELERS CASUALTY & SURETY CO
11. JUDITH ROBERTS LYKENS	5132 CRYSTAL BROOK DR MORRISTOWN TN 37814	423-312-2218	1730 W. ANDREW JOHNSON HWY MORRISTOWN TN 36781	423-581-2880	CU INSURANCE SERVICES OF
12. REBECCA A MARSH	1116 HARRELL STREET MORRISTOWN TN 37814	423-312-2798	840 W. FIRST NORTH STREET MORRISTOWN TN 37814	423-587-6898	STATE FARM INSURANCE
13. KAREN MCLENDON	2223 KIDWELL RIDGE RD MORRISTOWN TN 37814	423-307-2519	4190 W ANDREW JOHNSON HWY MORRISTOWN TN 37814	423-581-0987	WESTERN SURETY
14. RANDALL T NOE	360 LANIER DR TALBOTT TN 37877	423-736-3863	360 LANIER DR TALBOTT TN 37877	4237363863	STATE FARM
15. KELSEY B PARKS	1262 JESSICA DR MORRISTOWN TN 37814	423-748-9871	740 E MAIN ST MORRISTOWN TN 37814	423-586-7636	STRATE INSURANCE
16. ANTHONY L PRICE	2727 SCENIC LAKE CIR MORRISTOWN TN 37814	423-317-8800	PO BOX 1910 PIGEON FORGE TN 37863	423-200-7715	BURCHFIELD OVERBAY AND ASSOCIA
17. GLENDA S SHROPSHIRE	870 KIDWELL RIDGE RD MORRISTOWN TN 37814	423-581-4632	726 MCFARLAND ST MORRISTOWN TN 37814	423-522-6350	NOTARY PUBLIC UNDERWRITERS OF
18. WILL SLIGER	1306 FOREST DR MORRISTOWN TN 37814	423-258-8318	1501 E MORRIS BLVD, SUITE 12 MORRISTOWN TN 37815	4232588318	PAUL LEBEL LOUIS M. JARVIS
19. ELIZABETH KAREN SMITH	411 CROSBY DRIVE BEAN STATION TN 37708	423-231-5592	135 WEST 1ST NORTH STREET-PO B MORRISTOWN TN 37816-1235	423-586-6653	BETTY JIMELTON HIX MASENGILL
20. MARILYN A TIPTON	725 PINEWOOD CIRCLE MORRISTOWN TN 37814	NA	511 W SECOND N ST MORRISTOWN TN 37814	423-585-4086	STRATE INS.

Penny Pettigrew
SIGNATURE

CLERK OF THE COUNTY OF HAMBLEN, TENNESSEE

5-15-18
DATE

HAMBLEN COUNTY CLERK
HAMBLEN COUNTY, TENNESSEE

Batch 83
4-11-18
5-15-18

Return to Regular Calendar
May 24, 2018

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC
AS A CLERK OF THE COUNTY OF HAMBLEN, TENNESSEE I HEREBY CERTIFY TO THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF NOTARY PUBLIC DURING THE MAY 15, 2018 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
21. WENDY J TRENCA	5583 CARLYLE AVE RUSSELLVILLE TN 37860	315-532-3421	3625 HIGHWAY 25E BEAN STATION TN 37708	865-993-7201	WESTERN SURETY COMPANY
22. PATRICIA LEE-ROSS WISEHART	1055 LAKEWAY RD MORRISTOWN TN 37814	847-501-0746	2425 MORNINGSIDE DR MORRISTOWN TN 37814	423-581-5451	NOTARY PUBLIC UNDERWRITERS OF
23. CARLOS E WOLFE	322 WATKINS CHAPEL RD MORRISTOWN TN 37813	423-312-3819	525 W MORRIS BLVD STE A MORRISTOWN TN 37814	4233123819	BIBLE INSURANCE

Bitalo
83
4-11-18
5-15-18

CLERK HAMBLEN COUNTY COURT, TENNESSEE

Penny Pettyjohn
SIGNATURE

CLERK OF THE COUNTY OF HAMBLEN, TENNESSEE

5-15-18
DATE

Return to Regular Calendar
May 24, 2018

Hamblen County Government
Finance Committee – Monday, May 14, 2018
Hamblen County Health Department Conference Room

MINUTES

Members Present:
Louis "Doe" Jarvis, Randy DeBord, Herbert Harville, Hubert Davis, Stancil Ford, Joe Huntsman, Sr., Howard Shipley

Members Absent:
Rick Eldridge

Call to Order – Chairman Randy DeBord called the meeting to order at 11:30 a.m.

Visitors Wishing to Address the Committee
None

Recurring Business
a. Expenditure Reports – April 2018 (Information Only – No Action Necessary)
b. Review/Approval of Monthly Checks Submitted by the County Mayor's Office for the Month of April 2018
Motion (Stancil Ford/Hubert Davis, all in favor) to approve the April 2018 monthly checks submitted by the County Mayor's Office.

Old Business
a. None

New Business
a. Resolution 18-11 Related to Revisions for the Series E-4-A Bonds
Motion (Howard Shipley/Stancil Ford, all in favor) to approve Resolution 18-11 Amendments for the Series E-4-A Bonds.
b. Resolution 18-12 authorizing the 2018 Bulletproof Vest Grant Application in the amount of $17,500.
Motion (Howard Shipley/Hubert Davis, all in favor) to approve Resolution 18-12 to apply for the 2018 Bulletproof Vest Grant. If awarded the grant, Hamblen County will receive funds in the amount of $17,500 to be spent over two (2) years. This is a 50/50 matching grant.
b. Resolution 18-13 to approve Firehouse Subs Public Safety Foundation Grant Application request for an amount up to $25,000. Any funds awarded will be used by the Narcotics Unit to purchase basic protective equipment. This is a non-matching grant.
Motion (Herbert Harville/Stancil Ford, all in favor) to approve the Resolution 18-13 to apply for a Firehouse Subs Public Safety Foundation Grant Application request up to $25,000. Any funds awarded will be used by the Narcotics Unit to purchase basic protective equipment. This is a non-matching grant.
c. Resolution 18-14 to approve Walmart Foundation Community Grant Application request by the Hamblen County Sheriff's Department in the amount of $5,000. Any funds awarded will be used to purchase basic protective equipment for the Narcotics Unit.
Motion (Howard Shipley/Herbert Harville, all in favor) to Resolution 18-14 to apply for a Walmart Foundation Community Grant Application in the amount of $5,000. Any funds awarded will be used to purchase basic protective equipment for the Narcotics Unit. This is a non-matching grant.
d. Budget Amendments
I. Fund #101 Capital Projects $890.00
Motion (Stancil Ford/Hubert Davis, all in favor) to approve the Budget Amendment for Fund #101 Capital Projects in the amount of $890.00.
II. Fund #101 Sheriff's Dept. $44.00
Motion (Stancil Ford/Herbert Harville, all in favor) to approve the Budget Amendment for Fund #101 Sheriff's Dept. in the amount of $55.00

e. Add to Agenda – Resolution to apply for a Wal-Mart Foundation Community Grant for the Hamblen County Sheriff's Department in the amount of $5,000 to be used to purchase mobile forensics software. This is a non-matching grant.

Motion (Stancil Ford/Herbert Harville, all in favor) to add to the agenda a resolution to apply for a Wal-Mart Foundation Community Grant for the Hamblen County Sheriff's Department in the amount of $5,000 to be used to purchaser mobile forensics software. This is a non-matching grant.

f. Resolution to apply for a Wal-Mart Foundation Community Grant for the Hamblen County Sheriff's Department in the amount of $5,000 to be used to purchase mobile forensics software. This is a non-matching grant.

Motion (Stancil Ford/Herbert Harville, all in favor) to approve Resolution 18-15 to apply for a Wal-Mart Foundation Community Grant for the Hamblen County Sheriff's Department in the amount of $5,000 to be used to purchaser mobile forensics software. This is a non-matching grant.

Items of Interest (No Action Necessary)

a. Planning Commission Building Permit Report – April 2018
b. County Attorney Invoices – April 2018
c. Coroner's Monthly Report – April 2018
d. Budget Amendments Approved by County Mayor
   i. Fund #101 Administration of the Sexual Offender Registry $100
   ii. Fund #101 Circuit Court $12,259.60
   iii. Fund #101 Civil Defense $83.41
   iv. Fund #101 Jail $1,400
   v. Fund #101 Juvenile Court $120
   vi. Fund #101 Parks and Fair Boards $65
   vii. Fund #101 Planning $300
   viii. Fund #101 Planning $1,200
   ix. Fund #101 Sheriff's Department $1,500

Adjournment - There being no further business, Chairman DeBord adjourned at 11:46 a.m.

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
FINANCE COMMITTEE

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

Hamblen County Government
FINANCE COMMITTEE

Monday, May 14, 2018
Hamblen County Health Department Conference Room

AGENDA

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 – April 2018 (*Information Only-No Action Necessary*)
   b. Review/Acceptance of Monthly Checks April 2018 Submitted by the County Mayor's Office

4. **Old Business** – *Chairman Randy DeBord*
   a. None

5. **New Business** – *Chairman Randy DeBord*
   a. Resolution Related to Revisions on Series E-4 Bonds – *County Mayor Bill Brittain and Chris Bessler, Cumberland Securities*
   b. Resolution Authorizing the 2018 Bulletproof Vest Grant Application – *Johnna Harrell*
   c. Resolution Authorizing the Firehouse Subs Public Safety Foundation Grant – *Johnna Harrell*
   d. Resolution Authozizing the 2018 Wal-Mart Foundation Community Grant – *Johnna Harrell*
   e. Budget Amendments:
      i. Fund #101 Capital Projects $890 – *County Mayor Bill Brittain*
      ii. Fund #101 Sheriff's Department $55 – *Chief Wayne Mize*

6. **Items of Interest (No Action Necessary)** – *Chairman Randy DeBord*
   a. Planning Commission Building Permit Report – April 2018
   b. County Attorney Invoices – April 2018
   c. Coroner's Monthly Report – April 2018
   d. Budget Amendments Approved by County Mayor
      i. Fund #101 Administration of the Sexual Offender Registry $100
      ii. Fund #101 Circuit Court $12,259.60
      iii. Fund #101 Civil Defense $83.41
      iv. Fund #101 Jail $1,400
      v. Fund #101 Juvenile Court $120
      vi. Fund #101 Parks and Fair Boards $65
      vii. Fund #101 Planning $300
      viii. Fund #101 Planning $1,200
      ix. Fund #101 Sheriff's Deptarment $1,500

7. **Adjournment** – *Chairman Randy DeBord*

HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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

Date: 5/4/2018
Time: 10:34 am

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	12,544.22	138,660.81	23,945.63	30,069.56	15.61%
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	15,467.05	156,795.96	2,017.09	52,424.95	24.82%
101	51400	County Attorney	31,293.00	1,906.19	10,493.72	0.00	20,799.28	66.47%
101	51500	Election Commission	272,927.00	17,258.32	175,486.25	530.69	96,910.06	35.51%
101	51600	Register Of Deeds	305,783.00	23,317.16	231,681.91	10,622.00	63,479.09	20.76%
101	51720	Planning	240,038.00	17,052.99	165,919.95	561.25	73,556.80	30.64%
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	0.00	58,687.97	0.00	48,950.03	45.48%
101	51810	Other Facilities	797,347.00	39,893.54	640,457.17	38,947.68	117,942.15	14.79%
101	51910	Preservation Of Records	20,806.00	2,263.22	15,626.09	810.76	4,369.15	21.00%
101	52100	Accounting And Budgeting	351,928.00	31,767.91	277,349.58	8,377.69	66,200.73	18.81%
101	52200	Purchasing	39,983.00	3,198.64	30,809.50	0.00	9,173.50	22.94%
101	52300	Property Assessor's Office	357,046.00	26,213.80	262,042.51	625.00	94,378.49	26.43%
101	52310	Reappraisal Program	143,502.00	17,101.32	56,560.33	5,817.16	81,124.51	56.53%
101	52400	County Trustee's Office	363,395.00	23,852.91	273,616.47	685.39	89,093.14	24.52%
101	52500	County Clerk's Office	687,144.00	48,187.20	490,891.05	3,425.25	192,827.70	28.06%
101	52600	Data Processing	125,228.00	6,180.35	82,286.78	6,207.13	36,734.09	29.33%
101	52900	Other Finance	313,256.00	24,758.21	251,944.57	2,452.55	58,858.88	18.79%
101	53100	Circuit Court	892,468.60	75,083.00	660,829.41	8,200.92	223,438.27	25.04%
101	53300	General Sessions Court	430,398.00	36,500.77	335,925.28	1,115.36	93,357.36	21.69%
101	53330	Drug Court	156,450.00	8,559.99	115,785.39	2,551.81	38,112.80	24.36%
101	53400	Chancery Court	384,447.00	29,190.92	296,815.98	3,722.24	83,908.78	21.83%
101	53500	Juvenile Court	297,823.00	25,366.88	237,544.25	492.26	59,786.49	20.07%
101	53920	Courtroom Security	796,974.00	87,400.88	748,711.83	11,320.35	36,941.82	4.64%
101	54110	Sheriff's Department	2,986,499.00	222,124.43	2,255,264.74	44,258.89	686,975.37	23.00%
101	54160	Administration Of The Sexual Offender Registry	3,768.00	434.00	1,779.40	0.00	1,988.60	52.78%
101	54210	Jail	4,420,207.00	160,627.87	3,324,995.88	123,221.98	971,989.14	21.99%
101	54220	Workhouse	94,822.00	6,959.82	72,271.00	0.00	22,551.00	23.78%
101	54250	Work Release Program	280,761.00	22,405.56	214,782.73	13,195.39	52,782.88	18.80%
101	54310	Fire Prevention And Control	200,000.00	0.00	190,000.00	0.00	10,000.00	5.00%
101	54410	Civil Defense	97,449.00	6,876.53	69,977.62	1,079.12	26,392.26	27.08%
101	54490	Other Emergency Management	182,147.00	45,536.75	182,147.00	0.00	0.00	0.00%
101	54510	Inspection And Regulation	6,377.00	322.95	3,898.50	1,831.00	647.50	10.15%
101	54610	County Coroner/Medical Examiner	131,186.00	11,868.83	89,059.47	8,500.03	33,626.50	25.63%

Return to Regular Calendar
May 24, 2018

HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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

Date: 5/4/2018
Time: 10:34 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	288.00	14,750.78	55.98	2,193.24	12.90%
101	55110	Local Health Center	915,388.00	49,974.45	470,441.20	18,829.06	426,117.74	46.55%
101	55120	Rabies And Animal Control	133,500.00	11,125.00	111,250.00	0.00	22,250.00	16.67%
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	1,050.00	0.00	3,950.00	79.00%
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	109,233.00	0.00	0.00	0.00%
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	850.00	27,720.00	0.00	12,280.00	30.70%
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	11,600.00	0.00	0.00	0.00%
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	272,250.00	0.00	0.00	0.00%
101	56700	Parks And Fair Boards	269,959.00	20,416.26	198,252.32	4,344.80	67,361.88	24.95%
101	56900	Other Social, Cultural And Recreational	315,900.00	449.51	271,680.45	0.00	44,219.55	14.00%
101	57100	Agricultural Extension Service	152,416.00	37,276.20	111,688.92	36,111.04	4,616.04	3.03%
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	38,944.12	0.00	8,613.88	18.11%
101	57800	Storm Water Management	27,500.00	0.00	4,385.90	3,010.00	20,104.10	73.11%
101	58110	Tourism	54,700.00	9,550.00	34,050.00	11,500.00	9,150.00	16.73%
101	58120	Industrial Development	465,000.00	0.00	538,945.00	0.00	-73,945.00	-15.90%
101	58210	Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00%
101	58300	Veterans' Services	20,314.00	1,676.47	15,561.32	0.00	4,752.68	23.40%
101	58600	Employee Benefits	685,437.00	13,360.72	556,757.72	189.32	128,489.96	18.75%
101	58900	Miscellaneous	225,404.00	0.00	223,922.78	0.00	1,481.22	0.66%
101	73300	Community Services	5,500.00	0.00	5,500.00	0.00	0.00	0.00%
101	91110	General Administration Projects	36,188.00	0.00	33,077.50	0.00	3,110.50	8.60%
101	91120	Administration Of Justice Projects	15,000.00	0.00	11,837.66	675.00	2,487.34	16.58%
101	91130	Public Safety Projects	426,060.00	64,925.14	259,372.98	0.00	166,687.02	39.12%
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	11,949.87	11,949.87	0.00	23,050.13	65.86%
101	99100	Transfers Out	26,227.00	218.26	104,051.94	0.00	-77,824.94	-296.74%

Return to Regular Calendar
May 24, 2018

HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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

Date: 5/4/2018
Time: 10:34 am

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
		$ 20,288,438.60	$ 1,344,270.79	$ 15,580,872.56	$ 399,229.82	$ 4,308,336.22	21.24%

Return to Regular Calendar
May 24, 2018

HAMBLEN COUNTY ACCOUNTS & BUDGETS
SOLID WASTE/SANITATION (116)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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

Page: 1
Date: 5/4/2018
Time: 10:36 am

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	227,875.39	1,609,282.76	33,563.84	604,091.40	26.89%
		$ 2,246,938.00	**$ 227,875.39**	**$ 1,609,282.76**	**$ 33,563.84**	**$ 604,091.40**	**26.89%**

HAMBLEN COUNTY ACCOUNTS & BUDGETS
HIGHWAY FUND (131)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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

Date: 5/4/2018
Time: 10:36 am

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	21,804.77	303,244.86	7,884.80	102,297.34	24.74%
131	62000	Highway And Bridge Maintenance	1,270,338.00	92,028.14	834,898.76	19,000.00	416,439.24	32.78%
131	63100	Operation And Maintenance Of Equipment	333,210.00	21,756.37	226,757.75	14,013.69	92,438.56	27.74%
131	66000	Employee Benefits	45,381.00	0.00	25,631.94	0.00	19,749.06	43.52%
131	68000	Capital Outlay	488,278.00	0.00	422,192.82	0.00	66,085.18	13.53%
			$ 2,550,634.00	**$ 135,589.28**	**$ 1,812,726.13**	**$ 40,898.49**	**$ 697,009.38**	**27.33%**

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
51100	312	Contracts With Private Agencies	2018-04-26	1010260498	Smith, Jerry Allen			100.00
51100	355	Travel	2018-04-05	1010260371	Tennessee School Boards Association			125.00
51100	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			194.05
51100	599	Other Charges	2018-04-05	1010260384	Verizon Wireless			49.92
51100	599	Other Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			4.37
51100	.....	**County Commission**				**Total:**	**5**	**473.34**
51300	307	Communication	2018-04-05	1010260323	Century Link/Business Services			35.19
51300	307	Communication	2018-04-05	1010260384	Verizon Wireless			74.94
51300	307	Communication	2018-04-12	1010260388	AT&T			90.00
51300	348	Postal Charges	2018-04-12	1010260420	Pitney Bowes			292.30
51300	348	Postal Charges	2018-04-12	1010260431	United Parcel Service			48.55
51300	351	Rentals	2018-04-19	1010260438	Canon Solutions America, Inc			227.87
51300	355	Travel	2018-04-05	1010260321	Brittain, William H			63.92
51300	355	Travel	2018-04-05	1010260371	Tennessee School Boards Association			125.00
51300	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			8.54
51300	435	Office Supplies	2018-04-26	1010260501	Suntrust Bankcard, NA			179.52
51300	599	Other Charges	2018-04-12	1010260398	Citizen Tribune			25.00
51300	599	Other Charges	2018-04-12	1010260401	English Mountain Spring Water			25.00
51300	599	Other Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			-15.35
51300	719	Office Equipment	2018-04-26	1010260482	Evans Office Supply Co			88.75
51300	.....	**County Mayor/Executive**				**Total:**	**14**	**1,269.23**
51400	331	Legal Services	2018-04-05	1010260370	Taylor Law Firm			630.00
51400	331	Legal Services	2018-04-12	1010260395	Capps, Cantwell, Capps & Byrd			1,168.53
51400	.....	**County Attorney**				**Total:**	**2**	**1,798.53**
51500	307	Communication	2018-04-05	1010260323	Century Link/Business Services			5.10
51500	307	Communication	2018-04-12	1010260388	AT&T			18.86
51500	307	Communication	2018-04-26	1010260509	Tucker, Robert			14.87
51500	349	Printing, Stationery And Forms	2018-04-05	1010260352	Morristown Signs, Inc			410.00
51500	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
51500	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			10.00
51500	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			430.36
51500	.....	**Election Commission**				**Total:**	**7**	**1,006.61**
51600	307	Communication	2018-04-05	1010260323	Century Link/Business Services			1.39
51600	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			283.13
51600	435	Office Supplies	2018-04-26	1010260485	Hamblen County Clerk			14.00
51600	435	Office Supplies	2018-04-26	1010260499	Strate Insurance Group			50.00
51600	709	Data Processing Equipment	2018-04-12	1010260392	Business Information Systems			1,244.65
51600	.....	**Register Of Deeds**				**Total:**	**5**	**1,593.17**

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
51720	307	Communication	2018-04-05	1010260323	Century Link/Business Services			6.50
51720	307	Communication	2018-04-05	1010260384	Verizon Wireless			109.84
51720	312	Contracts With Private Agencies	2018-04-05	1010260344	Johns, Mark E			1,650.00
51720	331	Legal Services	2018-04-12	1010260395	Capps, Cantwell, Capps & Byrd			457.50
51720	332	Legal Notices, Recording And Court Costs	2018-04-19	1010260441	Citizen Tribune			86.10
51720	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			98.75
51720	425	Gasoline	2018-04-12	1010260406	Fuelman			80.40
51720	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			487.92
51720	.....	**Planning**				**Total:**	**8**	**2,977.01**
51810	307	Communication	2018-04-05	1010260384	Verizon Wireless			235.35
51810	307	Communication	2018-04-12	1010260388	AT&T			827.27
51810	307	Communication	2018-04-12	1010260389	AT&T			653.36
51810	334	Maintenance Agreements	2018-04-05	1010260382	United Elevator Services LLC			1,829.91
51810	334	Maintenance Agreements	2018-04-19	1010260454	Lakeway Fire Protection, Inc			250.00
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260333	Fenco Supply Co			21.28
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260349	Lowe's			337.11
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260352	Morristown Signs, Inc			50.00
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260357	Panther Steel Co			50.00
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260386	Wholesale Supply Group			19.81
51810	335	Maintenance And Repair Service - Buildings	2018-04-12	1010260429	Town & Country Lock & Key			178.00
51810	336	Maintenance And Repair Services - Equipment	2018-04-12	1010260418	NAPA Auto Parts Of Morristown			15.66
51810	347	Pest Control	2018-04-12	1010260387	Adrian Hale Pest Control Inc			57.00
51810	347	Pest Control	2018-04-26	1010260473	Adrian Hale Pest Control Inc			20.00
51810	399	Other Contracted Services	2018-04-05	1010260330	Electrical Technology Recycling			141.05
51810	399	Other Contracted Services	2018-04-12	1010260401	English Mountain Spring Water			23.00
51810	410	Custodial Supplies	2018-04-05	1010260324	Cintas Corp., Loc. 207			175.32
51810	410	Custodial Supplies	2018-04-05	1010260347	Kelsan Inc			2,772.29
51810	415	Electricity	2018-04-26	1010260493	Morristown Utilities			5,157.00
51810	425	Gasoline	2018-04-12	1010260406	Fuelman			348.60
51810	434	Natural Gas	2018-04-19	1010260436	Atmos Energy			2,412.33
51810	451	Uniforms	2018-04-05	1010260324	Cintas Corp., Loc. 207			355.68
51810	.....	**Other Facilities**				**Total:**	**22**	**15,930.02**
51910	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
51910	435	Office Supplies	2018-04-05	1010260335	Gaylord Bros			43.62
51910	435	Office Supplies	2018-04-12	1010260407	Gaylord Bros			36.56
51910	435	Office Supplies	2018-04-19	1010260441	Citizen Tribune			75.00
51910	719	Office Equipment	2018-04-12	1010260393	Business Systems & Consultants			861.00
51910	.....	**Preservation Of Records**				**Total:**	**5**	**1,133.60**
52100	334	Maintenance Agreements	2018-04-26	1010260501	Suntrust Bankcard, NA			495.00
52100	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			540.32

Return to Regular Calendar
May 24, 2018

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
52100	524	In Service/Staff Development	2018-04-12	1010260413	Lakeway HR Mgmt Assn			75.00
52100	524	In Service/Staff Development	2018-04-26	1010260501	Suntrust Bankcard, NA			343.41
52100	524	In Service/Staff Development	2018-04-30	1010260512	Healthcare 21			25.00
52100	.....	**Accounting And Budgeting**				**Total:**	**5**	**1,478.73**
52200	302	Advertising	2018-04-12	1010260398	Citizen Tribune			104.92
52200	.....	**Purchasing**				**Total:**	**1**	**104.92**
52300	307	Communication	2018-04-05	1010260323	Century Link/Business Services			3.83
52300	338	Maintenance And Repair Services - Vehicles	2018-04-05	1010260361	Porter's Tire Store			15.95
52300	338	Maintenance And Repair Services - Vehicles	2018-04-26	1010260492	Morristown Chevrolet			47.95
52300	425	Gasoline	2018-04-12	1010260406	Fuelman			150.73
52300	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			15.00
52300	.....	**Property Assessor's Office**				**Total:**	**5**	**233.46**
52310	312	Contracts With Private Agencies	2018-04-05	1010260369	Tax Management Associates, Inc			12,815.00
52310	351	Rentals	2018-04-19	1010260438	Canon Solutions America, Inc			108.58
52310	.....	**Reappraisal Program**				**Total:**	**2**	**12,923.58**
52400	307	Communication	2018-04-05	1010260323	Century Link/Business Services			0.25
52400	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
52400	.....	**County Trustee's Office**				**Total:**	**2**	**117.67**
52500	307	Communication	2018-04-05	1010260323	Century Link/Business Services			8.06
52500	307	Communication	2018-04-05	1010260384	Verizon Wireless			96.36
52500	307	Communication	2018-04-12	1010260388	AT&T			37.72
52500	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			147.75
52500	355	Travel	2018-04-05	1010260326	Conway, Sharon L			86.95
52500	355	Travel	2018-04-05	1010260356	Newman, Eugenia L			18.85
52500	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			25.00
52500	435	Office Supplies	2018-04-19	1010260437	Business Information Systems			845.42
52500	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			414.61
52500	435	Office Supplies	2018-04-26	1010260484	Government Forms and Supplies LLC			1,205.00
52500	709	Data Processing Equipment	2018-04-19	1010260437	Business Information Systems			695.00
52500	.....	**County Clerk's Office**				**Total:**	**11**	**3,580.72**
52600	307	Communication	2018-04-05	1010260384	Verizon Wireless			28.45
52600	312	Contracts With Private Agencies	2018-04-19	1010260460	MUS Fibernet			259.90
52600	317	Data Processing Services	2018-04-19	1010260460	MUS Fibernet			389.55
52600	709	Data Processing Equipment	2018-04-05	1010260322	CDW Government, Inc			50.75
52600	709	Data Processing Equipment	2018-04-26	1010260476	CDW Government, Inc			354.96
52600	.....	**Data Processing**				**Total:**	**5**	**1,083.61**

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
52900	307	Communication	2018-04-05	1010260323	Century Link/Business Services			1.85
52900	307	Communication	2018-04-12	1010260388	AT&T			390.92
52900	317	Data Processing Services	2018-04-05	1010260355	MUS Fibernet			128.22
52900	330	Operating Lease Payments	2018-04-26	1010260497	Sawyer, Mark			1,850.00
52900	335	Maintenance And Repair Service - Buildings	2018-04-12	1010260403	Fish Window Cleaning			23.00
52900	351	Rentals	2018-04-12	1010260425	Thermocopy Of Tennessee			18.00
52900	351	Rentals	2018-04-12	1010260432	Waste Industries/102 Tidiwaste			45.53
52900	351	Rentals	2018-04-26	1010260502	Thermocopy Of Tennessee			40.00
52900	415	Electricity	2018-04-05	1010260353	Morristown Utilities			823.00
52900	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			18.00
52900	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			58.11
52900	**.....**	**Other Finance**				**Total:**	**11**	**3,396.63**
53100	307	Communication	2018-04-05	1010260323	Century Link/Business Services			15.55
53100	307	Communication	2018-04-05	1010260384	Verizon Wireless			59.92
53100	307	Communication	2018-04-12	1010260388	AT&T			37.72
53100	334	Maintenance Agreements	2018-04-26	1010260475	Business Info Systems, Inc			3,383.80
53100	348	Postal Charges	2018-04-12	1010260420	Pitney Bowes			266.44
53100	349	Printing, Stationery And Forms	2018-04-19	1010260462	Shred-It			13.56
53100	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			457.95
53100	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			346.08
53100	435	Office Supplies	2018-04-05	1010260349	Lowe's			386.10
53100	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			4,822.70
53100	435	Office Supplies	2018-04-26	1010260501	Suntrust Bankcard, NA			69.03
53100	**.....**	**Circuit Court**				**Total:**	**11**	**9,858.85**
53300	307	Communication	2018-04-05	1010260323	Century Link/Business Services			4.54
53300	307	Communication	2018-04-12	1010260388	AT&T			18.86
53300	320	Dues And Memberships	2018-04-12	1010260426	TN Bar Association			295.00
53300	320	Dues And Memberships	2018-04-26	1010260478	Collins, Wayne Douglas			409.40
53300	351	Rentals	2018-04-19	1010260438	Canon Solutions America, Inc			84.70
53300	355	Travel	2018-04-05	1010260365	Snider-Morgan, Janice			407.54
53300	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			387.98
53300	399	Other Contracted Services	2018-04-19	1010260453	Judicial Commissioners Assn			225.00
53300	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			39.00
53300	**.....**	**General Sessions Court**				**Total:**	**9**	**1,872.02**
53330	307	Communication	2018-04-05	1010260384	Verizon Wireless			199.68
53330	307	Communication	2018-04-12	1010260388	AT&T			37.72
53330	322	Evaluation And Testing	2018-04-12	1010260415	Medtox Laboratories Inc			57.23
53330	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
53330	355	Travel	2018-04-26	1010260488	Horton, Barbara R			67.00
53330	355	Travel	2018-04-26	1010260490	McCarter, Lori			70.00

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
53330	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			13.00
53330	.....	**Drug Court**				**Total:**	**7**	**562.05**
53400	307	Communication	2018-04-05	1010260323	Century Link/Business Services			8.64
53400	307	Communication	2018-04-12	1010260388	AT&T			18.86
53400	334	Maintenance Agreements	2018-04-05	1010260368	Sturgis Web Services			1,050.00
53400	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			147.75
53400	355	Travel	2018-04-02	1010260310	Embassy Suites Murfreesboro			309.60
53400	355	Travel	2018-04-12	1010260396	Carey, Teresa H			47.00
53400	355	Travel	2018-04-12	1010260406	Fuelman			13.27
53400	435	Office Supplies	2018-04-05	1010260328	County Record Services			799.64
53400	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			23.00
53400	719	Office Equipment	2018-04-05	1010260378	Town & Country Lock & Key			90.00
53400	.....	**Chancery Court**				**Total:**	**10**	**2,507.76**
53500	307	Communication	2018-04-05	1010260323	Century Link/Business Services			5.28
53500	307	Communication	2018-04-05	1010260384	Verizon Wireless			41.73
53500	322	Evaluation And Testing	2018-04-19	1010260433	Acme Printing Company, Inc			56.00
53500	322	Evaluation And Testing	2018-04-26	1010260482	Evans Office Supply Co			19.95
53500	338	Maintenance And Repair Services - Vehicles	2018-04-05	1010260361	Porter's Tire Store			395.89
53500	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
53500	422	Food Supplies	2018-04-12	1010260401	English Mountain Spring Water			30.00
53500	422	Food Supplies	2018-04-26	1010260510	Walmart Community BRC			262.85
53500	425	Gasoline	2018-04-12	1010260406	Fuelman			150.44
53500	.....	**Juvenile Court**				**Total:**	**9**	**1,079.56**
53920	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			901.00
53920	524	In Service/Staff Development	2018-04-12	1010260428	TN Law Enforcement Training Academy			1,650.00
53920	716	Law Enforcement Equipment	2018-04-05	1010260380	TruBlu Tactical Police Supply			987.98
53920	716	Law Enforcement Equipment	2018-04-12	1010260390	Axon Enterprise, Inc.			845.00
53920	716	Law Enforcement Equipment	2018-04-26	1010260501	Suntrust Bankcard, NA			1,100.28
53920	.....	**Courtroom Security**				**Total:**	**5**	**5,484.26**
54110	307	Communication	2018-04-05	1010260323	Century Link/Business Services			66.02
54110	307	Communication	2018-04-05	1010260384	Verizon Wireless			1,488.61
54110	307	Communication	2018-04-12	1010260388	AT&T			94.30
54110	307	Communication	2018-04-19	1010260470	Verizon Wireless			1,828.30
54110	338	Maintenance And Repair Services - Vehicles	2018-04-05	1010260351	Morristown Ford			1,886.44
54110	338	Maintenance And Repair Services - Vehicles	2018-04-19	1010260466	Synergy Auto Wash			908.72
54110	338	Maintenance And Repair Services - Vehicles	2018-04-26	1010260480	Drinnon, Kenny			92.72
54110	338	Maintenance And Repair Services - Vehicles	2018-04-26	1010260495	Royston Chrysler Dodge Jeep			3,800.12
54110	348	Postal Charges	2018-04-12	1010260402	Federal Express			16.61
54110	348	Postal Charges	2018-04-12	1010260420	Pitney Bowes			266.44

Return to Regular Calendar
May 24, 2018

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54110	348	Postal Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			93.72
54110	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			173.21
54110	351	Rentals	2018-04-12	1010260422	T.E.G. Enterprises			65.00
54110	353	Towing Services	2018-04-05	1010260374	Tipton, Ronald			50.00
54110	353	Towing Services	2018-04-19	1010260468	Tipton, Ronald			25.00
54110	353	Towing Services	2018-04-26	1010260504	Tipton, Ronald			25.00
54110	355	Travel	2018-04-05	1010260359	Peralez, Joe			103.50
54110	355	Travel	2018-04-05	1010260367	Standifer, Jimmy			103.50
54110	355	Travel	2018-04-19	1010260448	Haag, Steven Earl			352.00
54110	355	Travel	2018-04-19	1010260452	Ingram, Eddie			352.00
54110	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			2,182.96
54110	399	Other Contracted Services	2018-04-12	1010260417	Murrell Burglar Alarm Co Inc			39.00
54110	399	Other Contracted Services	2018-04-12	1010260430	Transunion Risk & Alternative			36.80
54110	425	Gasoline	2018-04-12	1010260406	Fuelman			10,255.39
54110	431	Law Enforcement Supplies	2018-04-05	1010260349	Lowe's			143.41
54110	431	Law Enforcement Supplies	2018-04-05	1010260385	Walter Curtis Company, Llc			46.00
54110	433	Lubricants	2018-04-05	1010260351	Morristown Ford			139.63
54110	433	Lubricants	2018-04-19	1010260466	Synergy Auto Wash			100.96
54110	433	Lubricants	2018-04-26	1010260495	Royston Chrysler Dodge Jeep			353.08
54110	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			937.67
54110	435	Office Supplies	2018-04-26	1010260501	Suntrust Bankcard, NA			415.97
54110	450	Tires And Tubes	2018-04-05	1010260361	Porter's Tire Store			10.00
54110	450	Tires And Tubes	2018-04-26	1010260495	Royston Chrysler Dodge Jeep			16.97
54110	450	Tires And Tubes	2018-04-26	1010260496	S&S Tire			528.76
54110	451	Uniforms	2018-04-26	1010260508	TruBlu Tactical Police Supply			879.92
54110	599	Other Charges	2018-04-05	1010260314	Akins, Jim			126.21
54110	599	Other Charges	2018-04-05	1010260337	Hamblen County Clerk			35.00
54110	599	Other Charges	2018-04-05	1010260363	Shred-It			20.34
54110	599	Other Charges	2018-04-12	1010260401	English Mountain Spring Water			40.00
54110	599	Other Charges	2018-04-12	1010260409	Hamblen County Boat Dock, Inc			100.00
54110	599	Other Charges	2018-04-19	1010260459	Morristown-Hamblen Hospital			41.00
54110	599	Other Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			12.00
54110	716	Law Enforcement Equipment	2018-04-05	1010260334	Gall's Inc			66.53
54110	716	Law Enforcement Equipment	2018-04-05	1010260380	TruBlu Tactical Police Supply			1,360.00
54110	716	Law Enforcement Equipment	2018-04-19	1010260447	Gall's Inc			825.26
54110	716	Law Enforcement Equipment	2018-04-26	1010260483	Gall's Inc			174.42
54110	**.....**	**Sheriff's Department**				**Total:**	**46**	**30,678.49**
54160	309	Contracts With Government Agencies	2018-04-05	1010260376	TN Bureau Of Investigation			50.00
54160	317	Data Processing Services	2018-04-05	1010260384	Verizon Wireless			34.00
54160	334	Maintenance Agreements	2018-04-12	1010260411	Imaging Technology Consulting			350.00
54160	**.....**	**Administration Of The Sexual Offender Registry**				**Total:**	**3**	**434.00**

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54210	334	Maintenance Agreements	2018-04-12	1010260421	South Western Comm, Inc			4,780.00
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260332	Fastenal Company			47.65
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260333	Fenco Supply Co			113.76
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260349	Lowe's			137.15
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260375	TMS - Marlin			771.78
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260386	Wholesale Supply Group			41.12
54210	335	Maintenance And Repair Service - Buildings	2018-04-12	1010260422	T.E.G. Enterprises			178.50
54210	335	Maintenance And Repair Service - Buildings	2018-04-26	1010260474	American Detention			113.78
54210	335	Maintenance And Repair Service - Buildings	2018-04-26	1010260505	TMS - Marlin			2,409.91
54210	336	Maintenance And Repair Services - Equipment	2018-04-19	1010260456	Large Equipment Inc			1,585.61
54210	340	Medical And Dental Services	2018-04-05	1010260327	Correctional Risk Services Inc			7,530.81
54210	340	Medical And Dental Services	2018-04-12	1010260399	Correctional Risk Services Inc			2,144.17
54210	340	Medical And Dental Services	2018-04-12	1010260424	TDMHSAS			800.00
54210	340	Medical And Dental Services	2018-04-19	1010260434	American Esoteric Laboratories			394.70
54210	340	Medical And Dental Services	2018-04-19	1010260444	Correcthealth, LLC			45,025.01
54210	340	Medical And Dental Services	2018-04-19	1010260445	Correctional Risk Services Inc			2,165.04
54210	340	Medical And Dental Services	2018-04-19	1010260457	Mobile Images Acquisition LLC			2,700.00
54210	340	Medical And Dental Services	2018-04-19	1010260458	Morristown-Hamblen EMS			200.00
54210	340	Medical And Dental Services	2018-04-19	1010260459	Morristown-Hamblen Hospital			24,645.94
54210	340	Medical And Dental Services	2018-04-26	1010260479	Correctional Risk Services Inc			1,970.10
54210	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			147.75
54210	355	Travel	2018-04-12	1010260414	Marsee, Joshua Steven			178.50
54210	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			590.00
54210	410	Custodial Supplies	2018-04-05	1010260347	Kelsan Inc			4,139.59
54210	410	Custodial Supplies	2018-04-12	1010260397	Chem Clean Systems LLC			449.93
54210	410	Custodial Supplies	2018-04-12	1010260432	Waste Industries/102 Tidiwaste			553.47
54210	410	Custodial Supplies	2018-04-26	1010260477	Chem Clean Systems LLC			984.85
54210	422	Food Supplies	2018-04-05	1010260360	Pfg Hale , Inc			41,876.87
54210	422	Food Supplies	2018-04-12	1010260391	Borden Dairy Of Ky / Flavorich			1,840.15
54210	422	Food Supplies	2018-04-12	1010260404	Flowers Baking Company			2,836.20
54210	599	Other Charges	2018-04-19	1010260462	Shred-It			13.56
54210	716	Law Enforcement Equipment	2018-04-05	1010260334	Gall's Inc			370.87
54210	716	Law Enforcement Equipment	2018-04-05	1010260380	TruBlu Tactical Police Supply			233.00
54210	.....	**Jail**				**Total:**	**33**	**151,969.77**
54250	307	Communication	2018-04-05	1010260323	Century Link/Business Services			8.84
54250	307	Communication	2018-04-05	1010260384	Verizon Wireless			103.07
54250	338	Maintenance And Repair Services - Vehicles	2018-04-05	1010260343	Interstate Battery System			74.22
54250	399	Other Contracted Services	2018-04-05	1010260339	Helen Ross McNabb Center			6,000.00
54250	425	Gasoline	2018-04-12	1010260406	Fuelman			73.88
54250	.....	**Work Release Program**				**Total:**	**5**	**6,260.01**
54410	307	Communication	2018-04-05	1010260320	Bell, Chris E			56.00

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54410	322	Evaluation And Testing	2018-04-26	1010260503	Thompson, Claude, JR			70.00
54410	338	Maintenance And Repair Services - Vehicles	2018-04-19	1010260466	Synergy Auto Wash			62.97
54410	425	Gasoline	2018-04-12	1010260406	Fuelman			388.34
54410	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			109.26
54410	435	Office Supplies	2018-04-26	1010260501	Suntrust Bankcard, NA			139.72
54410	599	Other Charges	2018-04-05	1010260384	Verizon Wireless			34.00
54410	599	Other Charges	2018-04-12	1010260405	Food City			7.98
54410	599	Other Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			155.98
54410	.....	**Civil Defense**				**Total:**	**9**	**1,024.25**
54490	316	Contributions	2018-04-05	1010260338	Hamblen County E.C.D. / 911			45,536.75
54490	.....	**Other Emergency Management**				**Total:**	**1**	**45,536.75**
54610	312	Contracts With Private Agencies	2018-04-05	1010260315	Allen Funeral Home Inc			750.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260336	Giles, Todd E			160.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260342	Holt, Jeffrey E.			160.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260358	Peoples, Jimmy W			240.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260372	Thompson, Claude, JR			640.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260373	Thompson, Tom C, MD			2,083.33
54610	312	Contracts With Private Agencies	2018-04-12	1010260416	Morristown-Hamblen EMS			50.00
54610	312	Contracts With Private Agencies	2018-04-26	1010260489	Knox County Medical Examiner			7,035.50
54610	399	Other Contracted Services	2018-04-05	1010260329	Davis, Eddie			750.00
54610	.....	**County Coroner/Medical Examiner**				**Total:**	**9**	**11,868.83**
54900	790	Other Equipment	2018-04-26	1010260501	Suntrust Bankcard, NA			288.00
54900	.....	**Other Public Safety**				**Total:**	**1**	**288.00**
55110	309	Contracts With Government Agencies	2018-04-04	1010260311	Roberts Cleaning Company			1,699.00
55110	309	Contracts With Government Agencies	2018-04-05	1010260323	Century Link/Business Services			54.02
55110	309	Contracts With Government Agencies	2018-04-05	1010260331	English Mountain Coffee			150.00
55110	309	Contracts With Government Agencies	2018-04-05	1010260341	Holston Gases			48.55
55110	309	Contracts With Government Agencies	2018-04-05	1010260352	Morristown Signs, Inc			40.00
55110	309	Contracts With Government Agencies	2018-04-05	1010260366	Southern Trophy House Inc.			67.00
55110	309	Contracts With Government Agencies	2018-04-12	1010260388	AT&T			241.20
55110	309	Contracts With Government Agencies	2018-04-12	1010260394	Canon Solutions America, Inc			20.22
55110	309	Contracts With Government Agencies	2018-04-12	1010260400	Ellison Sanitary Supply Co			102.88
55110	309	Contracts With Government Agencies	2018-04-19	1010260436	Atmos Energy			107.98
55110	309	Contracts With Government Agencies	2018-04-19	1010260446	E & A Monogram			393.46
55110	309	Contracts With Government Agencies	2018-04-19	1010260465	Stewart, Dennis J.			140.00
55110	309	Contracts With Government Agencies	2018-04-26	1010260472	Acme Printing Company, Inc			126.00
55110	309	Contracts With Government Agencies	2018-04-26	1010260481	English Mountain Coffee			65.00
55110	309	Contracts With Government Agencies	2018-04-26	1010260493	Morristown Utilities			1,458.00
55110	309	Contracts With Government Agencies	2018-04-26	1010260501	Suntrust Bankcard, NA			34.98

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
55110	309	Contracts With Government Agencies	2018-04-26	1010260510	Walmart Community BRC			281.35
55110	355	Travel	2018-04-05	1010260318	Becerra, Michele L			51.70
55110	355	Travel	2018-04-05	1010260364	Smith, Kim			159.33
55110	355	Travel	2018-04-19	1010260461	Rodriguez, Kawaela S			434.28
55110	399	Other Contracted Services	2018-04-12	1010260398	Citizen Tribune			1,390.69
55110	399	Other Contracted Services	2018-04-19	1010260442	College Square Mall			150.00
55110	399	Other Contracted Services	2018-04-26	1010260491	Media Directions Advertising Inc.			1,235.30
55110	.....	**Local Health Center**				**Total:**	**23**	**8,450.94**
55120	316	Contributions	2018-04-05	1010260354	Morristown-Hamblen Humane Soc			11,125.00
55120	.....	**Rabies And Animal Control**				**Total:**	**1**	**11,125.00**
55590	316	Contributions	2018-04-05	1010260339	Helen Ross McNabb Center			680.00
55590	316	Contributions	2018-04-26	1010260486	Helen Ross McNabb Center			170.00
55590	.....	**Other Local Welfare Services**				**Total:**	**2**	**850.00**
56500	316	Contributions	2018-04-26	1010260494	Morristown-Hamblen Library			68,062.50
56500	.....	**Libraries**				**Total:**	**1**	**68,062.50**
56700	307	Communication	2018-04-05	1010260355	MUS Fibernet			103.69
56700	307	Communication	2018-04-05	1010260384	Verizon Wireless			49.92
56700	336	Maintenance And Repair Services - Equipment	2018-04-19	1010260455	Lane Sales Power Equipment			257.30
56700	336	Maintenance And Repair Services - Equipment	2018-04-26	1010260501	Suntrust Bankcard, NA			55.29
56700	399	Other Contracted Services	2018-04-26	1010260511	Williams, Cindy			400.00
56700	410	Custodial Supplies	2018-04-05	1010260347	Kelsan Inc			855.43
56700	410	Custodial Supplies	2018-04-12	1010260432	Waste Industries/102 Tidiwaste			285.97
56700	412	Diesel Fuel	2018-04-19	1010260471	Voyager Fleet Systems Inc			99.49
56700	415	Electricity	2018-04-05	1010260353	Morristown Utilities			4,129.00
56700	415	Electricity	2018-04-19	1010260435	Appalachian Electric Co-Op			22.56
56700	425	Gasoline	2018-04-19	1010260471	Voyager Fleet Systems Inc			383.33
56700	451	Uniforms	2018-04-26	1010260501	Suntrust Bankcard, NA			131.69
56700	454	Water And Sewer	2018-04-05	1010260353	Morristown Utilities			2,221.00
56700	509	Refunds	2018-04-19	1010260463	Singleton, Charlotte			65.00
56700	599	Other Charges	2018-04-05	1010260386	Wholesale Supply Group			22.46
56700	599	Other Charges	2018-04-12	1010260401	English Mountain Spring Water			16.00
56700	.....	**Parks And Fair Boards**				**Total:**	**16**	**9,098.13**
56900	309	Contracts With Government Agencies	2018-04-05	1010260346	Keep M'town Hamblen Beautiful			129.94
56900	309	Contracts With Government Agencies	2018-04-12	1010260412	Keep M'town Hamblen Beautiful			319.57
56900	.....	**Other Social, Cultural And Recreational**				**Total:**	**2**	**449.51**
57100	140	Salary Supplements	2018-04-19	1010260467	The University Of TN Extension			36,694.94
57100	307	Communication	2018-04-05	1010260323	Century Link/Business Services			9.38

Return to Regular Calendar
May 24, 2018

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
57100	355	Travel	2018-04-05	1010260319	Bedwell, Emmanuel	45.12
57100	355	Travel	2018-04-05	1010260340	Hobbs, Elizabeth	125.96
57100	355	Travel	2018-04-05	1010260348	Long, Debra	50.29
57100	355	Travel	2018-04-12	1010260410	Henry, Martha	62.98
57100	355	Travel	2018-04-19	1010260464	Singleton, Samanthia	45.12
57100	355	Travel	2018-04-26	1010260487	Henry, Martha	16.45
57100	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co	225.96
57100	.....	**Agricultural Extension Service**			**Total: 9**	**37,276.20**
58110	399	Other Contracted Services	2018-04-05	1010260345	Keating, John	2,000.00
58110	399	Other Contracted Services	2018-04-05	1010260362	Pyro Shows Inc	7,500.00
58110	399	Other Contracted Services	2018-04-26	1010260506	TN Dept of Commerce & Insurance	50.00
58110	.....	**Tourism**			**Total: 3**	**9,550.00**
58300	307	Communication	2018-04-05	1010260323	Century Link/Business Services	2.39
58300	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co	158.00
58300	.....	**Veterans' Services**			**Total: 2**	**160.39**
58600	202	Handling Charges & Administrative Costs	2018-04-12	1010260423	TASC - Client Invoices	195.00
58600	210	Unemployment Compensation	2018-04-26	1010260507	TN Dept Of Labor & Workforce Development	1,506.22
58600	299	Other Fringe Benefits	2018-04-19	1010260451	Hamblen County Government	212.50
58600	506	Liability Insurance	2018-04-26	1010260500	Strate Insurance Group	7,712.00
58600	515	Liability Claims	2018-04-05	1010260379	Travelers	3,735.00
58600	.....	**Employee Benefits**			**Total: 5**	**13,360.72**
91130	718	Motor Vehicles	2018-04-05	1010260325	Columbia Chrysler Dodge Jeep	64,925.14
91130	.....	**Public Safety Projects**			**Total: 1**	**64,925.14**
91190	399	Other Contracted Services	2018-04-05	1010260377	TN Dept Of Transportation	11,949.87
91190	.....	**Other General Government Proje**			**Total: 1**	**11,949.87**
					Total of checks for General Fund #(101)	**553,783.83**

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

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

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
55710	299	Other Fringe Benefits	2018-04-19	1160023322	Hamblen County Government	37.50
55710	302	Advertising	2018-04-12	1160023310	Citizen Tribune	465.70
55710	312	Contracts With Private Agencies	2018-04-19	1160023323	Quality Waste - S & B Recycling	11,115.05
55710	336	Maintenance And Repair Services - Equipment	2018-04-05	1160023305	NAPA Auto Parts Of Morristown	1,914.43
55710	336	Maintenance And Repair Services - Equipment	2018-04-05	1160023307	Premier Truck Group	1,676.35
55710	336	Maintenance And Repair Services - Equipment	2018-04-12	1160023314	Interstate Battery System	349.85
55710	336	Maintenance And Repair Services - Equipment	2018-04-12	1160023316	Moore's Tractor & Trailer	70.50
55710	336	Maintenance And Repair Services - Equipment	2018-04-12	1160023318	Premier Truck Group	4,660.15
55710	336	Maintenance And Repair Services - Equipment	2018-04-12	1160023319	Triad Freightliner	1,131.21
55710	336	Maintenance And Repair Services - Equipment	2018-04-19	1160023320	D&J Hydraulic Service, Inc.	6,402.69
55710	353	Towing Services	2018-04-12	1160023315	Lynn Malone Wrecker	400.00
55710	359	Disposal Fees	2018-04-26	1160023326	Hamblen County-Morristown Solid Waste	116,324.52
55710	412	Diesel Fuel	2018-04-12	1160023312	Fuelman	10,129.30
55710	425	Gasoline	2018-04-12	1160023312	Fuelman	273.94
55710	451	Uniforms	2018-04-26	1160023324	Cintas Corp., Loc. 207	599.55
55710	499	Other Supplies And Materials	2018-04-05	1160023302	American Continental Techlab	403.00
55710	499	Other Supplies And Materials	2018-04-12	1160023311	Elliott Boots	100.00
55710	499	Other Supplies And Materials	2018-04-26	1160023324	Cintas Corp., Loc. 207	114.99
55710	499	Other Supplies And Materials	2018-04-26	1160023325	Elliott Boots	189.99
55710	733	Solid Waste Equipment	2018-04-05	1160023306	Otto Environmental Systems LLC	710.68
55710	**.....**	**Sanitation Management**			**Total: 20**	**157,069.40**
					Total of checks for Solid Waste/Sanitation Fund #(116)	**157,069.40**

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

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

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
61000	307	Communication	2018-04-05	1313041716	Comcast Cable			66.00
61000	307	Communication	2018-04-05	1313041728	Verizon Wireless			147.53
61000	307	Communication	2018-04-12	1313041729	AT&T			77.54
61000	317	Data Processing Services	2018-04-19	1313041743	Gravity Networks			135.00
61000	415	Electricity	2018-04-19	1313041745	Holston Electric Cooperative			721.53
61000	415	Electricity	2018-04-26	1313041752	Morristown Utilities			30.00
61000	435	Office Supplies	2018-04-26	1313041751	Evans Office Supply Co			119.96
61000	442	Propane Gas	2018-04-12	1313041735	Heritage Propane			618.55
61000	454	Water and Sewer	2018-04-19	1313041747	Morristown Utilities			78.00
61000	599	Other Charges	2018-04-05	1313041715	Cocke Farmers Co-Op			200.00
61000	599	Other Charges	2018-04-05	1313041717	Elliott Boots			174.80
61000	599	Other Charges	2018-04-05	1313041719	Kennedy, Thomas A.			187.00
61000	599	Other Charges	2018-04-05	1313041720	Lowe's			237.77
61000	599	Other Charges	2018-04-12	1313041732	Elliott Boots			100.00
61000	599	Other Charges	2018-04-26	1313041750	Elliott Boots			100.00
61000	.....	**Administration**				**Total:**	**15**	**2,993.68**
62000	312	Contracts With Private Agencies	2018-04-05	1313041718	Highway Markings, Inc			15,350.39
62000	404	Asphalt - Hot Mix	2018-04-12	1313041730	Blalock & Sons Inc			6,550.25
62000	404	Asphalt - Hot Mix	2018-04-12	1313041738	Newport Paving & Ready Mix			4,102.17
62000	404	Asphalt - Hot Mix	2018-04-26	1313041749	Apac Atlantic, Inc			910.93
62000	409	Crushed Stone	2018-04-12	1313041740	Vulcan Materials Company			1,413.23
62000	451	Uniforms	2018-04-19	1313041742	Cintas Corp., Loc. 207			249.40
62000	467	Fencing	2018-04-05	1313041718	Highway Markings, Inc			1,830.63
62000	.....	**Highway And Bridge Maintenance**				**Total:**	**7**	**30,407.00**
63100	412	Diesel Fuel	2018-04-05	1313041715	Cocke Farmers Co-Op			456.88
63100	412	Diesel Fuel	2018-04-12	1313041733	Fuelman			1,767.54
63100	416	Equipment Parts - Heavy	2018-04-05	1313041723	NAPA Auto Parts Of Morristown			668.68
63100	416	Equipment Parts - Heavy	2018-04-05	1313041725	TN Valley Custom Trailers, Inc			202.29
63100	416	Equipment Parts - Heavy	2018-04-12	1313041736	Interstate Tractor			237.88
63100	416	Equipment Parts - Heavy	2018-04-19	1313041744	Heavy Machines Inc			206.92
63100	416	Equipment Parts - Heavy	2018-04-19	1313041746	Interstate Tractor			2,166.05
63100	416	Equipment Parts - Heavy	2018-04-19	1313041748	Town & Country Lock & Key			10.00
63100	424	Garage Supplies	2018-04-05	1313041724	Scott-Gross Co Inc			37.32
63100	424	Garage Supplies	2018-04-26	1313041753	Safety-Kleen Systems, Inc			1,146.36
63100	425	Gasoline	2018-04-12	1313041731	BP			205.15
63100	425	Gasoline	2018-04-12	1313041733	Fuelman			1,487.21
63100	433	Lubricants	2018-04-05	1313041721	Lubricorp, dba Petrochoice			3,199.00
63100	.....	**Operation And Maintenance Of Equipment**				**Total:**	**13**	**11,791.28**
					Total of checks for Highway/Public Works Fund (#131)			**45,191.96**

Return to Regular Calendar
May 24, 2018

A RESOLUTION APPROVING AMENDMENTS TO LOCAL GOVERNMENT PUBLIC IMPROVEMENT BONDS, SERIES E-4-A AND RELATED LOAN AGREEMENT, SUPPLEMENTAL INDENTURES AND CREDIT AGREEMENTS TO REVISE THE INTEREST RATES PAID BY HAMBLEN COUNTY AND EXTEND THE APPLICABLE INDEX RATE PERIODS RELATING TO SUCH BONDS

WHEREAS, The Public Building Authority of Blount County, Tennessee (the "Blount Authority") has previously issued its Local Government Public Improvement Bonds, Series E-4-A, dated August 13, 2008, as reissued on May 7, 2013 (the "Series E-4-A Bonds"), which were purchased by Regions Capital Advantage, Inc. (the "Lender") in the Index Rate Period pursuant to a Credit Agreement (the "Series E-4-A Credit Agreement") and an Amended and Restated Indenture of Trust, dated as of June 1, 2008, the Series E-4-A Supplemental Indenture of Trust, dated as of August 1, 2008 and the Series E-4-A Second Supplemental Indenture, dated as of May 1, 2013 (collectively the "Series E-4-A Indenture") for the purpose of making a loan to Hamblen County, Tennessee (the "County") pursuant to an Amended and Restated Loan Agreement dated May 1, 2013 (the "Series E-4-A Loan Agreement"); and

WHEREAS, the Lender has offered to adjust the interest rate with respect to the Series E-4-A Loan Agreement and the Series E-4-A Bonds and to extend the Index Rate Period as set forth in and subject to the terms and conditions provided in the term sheet presented to this meeting (the "Lender Term Sheet"); and

WHEREAS, the County has additionally determined to revise the Series E-4-A Indenture, the Series E-4-A Bonds, the Series E-4-A Loan Agreement and the Series E-4-A Credit Agreement (collectively, the "Series E-4-A Documents") to allow for the remarketing of the Series E-4-A Bonds at the end of each Index Rate Period or earlier at the election of the County at a new Index Rate; and

WHEREAS, it is hereby determined by the Board of County Commissioners (the "Governing Body") to be in the best interest of the County to: (i) authorize amendments (the "Series E-4-A Amendments") to the Series E-4-A Documents and other documents relating to the Series E-4-A Bonds for the purposes set forth herein, and (ii) approve the execution and delivery of the Series E-4-A Amendments; and

WHEREAS, for the purposes recited above, the Governing Body of the County adopts this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Hamblen County, Tennessee, as follows:

Section 1. Approval of the Series E-4-A Amendments. The Series E-4-A Amendments are hereby approved and shall contain terms and provisions substantially consistent with the Lender Term Sheet and provisions allowing the Series E-4-A Bonds to be remarketed at, or prior to, the end of the Index Rate Period, at the election of the County. The County Mayor and County Clerk are hereby authorized, empowered and directed to execute and deliver the Series E-4-A Amendments, to which the County is a party, in the name and on behalf of the County. From and after the execution and delivery of the Series E-4-A Amendments, the County Mayor and the County Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Series E-4-A Amendments as executed. All fees and expenses associated with the amendment and the conversion shall be paid by the County.

Section 2. Request the Authorities to Approve Amendments. The County hereby directs the County Mayor to request that the Blount Authority and the Trustee approve and consent to the Series E-4-A Amendments to which they are a party, and such other documents necessary to effect the amendments described herein.

Section 3. Additional Authorizations. All acts and doings of the County Mayor and the County Clerk and any other representative or officer of the County which are in conformity with the purposes and intent of this Resolution and in furtherance of the amendments and the conversion as set forth herein shall be and the same hereby are in all respects, approved and confirmed.

Section 4. Separability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal of Conflicting Resolutions and Effective Date. All other resolutions and orders, or parts thereof, in conflict with the provisions of this Resolution, are, to the extent of such conflict, hereby repealed and this Resolution shall be in immediate effect from and after its adoption.

Adopted and approved this _____ day of _____, 2018.

/s/_____
County Mayor

ATTEST:

/s/_____
County Clerk

CERTIFICATE OF COUNTY CLERK

I, Penny Petty, certify that I am the duly qualified and acting County Clerk of Hamblen County, Tennessee, and as such official I further certify that attached hereto is a copy of excerpts from the minutes of a regular meeting of the governing body of the County held on _____, 2018; that these minutes were promptly and fully recorded and are open to public inspection; that I have compared said copy with the original minute record of said meeting in my official custody; and that said copy is a true, correct and complete transcript from said original minute record insofar as said original record relates to the amendments of the Series E-4-A Bonds.

WITNESS my official signature and seal of said County on this the _____ day of _____, 2018.

/s/_____
County Clerk

(SEAL)

24634936.1

April 15, 2018
Revised April 20, 2018

Chris Bessler
Cumberland Securities
chris.bessler@cumberlandsecurities.com
Via Electronic submission

Reference: Summary of Term Sheet for the Non-Bank Qualified, Tax-Exempt Term Loan

Borrower:	Hamblen County, Tennessee
Lender:	Regions Capital Advantage, Inc.
Issuer:	The Public Building Authority of Blount County, Tennessee (the "Issuer").
Purpose:	Amendment of the existing series E-4-A public improvement bonds with the terms contained herein.
Loan Amount:	Up to $10,100,000
Structure:	Non-Bank Qualified Tax-Exempt General Obligation Term Loan evidenced by a promissory note, bond or other debt instrument (the "Debt Instrument")
Interest Rate:	The Loan is a Tax-Exempt, Non-Bank Qualified Loan. The Loan will bear interest at a variable rate per annum equal to a minimum of (a) 79% of 30-Day LIBOR, plus (b) 42 basis points.
Repayment:	Interest will be payable quarterly (calculated on the basis of a 30 day month and a 360 day year) on the 1st calendar day of each March, June, September and December, commencing June 1st, 2019. Annual principal payments will be payable each June 1st, commencing June 1st, 2020 and, subject to the Put Option terms, each Purchase Date. All payments are due on the same calendar day of the month.
Put Date:	June 1, 2021.
Facility Fee and Prepayment:	None; Acceptable at any time without penalty.
Other Fees, Costs and Expenses:	The Borrower will be responsible for all out-of-pocket fees, costs and expenses of the Lender (including, without limitation, counsel fees and expenses and costs associated with lien searches, and recordation) incurred in connection with the negotiation, execution, delivery, administration and enforcement of the Loan Documents. In consideration of the undertakings of the Lender hereunder, and recognizing that in connection herewith the Lender will be incurring such fees, costs and expenses, the Borrower agrees to reimburse the Lender for all such fees, costs and expenses, regardless of whether, or to what extent, any of the transactions contemplated hereby are consummated. Lender Counsel fees will not exceed $5,000. Lender Counsel will invoice Borrower directly.
Security:	Unlimited ad valorem taxes levied on all taxable property within the County.

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

May 7, 2018

Re: Bulletproof Vest Grant Application

Hamblen County Government would like to apply for the 2018 Bulletproof Vest Grant through the Department of Justice. This 50/50 match grant is routinely used to pay for uniquely-fitted bulletproof vests and covers a 2-year period. It is mandatory that all bulletproof vests are replaced every five years. The bulk of the requested $17,500 will be used to replace vests that will be reaching the 5-year maximum usage.

Bill Brittain
Hamblen County Mayor

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.586.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

Return to Regular Calendar
May 24, 2018

Resolution 18-12

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018 BULLETPROOF VEST GRANT APPLICATION

Resolution authorizing submission of an application for a Bulletproof Vest Grant for FY 2018-2019 from the U.S. Department of Justice and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the U.S. Department of Justice, and

Whereas, the contract for the grant for FY 2018-2019 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 Bulletproof Vest Grant for FY 2018-2019 from the U.S. Department of Justice.

2. That should said application be approved by the U.S. Department of Justice, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Bulletproof Vest Grant by Hamblen County.

Approved at the regular meeting held on the 24th day of May, 2018.

_____ _____

County Mayor Chairman

Attest:

_____

County Clerk

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

To: Hamblen County Commissioners

From: Bill Brittain, County Mayor BB

Date: May 7, 2018

Re: Firehouse Subs Public Safety Foundation Grant – ***Hamblen County Narcotics Unit***

The Hamblen County Sheriff's department would like to apply for a grant *up to* $25,000 from the Firehouse Subs Public Safety Foundation. If awarded, the money will be used to purchase basic protective equipment for the Narcotics Unit. This is a non-matching grant. **I am asking for approval to apply for this grant.**

Resolution 18-13

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018-2019 FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT APPLICATION – **HAMBLEN COUNTY NARCOTICS UNIT**

Resolution authorizing submission of an application for a Public Safety Grant for FY 2018-2019 from the Firehouse Subs Public Safety Foundation and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the Firehouse Subs Public Safety Foundation, and

Whereas, the contract for the grant for FY 2018-2019 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 Firehouse Subs Public Safety Foundation Grant for FY 2018-2019 from the Firehouse Subs Public Safety Foundation.

2. That should said application be approved by the Firehouse Subs Public Safety Foundation, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Firehouse Subs Public Safety Foundation Grant by Hamblen County.

Approved at the regular meeting held on the 24th day of May, 2018.

_____ _____

County Mayor Chairman

Attest:

_____ Notary:_____

County Clerk

Date:_____

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

To: Hamblen County Commissioners

From: Bill Brittain, County Mayor

Date: May 7, 2018

Re: Wal-Mart Foundation Community Grant – ***Hamblen County Narcotics Unit***

The Hamblen County Sheriff's department would like to apply for a $5,000 Wal-Mart Foundation Community Grant. If awarded, the money will be used to purchase basic protective equipment for the Narcotics Unit. This is a non-matching grant. **I am asking for approval to apply for this grant.**

Resolution 18-14

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018-2019 WAL-MART FOUNDATION COMMUNITY GRANT APPLICATION – **HAMBLEN COUNTY NARCOTICS UNIT**

Resolution authorizing submission of an application for Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the Wal-Mart Foundation, and

Whereas, the contract for the grant for FY 2018-2019 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 Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation.

2. That should said application be approved by the Wal-Mart Foundation, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Wal-Mart Foundation Community Grant by Hamblen County.

Approved at the regular meeting held on the 24th day of May, 2018.

_____ _____

County Mayor Chairman

Attest:

_____ Notary:_____

County Clerk

Date:_____

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

To: Hamblen County Commissioners

From: Bill Brittain, County Mayor

Date: May 14, 2018

Re: Wal-Mart Foundation Community Grant – ***Hamblen County Sheriff's Department***

The Hamblen County Sheriff's department would like to apply for a $5,000 Wal-Mart Foundation Community Grant. If awarded, the money will be used to purchase mobile forensics software. This is a non-matching grant. **I am asking for approval to apply for this grant.**

Resolution 18-15

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018-2019 WAL-MART FOUNDATION COMMUNITY GRANT APPLICATION – **HAMBLEN COUNTY SHERIFF'S DEPARTMENT-Mobile Forensics**

Resolution authorizing submission of an application for Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the Wal-Mart Foundation, and

Whereas, the contract for the grant for FY 2018-2019 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 Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation.

2. That should said application be approved by the Wal-Mart Foundation, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Wal-Mart Foundation Community Grant by Hamblen County.

Approved at the regular meeting held on the 24th day of May, 2018.

_____ _____

County Mayor Chairman

Attest:

_____ Notary:_____

County Clerk

Date:_____

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

Hamblen County Commission

Month MAY Year 2018

Fund #101 *DEPT:* CAPITAL PROJECTS

Account Number	Description	Increase	Decrease
	INCREASE APPROPRIATIONS:		
	GENERAL ADMINISTRATION PROJECTS		
91110.707	Building Improvements	890	
	DECREASE APPROPRIATIONS:		
	ADMINISTRATION OF JUSTICE PROJECTS		
91120.709	Data Processing Equipment		890

Brief Descriptions of issue:
To increase appropriations in General Administration Projects, Building Improvements to cover the cost of a structural assessment for the Jail Annex. The total cost of the assessment is $4,000.

Signature: Bill Sutton
Title : County Mayor
Date: 5-9-18

For Finance Department Only:
Reviewed by: _____
Budget Amendment: _____
Date: _____

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

Hamblen County Commission

Month APRIL Year 2018

Fund #101 *DEPT:* SHERIFF'S DEPARTMENT

Account Number	Description	Increase	Increase
	INCREASE APPROPRIATIONS:		
	SHERIFF'S DEPARTMENT		
54110.451	Uniforms	55.00	
	INCREASE REVENUE		
44170.000	Miscellaneous Refunds		55.00

Brief Descriptions of issue:
To increase appropriations and revenue relating to the restitution from a court settlement for damages sustained to officer uniform during an altercation with an inmate.

Signature: [illegible]
Title : Executive Assistant
Date: 4/23/18

For Finance Department Only:
Reviewed by: _____
Budget Amendment: _____
Date: _____

April	2018													
Permit	Date	Applicant	Type	Address	Construction	Permit	SW	Plumbing	Mech.	Gas	Total	Tax Map	Group	Parcel
14-1047	4/2/18	Hopkins	access bldg -100 sf	2021 Fernwood Church Rd	$1,000.00	$0.00					$0.00	056		074.00
14-1048	4/3/18	Connor	porch cover	4036 Scarlett Dr	$1,200.00	$192.00					$192.00	040C	A	070.0
14-1049	4/3/18	Wolfe	access bldg-Ag expt	1661 Slop Creek Rd	$90,000.00	$0.00		$20.00			$20.00	036		003.01
14-1050	4/3/18	Barrett	SWMH	7391 Stagecoach Rd	$1,000.00	$100.00					$100.00	019		111.03
14-1051	4/16/18	Stephan	House 1352 sq ft	7855 Greenbriar Rd	$125,000.00	$753.60	$100.00	$85.00	$15.00		$953.60	053		018.02
14-1052	4/3/18	Neely	access bldg 8x12	5728 Buell St	$1,300.00	$0.00					$0.00	054E	D	002.01
14-1053	4/6/18	Huff	access bldg 4x8	6803 Westgate Cr		$0.00					$0.00	054F	E	038.00
14-1054	4/6/18	Colangelo	porch cover	1488 Overview Dr	$250.00	$24.00					$24.00	032N	B	010.00
14-1055	4/6/18	Schwartz	carport 18x21	5355 Bullard Dr	$1,000.00	$25.00					$25.00	040P	D	020.00
14-1056	4/11/18	Young	garage 22x36	1740 Fisher Road	$8,400.00	$198.00					$198.00	025F	A	010.01
14-1057	4/11/18	Blizzard	garage 22x23	4077 Wide View Dr	$10,000.00	$126.50					$126.50	018		005.04
14-1058	4/13/18	Moore	access bldg 24x32	W Croxdale Rd	$8,000.00	$192.00					$192.00	050		099.03
14-1059	4/13/18	Rucker	garage 24x30	705 New Poplar Ridge Rd	$22,000.00	$180.00					$180.00	047K	C	018.00
14-1060	4/16/18	Eden	access bldg 12x20	1705 Pembrook Dr		$120.00					$120.00	035O	A	026.00
14-1061	4/16/18	Wilde	deck 10x30	1180 McIntosh Lane	$1,300.00	$25.00					$25.00	027I	A	032.00
14-1062	4/17/18	Perkey	access bldg 10x12	1711 Pembrook Dr	$0.00	$0.00					$0.00	035O	A	025.00
14-1063	4/17/18	Shockley	SWMH/2 porches	526 Panther Creek Rd	$3,000.00	$150.00					$150.00	048A	D	022.00
14-1064	4/17/18	Dalton	pool	2548 Lakemont Circle	$3,799.98	$50.00					$50.00	011P	D	019.00
14-1065	Void					$0.00					$0.00			
14-1066	4/18/18	Howard	inground pool	2948 Kidwell Ridge Rd	$23,000.00	$50.00					$50.00	031		002.12
14-1067	4/19/18	Winstead	deck 12x12	5668 Remmington Dr	$600.00	$25.00					$25.00	018C	A	014.00
14-1068	4/19/18	Verizon	add equip to tower	3335 Chucky River Rd	$7,500.00	$50.00					$50.00	043		100.16
141069	4/20/18	Kimbrough	garage 36x32	2220 Herron Drive	$4,000.00	$263.00					$263.00	043B	B	013.00
14-1070	4/25/18	Thornton	remodel 216 sq ft	4570 Harbor Drive	$5,000.00	$46.60					$46.60	010K	A	100.00
14-1071	4/27/18	Jefferson	deck at pool	5454 Long Creek Road	$2,000.00	$25.00					$25.00	063		003.15
14-1072	4/30/18	Durigon	modular 2438 sq ft	1118 Elijah Martin Rd	$180,000.00	$709.00					$709.00	020		034.09
14-1073	4/30/18	Ortz	pool/deck	1047 Greenbriar Rd	$998.00	$75.00					$75.00	054		001.09
											$0.00			
											$0.00			
	Total	26		Total:	$500,347.98	$3,379.70	$100.00	$105.00	$15.00	$0.00	$3,599.70			
Running	Total	243			$12,142,667.09	$65,110.95	$2,500.00	$2,560.00	$265.00	$70.00	$81,265.90			
												ETHRA	Monthly	YTD
					Total No.	Amount		Total				HOMES	0	0
				Copies and Miscellaneous		$7.00		$0.00	April					
				Re-Zoning Request		$75.00		$75.00	Grand					
				Variance Request		$50.00		$50.00	Total:		$3,924.70			
				Plat Approval		$150.00		$150.00						
		3 lots or	more	Land Disturbance/Development		$100.00		$0.00	2017-2018					
				Use on Review		$50.00		$50.00	Running					
				Refunds				$0.00						
				Total Collected				$325.00	Total:		$87,371.40			
				Running Total Collected				$6,055.50						

Return to Regular Calendar
May 24, 2018

LAW OFFICES
CAPPS, CANTWELL, CAPPS & BYRD
P.O. Box 1897
1004 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
E-MAIL: info@cccblaw.com

April 30, 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 HAMBLEN COUNTY, TENNESSEE - APRIL, 2018

Dear Bill:

Please find enclosed three (3) invoices representing legal services rendered on behalf of Hamblen County, Tennessee during the month of April, 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/alg

Christopher P. Capps

CPC/alg

Enclosures

C:\USERS\AMY GREER\DOCUMENTS\PUBLIC FOLDERS\DOCUMENTS\HAMBLEN COUNTY\LETTERS\2018\BRITTAIN,BILL(INVOICE)-04-30-18.DOCX

Law Office of Capps, Cantwell, Capps, & Byrd

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

INVOICE

Invoice # 324
Date: 05/03/2018
Due On: 06/02/2018

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	04/06/2018	E-mail from Cindy Dibb re: 4/9 committee meeting	0.05	$150.00	$7.50
Service	04/09/2018	Committee meeting	1.20	$150.00	$180.00
Service	04/10/2018	E-mail from Tom Jessee re: opioid case	0.05	$150.00	$7.50
Service	04/12/2018	Review e-mail from Bill Brittain and respond re: opioid suit	0.05	$150.00	$7.50
Service	04/13/2018	E-mail from Cindy Dibb re: 4/19 commission meeting	0.05	$150.00	$7.50
Service	04/16/2018	E-mails to and from Crystal Jessee re: opioid case; e-mail from Bill Brittain re: Nolen Road	0.20	$150.00	$30.00
Service	04/17/2018	E-mails from Bill Brittain re: pending litigation and Nolen Road	0.10	$150.00	$15.00
Service	04/18/2018	E-mails from and to Jeff Thompson re: pending litigation	0.20	$150.00	$30.00
Service	04/19/2018	E-mail from Peter Bender re: pending litigation; e-mails to and from Bill Brittain re: Nolen Road	0.10	$150.00	$15.00
Service	04/20/2018	E-mail from Jeff Thompson re: pending litigation; letter to Bill Brittain re: Nolen Road	0.50	$150.00	$75.00
Service	04/25/2018	E-mails from Bill Brittain re: civil service law	0.05	$150.00	$7.50
Service	04/26/2018	E-mail from Cindy Dibb re: resolution	0.05	$150.00	$7.50

Service	04/27/2018	Review e-mailed contract from Johnna Harrell and respond; e-mails from Amanda Hale and Debra Robinson re: correspondence from David Tilson	0.25	$150.00	$37.50
Service	04/30/2018	E-mail from Laura Anderson re: opioid case	0.05	$150.00	$7.50
				Total	**$435.00**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
324	06/02/2018	$435.00	$0.00	$435.00
			Outstanding Balance	**$435.00**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$435.00**

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 # 323
Date: 05/03/2018
Due On: 06/02/2018

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	04/02/2018	E-mail from Tina Whitaker re: junkyard regulations; review attachment and research	0.30	$150.00	$45.00
Service	04/04/2018	E-mails from and to Bill Brittain re: subdivision	0.10	$150.00	$15.00
Service	04/06/2018	E-mail from Tina Whitaker re: 4/12 meeting	0.05	$150.00	$7.50
Service	04/10/2018	E-mails to and from Bill Brittain and Tina Whitaker re: 4/12 meeting; e-mail from and to Bill Brittain re: subdivision	0.10	$150.00	$15.00
Service	04/11/2018	E-mail to and from Tina Whitaker re: Gulley	0.30	$150.00	$45.00
Service	04/12/2018	Meeting at Planning	1.25	$150.00	$187.50
Service	04/16/2018	Modify Citation; e-mail to and from Tina Whitaker and Bill Brittain; research	0.50	$150.00	$75.00
Service	04/26/2018	E-mail from and to Bill Brittain re: property maintenace enforcement	0.10	$150.00	$15.00
				Total	**$405.00**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
323	06/02/2018	$405.00	$0.00	$405.00
			Outstanding Balance	**$405.00**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$405.00**

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 # 321
Date: 05/03/2018
Due On: 06/02/2018

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	04/03/2018	E-mails from and to Debbie Hammond re: pending litigation, copy Jeff Thompson and Bill Brittain	0.15	$150.00	$22.50
Service	04/04/2018	Review MOU with Cease, e-mails from and to Bill Brittain	0.20	$150.00	$30.00
				Total	**$52.50**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
321	06/02/2018	$52.50	$0.00	$52.50
			Outstanding Balance	**$52.50**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$52.50**

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

May 1, 2018

RECEIVED
MAY 01 2018
OFFICE OF HAMBLEN COUNTY MAYOR

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 April 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.	18139	04-02-18	Mrs. Elizabeth Russell, 83, 449 Ash Street
2.	18140	04-02-18	Mrs. Betty Welch, 82, 520 South Liberty Hill Road
3.	18142	04-02-18	Mr. Warren Wells, 82, 2643 Lowe Drive
4.	18143	04-03-18	Mrs. Loraine Lawless, 84, 528 East Hillcrest Drive
5.	18144	04-05-18	Mrs. Argelene Sizemore, 87, 1721 Jaybird Road
6.	18147	04-10-18	Mrs. Carolyn Free, 65, 401 Gilliam Circle
7.	18149	04-12-18	Mr. Fred Owens, 86, 2683 Harbin Circle
8.	18150	04-14-18	Mrs. Mabel Wilder, 81, 2131 Walters Drive
9.	18154	04-15-18	Mr. Frank Lewis, 81, 401 Cain Avenue
10.	18155	04-16-18	Mrs. Elizabeth Johnson, 75, 1448 Fernwood Church Road
11.	18157	04-16-18	Mr. James Brummitt, 68, 1646 Springvale Road
12.	18159	04-17-18	Mr. Derwayne Fritz, 86, 3840 San Fransico Drive
13.	18162	04-18-18	Mrs. Sandy Rovia, 69, 1643 Meadowview Lane
14.	18166	04-21-18	Mrs. Sharon Long, 68, 3410 Mill Wheel Road
15.	18169	04-23-18	Mr. Larry Weaver, 68, 4732 Cameron Road
16.	18172	04-26-18	Mr. William Poole, 76, 1343 Greenbriar Road
17.	18173	04-30-18	Mrs. Clella Cup, 83, 5883 Fall Creek Dock Road
18.	18174	04-30-18	Mr. Duane Larkin, 81, 819 Cleveland Avenue

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

May 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 April.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18137	04-01-18	Ms. Janice Boyd, 62, 2665 Harbin Circle
2.	18161	04-17-18	Mr. Rolland Smith, 77, 1809 Pine Cone Drive
3.	18168	04-23-18	Mrs. Esther Stallard, 80, 4344 Dublan Lane
4.	18171	04-25-18	Mr. Walter Plankenhorn, 76, 1717 Morningside Drive

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

Todd Giles
Deputy Coroner

erd/tg

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
437 Britton Drive
Talbott, Tennessee 37877
Phone: 423-312-7510

May 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 March.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18094	04-11-18	Ms. Tracy Carpenter, 50, 2165 Valley Home Road
2.	18167	04-22-18	Mrs. Robbie Barbee, 72, 375 Parkway Church Road

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

2 Calls X $40. = $80.00

Sincerely,

SIGNATURE ON FILE

Jeffery Holt
Deputy Coroner

erd/jh

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
Post Office Box 577
Russellville, Tennessee 37860-0577
Phone: 423-585-7117

May 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 April.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	**18136	03-03-18	Mr. Kenneth Shemanski, 63, Rutledge, TN
2.	18138	04-03-18	Mrs. Shelby Ketron, 79, 3735 Halifax Circle
3.	18146	04-07-18	Mrs. Elnora Bowers, 73, Talbott, TN
4.	18151	04-14-18	Mr. Lewis Humphries, 70, 6146 Woodcrest Drive
5.	18152	04-15-18	Ms. Treva Swafford, 73, 4471 East A.J. Highway
6.	18153	04-15-18	Mr. Odis Harris, 90, Bean Station, TN
7.	18156	04-16-18	Mr. Shane Camper, 46, 535 Highland Drive
8.	18158	04-17-18	Mrs. Avelina Goins, 68, 223 Converse Street
9.	18160	04-17-18	Mr. Richard French, 46, 2670 Holston Drive
10.	18163	04-20-18	Mr. Charles Watson, 88, 1171 McFarland Avenue
11.	18165	04-21-18	Ms. Candice Short, 33, 1471 Short Street
12.	18170	04-24-18	Mr. Bill Bailey, 63, 1824 Hugh Drive
13.	18175	04-30-18	Mrs. Edith Roark, 88, Jefferson City, TN
14.	18176	04-30-18	Mr. Billy Watkins, 54, 5957 Old White Pine Road

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

14 Calls X $40. = $560.00

Sincerely,

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

erd/jrt

CC: Hamblen County Medical Examiner
* Indicates Autopsy Preformed
*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Gathered and Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN
** Omitted from previous Monthly Report

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

May 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 April.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18141	04-02-18	Mrs. Shirley Carroll, 67, White Pine, TN
2.	18145	04-07-18	Ms. Crystal Eldridge, 32, Bean Station, TN
3.	18164	04-21-18	Mrs. Phyllis Rosenbalm, 77, 4515 Brights Pike

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

Jimmy Peoples
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

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month APRIL Year 2018

Fund #101 *DEPT:* ADMINISTRATION OF THE SEXUAL OFFENDER REGISTRY

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PLANNING		
54160.334	Maintenance Agreements	100	
54160.355	Travel		100

Brief Descriptions of issue:

To reclassify appropriations to cover an additional Doc-Star license for the Sexual Offender Registry Department

Requesting Department

Signature: Willie Hammond
Title : Executive Assistant
Date: 4-2-18

Approval by County Mayor

Signature: Bill Brittain
Title : County Mayor
Date: 4-2-2018

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-052

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month APRIL Year 2018

Fund #101 DEPT: CIRCUIT COURT

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	CIRCUIT COURT		
53100.436	Office Supplies	12,259.60	
53100.349	Printing, Stationery and Forms		5,000.00
53100.399	Other Contracted Services		5,000.00
53100.355	Travel		500.00
53100.719	Office Equipment		1,759.60

Brief Descriptions of issue:

To reclassify appropriations to cover purchase of additional shelving for Circuit Court office

Requesting Department

Signature: Thesa West

Title: Circuit Court Clerk

Date: 4/13/18

Approval by County Mayor

Signature: Bill Burkhart

Title: County Mayor

Date: 4/19/18

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-058

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month APRIL Year 2018

Fund #101 *DEPT:* CIVIL DEFENSE

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	CIVIL DEFENSE		
54410.307	Communication	83.41	
54410.599	Other Charges		83.41

Brief Descriptions of issue:

To reclassify appropriations to cover mobile phone allowance for Director through the end of the year.

Requesting Department

Signature: Chris Bell

Title : Director

Date: 4-3-18

Approval by County Mayor

Signature: Bill Bunch

Title : County Mayor

Date: 4-4-18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-054

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month April Year 2018

Fund #101 *DEPT:* JAIL

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	JAIL		
54210.355	Travel	1,400.00	
54210.716	Law Enforcement Equipment		1,400.00

Brief Descriptions of issue:

To reclassify appropriations to cover travel related expenses for four jail employees attending PTS computer training.

Requesting Department

Signature: Debbie Hammond

Title : Executive Assistant

Date: 4-25-18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4-26-18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-060

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month April Year 2018

Fund #101 *DEPT:* JUVENILE COURT

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	JUVENILE COURT		
53500.338	Maintenance and Repair Services	120.00	
53500.435	Office Supplies		120.00

Brief Descriptions of issue:

To reclassify appropriations to cover cost of tires and maintenance on Juvenile Court vehicle

Requesting Department

Signature: Cyndi Trent Doty

Title : Director

Date: 4/19/18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4/19/18

For Finance Department Only:
Reviewed by: AOH

Budget Amendment 101-056

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month APRIL Year 2018

Fund #101 *DEPT:* **PARKS AND FAIR BOARDS**

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PARKS AND FAIR BOARDS		
56700.509	Refunds	65.00	
56700.599	Other Charges		65.00

Brief Descriptions of issue:

To reclassify appropriations to cover refund of difference in rental cost of Veteran's Pavilion and Hale-Matney Pavilion

Requesting Department

Signature:

Title : Cherokee Park Manager

Date: 4/16/18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4-16-18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-055

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month April Year 2018

Fund #101 *DEPT:* **PLANNING**

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PLANNING		
51720.524	In Service / Staff Development	300.00	
51720.355	Travel		300.00

Brief Descriptions of issue:

To reclassify appropriations to cover cost of building inspection classes for Darrell Chase

Requesting Department

Signature: Lina Whitaker

Title : Department Manager

Date: April 23, 2018

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4-23-18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-059

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month APRIL Year 2018

Fund #101 *DEPT:* PLANNING

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PLANNING		
51720.435	Office Supplies	1,200.00	
51720.349	Printing, Stationery and Forms		1,200.00

Brief Descriptions of issue:

To reclassify appropriations to cover purchase of additional office supplies for Planning Dept. through the remainder of the year.

Requesting Department

Signature: Lina Whitaker

Title : Department Manager

Date: 4/4/18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4/4/18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-053

Hamblen County Commission
Finance Committee
Information Purposes Only

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

Report of Budget amendments approved by County Mayor during the month of April

Month April Year 2018

Fund #101 *DEPT:* SHERIFF'S DEPARTMENT

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	SHERIFF'S DEPARTMENT		
54110.450	Tires and Tubes	1,500.00	
54110.355	Travel		1,500.00

Brief Descriptions of issue:

To reclassify appropriations to cover the cost of tires for three Sheriff's Department vehicles

Requesting Department

Signature: Debbie Hammond

Title : Executive Assistant

Date: 4-27-18

Approval by County Mayor

Signature: Bill Bunch

Title : County Mayor

Date: 4-27-18

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-061

Hamblen County Government
Public Services Committee
Monday, May 14, 2018
Hamblen County Health Department Conference Room

MINUTES

Members Present:
Stancil Ford, Howard Shipley, Hubert Davis, Randy DeBord
Louis "Doe" Jarvis, Larry Carter, Tim Goins
Members Absent:
John Smyth, Johnny Walker

Call to Order
Chairman Davis called the meeting to order at 11:46 a.m.

Visitors Wishing to Address the Committee
None

Old Business
None

New Business
a. Surplus of Computer Items

Asset ID	Tag No	Office	Description	Serial No
2041	150	Clerk & Master	HP DX2250	MSX75103B4
1836	155	Clerk & Master	Dell Dimension 1100	CFB4191
1312	154	Clerk & Master	Dell Dimension 3000	5HSMR61
2045	128	Trustee	Dell Optiplex 390	8V4C9R1
2047	130	Trustee	Dell Optiplex 390	BV4C9R1
2046	129	Trustee	Dell Optiplex 390	935C9R1
1373	126	Trustee	Dell Dimension 3000	4D46P61
2044	127	Trustee	Dell Optiplex 390	C35C9R1
1977	131	Trustee	Dell Optiplex 380	1BH8LN1
361	N/A	Assessor of Property	black box/custom	N/A
304	N/A	EMA	white box/custom	N/A
1450	173	Election Commission	Dell Optiplex GX520	1X662B1
1978	132	Trustee	HP 500B MT	MXL1162TKD
1902	144	Trustee	Dell Precision T3400	DH6CJH1
361	156	Assessor of Property	Dell Optiplex 745	CHZ7LD1
2362	280	Circuit Court	Dell Optiplex 3020	6F5QD42
1423	N/A	County Mayor	Dell Optiplex 330	674VWG1
1718	N/A	County Clerk	Dell Optiplex 780	6RR4JN1
2063	N/A	Highway	HP 8200 Elite	2UA21418ST
143	N/A	Trustee	Dell Dimension 2400	2CW4M31

State of TN equipment- listed for informational purposes only:
Dell Optiplex 755, serial number J559HH1

Motion (Tim Goins /Larry Carter, all in favor) to approve the surplus of Computer Items.

Items of Interest *(No Action Necessary)*

a. Morristown-Hamblen Humane Society Reports
b. Comcast Letter

Adjournment There being no further business Chairman Davis adjourned the meeting at 1:47 a.m.

Hamblen County Government

PUBLIC SERVICES COMMITTEE

TENNESSEE
Hamblen County
SERVICE • COMMITY • INDUSTRY

PUBLIC SERVICES COMMITTEE

Hubert Davis
Chairman

Tim Goins
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Larry Carter
Member

Randy DeBord
Member

Stancil Ford
Member

Howard Shipley
Member

John Smyth
Member

Johnny Walker
Member

Monday, May 14, 2018
Immediately Following Adjournment of Finance Committee
Hamblen County Health Department Conference Room

AGENDA

1. **Call to Order** – *Chairman Hubert Davis*

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

3. **Old Business** – *Chairman Hubert Davis*
   a. None

4. **New Business** – *Chairman Hubert Davis*
   a. Surplus of Computer Items - *IT Manager Jeff Atkins*

5. **Items of Interest (No Action Necessary)** – *Chairman Hubert Davis*
   a. Morristown Hamblen Humane Society Reports
   b. Comcast Letter

6. **Adjournment** – *Chairman Hubert Davis*

Cindy Dibb

From: Jeff Atkins
Sent: Thursday, April 26, 2018 4:10 PM
To: Cindy Dibb
Subject: Assets for disposal

Cindy,

Please see below for computer equipment which has reached the end of its useful life, and is ready for disposal.

Asset ID	Tag No	Office	Description	Serial No
2041	150	Clerk & Master	HP DX2250	MSX75103B4
1836	155	Clerk & Master	Dell Dimension 1100	CFB4191
1312	154	Clerk & Master	Dell Dimension 3000	5HSMR61
2045	128	Trustee	Dell Optiplex 390	8V4C9R1
2047	130	Trustee	Dell Optiplex 390	BV4C9R1
2046	129	Trustee	Dell Optiplex 390	935C9R1
1373	126	Trustee	Dell Dimension 3000	4D46P61
2044	127	Trustee	Dell Optiplex 390	C35C9R1
1977	131	Trustee	Dell Optiplex 380	1BH8LN1
361	N/A	Assessor of Property	black box/custom	N/A
304	N/A	EMA	white box/custom	N/A
1450	173	Election Commission	Dell Optiplex GX520	1X662B1
1978	132	Trustee	HP 500B MT	MXL1162TKD
1902	144	Trustee	Dell Precision T3400	DH6CJH1
361	156	Assessor of Property	Dell Optiplex 745	CHZ7LD1
2362	280	Circuit Court	Dell Optiplex 3020	6F5QD42
1423	N/A	County Mayor	Dell Optiplex 330	674VWG1
1718	N/A	County Clerk	Dell Optiplex 780	6RR4JN1
2063	N/A	Highway	HP 8200 Elite	2UA21418ST
143	N/A	Trustee	Dell Dimension 2400	2CW4M31

State of TN equipment- listed for informational purposes only:

Dell Optiplex 755, serial number J559HH1

As always, please don't hesitate to contact me if any further information is needed.

Regards,
Jeff Atkins
IT Manager

Morristown-Hamblen Humane Society, Inc.
Balance Sheet
As of March 31, 2018

		Mar 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1000 · Jefferson Federal - Building		213,191.34
1010 · Jefferson Federal - Operations		25,858.83
1015 · Citizens Bank		8,477.68
1030 · PayPal Account		2,247.77
1040 · Petty Cash - General		369.90
1041 · Petty Cash - Meals		398.07
8111 · Transfer Funds		100.00
Total Checking/Savings		250,643.59
Accounts Receivable		
1100 · Accounts Receivable		-2.00
Total Accounts Receivable		-2.00
Other Current Assets		
1150 · Promises to Give		271,390.00
1175 · Prepaid Insurance		9,049.46
1500 · Investments - Edward Jones		
1510 · FMV	275,287.61	
1520 · Unrealized Gains/Losses	111,228.72	
1500 · Investments - Edward Jones - Other	-343,231.34	
Total 1500 · Investments - Edward Jones		43,284.99
Total Other Current Assets		323,724.45
Total Current Assets		574,366.04
Fixed Assets		
1700 · Furniture & Fixtures		104.29
1705 · Land		351,354.39
1710 · Equipment		
1711 · Petsmart Grant-MedicalEquipment	15,704.87	
1710 · Equipment - Other	51,086.87	
Total 1710 · Equipment		66,791.74
1720 · Vehicles		49,788.00
1730 · Computers		1,444.00
1740 · Leasehold Improvements		112,264.00
1789 · Accumulated Depreciation		-167,740.83
Total Fixed Assets		414,005.59
TOTAL ASSETS		**988,371.63**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		-2,088.77
Total Accounts Payable		-2,088.77
Other Current Liabilities		
2001 · Accounts Payable - Auditor		-16,100.00
2102 · Accrued Payroll		10.00
2106 · PALS Clinic Deposits		-65.00
2110 · Payroll Tax Payable - 941		3,846.86
2120 · SUTA Payable		1,825.93
2130 · FUTA Payable		696.16
2135 · Health Premiums Payable		-423.16
2140 · Child Support Payable		307.02
2155 · Employee Receivable		-50.00

Morristown-Hamblen Humane Society, Inc.
Balance Sheet
As of March 31, 2018

	Mar 31, 18
Total Other Current Liabilities	-9,952.19
Total Current Liabilities	-12,040.96
Total Liabilities	-12,040.96
Equity	
3000 · Opening Bal Equity	10,914.70
3200 · Unrestricted Net Assets	475,398.91
3300 · Temp Restricted Net Assets	
3301 · Petsmart Restricted Net Assets	-34,100.00
3300 · Temp Restricted Net Assets - Other	356,971.00
Total 3300 · Temp Restricted Net Assets	322,871.00
Net Income	191,227.98
Total Equity	1,000,412.59
TOTAL LIABILITIES & EQUITY	**988,371.63**

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
A-Z Office Resources, Inc.	0.00	166.00	0.00
ABC Check Printing	0.00	0.00	110.66
Access Technology Group, INC	0.00	0.00	219.37
Aimee Sykes	0.00	0.00	50.00
Amazon	366.49	143.96	2,396.66
Amy Jarnigan	0.00	50.00	0.00
Andrew Bacon	0.00	0.00	50.00
Angel Oakley	0.00	0.00	119.17
Animal Hospital	1,733.55	746.00	7,420.11
Animal Medical Center of Greeneville	0.00	0.00	73.00
Appalachian Animal Hospital	0.00	0.00	74.00
Ashlee Barnholdt	0.00	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	224.10	164.16	1,435.91
Atmos Energy	737.30	0.00	3,850.94
Benchmark Insurance Co.	0.00	0.00	1,917.00
Bill Luttrell	0.00	0.00	50.00
BlueCross BlueShield of Tennessee	209.94	104.97	944.73
Board of Veterinary Medical Examiners	0.00	60.00	0.00
Brande Voiles	50.00	0.00	50.00
Brenda Navarro	3,200.00	0.00	3,200.00
Carol Crotty	0.00	0.00	110.00
Carolyn Joyce	0.00	0.00	50.00
Carrie Ealy	0.00	0.00	50.00
Chad Gibson	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	70.00	70.00	752.00
Crystal Westmoreland	0.00	0.00	50.00
Delux Business Systems Business Products	0.00	61.90	0.00
Divanni Hernandez	0.00	0.00	50.00
Donna Lindsey	0.00	0.00	50.00
Doyle Bibbins	0.00	0.00	540.00
Dr. Amanda D. Dykstra Wessel	862.50	0.00	2,237.50
DRE Medical Equipment	0.00	0.00	0.00
Edward Wolf	0.00	0.00	50.00
Ellen Pillsbury	0.00	0.00	35.00
Estrella Hernandez	0.00	0.00	50.00
Evans Office Supply Co.	0.00	62.50	0.00
Express Health Clinic	0.00	38.00	38.00
Express Lane	50.70	91.90	386.33
Federated Auto Parts	13.50	171.94	172.15
First Impressions Printing	0.00	40.00	120.00
Five Rivers Mobile Vet Services	0.00	120.00	0.00
Fleetcore Fuel	0.00	0.00	39.77
Frankenmuth Insurance	952.58	713.08	8,455.12
Fuelman	730.85	448.84	5,388.33
Ginger Myers	0.00	0.00	50.00
GO Daddy	0.00	0.00	18.17
Goodhire.com	0.00	0.00	109.98
Greg Oparyk	0.00	0.00	50.00
Hamblen Co/Morristown Solid Waste	0.00	0.00	129.85
Hamblen County Trustee	0.00	0.00	949.00
Hines and Company	0.00	0.00	1,000.00
Home Depot	0.00	127.88	150.18
hometrust bank	0.00	0.00	61.90
Humane Society of Tennessee	0.00	0.00	2,840.00
Hyatt Place Nashville TN	0.00	0.00	594.10
Internal Revenue Service	0.00	0.00	1,102.07
Intervet	9.99	544.99	6,940.94
Intuit	19.76	80.12	162.46
Janie Sexton	0.00	0.00	50.00
Jeffrey Sweet	0.00	0.00	50.00

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
Joe Peralez	10,245.00	0.00	10,245.00
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
Kathy Stolica	50.00	0.00	50.00
Katy Tiller	0.00	0.00	110.00
Kristi Bush	0.00	0.00	50.00
Lakeway Animal Hospital	0.00	30.00	625.00
Laundry Systems of Tennessee	0.00	1,411.93	1,191.01
Life Insurance Company of Alabama	63.26	19.73	629.84
Link A Gibbons	2,500.00	0.00	2,500.00
Lisa Bryant	0.00	0.00	50.00
lisa Lawrence	0.00	0.00	50.00
Mac Cody	0.00	0.00	50.00
Makensie Jones	0.00	0.00	50.00
McKenlee Hall	3,134.50	0.00	3,134.50
Med-Vet International	0.00	0.00	3,253.23
Melissa Kelley	0.00	0.00	90.00
Merl Jarnigan	0.00	50.00	0.00
Meshelle Robbins	0.00	0.00	50.00
MHHS Petty Cash	170.00	0.00	3,200.00
Michael D. Price AIA	0.00	0.00	6,000.00
Michelle Collier	0.00	0.00	50.00
Midwest Veterinary Supply, Inc.	1,476.21	0.00	2,902.31
Miranda Malone	0.00	0.00	50.00
Morristown Animal Hospital, PC	98.00	2,681.00	1,754.00
Morristown Chamber of Commerce	0.00	0.00	260.00
Morristown Milling Co.	114.42	0.00	502.25
Morristown Signs	0.00	0.00	579.00
Morristown Utilities	1,167.00	1,176.00	11,263.83
Morristown Utility System	0.00	0.00	148.00
Moyers Veterinary Hospital	0.00	95.00	635.00
Mr. Herbert Carpenter	0.00	0.00	50.00
Mr. Lawrence England	0.00	0.00	50.00
Mr. Mark Rader	0.00	0.00	50.00
Mr. Paul Howard	0.00	0.00	494.42
Mr. Phillip Watkins	0.00	0.00	50.00
Ms. Lisa Hartman	0.00	0.00	175.00
Murrell Burglar Alarms	20.00	40.00	476.36
MUS Fibernet	0.00	118.54	980.38
Pam Velder	146.65	0.00	688.30
Petty Cash	631.69	601.87	6,276.20
Philadelphia Insurance Company	0.00	0.00	300.00
Porter's Tire Stores, Inc.	0.00	0.00	333.40
Postmaster General	0.00	0.00	98.00
Precision Automotive	0.00	0.00	326.74
Price & Ramey Group	300.00	0.00	550.00
QuickBooks Payroll Service	8.75	0.00	484.98
Raeleen L Whitaker	0.00	500.00	750.00
Randy Everhart	0.00	0.00	13.00
Revival Animal Health	0.00	214.97	2,055.13
Ridgefield Animal Hospital	0.00	0.00	1,022.00
Rix Copies	0.00	0.00	246.00
Rogersville Animal Hospital	0.00	0.00	75.80
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	48.00	507.00
Shannon Nuttall	0.00	0.00	50.00
Sharon Love	5,000.00	0.00	5,000.00
Shawn Brooks	0.00	0.00	50.00
Sheila. Jackson	0.00	186.70	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	1,472.35	0.00	6,378.77
southern Global Refrigeration	0.00	0.00	469.41

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
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.	0.00	0.00	713.97
Tabitha Shelley	0.00	0.00	50.00
Tammy Degregoio	0.00	0.00	50.00
Teresa Hickey	0.00	50.00	0.00
The Argos Group	0.00	662.00	1,920.00
The Mail Station	94.00	0.00	94.00
Tim Schneider	0.00	0.00	50.00
Tina Cook	35.00	0.00	85.00
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	278.64
Tractor Supply Credit Plan	0.00	0.00	1,696.17
Tri-County Animal Clinic	0.00	0.00	35.00
Tyler & Chasli Keister	0.00	0.00	50.00
Uline	0.00	0.00	255.09
Volunteer Party Rental	0.00	0.00	50.00
Vortech Pharmaceuticals LTD	0.00	0.00	680.93
Wal-Mart Community	709.05	558.63	7,041.02
Waste Industries	173.17	160.35	1,494.43
Wayman Skelton	0.00	0.00	23.64
Wayne R. Stambaugh, ATTY.	140.00	20.00	380.00
Wendy Burroughs	0.00	50.00	0.00
Wendy Daniels	0.00	0.00	50.00
White Pine Veterinary Practice	0.00	0.00	670.00
Wimberly Lawson Wright Daves & Jones, PLL	0.00	0.00	3,716.97
Zoetis	493.62	987.32	10,785.87
TOTAL	**37,473.93**	**13,668.28**	**170,201.60**

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
Ordinary Income/Expense			
Income			
3999 · Training / Education Refund	0.00	0.00	72.00
4000 · Adoption			
4001 · Fees	0.00	0.00	0.00
4002 · Refunds			
Vetting for Rescue refund.	0.00	0.00	85.00
4002 · Refunds - Other	0.00	0.00	-115.00
Total 4002 · Refunds	0.00	0.00	-30.00
4004 · Adoption - Pet Sense	75.00	410.00	1,760.00
4007 · Adoption - Puppy	1,770.00	1,080.00	17,630.00
4000 · Adoption - Other	1,765.00	1,605.00	15,065.00
Total 4000 · Adoption	3,610.00	3,095.00	34,425.00
4003 · Medical Fee	529.00	420.00	2,810.00
4005 · After Hours Pick-up Charge	25.00	0.00	350.00
4008 · Microchip Fee	430.00	550.00	5,480.00
4010 · Animal Pick-up - County	0.00	0.00	270.00
4015 · Animal Pickups - Vet	200.00	200.00	980.00
4020 · Boarding Fees	374.00	30.00	1,118.00
4030 · Citations	300.00	582.30	3,483.20
4040 · Donations			
4041 · Donations - AJ Fund	366.40	0.00	8,546.46
4042 · Building Fund	0.00	0.00	221,223.15
4044 · Pet Sense Red Box	45.26	24.59	506.51
4045 · Memorial	175.00	0.00	1,165.00
4048 · Rescue	0.00	0.00	85.00
4049 · Amazon	0.00	0.00	98.02
4040 · Donations - Other	950.50	2,648.29	12,172.41
Total 4040 · Donations	1,537.16	2,672.88	243,796.55
4060 · Euthanasia Fees	45.00	120.00	1,570.00
4061 · Animal Disposal Fee	0.00	40.00	380.00
4100 · Fundraising			
4103 · Fundraising Bake Sale	0.00	0.00	812.00
4107 · Smile Amazon	0.00	0.00	57.88
4152 · Mama Mia	0.00	0.00	4,878.01
Total 4100 · Fundraising	0.00	0.00	5,747.89
4135 · T-shirts Income	0.00	48.00	681.00
4200 · Funds - City of Morristown	11,490.00	11,490.00	103,410.00
4210 · Funds - Hamblen County	11,125.00	11,125.00	100,125.00
4250 · Membership Fees	100.00	0.00	2,385.00
4270 · Rabies Vaccination Deposit	208.00	221.00	1,523.00
4280 · Reclaim Fee	482.00	525.00	3,834.00
4290 · Surrender Fee	365.00	460.00	3,020.00
4300 · Spay / Neuter			
4301 · Spay / Neuter Deposit	0.00	0.00	2,525.00
4302 · Spay / Neuter Refund	-135.00	-200.00	-2,555.00
4304 · Spay / Neuter - Deposit	0.00	500.00	1,600.00
4300 · Spay / Neuter - Other	0.00	0.00	-1,743.50
Total 4300 · Spay / Neuter	-135.00	300.00	-173.50
4400 · Frozen Cats	192.00	116.00	944.00
Total Income	30,877.16	31,995.18	516,231.14
Gross Profit	30,877.16	31,995.18	516,231.14
Expense			
Professional Fee	106.41	0.00	238.34
55555 · Christmas Bonus	0.00	0.00	435.94

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
6000 · Payroll Expense			
6010 · ACO	6,144.11	2,833.22	38,332.28
6020 · Admin	5,173.10	5,173.10	40,350.18
6030 · Office	4,754.24	4,927.17	41,660.70
6040 · Kennel	4,525.99	6,061.47	38,042.37
6100 · Payroll Tax Expense	1,801.32	1,710.56	13,552.47
Total 6000 · Payroll Expense	22,398.76	20,705.52	171,938.00
6400 · New Location			
6401 · Professional Fees	0.00	0.00	1,925.00
6402 · Bank Fees	0.00	0.00	61.90
6403 · Advertising	0.00	0.00	150.00
Total 6400 · New Location	0.00	0.00	2,136.90
6500 · MonthlyExpenses for New Shelter			
6501 · Utilities Gas	279.81	0.00	1,975.05
6502 · Utilities Electric N	73.89	0.00	2,325.79
6503 · Security Light	19.96	0.00	152.82
6504 · Garbage Fee	10.00	0.00	80.45
6505 · Metered Water	12.65	0.00	119.44
6506 · Sewage Fee	22.50	0.00	157.50
6507 · Utility Service Charge	0.00	0.00	35.53
Total 6500 · MonthlyExpenses for New Shelter	418.81	0.00	4,846.58
7000 · Advertising	94.00	0.00	963.00
7001 · Refund on Adoption	0.00	0.00	90.00
7010 · Alarm Monitoring	20.00	40.00	476.36
7020 · Animal Care			
7021 · Animal Care Supplies	0.00	0.00	267.43
7024 · Kitty Litter	0.00	0.00	1,680.19
Total 7020 · Animal Care	0.00	0.00	1,947.62
7030 · Bank Charges	102.48	90.03	1,149.21
7035 · Bad Debt Expense	0.00	0.00	-195.30
7040 · Bookkeeping & Audit	0.00	61.90	1,029.99
7050 · Communications			
7051 · ACO Radios	284.10	164.16	1,495.91
7053 · Internet Service	0.00	24.98	233.02
7054 · Telephone	0.00	77.96	929.01
7055 · Web Site	0.00	0.00	18.17
Total 7050 · Communications	284.10	267.10	2,676.11
7060 · Computer / Software Supplies	0.00	0.00	449.98
7090 · Food - Animal	505.08	0.00	3,818.49
7110 · Insurance			
7112 · Auto	952.58	713.08	6,422.54
7113 · D&O Liability	0.00	0.00	2,130.00
7114 · Group Medical	89.63	62.53	-393.14
7116 · Volunteer Accident Coverage	300.00	0.00	600.00
7117 · Workmen's Comp	0.00	662.00	1,920.00
7119 · Commercial Property	0.00	0.00	2,141.00
7127 · Group Life	0.00	0.00	93.51
7110 · Insurance - Other	0.00	0.00	1,222.58
Total 7110 · Insurance	1,342.21	1,437.61	14,136.49
7120 · Landfill Fees			
7121 · TIDI Dumpster	173.17	160.35	1,494.43
7120 · Landfill Fees - Other	0.00	0.00	129.85
Total 7120 · Landfill Fees	173.17	160.35	1,624.28
7122 · Group Dental/Vision	0.00	104.97	314.91
7130 · Legal Fees	2,640.00	20.00	6,596.97

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
7140 · License & Fees	0.00	60.00	730.11
7150 · Meals			
7152 · Inmates	592.38	552.23	5,586.48
Total 7150 · Meals	592.38	552.23	5,586.48
7159 · Medicine / Medical			
1759.5 · -Petsmart Grant Medicine / Med	1,476.21	0.00	1,476.21
7160 · Medicine / Medical Supplies	493.62	1,737.29	17,281.04
7161 · Reimbursement	-36.74	0.00	-36.74
7159 · Medicine / Medical - Other	0.00	0.00	1,095.08
Total 7159 · Medicine / Medical	1,933.09	1,737.29	19,815.59
7169 · Microchip			
7170 · Microchip Supplies	0.00	9.99	6,033.96
7171 · Reimbursement	0.00	0.00	10.00
7169 · Microchip - Other	9.99	-10.00	-0.01
Total 7169 · Microchip	9.99	-0.01	6,043.95
7200 · Office Expenses	35.00	118.12	1,106.14
7210 · Penalties & Late Fees	0.00	0.00	1,102.07
7220 · Postage	0.00	0.00	176.32
7230 · Repairs & Maintenance			
7231 · Equipment	64.20	1,525.13	3,199.62
7232 · Property	0.00	0.00	24.08
Total 7230 · Repairs & Maintenance	64.20	1,525.13	3,223.70
7240 · Supplies			
7241 · ACO Supplies	0.00	12.73	0.00
7242 · Cleaning	211.35	504.63	2,369.22
7243 · Office			
7240a · Shipping Expense	0.00	0.00	27.30
7243 · Office - Other	236.22	54.00	1,350.25
Total 7243 · Office	236.22	54.00	1,377.55
7244 · Kennel Supplies			
7244a · Pest Control	70.00	70.00	752.00
7244 · Kennel Supplies - Other	182.86	167.88	1,867.18
Total 7244 · Kennel Supplies	252.86	237.88	2,619.18
7245 · Condiments	58.76	0.00	695.30
7240 · Supplies - Other	0.00	309.96	390.02
Total 7240 · Supplies	759.19	1,119.20	7,451.27
7250 · Taxes			
7251 · Property Tax			
4251.1 · New Shelter Locations	0.00	0.00	674.00
7251 · Property Tax - Other	0.00	0.00	275.00
Total 7251 · Property Tax	0.00	0.00	949.00
7250 · Taxes - Other	0.00	0.00	482.26
Total 7250 · Taxes	0.00	0.00	1,431.26
7252 · Taxes & Fees	0.00	15.60	32.39
7255 · Training / Education	0.00	0.00	844.10
7260 · Transportation			
7261 · Fuel			
Fuel- ACO Truck	0.00	448.84	3,283.87
7261 · Fuel - Other	730.85	0.00	2,111.84
Total 7261 · Fuel	730.85	448.84	5,395.71
7263 · Repair & Maintenance	0.00	156.85	333.40

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
7260 · Transportation - Other	0.00	43.56	0.00
Total 7260 · Transportation	730.85	649.25	5,729.11
7270 · Uniforms	0.00	0.00	0.00
7280 · Utilities			
7281 · Electric	1,028.00	513.00	7,839.00
7282 · Utilities Security light	0.00	0.00	701.30
7283 · Gas	457.49	0.00	1,875.89
7280 · Utilities - Other	0.00	663.00	0.00
Total 7280 · Utilities	1,485.49	1,176.00	10,416.19
7300 · Veterinary Fees			
7310 · Regular Vet Fees	1,946.90	994.00	4,427.96
7315 · Veterinary Fees Rabies Certific	100.00	90.00	676.00
7316 · Spay & Neuter			
Spay & Neuter Grants	73.00	0.00	928.00
7317 · Spay/Neuter Red Box Grant	0.00	0.00	400.00
7316 · Spay & Neuter - Other	769.00	2,588.00	10,715.80
Total 7316 · Spay & Neuter	842.00	2,588.00	12,043.80
7318 · Cruelty Case	415.00	0.00	415.00
7320 · Special Medical	0.00	0.00	68.59
7300 · Veterinary Fees - Other	0.00	0.00	2,596.42
Total 7300 · Veterinary Fees	3,303.90	3,672.00	20,227.77
7304 · Claw & Paw 4 The Cause Mobile	170.00	0.00	3,200.00
7500 · W/C Medical / Medications	0.00	49.64	0.00
7600 · Fundraising Expense			
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	48.00	507.00
7636 · Mama Mia	0.00	0.00	382.74
7600 · Fundraising Expense - Other	0.00	0.00	-70.00
Total 7600 · Fundraising Expense	0.00	48.00	1,181.48
Total Expense	37,169.11	33,609.93	302,971.80
Net Ordinary Income	-6,291.95	-1,614.75	213,259.34
Other Income/Expense			
Other Income			
8040 · Gain / Loss on Investments	0.00	0.00	-26,624.67
8050 · Interest Income	17.38	2.53	153.83
8090 · Grants			
8091 · Grants - Spay Neuter	320.00	0.00	320.00
8090 · Grants - Other	0.00	0.00	37,220.00
Total 8090 · Grants	320.00	0.00	37,540.00
Total Other Income	337.38	2.53	11,069.16
Other Expense			
Late fees & charges	0.00	0.00	6.52
5555 · Contract Labor	22,442.00	500.00	32,944.00
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
9091 · Reimbursement Misc Expense	0.00	0.00	150.00
Total Other Expense	22,442.00	500.00	33,100.52
Net Other Income	-22,104.62	-497.47	-22,031.36

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
Net Income	**-28,396.57**	**-2,112.22**	**191,227.98**

COMCAST

RECEIVED
APR - 9 2018
OFFICE OF THE
HAMBLEN COUNTY MAYOR

April 6, 2018

The Honorable Bill Brittain
Hamblen County
511 West Second North Street
Morristown, Tennessee 37814

RE: Important Information—Channel Lineup Changes

Dear Mayor Brittain:

I am contacting you today regarding upcoming programing changes in Hamblen County. The changes are as follows:

- Effective April 10, 2018:
  - We will no longer carry Great American Country (GAC) on the Digital Starter tier. That channel will be available on the Digital Preferred tier.
  - We will no longer carry RFD TV on the Digital Preferred or Sports and Entertainment tier.
  - We will no longer carry the Big Ten Network on the Sports and Entertainment tier.
- Effective May 10, 2018:
  - We will no longer carry the Cartoon Network, Disney Channel, Food Network, and TruTV on the Digital Economy tier. Those channels will be available on the Digital Starter tier.
  - We will add BBC America, BBC World News, Bloomberg, Hallmark Movies & Mysteries, and Smithsonian to the Digital Economy tier.
- Effective June 1, 2018, we will no longer carry MGM HD.

We know you may have questions about these changes. Please feel free to contact me at 865.862.5001 if you have any questions.

Sincerely,

Katy Brown
Manager, External Affairs

6200 The Corners Parkway, Suite 200 Peachtree Corners, GA 30092 www.comcast.com
Return to Regular Calendar
May 24, 2018

Hamblen County Government
Public Safety Committee
Monday, May 14, 2018
Hamblen County Health Department Conference Room

MINUTES

Members Present:
Louis "Doe" Jarvis Howard Shipley Larry Carter Taylor Ward
Joe Huntsman, Sr.

Members Absent:
Johnny Walker, Rick Eldridge, John Smyth

Call to Order
Chairman Joe Huntsman, Sr. called the meeting to order at 11:47 a.m.

Visitors Wishing to Address the Committee
None

Old Business
a. None

New Business
a. Amendments to the Hamblen County Hazard Mitigation Plan
Motion (Howard Shipley/Tim Goins, all in favor) to adopt the Hamblen County Hazard Mitigation Plan.
b. Update of 3 Way Stop at the Intersection of Spout Springs Road
Motion (Larry Carter/Howard Shipley, all in favor) to approve making the intersection of Boatmans Mountain Road and Spout Springs Road a 2-Way Stop. This is a change from the 3-Way Stop approved in December 2017. The Hamblen County Road Department will install the proper safety signage.

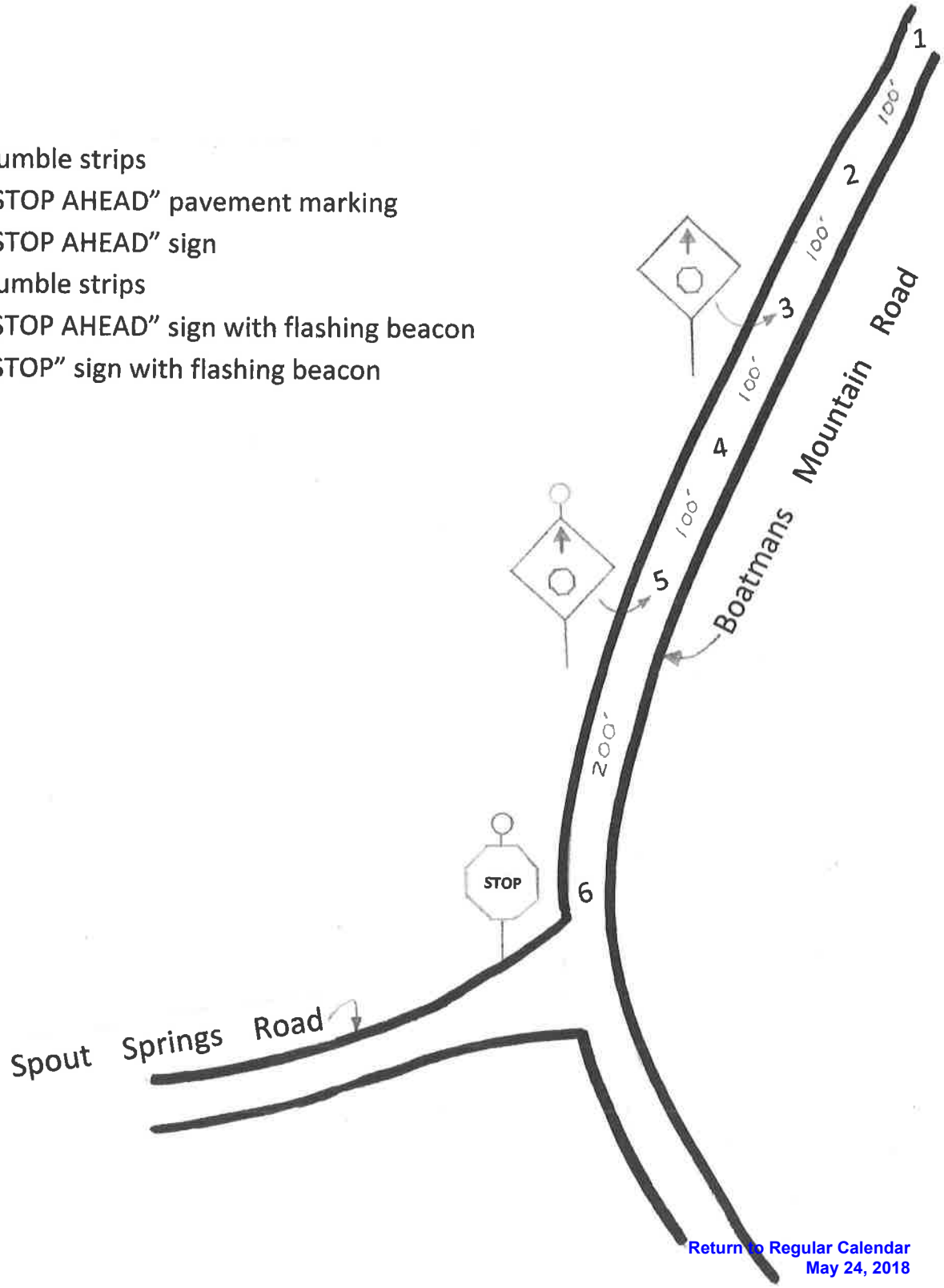
Items of Interest
a. None

Adjournment
There being no further business, Chairman Huntsman adjourned the meeting at 11:51 a.m.

Sign/Marking Plan

New 2-way Stop

1 Rumble strips
2 "STOP AHEAD" pavement marking
3 "STOP AHEAD" sign
4 Rumble strips
5 "STOP AHEAD" sign with flashing beacon
6 "STOP" sign with flashing beacon



Return to Regular Calendar
May 24, 2018

Hamblen County Government
PUBLIC SAFETY COMMITTEE

Monday, May 14, 2018
Immediately Following Adjournment of Public Services Committee
Hamblen County Health Department – Conference Room

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

PUBLIC SAFETY COMMITTEE

Joe Huntsman, Sr.
Chairman

Dana Wampler
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Larry Carter
Member

Rick Eldridge
Member

Howard Shipley
Member

John Smyth
Member

Johnny Walker
Member

Taylor Ward
Member

AGENDA

1. **Call to Order** – *Chairman Joe Huntsman, Sr.*

2. **Visitors Wishing to Address the Committee** – *Chairman Joe Huntsman, Sr.*
   (*Visitors will be allotted 5 minutes to speak)*

3. **Old Business** – *Chairman Joe Huntsman, Sr.*
   a. None

4. **New Business** – *Chairman Joe Huntsman, Sr.*
   a. Amendments to the Hamblen County Hazard Mitigation Plan – *EMA Director Chris Bell*
   b. Update of 3 Way Stop at the Intersection of Spout Spring Springs Road - *Rood Superintendent Barry Poole*

5. **Items of Interest (No Action Necessary)** – *Chairman Joe Huntsman, Sr.*
   a. None.

6. **Adjournment** – *Chairman Joe Huntsman, Sr.*

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 Brittain, Public Safety Chair Commissioner Huntsman,**
FROM: **Chris Bell, Director**
DATE: **12 April 2018**
RE: **Hamblen Hazard Mitigation Plan**
CC: **Cindy Dibb**

The Hamblen county Hazard Mitigation Plan Update was approved by the Hamblen County Commission on 18 January 2018. When the plan was presented to the City of Morristown, the City requested the "Sinkhole" section of the plan be reworded to more accurately reflect their Preliminary Plat & Construction Plans form. The rewording would also more accurately reflect some preliminary knowledge and information that the city already possessed on sinkholes. I have attached the revised "Sinkhole" section of the plan below and ask that we adopt the plan as amended at the next commission meeting. FEMA has confirmed that the changes would not affect the plans current approval from them. Please let me know if you have any questions.

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. 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, what the cause is to the increase of to these sinkholes, and if certain areas are more at risk for sinkhole activity. The City of Morristown's planning department process takes into account sink holes issues and inform potential developers of any known possible issues. Hamblen

County recognizes that sinkhole activity is not a new issue, but as the occurrence of sinkhole activity increases, a study would be beneficial to attempt to understand the risk associated and attempt to draw some better understanding of this risk.

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. 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.

Significant sinkholes which require repair occur about 2-3 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.

Hamblen County Government
Personnel Committee
Monday – May 14, 2018
Hamblen County Health Department Conference Room

MINUTES

Members Present:
Hubert Davis, Louis "Doe" Jarvis, Randy DeBord, Joe Huntsman, Sr., Stancil Ford, Herbert Harville

Members Absent:
John Smyth

Call to Order
Committee Chair Hubert Davis called the meeting to order at 11:51 a.m.

Visitors Wishing to Address the Committee
None

Old Business
a. None

New Business
a. Approval of changes to the Hamblen County Employee Handbook made by attorney Jeff Taylor.
   Motion (Joe Huntsman, Sr. /Randy DeBord, all in favor) to approve the changes made by attorney Jeff Taylor to the Hamblen County Government Employee Handbook.
b. Approval of Education/Military Pay/Longevity Pay submissions - Chair Hubert Davis presented the applicants for the approval of Education/Military/Longevity Pay. Approval of all submissions is a committee action and is not required to go before the Legislative Body for final approval.
   Motion (Randy DeBord/Joe Huntsman, Sr., all in favor) to approve the applicants submitted to the Personnel Committee for Education/Military/Longevity Pay.

Items of Interest (No Action Necessary)
a. None

Adjournment
There being no further business, Committee Chair Davis adjourned the meeting at 11:53 a.m.

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

PERSONNEL COMMITTEE

Hubert Davis
Chairman

Joe Huntsman, Sr.
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Randy DeBord
Member

Stancil Ford
Member

Herbert Harville
Member

John Smyth
Member

Hamblen County Government
PERSONNEL COMMITTEE

Monday, May 14, 2018
Immediately Following Adjournment of Public Safety Committee
Hamblen County Health Department Conference Room

AGENDA

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. Approval of Changes to Hamblen County Employee Handbook – *County Mayor Bill Brittain*
   b. Approval of Longevity Pay Submissions

5. **Items of Interest (No Action Necessary)** – *Chairman Hubert Davis*
   a. None

6. **Adjournment** – *Chairman Hubert Davis*

TENNESSEE

Hamblen County

SERVICE • COMMUNITY • INDUSTRY

EMPLOYEE HANDBOOK

Revised and Adopted

March 2018

Amended May 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 at the will of Hamblen County, Tennessee, and may resign at their own will. 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. § 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.

TABLE OF CONTENTS

SECTION	CATEGORY		TOPIC
I	General Policies		
		1.0	Equal Employment Opportunity Policy
		1.1	Immigration Reform Act Policy
		1.2	Workplace Violence Prevention Policy
		1.3	Workplace Harassment Policy
		1.4	Drug Free Workplace Policy
		1.5	Smoke Free Workplace Policy
		1.6	Workplace Search Policy
		1.7	Workplace Safety Policies & Procedures
		1.8	Workers Compensation Policies
II	Classification & Selection Process		
		2.0	Definitions
		2.1	Classification Plan
		2.2	Recruitment
		2.3	Selection
		2.4	Promotions, Demotions, Transfers
		2.5	Appointment Types
		2.6	Initial Hire Period
		2.7	Separation
		2.8	Rehire of Former Employees
		2.9	References for Former Employees
III	Compensation Policies		
		3.0	Plan Overview & Definitions
		3.1	Overtime
		3.2	Emergency Response Policy
		3.3	Work Week
		3.4	Compensatory Time
		3.5	Time Records
		3.6	Pay Day
		3.7	Termination Pay
		3.8	Longevity Pay
		3.9	Education Pay
		3.10	Military Service Pay
		3.11	Travel Expense
IV	Employee Benefits		
		4.0	Health Insurance
		4.1	Tennessee Consolidated Retirement System
		4.2	Vacation Leave
		4.3	Holidays

		4.4	Sick Leave
		4.5	Family and Medical Leave
		4.6	Bereavement Leave
		4.7	Parental Leave
		4.8	Voting Leave
		4.9	Jury Duty
		4.10	Military Leave
		4.11	Leave Without Pay
V	Standards of Conduct		
		5.0	General Standards of Conduct
		5.1	Employee Courtesy
		5.2	Attendance
		5.3	Dress Code
		5.4	Use of Technology Resources
		5.5	Telephone Usage
		5.6	Cell Phone Usage
		5.7	Use of Information Gained on the Job
		5.8	Outside Employment
		5.9	Conflict of Interest – Personal Gain
		5.10	Solicitation
		5.11	Political Activity
VI	Disciplinary Policies & Procedures		
		6.0	Policy
		6.1	Reasons for Disciplinary Actions
		6.2	Definition of Disciplinary Actions
		6.3	Procedures for Disciplinary Actions
VII	Miscellaneous Policies and Procedures		
		7.0	Human Resources Files
		7.1	Meal Periods & Breaks
		7.2	Inclement Weather
		7.3	Housekeeping
		7.4	Visitors on County Property
		7.5	Vehicle Usage Policies and Guidelines
		7.6	Government Records Regulations
			Employee Acknowledgement

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

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, genetics, 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, genetics, 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 Amendments Act (ADAAA) 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 § 1101) and the Tennessee Lawful Employment Act (TCA § 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, religious beliefs, genetics or veteran status.

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, genetics, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law is illegal.

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. § 8-17-101 *et seq*

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.

No adverse Human Resources action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for participating 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. § 701) and the State of Tennessee Drug-Free Workplace Program. TCA § 50-9-101.

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
- Post accident 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 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 Statue in the Workplace – Any employee convicted of violating a criminal drug statute in the workplace shall inform his/her supervisor of such conviction (including please 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.

IMPLEMENTATION PROCEDURES

NOTICE: **Applicants and Employees** 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 or Employee 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 or Employee 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 or 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 all applicants and employees meeting the criteria for required testing. The criteria includes those required to have a commercial driver's license. In cases of reasonable suspicion where alcohol use is suspected, both breath analysis and urinalysis may be used to test for alcohol and/or drugs.

Testing Conditions – All individuals offered employment shall be required to submit to post-offer alcohol and/or drug testing as a condition of employment. Active employees meeting one or more of the conditions requiring testing will be required to submit to alcohol and/or drug testing as a condition of continued employment.

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. Refusal of an active 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 subject to immediate dismissal from employment with Hamblen County.

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. Failure of an employee 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 immediate dismal. 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 or employee 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 or immediately dismiss the employee. Such actions shall be grounds for disqualification for all positions.

Failure to Report to Collection Site – Failure by an applicant or 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 shall result in withdrawal of the conditional offer of employment or the immediate dismissal of the employee.

Consequences of a Positive Alcohol and/or Drug Test on Conditional Offer – 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

Consequences of a Positive Alcohol and/or Drug Test for an Active Employee – 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 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, in a timely manner as designated by the 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 compiled 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

CONDITIONS REQUIRING TESTING FOR ACTIVE EMPLOYEES

- **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 an employee being under the influence of alcohol and/or drugs in the workplace. 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 if there is property damage or personal injury, and 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 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 required to obtain a CDL, 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.

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:

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.

Hamblen County reserves the right to take any and all steps deemed necessary in the course of investigations relating to the work place, including the right to search or to require Employees to exhibit the contents of their personal property, including, but not limited to, work spaces, bags, purses, vehicles, briefcases, packages, tool boxes, lockers and other such items.

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 of authorized physicians/providers. 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 and return to work status. 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.

<u>Injuries After Normal Business Hours</u> – 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, or refuses to submit to such testing, 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' 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' 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 count 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, genetics, 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
- at-will of Hamblen County or employee; 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:

Scheduled Annual Hours Based on Department Structure and Needs
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 15th 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 Count Commission's Personnel Committee.

3.11 TRAVEL EXPENSE

Employees shall be reimbursed for travel expenses resulting from approved official county business, including registration fees for conferences, conventions, seminars, mileage, etc. Expenses must be documented on the Reimbursable Expense Statement form or employees have the option to be reimbursed on a per diem basis.

Travel may not be undertaken unless it is authorized in advance by proper authority. Approved county travel is the basis for reimbursement in accordance with the provisions in the Travel Policy of Hamblen County.

When traveling, county employees should be as conservative as circumstances permit. The lower cost should be selected whenever practical. Receipts and proof of mileage and attendance are required. If the employee chooses the per diem method for reimbursement, the employee must submit proof of registration, fee and attendance for the function attended.

Hamblen County Government will adhere to maximum rates of reimbursement. Those rates will be established by the State of Tennessee Commissioner of Finance and Administration and maintained by the Finance Director.

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**.

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 1st. 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

Years of Service As of anniversary date	Length of Vacation With Pay
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 1st
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 4th
Labor Day (G)	1st Monday in September
Columbus Day (C J)	Day of Observance (October)
Veteran's Day (C J)	November 11th
Thanksgiving (G)	4th Thursday and Friday in November
Christmas (G)	2 ½ days ** Generally, ½ day on the 24th and all of the 25th and 26th. If the 25th 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 and MEDICAL LEAVE

The Family Medical Leave Act of 1993 (FMLA) as amended requires employers with fifty (50) or more employees to provide eligible employees with unpaid leave. There are two (2) types of leave available, including the basic twelve (12) week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy.

Eligibility for FMLA Leave

Employees are eligible for FMLA leave if they:

- Have worked for at least twelve (12) months for Hamblen County. The twelve (12) months need not be consecutive. Employment prior to a break in service of seven (7) years or more will not be counted, unless the break in service was caused by the employee's active duty with the National Guard or reserve, or there was a written agreement that Hamblen County intended to rehire the employee after the break in service.
- Have worked at least 1,250 hours for Hamblen County during the twelve (12) calendar months immediately prior to the start of the leave; and
- Are employed at a work site that has fifty (50) or more employees within a seventy-five (75) mile radius.

The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently these hours of leave, paid or unpaid, will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA leave.

Employees with any questions about their eligibility for FMLA leave should contact Human Resources for more information.

Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to twelve (12) weeks of unpaid leave during any twelve (12) month period. The twelve (12) month period is a rolling period measured backward from the date an employee last uses any FMLA leave.

Each time an employee takes leave, Hamblen County will compute the amount of leave the employee has taken under this policy in the last twelve (12) months and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time. Leave may be taken for the following reasons:

- To care for the employee's son or daughter during the first twelve (12) months following birth;
- To care for the employee's son or daughter, under the age of eighteen (18), during the first twelve (12) months following placement with the employee for adoption or foster care;
- For incapacity due to the employee's pregnancy, prenatal care or childbirth;
- To care for a spouse, son, daughter or parent with a serious health condition; or
- Because of the employee's own serious health condition that renders the employee unable to perform an essential function of her or his position.

For purposes of definition of child, spouse and parent, the U.S. Department of Labor FMLA Final Regulations will be followed.

Military Family Leave

The National Defense Authorization Act (NDAA) for 2008 amended the FMLA to allow eligible employees two types of Military Family Leave:

1. Qualifying Exigency Leave – Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies.

Leave may be used because of any qualifying exigency arising out of the fact that the employee's spouse, son or daughter is on a Federal call to covered active duty or called to covered active duty status in the Armed Forces, including the National Guard or Reserves, in support of an operation.

Covered active duty means duty during deployment with the Armed Forces to a foreign country for a member of a regular component of the Armed Forces; or duty during deployment with the Armed Forces to a foreign country under a call or order to active duty for a member of a reserve component of the Armed Forces.

Qualifying exigencies may include:

- Issues arising from a covered military member's short-notice deployment (i.e., deployment on seven (7) or less days of notice) for a period of seven (7) days from the date of notification;
- Attending certain military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs, and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to covered active duty or call to covered active duty status of a covered military member;

- Certain child care or related activities arising from the covered active duty or call to covered active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at school or a day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the covered active duty or call to covered active duty status of the covered military member;
- Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's covered active duty status, and addressing issues arising from the death of a covered military member; and
- Other activities arising out of the servicemember's covered active duty or call to covered active duty that the employee and Hamblen County agree is a qualifying exigency.

2. Leave to Care for a covered servicemember There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to twenty-six (26) weeks of leave for an employee to care for a spouse, son, daughter, parent or next of kin (closest blood relative) covered servicemember during a single twelve (12) month period. The single twelve (12) month period begins on the first day the eligible employees takes military caregiver leave and ends twelve (12) months after that date.

A "covered servicemember" is:

- A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

A "serious injury or illness" means:

- For a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the member in the line of duty on covered active duty in the Armed Forces (or that existed before the beginning of the

member's covered active duty and was aggravated by service in the line of duty on covered active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; or

- For a veteran who was a covered servicemember of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the member in the line of duty on covered active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on covered active duty in the Armed Forces) and that manifested itself before or after the member became a veteran

Definition of Serious Health Condition

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or

- Continuing treatment by a health care provider, which includes:

  (1) A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:

  - Treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits), the first within seven (7) days and both within thirty (30) days of the first day of incapacity; or
  - One treatment by a health care provider (i.e., in-person visit) within seven (7) days of the first day of incapacity with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or

  (2) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes, epilepsy). A visit to the health care provider is not necessary for each absence; or

  (3) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's disease). Only supervision by a health care provider is required, rather than active treatment; or

  (4) Any period of incapacity to receive multiple treatments (including recovery from those treatments) for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) consecutive full calendar days if not treated, such as cancer (chemotherapy) or kidney disease (dialysis);

  (5) Any period of incapacity because of pregnancy or prenatal care. A visit to a health care provider is not necessary for each absence.

For purposes of definition with respect to the military leave provisions, covered servicemember, covered veteran, serious health condition and serious injury or illness, the U.S. Department of Labor FMLA Final Regulations will be followed.

For purposes of definition of child, spouse, parent and next of kin, the U.S. Department of Labor FMLA Final Regulations will be followed. Note that son or daughter for a qualifying exigency leave may be of any age.

Employees with questions about what illnesses, injuries or conditions are covered under the FMLA Leave policy, or under any leave policy, are encouraged to consult with the Human Resources Manager.

Employee Responsibilities When Requesting FMLA Leave

If the need to use FMLA Leave is foreseeable, such as the birth or placement for adoption or foster care of a child, or planned medical treatment, the employee must give Hamblen County at least thirty (30) days' prior notice of the need to take leave. When thirty (30) days' notice is not possible, the employee must give notice as soon as practicable (i.e., the same day of learning of the need for leave or the next business day) except in extraordinary circumstances. Generally it should be practicable to provide notice for unforeseeable leave within the time established by Hamblen County's usual and customary notice requirements. Failure to provide timely notice may be grounds for delaying the start of, or denying, the FMLA leave and the employee's absences may be subject to Hamblen County's Absenteeism and Tardiness Policy.

When submitting a request for leave, the employee must provide sufficient information for Hamblen County to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave.

Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee is pregnant; that the employee or family members need hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform Hamblen County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Whenever possible, requests for FMLA leave should be submitted to Human Resources using the FMLA Employee Leave Request Form available from the Human Resources Department.

When an employee requests leave; Hamblen County will inform the employee in writing whether he/she is eligible under the FMLA within five (5) business days absent extenuating circumstances. If the employee is eligible, he/she will be given a written notice that includes details on any additional information he/she will be required to provide. If the employee is not eligible under the FMLA, Hamblen County will provide the employee with a written notice indicating the reason for ineligibility.

Hamblen County may require that a request for leave for a qualifying exigency be supported by a certification, i.e., copy of the covered military member's active duty orders or other documentation issued by the military, that the service member is on or has been called to active duty.

If the qualifying exigency involves meeting with a third party, Hamblen County may contact the individual or entity with whom the employee is meeting for purposes of verifying a meeting or appointment schedule and the nature of the meeting the employee and the specified individual or entity.

When an employee seeks leave due to a FMLA-qualifying reason for which Hamblen County has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employees who take intermittent leave (in separate blocks of time due to a single health condition) for planned medical treatment have an obligation to make a reasonable effort to schedule such treatment so as not unduly disrupt Hamblen County's operation.

Medical Certification

If the employee is requesting leave because of the employee's own or covered relation's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification.

Certification of the serious health condition shall include the date the condition began, its expected duration; and the appropriate medical facts regarding the condition which are within the knowledge of the health care provider; and a statement why the employee is needed to care for an ill family member. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of her or his position.

Employees may obtain medical certification forms from the Human Resources Department. The employee must return the completed forms within fifteen (15) days or provide a reasonable explanation for the delay. If the employee provides at least thirty (30) days' notice of medical leave, he/she should also provide the medical certification before the leave begins.

If Hamblen County determines a medical certification to be incomplete or insufficient, Hamblen County must specify in writing what information is lacking, and give the employee seven (7) calendar days to provide the information unless seven (7) days is not practicable under the particular circumstances despite the employee's efforts.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. Also, failure to provide requested documentation of the reason for an absence from work may subject the employee's absences to Hamblen County's Absenteeism and Tardiness Policy.

If the employee plans to take intermittent leave (in separate blocks of time due to a single health condition) or work a reduced schedule (reducing the usual number of hours worked per workweek

or workday), the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

Hamblen County may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. Hamblen County will not use the employee's direct supervisor for this contact. Before Hamblen County makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with the HIPAA Medical Privacy Rules, Hamblen County will obtain the employee's permission for clarification of individually identifiable health information.

Hamblen County may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's, or the employee's family member's serious health condition.

In its discretion Hamblen County may require a second examination and medical opinion and periodic recertification at its own expense if it reasonably doubts the medical certification initially provided for a Basic FMLA Leave. If the first and second opinions differ, Hamblen County, at its own expense, may require another examination and the binding opinion of a third health care provider, approved jointly by Hamblen County and the employee.

While on leave, employees are requested to report periodically to Hamblen County regarding the status of the medical condition and their intent to return to work. Hamblen County will require recertification that supports the need for leave for a Basic FMLA Leave no more frequently than every thirty (30) days and only in conjunction with an FMLA absence and only when circumstances have changed significantly, or if Hamblen County receives information that casts doubt upon the employee's stated reason for the absence or if the employee requests an extension of her or his leave. Where the medical condition is a chronic or long-term condition certified to more than thirty (30) days, Hamblen County will wait for the minimum duration of the condition to expire before requesting a recertification. In all cases, Hamblen County will require recertification every six (6) months in connection with an FMLA absence. Failure to provide requested certification within fifteen (15) days, except in extraordinary circumstances, may result in the delay, or denial, of further leave until it is provided.

Under the Basic FMLA Leave, Hamblen County may request a new medical certification each leave year for medical conditions that last longer than one (1) year. Such new medical certifications are subject to second and third opinions.

Use of Leave

Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced schedule leave (reducing the usual number of hours worked per workweek or workday) when medically necessary.

Spouses employed by Hamblen County are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of twelve (12) weeks (or twenty-six weeks for leave to care for a covered servicemember with a serious injury or illness is used). Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Hamblen County's operations.

An eligible employee is entitled to a combined total of twenty-six (26) weeks of leave for any FMLA-qualifying reason during the "single twelve (12) month period," provided that the employee is entitled to no more than twelve (12) weeks of leave for other types of FMLA leave.

This means, for example, that an eligible employee may take sixteen (16) weeks of FMLA leave to care for a covered servicemember and ten (10) weeks of FMLA leave to care for a newborn child during the "single twelve (12) month period." However the employee may not take more than twelve (12) weeks of FMLA leave to care for the newborn child during the "single twelve (12) month period," even if the employee takes fewer than fourteen (14) weeks of FMLA leave to care for a covered servicemember.

If leave qualifies as both military caregiver leave and FMLA medical leave to care for a family member with a serious health condition, it must be first counted as caregiver leave. It may not be counted as both caregiver leave and FMLA medical leave.

Leave for birth or care, or placement for adoption or foster care, must conclude within twelve (12) months of the birth or placement.

Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year of birth, or to care for a child placed with the employee for foster care or adoption, unless Hamblen County and the employee agree to such intermittent leave.

In the case of an employee using intermittent or reduced schedule leave, if an employee would normally be required to work overtime but is unable to do so because of an FMLA qualifying reason, the hours that the employee would have been required to work will be counted against the employee's FMLA entitlement.

While an employee is on an intermittent or reduced schedule leave, Hamblen County may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

Pay and Benefits During FMLA Leave

The provisions of this policy shall apply to all family and medical leaves of absence and shall be coordinated with other employment leaves and/or benefit plans or policies to which the employee may be eligible.

The employee must use any such other said paid leave, available for all or any part of the leave period. In other words, if an employee is entitled to vacation or paid leave under another

company benefit plan or policy, the employee must take the paid leave concurrently with FMLA leave. The use of any paid leave does not extend the limitation for the basic family leave period (twelve (12) weeks) or the military family leave period (twenty-six (26) weeks).

During an approved family medical leave Hamblen County will maintain the employee's health benefits as if the employee continued to be actively employed and Hamblen County will pay its normal portion of health premiums.

While on paid leave Hamblen County will continue to make payroll deductions to collect the employee's normal portion of the premium as applicable. While on unpaid leave the employee will be required to pay her or his normal portion of the premium. The employee will be required to begin making this payment at the end of the month following the month that the leave begins. The employee will be required to make this payment in person or by mail. The payment must be received in the Human Resources Department by the 10th day of each month beginning with the month following the month the leave begins.

An employee's health coverage will cease if the employee's premium payment is more than thirty (30) days late. If the payment is more than fifteen (15) days late, Hamblen County will send the employee a letter to this effect. If Hamblen County does not receive the premium payment within fifteen (15) days after the date of that letter, the employee's coverage may cease.

In the event that an employee elects not to return to work upon completion of an approved, unpaid leave of absence, Hamblen County may recover from the employee the cost of any payments made to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control.

Employees who are on an approved, unpaid leave of absence will not accrue vacation hours, and will not be eligible for holiday, funeral leave or jury or witness duty pay.

Return to the Job at the end of FMLA Leave

Upon return from FMLA leave, the employee will be reinstated to her or his original job, or a position of similar status and pay, commensurate with her or his skills and qualifications.

The only exceptions include certain employees who hold executive positions within Hamblen County. Under specified and limited circumstances, where restoration to employment will cause substantial and grievous economic injury to our operations, Hamblen County may refuse to reinstate certain highly paid "key" employees after using FMLA leave during which health coverage was maintained. A key employee is a salaried, eligible employee who is among the highest paid ten percent (10%) of employees within seventy-five (75) miles of the work site.

Hamblen County will require a fitness-for-duty certification for certain jobs from the employee's own health care provider certifying ability to return to work. The certification must be provided prior to return from a leave for an employee's serious health condition. The certification must address the employee's ability to perform the essential functions of the position. While there is no guarantee that a position can be provided which meets the restrictions, Hamblen County will seek to do so when practicable.

Additionally Hamblen County will require a fitness-for-duty certification up to once every thirty (30) days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform her or his duties based on the condition for which leave was taken. A return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner.

An employee who fails to return at the conclusion of a FMLA leave, and has exhausted any applicable short term disability benefits, will be deemed to have resigned, no matter what the reason or circumstances, and will be terminated.

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 - Employees 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.

Social Media – Hamblen County recognizes that many people use "social media" as a means of regular communication. Social Media is defined as internet chat rooms, blogs, wikis, social networks, virtual worlds, on-line journals or diaries, personal newsletters on the internet, Facebook, YouTube, Linkedin, Plaxo, Twitter, Topix, Instagram, and other similar media. Set forth below are Hamblen County's guidelines for use of social media.

1. Do not disclose home addresses or other personal information about your co-workers, any customer information, or any information regarding Hamblen County's business plans, financial information, contracts, or other confidential information. You are required to comply with Hamblen County's confidentiality policy when using social media.
2. Do not use social media to harass, threaten, libel, slander, or discriminate against coworkers, supervisors, managers, customers, clients, vendors or suppliers.
3. Do not use county owned computers, software or other electronic equipment or facilities provided by Hamblen County for the use of social media during work time.
4. Do not use the name, logo or trademarks of any business partners, suppliers, vendors or affiliates of Hamblen County, unless this use is expressly approved in advance by Hamblen County.
5. Do not post any of Hamblen County's copyrighted information or material on social media.
6. Do not use social media to engage in illegal or unlawful activities or publish pictures, video or other information about your participation in illegal activities. Similarly, do not publish anything that infers or implies that you are engaging in illegal or unlawful conduct.
7. Do not use social media to engage in any conduct that violates Hamblen County's rules of conduct, policies or procedures. Any conduct that would violate Hamblen County's rules, policies or procedures if performed at work will also be considered a violation of the applicable rules, policies or procedures if performed using social media and will subject the employee to disciplinary action, up to and including termination of employment.
8. Personal blogs and similar forms of on-line journals or diaries should have clear disclaimers that the views expressed by the author are the author's alone and do not represent the views of Hamblen County. Make your writing clear that you are speaking for yourself and not on behalf of Hamblen County.

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 polices 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 HAMBLEN 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 statues 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.

Additional security procedures will be implemented as needed based on departmental needs.

Various methods of identification may be adopted to ensure that only authorized individuals are admitted access to Hamblen County property beyond those areas open to the public. These methods may include employee identification badges or technologically controlled entrance devices.

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 that 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 form 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 § 39-16-504

Section 39-16-504. <u>Destruction of and tampering with governmental records</u>

(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, 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.

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.

_____

Employee Name (type or print)

_____ _____

Employee Signature Date

(Personnel File Copy)

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_____

Employee Name (type or print)

_____ _____

Employee Signature Date

(Employee Copy)

HAMBLEN COUNTY, TENNESSEE
OFFICE OF COUNTY MAYOR
LONGEVITY APPLICANTS PRESENTED TO PERSONNEL COMMITTEE ON
May 14, 2018

LONGEVITY

Last Name	First Name	Hire Date	Years of Service	Amount	Notes
Coffey	James	1/24/2017	15	$ 1,125.00	12/27/1999 to 09/16/2014 then 01/24/2017
Lawson	Kendall	4/28/2014	4	$ 300.00	