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

DATE: March 5, 2015

TO: Hamblen County Legislative Body

FROM: Cindy Dibb
Office of the Hamblen County Mayor

RE: **March 9, 2015 Committee Meeting Information**

Monday - March 9, 2015 at 11:30 a.m. – **Hamblen County Health Department Conference Room**

- **Finance Committee**
- **Public Services Committee** – *Immediately following Finance Committee*
- **Calendar and Rules Committee -** *Immediately following Public Services Committee*

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

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Hamblen County Government
FINANCE COMMITTEE

Monday, March 9, 2015
Hamblen County Health Department – Conference Room

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

FINANCE COMMITTEE

Louis "Doe" Jarvis
Chairman

Herbert Harville
Vice-Chairman

Stancil Ford
Ex-Officio

Larry Carter
Member

Hubert Davis
Member

Randy DeBord
Member

Howard Shipley
Member

John Smyth
Member

Dana Wampler
Member

AGENDA

1. **Call to Order** – *Chairman Louis "Doe" Jarvis*

2. **Visitors Wishing to Address the Committee** – *Chairman Louis "Doe" Jarvis*
   (*Visitors will be allotted 5 minutes to speak)*

3. **Recurring Business –** *Chairman Louis "Doe" Jarvis*
   a. Operating Summaries – February 2015 (Information Only)
   b. Review of Monthly Checks Submitted by the County Mayor's Office

4. **Old Business** – *Chairman Louis "Doe" Jarvis*
   a. None

5. **New Business** – *Chairman Louis "Doe" Jarvis*
   a. Cherokee Park Splashpad Change Order - *County Mayor Bill Brittain*
   b. Amended and Restated Financial Management Policies and Procedures – *County Mayor Bill Brittain*
   c. East Tennessee Development District Local Planning Advisory Services Contract – *County Mayor Bill Brittain*
   d. Maintenance Department Reorganization – *County Mayor Bill Brittain*
   e. Garbage Dept. Reorganization – *Road Superintendent Barry Poole*

6. **Items of Interest (No Action Necessary)** – *Chairman Louis "Doe" Jarvis*
   a. Planning Commission Building Permit Report – February 2015
   b. County Attorney Invoices –February 2015
   c. Coroner's Monthly Report – February 2015
   d. Budget Amendments Approved by County Mayor
      i. Election Commission - $3,660
   e. Hamblen County Department of Education Quarterly Expenditure Report – Second Quarter 2014-2015
   f. Court Cost Collections Information

7. **Adjournment** – *Chairman Louis "Doe" Jarvis*

HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 02/28/2015

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2014	101	50000	000	00	000	0000	000
Thru:	2014	101	99999	999	99	999	9999	999

Date: 3/4/2015
Time: 9:00 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	205,968.00	12,060.60	107,845.98	18,765.00	79,357.02	38.53%
101	51210	Board Of Equalizaton	12,000.00	0.00	0.00	0.00	12,000.00	100.00%
101	51300	County Mayor/Executive	206,052.00	16,848.05	122,487.52	1,439.08	82,125.40	39.86%
101	51400	County Attorney	51,293.00	392.66	10,327.84	0.00	40,965.16	79.87%
101	51500	Election Commission	308,825.00	15,450.31	204,677.91	518.45	103,628.64	33.56%
101	51600	Register Of Deeds	293,668.00	21,098.22	164,894.85	1,947.73	126,825.42	43.19%
101	51720	Planning	288,666.00	22,240.03	169,304.89	771.95	118,589.16	41.08%
101	51760	Geographical Information Systems	50,000.00	0.00	11,727.95	0.00	38,272.05	76.54%
101	51810	Other Facilities	801,368.00	56,318.72	496,955.90	11,103.69	293,308.41	36.60%
101	51910	Preservation Of Records	20,064.00	1,339.31	10,663.35	375.00	9,025.65	44.98%
101	52100	Accounting And Budgeting	331,228.00	27,734.08	200,946.72	1,329.50	128,951.78	38.93%
101	52200	Purchasing	42,236.00	3,289.58	25,689.27	0.00	16,546.73	39.18%
101	52300	Property Assessor's Office	386,088.00	30,195.28	222,080.89	20,782.22	143,224.89	37.10%
101	52310	Reappraisal Program	142,155.00	5,958.38	32,930.22	5,600.00	103,624.78	72.90%
101	52400	County Trustee's Office	383,698.00	23,711.55	224,976.89	402.06	158,319.05	41.26%
101	52500	County Clerk's Office	707,428.00	45,026.80	370,017.96	2,370.08	335,039.96	47.36%
101	52600	Data Processing	110,583.00	2,856.52	57,887.13	7,092.32	45,603.55	41.24%
101	52900	Other Finance	296,350.00	20,395.60	185,388.69	6,849.57	104,111.74	35.13%
101	53100	Circuit Court	837,020.00	60,307.43	446,534.95	10,777.08	379,707.97	45.36%
101	53300	General Sessions Court	425,198.00	34,662.40	244,287.49	210.08	180,700.43	42.50%
101	53330	Drug Court	140,963.00	9,458.39	77,704.32	4,350.00	58,908.68	41.79%
101	53400	Chancery Court	346,539.00	26,075.73	212,292.20	121.66	134,125.14	38.70%
101	53500	Juvenile Court	313,640.00	18,033.59	167,396.34	925.00	145,318.66	46.33%
101	53920	Courtroom Security	362,096.00	22,772.97	176,724.51	700.00	184,671.49	51.00%
101	54110	Sheriff's Department	2,777,312.00	208,696.80	1,657,602.90	76,131.50	1,043,577.60	37.58%
101	54160	Administration Of The Sexual Offender Registry	6,705.00	100.00	5,280.00	0.00	1,425.00	21.25%
101	54210	Jail	2,896,273.00	229,727.99	1,823,176.16	126,571.75	946,525.09	32.68%
101	54220	Workhouse	78,477.00	0.00	22,011.60	0.00	56,465.40	71.95%
101	54250	Work Release Program	180,871.00	12,744.91	95,829.31	1,834.96	83,206.73	46.00%
101	54310	Fire Prevention And Control	200,000.00	0.00	100,000.00	0.00	100,000.00	50.00%
101	54410	Civil Defense	84,748.00	6,159.96	46,595.49	2,002.06	36,150.45	42.66%
101	54490	Other Emergency Management	185,793.00	0.00	127,344.39	7,125.00	51,323.61	27.62%
101	54510	Inspection And Regulation	8,600.00	322.95	4,277.42	806.00	3,516.58	40.89%
101	54610	County Coroner/Medical Examiner	83,000.00	9,860.31	51,610.23	0.00	31,389.77	37.82%
101	54900	Other Public Safety	0.00	0.00	0.00	0.00	0.00	0.00%

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 02/28/2015

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2014	101	50000	000	00	000	0000	000
Thru:	2014	101	99999	999	99	999	9999	999

Date: 3/4/2015
Time: 9:00 am

Fnd	Account/Description		Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
101	55110	Local Health Center	723,160.00	43,460.62	339,005.50	580.00	383,574.50	53.04%
101	55120	Rabies And Animal Control	133,500.00	11,125.00	89,000.00	0.00	44,500.00	33.33%
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	3,360.00	0.00	1,640.00	32.80%
101	55180	Crippled Children Services	6,242.00	0.00	3,121.00	0.00	3,121.00	50.00%
101	55390	Appropriation To State	110,500.00	0.00	47,098.50	0.00	63,401.50	57.38%
101	55520	Aid To Dependent Children	8,000.00	0.00	4,000.00	0.00	4,000.00	50.00%
101	55530	Child Support	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
101	55590	Other Local Welfare Services	45,000.00	595.00	15,135.00	0.00	29,865.00	66.37%
101	55710	Sanitation Management	15,000.00	0.00	7,500.00	0.00	7,500.00	50.00%
101	55900	Other Public Health And Welfare	1,500.00	0.00	1,500.00	0.00	0.00	0.00%
101	56100	Adult Activities	11,600.00	0.00	5,800.00	0.00	5,800.00	50.00%
101	56300	Senior Citizens Assistance	6,500.00	0.00	3,250.00	0.00	3,250.00	50.00%
101	56500	Libraries	260,500.00	0.00	130,250.00	0.00	130,250.00	50.00%
101	56700	Parks And Fair Boards	235,094.00	13,215.76	125,754.81	6,884.86	102,454.33	43.58%
101	56900	Other Social, Cultural And Recreational	301,600.00	0.00	142,143.40	0.00	159,456.60	52.87%
101	57100	Agricultural Extension Service	138,459.00	2.61	33,459.02	100,084.32	4,915.66	3.55%
101	57300	Forest Service	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
101	57500	Soil Conservation	43,605.00	3,667.98	28,123.38	0.00	15,481.62	35.50%
101	57800	Storm Water Management	22,000.00	0.00	754.72	5,032.56	16,212.72	73.69%
101	58110	Tourism	193,937.00	4,577.76	86,995.24	1,707.97	105,233.79	54.26%
101	58120	Industrial Development	130,679.00	0.00	31,000.00	0.00	99,679.00	76.28%
101	58210	Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00%
101	58300	Veterans' Services	16,749.00	1,131.76	9,198.04	55.00	7,495.96	44.75%
101	58600	Employee Benefits	949,844.00	4,117.00	654,234.52	152,881.00	142,728.48	15.03%
101	58900	Miscellaneous	565,002.00	127.81	110,117.12	0.00	454,884.88	80.51%
101	73300	Community Services	7,000.00	0.00	0.00	0.00	7,000.00	100.00%
101	91110	General Administration Projects	23,000.00	0.00	20,628.00	0.00	2,372.00	10.31%
101	91120	Administration Of Justice Projects	0.00	0.00	0.00	0.00	0.00	0.00%
101	91130	Public Safety Projects	754,000.00	0.00	101,546.68	288,115.82	364,337.50	48.32%
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	99100	Transfers Out	15,000.00	-32,855.79	15,000.00	0.00	0.00	0.00%
			$ 18,305,376.00	$ 993,459.63	$ 9,888,446.20	$ 866,243.27	$ 7,550,686.53	41.25%

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
HIGHWAY FUND (131)
EXPENDITURE REPORT
REPORT DATE: 02/28/2015

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2014	131	50000	000	00	000	0000	000
Thru:	2014	131	99999	999	99	999	9999	999

Date: 3/3/2015
Time: 11:34 am

Fnd	Account/Description		Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
131	61000	Administration	383,007.00	24,985.58	244,713.80	17,643.49	120,649.71	31.50%
131	62000	Highway And Bridge Maintenance	1,104,166.00	76,422.28	579,579.07	42,274.45	482,312.48	43.68%
131	63100	Operation And Maintenance Of Equipment	385,162.00	18,167.84	187,256.00	39,163.75	158,742.25	41.21%
131	66000	Employee Benefits	50,540.00	0.00	34,163.38	0.00	16,376.62	32.40%
131	68000	Capital Outlay	339,000.00	0.00	2,544.39	0.00	336,455.61	99.25%
			$ 2,261,875.00	**$ 119,575.70**	**$ 1,048,256.64**	**$ 99,081.69**	**$ 1,114,536.67**	**49.27%**

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
SOLID WASTE/SANITATION (116)
EXPENDITURE REPORT
REPORT DATE: 02/28/2015

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2014	116	50000	000	00	000	0000	000
Thru:	2014	116	99999	999	99	999	9999	999

Page: 1
Date: 3/3/2015
Time: 11:34 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	2,691,920.00	142,176.91	1,246,096.98	353,522.71	1,092,300.31	40.58%
		$ 2,691,920.00	**$ 142,176.91**	**$ 1,246,096.98**	**$ 353,522.71**	**$ 1,092,300.31**	**40.58%**

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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	2015-02-27	1010250269	Powell, Joe			100.00
51100	.....	**County Commission**				**Total:**	**1**	**100.00**
51300	307	Communication	2015-02-05	1010250120	Century Link/Business Services			28.37
51300	307	Communication	2015-02-12	1010250169	AT&T			92.10
51300	307	Communication	2015-02-12	1010250214	Verizon Wireless			74.66
51300	349	Printing, Stationery And Forms	2015-02-27	1010250254	Citizen Tribune			102.40
51300	351	Rentals	2015-02-27	1010250251	Canon Solutions America, Inc			227.87
51300	355	Travel	2015-02-05	1010250119	Brittain, William H			117.97
51300	355	Travel	2015-02-12	1010250205	Suntrust Bankcard, NA			286.20
51300	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co			343.97
51300	435	Office Supplies	2015-02-12	1010250205	Suntrust Bankcard, NA			69.77
51300	599	Other Charges	2015-02-05	1010250134	Home Depot Credit Services			74.75
51300	599	Other Charges	2015-02-05	1010250142	Morristown Crewettes			1,481.66
51300	599	Other Charges	2015-02-12	1010250182	English Mountain Spring Water			20.00
51300	599	Other Charges	2015-02-12	1010250205	Suntrust Bankcard, NA			72.36
51300	599	Other Charges	2015-02-12	1010250209	The Blossom Shop			60.00
51300	599	Other Charges	2015-02-27	1010250254	Citizen Tribune			50.60
51300	599	Other Charges	2015-02-27	1010250258	East TN Diamond			70.25
51300	.....	**County Mayor/Executive**				**Total:**	**16**	**3,172.93**
51400	331	Legal Services	2015-02-12	1010250172	Capps, Cantwell, Capps & Byrd			285.00
51400	.....	**County Attorney**				**Total:**	**1**	**285.00**
51500	307	Communication	2015-02-05	1010250120	Century Link/Business Services			1.25
51500	307	Communication	2015-02-12	1010250169	AT&T			17.29
51500	332	Legal Notices, Recording And Court Costs	2015-02-12	1010250175	Citizen Tribune			244.98
51500	348	Postal Charges	2015-02-27	1010250274	The Mail Station			407.51
51500	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			139.09
51500	435	Office Supplies	2015-02-12	1010250182	English Mountain Spring Water			5.00
51500	.....	**Election Commission**				**Total:**	**6**	**815.12**
51600	307	Communication	2015-02-05	1010250120	Century Link/Business Services			3.45
51600	355	Travel	2015-02-27	1010250276	Tipton, Marilyn A			62.98
51600	709	Data Processing Equipment	2015-02-19	1010250224	Business Information Systems			996.65
51600	.....	**Register Of Deeds**				**Total:**	**3**	**1,063.08**
51720	307	Communication	2015-02-05	1010250120	Century Link/Business Services			6.21
51720	307	Communication	2015-02-12	1010250214	Verizon Wireless			116.38
51720	320	Dues And Memberships	2015-02-05	1010250166	Upper East TN Building Officials Assn			30.00
51720	331	Legal Services	2015-02-05	1010250131	Hamblen Co General Sessions			17.75
51720	331	Legal Services	2015-02-12	1010250172	Capps, Cantwell, Capps & Byrd			292.50
51720	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250178	Crescent Wash & Lube			7.50
51720	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			139.09

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Fund: 101 General Fund #(101)

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
51720	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co	256.48
51720	524	In Service/Staff Development	2015-02-12	1010250213	University Of Tennessee	400.00
51720	524	In Service/Staff Development	2015-02-27	1010250278	TN Fire Svc & Codes Enforce Academy	108.00
51720	.....	**Planning**			**Total: 10**	**1,373.91**
51810	307	Communication	2015-02-12	1010250169	AT&T	744.56
51810	307	Communication	2015-02-12	1010250170	AT&T	674.97
51810	307	Communication	2015-02-12	1010250214	Verizon Wireless	261.72
51810	307	Communication	2015-02-19	1010250243	Telecom Audit Group LLC	583.64
51810	334	Maintenance Agreements	2015-02-05	1010250161	TN Dept Of Labor & Workforce Development	120.00
51810	334	Maintenance Agreements	2015-02-12	1010250196	Murrell Burglar Alarm Co Inc	229.00
51810	334	Maintenance Agreements	2015-02-27	1010250272	SimplexGrinnell	421.25
51810	334	Maintenance Agreements	2015-02-27	1010250277	TN Dept Of Labor & Workforce Development	55.00
51810	335	Maintenance And Repair Service - Buildings	2015-02-05	1010250138	Lowe's	171.65
51810	335	Maintenance And Repair Service - Buildings	2015-02-12	1010250185	Fenco Supply Co	0.00
51810	335	Maintenance And Repair Service - Buildings	2015-02-12	1010250211	Town & Country Lock & Key	53.25
51810	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250178	Crescent Wash & Lube	223.86
51810	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250191	Lane Sales Power Equipment	27.00
51810	399	Other Contracted Services	2015-02-12	1010250182	English Mountain Spring Water	33.00
51810	410	Custodial Supplies	2015-02-12	1010250186	G & K Services Inc	136.36
51810	410	Custodial Supplies	2015-02-19	1010250234	Kelsan Inc	199.48
51810	410	Custodial Supplies	2015-02-27	1010250262	Kelsan Inc	575.26
51810	415	Electricity	2015-02-27	1010250266	Morristown Utilities	20,283.00
51810	434	Natural Gas	2015-02-27	1010250250	Atmos Energy	3,936.82
51810	451	Uniforms	2015-02-12	1010250186	G & K Services Inc	338.59
51810	712	Heating And Air Conditioning Equipment	2015-02-05	1010250139	M.F. Price Construction dba Lakeway Mechanical	5,830.00
51810	.....	**Other Facilities**			**Total: 21**	**34,898.41**
51910	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc	139.09
51910	435	Office Supplies	2015-02-19	1010250231	Gaylord Bros	130.26
51910	.....	**Preservation Of Records**			**Total: 2**	**269.35**
52100	320	Dues And Memberships	2015-02-12	1010250205	Suntrust Bankcard, NA	175.00
52100	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co	54.49
52100	435	Office Supplies	2015-02-12	1010250205	Suntrust Bankcard, NA	69.97
52100	435	Office Supplies	2015-02-19	1010250232	Heigl Technologies Inc	142.42
52100	524	In Service/Staff Development	2015-02-12	1010250205	Suntrust Bankcard, NA	150.00
52100	.....	**Accounting And Budgeting**			**Total: 5**	**591.88**
52300	307	Communication	2015-02-05	1010250120	Century Link/Business Services	3.45
52300	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250178	Crescent Wash & Lube	7.50
52300	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co	43.24
52300	435	Office Supplies	2015-02-12	1010250182	English Mountain Spring Water	15.00

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Fund: 101 General Fund #(101)

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
52300	.....	**Property Assessor's Office**				**Total:**	**4**	**69.19**
52310	351	Rentals	2015-02-27	1010250251	Canon Solutions America, Inc			108.58
52310	.....	**Reappraisal Program**				**Total:**	**1**	**108.58**
52400	307	Communication	2015-02-05	1010250120	Century Link/Business Services			0.53
52400	307	Communication	2015-02-19	1010250221	Advanced Communications, Inc			95.00
52400	335	Maintenance And Repair Service - Buildings	2015-02-19	1010250221	Advanced Communications, Inc			1,132.26
52400	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			139.09
52400	.....	**County Trustee's Office**				**Total:**	**4**	**1,366.88**
52500	307	Communication	2015-02-05	1010250120	Century Link/Business Services			10.10
52500	307	Communication	2015-02-12	1010250169	AT&T			34.58
52500	307	Communication	2015-02-12	1010250214	Verizon Wireless			48.24
52500	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			165.00
52500	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co			258.83
52500	435	Office Supplies	2015-02-12	1010250182	English Mountain Spring Water			20.00
52500	.....	**County Clerk's Office**				**Total:**	**6**	**536.75**
52600	312	Contracts With Private Agencies	2015-02-27	1010250268	MUS Fibernet			2,553.90
52600	317	Data Processing Services	2015-02-12	1010250205	Suntrust Bankcard, NA			12.99
52600	317	Data Processing Services	2015-02-27	1010250268	MUS Fibernet			152.96
52600	709	Data Processing Equipment	2015-02-12	1010250205	Suntrust Bankcard, NA			19.98
52600	.....	**Data Processing**				**Total:**	**4**	**2,739.83**
52900	307	Communication	2015-02-05	1010250120	Century Link/Business Services			3.19
52900	307	Communication	2015-02-12	1010250169	AT&T			225.29
52900	307	Communication	2015-02-12	1010250214	Verizon Wireless			35.33
52900	330	Operating Lease Payments	2015-02-05	1010250143	MUS Fibernet			84.75
52900	330	Operating Lease Payments	2015-02-12	1010250218	Waste Industries/102 Tidiwaste			72.99
52900	335	Maintenance And Repair Service - Buildings	2015-02-19	1010250230	Fish Window Cleaning			10.00
52900	335	Maintenance And Repair Service - Buildings	2015-02-27	1010250259	Fish Window Cleaning			10.00
52900	351	Rentals	2015-02-19	1010250244	Thermocopy Of Tennessee			60.93
52900	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co			101.64
52900	435	Office Supplies	2015-02-12	1010250182	English Mountain Spring Water			13.00
52900	435	Office Supplies	2015-02-19	1010250223	American Paper & Twine Co			272.00
52900	.....	**Other Finance**				**Total:**	**11**	**889.12**
53100	194	Jury And Witness Expense	2015-02-12	1010250179	Davy Crockett Restaurant			143.85
53100	307	Communication	2015-02-05	1010250120	Century Link/Business Services			16.58
53100	307	Communication	2015-02-12	1010250169	AT&T			51.86
53100	307	Communication	2015-02-12	1010250214	Verizon Wireless			59.63
53100	320	Dues And Memberships	2015-02-19	1010250241	State Court Clerks Assn			120.00

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Fund: 101 General Fund #(101)

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MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
53100	332	Legal Notices, Recording And Court Costs	2015-02-19	1010250228	Citizen Tribune			60.80
53100	334	Maintenance Agreements	2015-02-05	1010250150	Saratoga Technologies Inc			300.00
53100	334	Maintenance Agreements	2015-02-12	1010250201	Saratoga Technologies Inc			69.50
53100	334	Maintenance Agreements	2015-02-19	1010250239	Saratoga Technologies Inc			200.00
53100	349	Printing, Stationery And Forms	2015-02-19	1010250238	R Chatfield Co, Inc			150.00
53100	349	Printing, Stationery And Forms	2015-02-27	1010250270	R Chatfield Co, Inc			984.00
53100	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			524.45
53100	399	Other Contracted Services	2015-02-12	1010250202	Sliger, Dwayne			165.00
53100	399	Other Contracted Services	2015-02-12	1010250206	Sutton, Ricky H			78.00
53100	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co			555.63
53100	435	Office Supplies	2015-02-19	1010250238	R Chatfield Co, Inc			150.00
53100	.....	**Circuit Court**				**Total:**	**16**	**3,629.30**
53300	307	Communication	2015-02-05	1010250120	Century Link/Business Services			3.57
53300	307	Communication	2015-02-12	1010250169	AT&T			17.29
53300	399	Other Contracted Services	2015-02-27	1010250251	Canon Solutions America, Inc			73.44
53300	435	Office Supplies	2015-02-12	1010250182	English Mountain Spring Water			18.00
53300	.....	**General Sessions Court**				**Total:**	**4**	**112.30**
53330	307	Communication	2015-02-12	1010250169	AT&T			17.30
53330	307	Communication	2015-02-12	1010250214	Verizon Wireless			198.52
53330	322	Evaluation And Testing	2015-02-12	1010250192	Medtox Laboratories Inc			265.84
53330	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			139.09
53330	368	Drug Treatment	2015-02-12	1010250188	Helen Ross McNabb Center			70.00
53330	435	Office Supplies	2015-02-12	1010250182	English Mountain Spring Water			18.00
53330	.....	**Drug Court**				**Total:**	**6**	**708.75**
53400	307	Communication	2015-02-05	1010250120	Century Link/Business Services			6.70
53400	307	Communication	2015-02-12	1010250169	AT&T			17.29
53400	320	Dues And Memberships	2015-02-12	1010250204	State Court Clerks Assn			220.00
53400	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			188.00
53400	355	Travel	2015-02-27	1010250261	Jones-Terry, Katherine E			132.00
53400	435	Office Supplies	2015-02-05	1010250124	County Record Services			522.07
53400	435	Office Supplies	2015-02-12	1010250182	English Mountain Spring Water			10.00
53400	.....	**Chancery Court**				**Total:**	**7**	**1,096.06**
53500	307	Communication	2015-02-05	1010250120	Century Link/Business Services			2.75
53500	307	Communication	2015-02-12	1010250214	Verizon Wireless			41.42
53500	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250178	Crescent Wash & Lube			0.00
53500	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			139.09
53500	422	Food Supplies	2015-02-12	1010250182	English Mountain Spring Water			20.00
53500	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co			65.80
53500	.....	**Juvenile Court**				**Total:**	**6**	**269.06**

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
53920	451	Uniforms	2015-02-12	1010250187	Gall's Inc	400.00
53920	.....	**Courtroom Security**			**Total: 1**	**400.00**
54110	307	Communication	2015-02-05	1010250120	Century Link/Business Services	56.03
54110	307	Communication	2015-02-12	1010250169	AT&T	86.45
54110	307	Communication	2015-02-19	1010250246	Verizon Wireless	1,611.78
54110	307	Communication	2015-02-27	1010250280	Walmart Community BRC	29.97
54110	334	Maintenance Agreements	2015-02-19	1010250240	Southern Software, Inc	4,911.00
54110	336	Maintenance And Repair Services - Equipment	2015-02-12	1010250173	Cartwright Communication Inc	75.00
54110	336	Maintenance And Repair Services - Equipment	2015-02-19	1010250235	Murrell Burglar Alarm Co Inc	196.00
54110	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250178	Crescent Wash & Lube	694.84
54110	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250180	Drinnon Auto Repair	7.38
54110	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250199	Royston Chrysler Dodge Jeep	908.40
54110	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250200	Rusty Wallace Ford-Mercury	487.86
54110	338	Maintenance And Repair Services - Vehicles	2015-02-27	1010250257	Drinnon Auto Repair	1,420.21
54110	348	Postal Charges	2015-02-05	1010250165	United Parcel Service	29.16
54110	348	Postal Charges	2015-02-12	1010250184	Federal Express	217.10
54110	348	Postal Charges	2015-02-12	1010250205	Suntrust Bankcard, NA	107.09
54110	348	Postal Charges	2015-02-27	1010250279	United Parcel Service	81.96
54110	349	Printing, Stationery And Forms	2015-02-05	1010250147	R Chatfield Co, Inc	110.00
54110	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc	229.27
54110	353	Towing Services	2015-02-05	1010250158	Sunset 24 Hour Towing	25.00
54110	353	Towing Services	2015-02-19	1010250245	Sunset 24 Hour Towing	50.00
54110	353	Towing Services	2015-02-27	1010250271	Shortdawg Towing	65.00
54110	353	Towing Services	2015-02-27	1010250273	Sunset 24 Hour Towing	50.00
54110	399	Other Contracted Services	2015-02-19	1010250233	Imaging Technology Consulting	210.00
54110	425	Gasoline	2015-02-05	1010250130	Fuelman	6,169.42
54110	433	Lubricants	2015-02-12	1010250178	Crescent Wash & Lube	285.90
54110	433	Lubricants	2015-02-12	1010250199	Royston Chrysler Dodge Jeep	169.40
54110	433	Lubricants	2015-02-12	1010250200	Rusty Wallace Ford-Mercury	0.00
54110	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co	747.79
54110	435	Office Supplies	2015-02-12	1010250205	Suntrust Bankcard, NA	366.62
54110	450	Tires And Tubes	2015-02-12	1010250199	Royston Chrysler Dodge Jeep	63.80
54110	450	Tires And Tubes	2015-02-12	1010250200	Rusty Wallace Ford-Mercury	0.00
54110	450	Tires And Tubes	2015-02-19	1010250237	Porter's Tire Store	629.35
54110	499	Other Supplies And Materials	2015-02-12	1010250205	Suntrust Bankcard, NA	157.62
54110	499	Other Supplies And Materials	2015-02-27	1010250253	Chief Supply Corporation	134.45
54110	524	In Service/Staff Development	2015-02-05	1010250135	Institute Of Police Tech & Mgmt	1,420.00
54110	524	In Service/Staff Development	2015-02-05	1010250146	Puckett, Stephanie	750.00
54110	524	In Service/Staff Development	2015-02-05	1010250162	TN Law Enforcement Training Academy	7,500.00
54110	524	In Service/Staff Development	2015-02-12	1010250217	Walters State Comm College	250.00
54110	599	Other Charges	2015-02-05	1010250151	Signs Now	20.00
54110	599	Other Charges	2015-02-12	1010250182	English Mountain Spring Water	20.00
54110	716	Law Enforcement Equipment	2015-02-12	1010250187	Gall's Inc	119.00

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ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54110	.....	**Sheriff's Department**				**Total:**	**41**	**30,462.85**
54160	309	Contracts With Government Agencies	2015-02-05	1010250160	TN Bureau Of Investigation			100.00
54160	.....	**Administration Of The Sexual Offender Registry**				**Total:**	**1**	**100.00**
54210	302	Advertising	2015-02-19	1010250228	Citizen Tribune			407.13
54210	334	Maintenance Agreements	2015-02-05	1010250153	South Western Comm, Inc			4,780.00
54210	334	Maintenance Agreements	2015-02-19	1010250240	Southern Software, Inc			3,036.00
54210	335	Maintenance And Repair Service - Buildings	2015-02-05	1010250122	City Electric Supply			71.45
54210	335	Maintenance And Repair Service - Buildings	2015-02-05	1010250128	Fastenal Company			12.02
54210	335	Maintenance And Repair Service - Buildings	2015-02-05	1010250138	Lowe's			399.89
54210	335	Maintenance And Repair Service - Buildings	2015-02-05	1010250149	Relief Septic Service			500.00
54210	335	Maintenance And Repair Service - Buildings	2015-02-05	1010250159	TMS - Marlin			29.04
54210	335	Maintenance And Repair Service - Buildings	2015-02-12	1010250185	Fenco Supply Co			406.06
54210	335	Maintenance And Repair Service - Buildings	2015-02-12	1010250211	Town & Country Lock & Key			10.75
54210	335	Maintenance And Repair Service - Buildings	2015-02-12	1010250216	Bill Waddell Plumbing			150.00
54210	335	Maintenance And Repair Service - Buildings	2015-02-12	1010250219	Sherwin Williams			20.78
54210	335	Maintenance And Repair Service - Buildings	2015-02-19	1010250247	Bill Waddell Plumbing			150.00
54210	336	Maintenance And Repair Services - Equipment	2015-02-27	1010250264	Large Equipment Inc dba Laundry Systems of TN			164.50
54210	340	Medical And Dental Services	2015-02-05	1010250116	American Esoteric Laboratories			624.00
54210	340	Medical And Dental Services	2015-02-05	1010250123	Correctional Risk Services Inc			3,075.51
54210	340	Medical And Dental Services	2015-02-05	1010250141	Mobile Images			2,030.00
54210	340	Medical And Dental Services	2015-02-12	1010250176	Correctional Risk Services Inc			1,877.41
54210	340	Medical And Dental Services	2015-02-12	1010250194	Morristown-Hamblen EMS			827.96
54210	340	Medical And Dental Services	2015-02-12	1010250195	Morristown-Hamblen Hospital			105.42
54210	340	Medical And Dental Services	2015-02-12	1010250208	TDMHSAS			600.00
54210	340	Medical And Dental Services	2015-02-19	1010250222	American Esoteric Laboratories			573.65
54210	340	Medical And Dental Services	2015-02-19	1010250242	Stinson, Warren K, DDS			1,850.00
54210	340	Medical And Dental Services	2015-02-27	1010250255	Correcthealth, LLC			25,068.61
54210	340	Medical And Dental Services	2015-02-27	1010250256	Correctional Risk Services Inc			930.34
54210	351	Rentals	2015-02-12	1010250171	Canon Solutions America, Inc			184.30
54210	410	Custodial Supplies	2015-02-05	1010250121	Chem Clean Systems LLC			289.95
54210	410	Custodial Supplies	2015-02-05	1010250136	Kelsan Inc			557.00
54210	410	Custodial Supplies	2015-02-12	1010250174	Chem Clean Systems LLC			434.93
54210	410	Custodial Supplies	2015-02-12	1010250189	Kelsan Inc			608.87
54210	410	Custodial Supplies	2015-02-12	1010250218	Waste Industries/102 Tidiwaste			383.77
54210	410	Custodial Supplies	2015-02-19	1010250227	Chem Clean Systems LLC			189.97
54210	410	Custodial Supplies	2015-02-19	1010250234	Kelsan Inc			177.00
54210	410	Custodial Supplies	2015-02-27	1010250252	Chem Clean Systems LLC			259.96
54210	410	Custodial Supplies	2015-02-27	1010250262	Kelsan Inc			707.32
54210	422	Food Supplies	2015-02-05	1010250129	Flowers Baking Company			2,810.10
54210	422	Food Supplies	2015-02-05	1010250148	Reinhart Foodservice LLC			23,085.37
54210	422	Food Supplies	2015-02-12	1010250197	Prairie Farm Dairy			1,639.50
54210	422	Food Supplies	2015-02-27	1010250280	Walmart Community BRC			66.60

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54210	435	Office Supplies	2015-02-27	1010250280	Walmart Community BRC			79.29
54210	599	Other Charges	2015-02-27	1010250280	Walmart Community BRC			59.52
54210	.....	**Jail**				**Total:**	**41**	**79,233.97**
54250	307	Communication	2015-02-05	1010250120	Century Link/Business Services			6.34
54250	307	Communication	2015-02-12	1010250214	Verizon Wireless			70.66
54250	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250178	Crescent Wash & Lube			0.00
54250	338	Maintenance And Repair Services - Vehicles	2015-02-19	1010250229	Drinnon Auto Repair			69.66
54250	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co			64.33
54250	463	Testing	2015-02-12	1010250205	Suntrust Bankcard, NA			150.00
54250	.....	**Work Release Program**				**Total:**	**6**	**360.99**
54410	307	Communication	2015-02-05	1010250118	Bell, Chris E			50.00
54410	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250178	Crescent Wash & Lube			7.50
54410	338	Maintenance And Repair Services - Vehicles	2015-02-12	1010250183	Extreme Tactical Dynamics			504.75
54410	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co			80.93
54410	435	Office Supplies	2015-02-05	1010250156	Thermocopy Of Tennessee			45.00
54410	435	Office Supplies	2015-02-12	1010250205	Suntrust Bankcard, NA			13.44
54410	599	Other Charges	2015-02-12	1010250205	Suntrust Bankcard, NA			165.00
54410	.....	**Civil Defense**				**Total:**	**7**	**866.62**
54610	189	Other Salaries & Wages	2015-02-05	1010250140	Mayes Family Services			150.00
54610	312	Contracts With Private Agencies	2015-02-05	1010250145	Peoples, Jimmy W			360.00
54610	312	Contracts With Private Agencies	2015-02-05	1010250157	Thompson, Claude, JR			450.00
54610	312	Contracts With Private Agencies	2015-02-05	1010250163	Tom C Thompson, MD			1,666.67
54610	312	Contracts With Private Agencies	2015-02-12	1010250190	Knox County Medical Examiner			6,000.00
54610	312	Contracts With Private Agencies	2015-02-27	1010250249	AIT Laboratories			430.00
54610	399	Other Contracted Services	2015-02-05	1010250125	Davis, Eddie			600.00
54610	435	Office Supplies	2015-02-05	1010250127	Evans Office Supply Co			84.64
54610	508	Premiums On Corporate Surety Bonds	2015-02-05	1010250154	Strate Insurance Group			119.00
54610	.....	**County Coroner/Medical Examiner**				**Total:**	**9**	**9,860.31**
55110	309	Contracts With Government Agencies	2015-02-05	1010250120	Century Link/Business Services			44.07
55110	309	Contracts With Government Agencies	2015-02-05	1010250127	Evans Office Supply Co			454.56
55110	309	Contracts With Government Agencies	2015-02-12	1010250169	AT&T			172.60
55110	309	Contracts With Government Agencies	2015-02-12	1010250181	English Mountain Coffee			110.00
55110	309	Contracts With Government Agencies	2015-02-12	1010250198	Roberts Cleaning Company			3,398.00
55110	309	Contracts With Government Agencies	2015-02-12	1010250203	Smilemakers			284.98
55110	309	Contracts With Government Agencies	2015-02-27	1010250250	Atmos Energy			56.92
55110	309	Contracts With Government Agencies	2015-02-27	1010250251	Canon Solutions America, Inc			20.12
55110	309	Contracts With Government Agencies	2015-02-27	1010250266	Morristown Utilities			1,421.00
55110	309	Contracts With Government Agencies	2015-02-27	1010250280	Walmart Community BRC			417.57
55110	355	Travel	2015-02-05	1010250152	Smith, Kim			74.73
55110	355	Travel	2015-02-05	1010250155	Testerman, Carla D			41.83

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Fund: 101 General Fund #(101)

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
55110	355	Travel	2015-02-12	1010250177	Creech, Kay			44.65
55110	.....	**Local Health Center**				**Total:**	**13**	**6,541.03**
55120	316	Contributions	2015-02-27	1010250267	Morristown-Hamblen Humane Soc			11,125.00
55120	.....	**Rabies And Animal Control**				**Total:**	**1**	**11,125.00**
55170	316	Contributions	2015-02-05	1010250133	Helen Ross McNabb Center			455.00
55170	.....	**Alcohol And Drug Programs**				**Total:**	**1**	**455.00**
55590	316	Contributions	2015-02-05	1010250133	Helen Ross McNabb Center			595.00
55590	.....	**Other Local Welfare Services**				**Total:**	**1**	**595.00**
56700	307	Communication	2015-02-05	1010250143	MUS Fibernet			109.43
56700	307	Communication	2015-02-12	1010250214	Verizon Wireless			43.24
56700	412	Diesel Fuel	2015-02-12	1010250215	Voyager Fleet Systems Inc			28.39
56700	415	Electricity	2015-02-12	1010250168	Appalachian Electric Coop			22.59
56700	415	Electricity	2015-02-12	1010250193	Morristown Utilities			2,944.00
56700	425	Gasoline	2015-02-12	1010250215	Voyager Fleet Systems Inc			124.26
56700	451	Uniforms	2015-02-12	1010250205	Suntrust Bankcard, NA			115.96
56700	454	Water And Sewer	2015-02-12	1010250193	Morristown Utilities			822.00
56700	499	Other Supplies And Materials	2015-02-05	1010250138	Lowe's			52.21
56700	599	Other Charges	2015-02-12	1010250182	English Mountain Spring Water			16.00
56700	599	Other Charges	2015-02-12	1010250210	Tn Dept Of Transportation			100.00
56700	599	Other Charges	2015-02-27	1010250254	Citizen Tribune			478.78
56700	.....	**Parks And Fair Boards**				**Total:**	**12**	**4,856.86**
57100	307	Communication	2015-02-05	1010250120	Century Link/Business Services			2.61
57100	.....	**Agricultural Extension Service**				**Total:**	**1**	**2.61**
58110	302	Advertising	2015-02-12	1010250205	Suntrust Bankcard, NA			9.92
58110	307	Communication	2015-02-05	1010250126	Dillard, Jeffrey Wayne			65.00
58110	.....	**Tourism**				**Total:**	**2**	**74.92**
58300	307	Communication	2015-02-05	1010250120	Century Link/Business Services			0.54
58300	.....	**Veterans' Services**				**Total:**	**1**	**0.54**
58600	202	Handling Charges & Administrative Costs	2015-02-12	1010250207	TASC - Client Invoices			150.00
58600	515	Liability Claims	2015-02-12	1010250212	Travelers			3,853.60
58600	.....	**Employee Benefits**				**Total:**	**2**	**4,003.60**
58900	399	Other Contracted Services	2015-02-05	1010250137	LAMTPO			107.02
58900	399	Other Contracted Services	2015-02-27	1010250263	LAMTPO			31.69

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Fund: 101 General Fund #(101)

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description		Amount Paid
58900	.....	Miscellaneous			Total:	2	138.71
					Total of checks for General Fund #(101)		203,173.51

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

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

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
55710	302	Advertising	2015-02-12	1160022195	Citizen Tribune	520.29
55710	312	Contracts With Private Agencies	2015-02-05	1160022191	S & B Recycling	4,580.25
55710	336	Maintenance And Repair Services - Equipment	2015-02-05	1160022190	Moore's Tractor & Trailer	3,967.43
55710	336	Maintenance And Repair Services - Equipment	2015-02-12	1160022197	Industrial Machine & Hydraulic	1,093.24
55710	336	Maintenance And Repair Services - Equipment	2015-02-12	1160022198	Smoky Mount Truck Center LLC	4,080.70
55710	336	Maintenance And Repair Services - Equipment	2015-02-19	1160022200	Mid-State Equip Co,Inc	170.56
55710	336	Maintenance And Repair Services - Equipment	2015-02-19	1160022201	NAPA Auto Parts Of Morristown	1,495.11
55710	336	Maintenance And Repair Services - Equipment	2015-02-27	1160022209	Snap-On Tools	310.00
55710	359	Disposal Fees	2015-02-12	1160022196	Hamblen County-Morristown Solid Waste	48,341.18
55710	412	Diesel Fuel	2015-02-05	1160022188	Fuelman	7,764.77
55710	412	Diesel Fuel	2015-02-19	1160022199	BP	539.26
55710	446	Small Tools	2015-02-19	1160022203	Snap-On Tools	1,399.99
55710	450	Tires And Tubes	2015-02-27	1160022205	Goforth Tire & Auto, Inc	1,601.75
55710	451	Uniforms	2015-02-12	1160022194	Cintas Corp., Loc. 207	530.45
55710	499	Other Supplies And Materials	2015-02-27	1160022204	Airgas Safety	482.79
55710	499	Other Supplies And Materials	2015-02-27	1160022208	Scott-Gross Co Inc	106.65
55710	499	Other Supplies And Materials	2015-02-27	1160022210	SWP Inc DBA Hayter Printing	134.00
55710	.....	**Sanitation Management**			**Total: 17**	**77,118.42**
					Total of checks for Solid Waste/Sanitation Fund #(116)	**77,118.42**

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

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

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
61000	307	Communication	2015-02-05	1313039990	Comcast Cable			66.03
61000	307	Communication	2015-02-05	1313040001	Verizon Wireless			236.76
61000	307	Communication	2015-02-12	1313040003	AT&T			71.26
61000	348	Postal Charges	2015-02-12	1313040007	Suntrust Bankcard, NA			5.39
61000	415	Electricity	2015-02-27	1313040020	Holston Electric Cooperative			1,562.67
61000	435	Office Supplies	2015-02-05	1313039993	Evans Office Supply Co			79.54
61000	442	Propane Gas	2015-02-12	1313040007	Suntrust Bankcard, NA			1,460.55
61000	442	Propane Gas	2015-02-19	1313040014	Heritage Propane			1,784.08
61000	442	Propane Gas	2015-02-27	1313040019	Heritage Propane			285.56
61000	599	Other Charges	2015-02-12	1313040004	Cintas Corp., Loc. 207			144.00
61000	599	Other Charges	2015-02-12	1313040005	Cocke Farmers Coop			200.00
61000	599	Other Charges	2015-02-12	1313040007	Suntrust Bankcard, NA			266.50
61000	599	Other Charges	2015-02-27	1313040017	Big M Janitorial			617.70
61000	.....	**Administration**				**Total:**	**13**	**6,780.04**
62000	403	Asphalt - Cold Mix	2015-02-05	1313039998	Lowe's			2,023.40
62000	404	Asphalt - Hot Mix	2015-02-12	1313040006	Duracap Asphalt Paving Co, Inc			2,191.80
62000	409	Crushed Stone	2015-02-12	1313040009	Vulcan Materials Company			3,081.14
62000	443	Road Signs	2015-02-05	1313039991	Custom Products			290.75
62000	444	Salt	2015-02-19	1313040012	Cargill Incorporated			4,389.65
62000	451	Uniforms	2015-02-12	1313040004	Cintas Corp., Loc. 207			699.78
62000	467	Fencing	2015-02-12	1313040008	TN Guardrail, Inc			5,900.00
62000	.....	**Highway And Bridge Maintenance**				**Total:**	**7**	**18,576.52**
63100	412	Diesel Fuel	2015-02-05	1313039995	Fuelman			1,560.57
63100	412	Diesel Fuel	2015-02-19	1313040011	BP			119.84
63100	416	Equipment Parts - Heavy	2015-02-05	1313039992	Dickson Co Equipment Co, Inc			778.29
63100	416	Equipment Parts - Heavy	2015-02-05	1313039994	Fastenal Company			193.92
63100	416	Equipment Parts - Heavy	2015-02-05	1313039997	Interstate Battery System			233.90
63100	416	Equipment Parts - Heavy	2015-02-05	1313039999	The Lilly Company			109.68
63100	416	Equipment Parts - Heavy	2015-02-05	1313040000	Thompson Machine Works			44.00
63100	416	Equipment Parts - Heavy	2015-02-19	1313040013	Dickson Co Equipment Co, Inc			2,674.39
63100	416	Equipment Parts - Heavy	2015-02-19	1313040015	NAPA Auto Parts Of Morristown			1,395.32
63100	425	Gasoline	2015-02-05	1313039995	Fuelman			1,106.44
63100	425	Gasoline	2015-02-19	1313040011	BP			208.09
63100	.....	**Operation And Maintenance Of Equipment**				**Total:**	**11**	**8,424.44**
					Total of checks for Highway/Public Works Fund (#131)			**33,781.00**

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CHANGE ORDER

COMMUNITY TECTONICS ARCHITECTS

PROJECT: Cherokee Park Splash Pad and Parking
3075 Floyd Hall drive
Morristown, TN 37814

CHANGE ORDER: 02
DATE: 02 March 2015
ARCHITECT'S PROJECT NO:13028
CONTRACT DATE: 6/19/2014

TO CONTRACTOR:
Andrews Construction, Inc.
P. O. Box 298
Talbott, TN 37877

CONTRACT FOR: Splash Pad and Parking

The Contract is changed as follows:
Relocate the connection point and re-routing of the new 2" water line to the existing water line as per Engineers Supplemental Instructions #01 attached.

Contingency amount prior to Change Order #02.....$5,000.00
Change order #02.....$1,703.20
Contingency Amount after Change Order #02.....$3,296.80

Not valid until signed by the Owner, Architect and Contractor

The original (Contract Sum) was $366, 653.00
Net change by previously authorized Change Orders $0.00
The (Contract Sum) prior to this Change Order was $366,653.00
The (Contract Sum) will be (unchanged) by this Change Order in the amount of $0.00
The new (Contract Sum) including this Change Order will be $366,653.00

The Contract Time will be (changed) by ..... (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is .01 March.2015

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have previously been authorized by Construction Change Directive.

ARCHITECT	OWNER	CONTRACTOR
Community Tectonics Architects, Inc. 7610 Gleason Road Suite 303 Knoxville, Tennessee 37919	Hamblen County Government Hamblen County Courthouse 511 West Second North Street Morristown, TN 37814	Andrews Construction, Inc. P.O. Box 298 Talbott, TN 37877
BY:	BY:	BY:
DATE: 02 March 2015	DATE:	DATE:

cc: Owner X
Architect X
Other ____
Contractor X
Field ____

ONE PAGE

SECTION 01 26 40
FORM FOR AMENDMENT, CHANGE ORDER, OR DIRECTIVE

☐ **Amendment**
☐ **Change Order**
☑ **Construction Change Directive**

> Number COR-1

Project: Cherokee Park Splashpad and Parking

Original Contract Date: _____

This Change initiated: _____

The following changes in the Contract are hereby directed:

Relocate the connection point of the new 2" waterline to the existing waterline per Engineers' Supplemental Instruction #01.

The original Contract Sum	$	
Net Change previously authorized	$	
The Contract Sum prior to this Modification	$	
This modification (*increases/does not change/decreases*) the Contract Sum	$	1703.20
The new Contract sum, including this modification	$	
This modification (increases/*does not change/decreases*) the Contract Time		
The new Contract Time, including this modification		
The last day of the Contract Time, including this modification		

Contractor	Designer	Owner
signed _____	signed _____	signed _____
name _____	name _____	name _____
title _____	title _____	title _____
for _____	for _____	for _____

Additional Owner signatures (as required):

signed _____	signed _____	signed _____
name _____	name _____	name _____
title _____	title _____	title _____
for _____	for _____	for _____

01 26 40

ITEMIZATION FORM

ARCHITECT: Community Tectonics DATE: _____

CONTRACTOR: Andrews Construction Inc. QUOTATION NO: COR-1

JOB TITLE: Cherokee Park Splashpad and Parking

DESCRIPTION	MATERIAL				EQUIPMENT			LABOR		
	Unit	Cost	Quant	Total	Hrs	Rate	Total	Hrs	Rate	Total
valvebox & Lid	EA	38.64	1	42.40						
valve body ball	EA	35.61	1	39.08						
2" pvc pipe	Feet	1.35	160	237.00						
2" Coupling	EA	2.35	3	7.74						
Backhoe Rental					4	75.00	300.00			
Bobcat					2	60.00	120.00			
Grass seed & straw	LS	75.00	250 ft	82.32						
Patch driveway	LS	200.00	1	200.00						
2" adapter	EA	5.19	1	5.69						
2" tee	EA	6.72	1	7.38						
Slip coupling	EA	40.00	1	43.90						
Labor								7	25.33	177.31
Labor								3	63.32	189.96
SUBTOTALS	665.57				420.00			367.27		
PAGE TOTAL	1452.84 + 145.28 = 1598.12 + 79.91 = 1678.03 + 25.17 =									
	OH				P					Bond

PAGE ___ OF ___

END OF ITEMIZATION FORM 00 63 55

= 2057.23
1703.20

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

To: Finance Committee
Hamblen County Commission

From: Bill Brittain, County Mayor BB

Date: March 6, 2015

Re: Updated County Financial Management System

During the process of hiring a new finance director, I recognized that the County's Financial Management System's Policies and Procedures have not been updated since 2007. The document needs to include new standards established by state law and the Governmental Accounting Standards Board (GASB), and it needs to reflect changes in procedures we have adopted to increase efficiencies and reduce costs.

Attached is an amended and restated agreement between the County Legislative Body and the Executive Branch Offices that includes provisions of the original document approved in 2001, amendments passed in 2005 and 2007 and the 2015 proposed amendments that include:

- Changing the qualifications for Finance Director to match the qualifications listed in the official job description;
- Eliminating the Purchasing Director position by adding the oversight of purchasing to the duties of the Finance Director;
- Changing the target date for passage of the annual budget from the July to June;
- Eliminating references to disbursement warrants because the County adopted the checking system several years ago;

I am asking the Finance Committee to review the document and recommend that the County Commission adopt it.

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

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

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AMENDED AND RESTATED
HAMBLEN COUNTY GOVERNMETN FINANCIAL MANAGEMENT SYSTEM
POLICIES AND PROCEDURES

THIS AGREEMENT is made and entered into this 19th day of March 2015 by and between **HAMBLEN COUNTY GOVERNMENT EXECUTIVE BRANCH OFFICES** hereinafter referred to as "County" and the **HAMBLEN COUNTY LEGISLATIVE BODY**, hereinafter referred to as the "Legislative Body." The Hamblen Board of Education is not a party to this agreement.

W I T N E S S E T H:

WHEREAS, the parties hereto entered into an agreement creating the Hamblen County Government Financial Management System Policies and Procedures on October 18, 2001; and

WHEREAS, the Financial Management System Policies and Procedures were amended by amendments dated June 2005 (budget amendment) and April 2007 (general revision and purchasing updates); and

WHEREAS, the parties hereto wish to further amend the Financial Management System Policies and Procedures to, among other things, update the document to match the operation of the finance department with the additional requirements established by new state statutes and GASB rules adopted in subsequent years; and

WHEREAS, rather than draft a third amendment to the initial Financial Management System Policies and Procedures the parties hereto desire to include all previous and current amendments into a single Amended and Restated Policies and Procedures document (the "Restated Agreement") for simplicity; and

WHEREAS, each of the parties hereto recognize that it is economically prudent and desirable that the financial functions of each of the parties be consolidated and that a financial management system for all county funds handled by the county trustee be established and implemented; and

WHEREAS, it is in the best interest of the parties hereto to consolidate all financial management functions into one financial management system covering all county funds handled by the county trustee; and

WHEREAS, the parties hereto have agreed to combine and consolidate all functions affecting the parties hereto; NOW

THEREFORE, the County and the Legislative Body do hereby mutually agree that they will jointly and cooperatively operate and maintain a consolidated financial management system for all county funds handled by the county trustee for the duration and in the manner hereinafter established. For these purposes, the parties further agree as follows:

ARTICLE I

This Agreement shall remain in full force and effect from and after the execution of this Agreement by each of the parties hereto following approval by each and shall continue in full force and effect for a period of five (5) years after which this Agreement shall be automatically extended for like terms unless terminated hereinafter provided. The next renewal takes place in October 2016.

Either of the parties hereto may terminate this Agreement at the end of the then term by providing written notice to the other party by giving such party six (6) month prior written notice of its intent to terminate this Agreement.

As used in this Agreement, unless the content otherwise requires:

(1) "Committee" means the county commission finance committee,
(2) "Department" means the finance department; and
(3) "Director" means the director of the finance department

ARTICLE II

CREATION OF FINANCE DEPARTMENT

(a)(1) There is hereby created a Finance Department to administer the finances of the County for all funds of the various departments, agencies and board which are handled by the county trustee.

(a)(2) The accounting, bank accounts, personnel and salary policies and other policies of the funds and offices of the clerks of courts, county clerk, register of deeds, sheriff and trustee, which were not subject to the budgeting authority of the county legislative body prior to the creation of this department, are not subject to the provisions of this Agreement. This Agreement shall not be construed as authority over the fee and commission accounts or other accounts that are not handled by the county trustee for offices other than the trustee nor for the trustee's fee and commission account. This Agreement shall not be construed as authority over personnel policies or procedures or salaries of the various county offices or departments, except with respect to requiring necessary record keeping and reporting needed for performing the payroll functions as described by the Director.

(b) The Finance Department shall be responsible for accounting, budgeting, payroll, cash management and other financial matters of the County as herein provided.

(c) All employees performing the functions of payroll, accounting and budgeting in the various operating departments shall be transferred to the supervision of the Director of Finance, and such salaries, benefits and expenses relating to such personnel shall be budgeted under the Finance Department. No employee may be transferred, however, from the office of the trustee, county clerk, assessor of property, clerks of the court, register of deeds or sheriff.

(d) (1) The Department shall establish a system of fiscal management, control, accounting, budgeting, purchasing and cash management as herein provided.

(2) Such system shall conform to generally accepted principles of governmental accounting and shall be in substantial agreement with the recommendations of the Governmental Accounting Standards Board (GASB) and Government Finance Officers Association (GFOA) and the rules and regulations established by the Tennessee Comptroller of the Treasury and state law.

ARTICLE III

CREATION OF COUNTY COMMISSION FINANCE COMMITTEE

(a) A County Commission Finance Committee is hereby created.

(b) The Committee shall consist of a minimum of five (5) members appointed by the Chairman of the Legislative Body. The members of this Committee shall be members of the Legislative Body. The County Mayor, Trustee, and Director of Finance will serve in an ex-officio capacity without voting rights.

(d) The Chairman of the Legislative Body shall appoint the committee's Chair. The Finance Committee shall meet from time to time as it may be necessary for the discharge of its duties as provided herein.

(e) Further this committee will serve as the purchasing committee.

ARTICLE IV

SPECIAL COMMITTEES

(a) The Chairman of the Legislative Body may by resolution create any of the following special committees to assist the Director and/or to assume the functions of any or all of the following:

(1) A budget committee (all commissioners); and

(2) An audit committee (as recommended under TCA §5-9-405)

(b) The members of both the audit and budget committee shall be members of the Legislative Body. Upon creation, the audit committee shall be composed of a minimum of five (5) members appointed by the Chairman of the Legislative Body. The budget committee shall consist of all commissioners.

(c) The Budget Committee shall establish and approve policies, forms and documents, procedures, and regulations necessary for the preparation of the annual operating and capital improvement budgets.

(d) The Audit Committee will recommend acceptance of the annual audit.

ARTICLE V

DIRECTOR – APPOINTMENT AND COMPENSATION

(a) (1) The County Mayor shall appoint the Director of the Finance Department from a list of three qualified applicants submitted by the Hamblen County Commission Finance Committee.

(2) The County Mayor may dismiss the Director for cause.

(3) The Director shall be a full-time employee of County and shall devote his/her full effort to the position. Notwithstanding anything contained in this Agreement to the contrary, the Director shall be an employee at will as are other county employees.

(b) The Director shall have a minimum of a bachelor's of science degree in business or public administration from an accredited college or university. Such person shall have at least eighteen (18) quarter hours or equivalent semester hours in accounting. A Master's Degree in accounting and/or CPA designation are preferred. Other governmental accounting certifications may constitute adequate accounting qualification for the position.

(c) The compensation of the Director shall be in accordance with the county's salary schedule and pay plan adopted by the Legislative Body.

ARTICLE VI

DIRECTOR - DUTIES

(a) The Director shall establish, approve and maintain policies, procedures and regulations in addition to the specific provisions of this Agreement, for implementing a sound and efficient financial system for administering the funds of the County.

(b) The Director shall, among the Director's duties, install and maintain a payroll, budgeting, accounting and cash financial management system for the County.

(c) The Director shall assist other county officials and employees in achieving an efficient finance management system for the County.

(d) The Director has the authority to hire/fire personnel for the Finance Department subject to approval by the County Mayor; provided, however, that the positions are funded in the annual budget and the personnel so hired meet the written job requirements as recommended by the Director.

ARTICLE VII

DIRECTOR – DEPUTY

(a) (1) A person employed by the Director and approved by the County Mayor may serve as Deputy Director of Finance.

(2) The deputy director shall have a minimum of a bachelor's degree in business or a related field from an accredited college or university with eighteen (18) quarter hours or equivalent semester hours in accounting.

(3) In the absence of the Director, the deputy director shall perform the duties of the Director necessary to the continued operation of the Department, including, but not limited to, the issuance of vendor checks, payroll checks and purchase orders.

ARTICLE VIII

DIRECTOR – BOND

(a) The Director shall execute a blanket bond in the amount of not less than fifty thousand dollars ($50,000) for the faithful performance of the Director's duties as Director and of the Department employees in accordance with the general law for such bonds.

(b) The cost of such bond shall be paid from funds appropriated to the Department for such purpose.

(c) The bond shall be prepared in accordance with the provisions of title 8, chapter 19, approved by the Legislative Body, recorded in the office of the county Register of Deeds.

ARTICLE IX

BUDGET – PREPARATION AND COMMITTEE REVIEW

(a) The budget committee, in conjunction with the Director shall, on or before March 1 of each year, prescribe the budgetary procedures, forms, calendar and other information as may be necessary to implement the budgetary procedures contained in the Agreement.

(b) Each department or office of county government shall submit on request of the budget committee a proposed budget for the succeeding fiscal year and such other budgetary information requested by the Director.

(c) The Director shall prepare from the information submitted to such Director a consolidated budget document. Such document shall show by item the amounts estimated by the various departments and officials to be required for the efficient operation of the county government from the county general fund, the debt service funds, highway funds, school funds and all other funds. Such documents shall show an estimate of the revenues to be received by each of the funds during the next fiscal year and an estimate of the unencumbered fund balance of each of such funds at the beginning of the fiscal year.

(d) (1) The Director shall file the consolidated budget with the budget committee.

(2) The budget committee shall review and present the recommended budget to the members of the Legislative Body.

(3) Such budget shall contain an itemized and classified plan of all proposed expenditures and estimated receipts for the ensuing fiscal year as submitted by each department, office or agency and recommended by the budget committee, and shall conform to the uniform chart of accounts established by the Director in accordance with the prescribed state uniform accounting system.

(4) It is expressly agreed, understood and provided that the classification of expenditures and receipts of any and all county school funds for any purpose, administered by the Legislative Body and director of schools, shall conform to the chart of accounts as prescribed by the Commissioner of Education.

(5) The budget committee shall fully provide in the budget for all requirements for debt service, interest and bond maturities and for any cash deficit in any fund at the beginning of the fiscal year, and shall propose a tentative tax rate to fund such budget. The budget committee shall fully provide for any court-ordered expenses, including, but not limited to, deputies' and assistants' salaries authorized by court order pursuant to title 8, chapter 20. The budget, when adopted, shall appropriate funds to fully comply with such court order. The Legislative Body shall adopt any budget amendment necessary to implement the provisions of such court order.

ARTICLE X

BUDGET – HEARINGS – SUPPORTING DOCUMENTS – COUNTY ACTION

(a)(1)(A) At least ten (10) days before the proposed budget is to be presented to the Legislative Body, the budget committee shall cause to be published in a newspaper of general circulation the proposed annual operating budget.

(B) This budget shall contain a budgetary comparison for the following governmental funds that shall include comparisons of the proposed budget with the current year and the prior year:

(i) General,
(ii) Highway/public works;
(iii) General purpose school fund; and
(iv) Debt service; and
(v) Any other required budgeted fund (ex: Drug Control Fund, Solid Waste Sanitation Fund etc.)

(C) The budgetary comparisons shall be by individual fund and shall summarize revenues by local taxes, state of Tennessee, federal government and other sources. Expenditures shall be summarized by salaries and other costs. The budgetary comparison shall also present beginning and ending fund balances and the number of full-time employee positions.

(a)(2)(A) Such publications shall also contain a notice of public hearing to be conducted by the budget committee at which any citizen of the county shall have the right to appear and state such citizen's views on the budget.

(b) The budget committee will work to prepare and present a budget for adoption prior to the start of the subsequent fiscal year beginning July 1.

(c) The proposed budget shall be accompanied by a budget message explaining the financial program and outlining the services, work and activities to be financed by the proposed budget and a brief discussion of the means proposed for financing the expenditure program set forth in the budget.

(d) With the proposed budget, the budget committee shall deliver to the Legislative Body a budget appropriation resolution and a tax levy resolution.

(e)(1) The Legislative Body may alter or review the proposed budget except as to provision for debt service requirements and for other expenditures required by Law.

(2) The Legislative Body shall adopt a budget prior to June 30 or at a special called session for this purpose prior to the regular June meeting unless a continuing budget resolution is adopted and approved by the Comptroller of the Treasury of the State of Tennessee.

(f) The budget, the appropriation resolution and the tax levy resolution, as adopted, shall be spread upon the minutes of the county clerk.

ARTICLE XI

APPROPRIATIONS – LATER MODIFICATIONS – IMPOUNDING

(a) The appropriations made in the appropriation resolution or any amendment thereto, shall constitute the limit to expenditures for the various purposes and from the several funds of the County for the fiscal year covered by the resolution, and no expenditure shall be made or obligation created in excess of such limitation.

(b) Any resolution presented to the Legislative Body in any fiscal year after the original appropriation resolution has been adopted and the tax rate for the year fixed by the Legislative Body, which provides for an appropriation in addition to those made in the original budget appropriation, shall specifically provide by tax levy, provide sufficient revenues or designate the source of funds to meet expenditures to be made in consequence of such additional appropriation.

(c)(1) If at any time during the fiscal year it shall become apparent that the revenues of any of the County's funds, together with its unencumbered cash balance at the beginning of such year, will not be sufficient to equal the amount of the original appropriations, it shall be the duty of the Director, upon recommendation by the Committee and approval by the Legislative Body, to impound the appropriations from such fund in such amount as shall be necessary to balance such account.

(2) Upon written approval of the Legislative Body, such impounded funds shall be released.

ARTICLE XII

EXPENDITURES – MINOR ADJUSTMETNTS

(a) The appropriations made by the Legislative Body shall constitute authorization for the expenditures contained therein unless otherwise limited by the Legislative Body.

(b) Expenditures may be made and obligations created against any appropriation to an aggregate total of the amount appropriated.

(c) The expenditures and encumbrances against the amounts appropriated shall be made only upon an order or authorization issued by the Department.

(d) No expenditure made or obligations created in any manner shall be valid or binding against the County except as provided by the provisions of this agreement.

(e)(1) The Finance Director, with the consent of any official, head of any department or division which may be affected, along with County Mayor approval, may make transfers and adjustments within the smallest budgetary itemization of any subdivision.

(2) Transfers or adjustments shall be submitted to the Finance Committee for its recommendation to the Legislative Body. Transfers between major categories or adjustments to payroll/payroll related line items must be approved by the Finance Committee for its recommendation to the Legislative Body.

ARTICLE XIII

POLICIES AND PROCEDURES FOR BUDGET AMENDMENT

Budget amendments – Limitations – Procedure – Applicability. –

(a) Under any procedure for amending the budget provided in this section, the budget may not be amended to reduce any expenditures required by law, and all requests for amendments to the school budgets shall be approved by the school board.

(b) Once a budget has been adopted, the budget, including line items and major categories, may be amended by passage of an amendment by a majority of the members of the county legislative body. If an official or department head is requesting the budget amendment and the amendment involves amendment of major categories of the budget, the request shall be submitted in writing to the county mayor and to each member of the county legislative body, and must be approved by the county legislative body in order to be effective. The county mayor may make a recommendation to the county legislative body regarding the requested major category amendment. The written request may be on an amendment request form, if one is specified by the county mayor, otherwise such amendment request shall specify the following.

(1) A description of the amendment, including the purpose of the amendment and why it is needed during the current fiscal year;

(2) A statement showing the cost of the amendment by budget line item with subclassifications showing specific cost elements (personnel, salaries, equipment, etc., included in the line item); and

(3) Funding sources for the expenditure itemized by federal sources, state sources, local sources or fund balance.

(c) In addition to approval by the county legislative body as provided in subsection (b), there are two (2) alternative methods for adopting budget amendments to line items within a major category of the budget by which an official or department head may request approval of the amendment, except that amendment requests that have been disapproved by the county legislative body may not be approved under this subsection (c). The official or department head may request approval by the method outlined in subsection (b) or subdivision (c)(2) without first requesting approval under subdivision (c)(1).

(1)(A) The first alternative method under this subsection (c) to amend line items within a major category of the budget, except for those affecting amounts budgeted for personnel costs and amendments affecting the administrative or other expenses relating to the functioning of the county commission that require amendment by the procedure outlined in subdivision (c)(2) or that require approval by the county legislative body, is by written approval of the county mayor.

(B) Prior to the county mayor's approval, the official or department head of the office or department whose budget is to be amended shall make a written amendment request on the amendment request form specified by the county mayor to include the information outlined in subdivisions (b)(1)-(3). If the county mayor fails to approve such an amendment request, the amendment request may be approved by the finance committee of the county legislative body or by a majority vote of the county legislative body.

(2)(A) The second alternative method for approval of any line item amendment, including, but not limited to, any line item amendment that in any way affects amounts budgeted for personnel costs, is by approval by the finance committee.

(B) Prior to any budget committee's approval, the official or department head of the affected office or department shall make a written amendment request specified by the committee to include the information outlined in subdivision (b)(1)-(3). If the finance committee fails to approve such an amendment request, the amendment request may be approved by a majority vote of the county legislative body, but may not be approved by the county mayor pursuant to subdivision (c)(1).

(d) All budget amendments approved by the county mayor or a finance committee under subsection (c) shall be reported to the county legislative body.

(e)(1)(A) This section shall apply in every county unless a county exempts itself from the provisions of this section by the adoption of a resolution by December 31, 1991.

(B) This section shall not apply in any county that has adopted Acts 1989, chapter 550

(e)(2)(A) In any county that has a private act or has adopted chapter 12 of this title, this section is supplemental authority for an amendment to the budget.

(B)In any county subject to the provisions of this section that is under the provisions of chapter 21 of this title, in addition to the requirement of this section, an official or department head shall submit a budget request to the finance committee for its recommendations to the county mayor or county legislative body, or both, for approval.

(3)(A) The provisions of this section shall not apply to local education agencies as defined in §49-1-103(2).

(f)"Major categories of the budget," as used in this section, means major categories or summary accounts in the latest uniform chart of accounts as prescribed by the comptroller of the treasury.

Referencing TCA §5-9-407
[Acts 1991, ch. 358, §§ 2-4; 2003, ch. 90, §2.]

ARTICLE XIV

MONTHLY REPORTS

(a)(1) The Director shall make a report at the end of each month showing the condition of the budget.

b (2)Such report shall show for each item of appropriation, or allotment thereof, the total expenditures for the month and the year to date, the amount of outstanding encumbrances and the amount of the unencumbered balance.

(b) Each department head, elected official and board chairman shall be furnished copies of monthly reports for their respective departments as soon as the same are available.

(c)(1) The most recent of such reports shall be presented by the Director at each regular session of the Legislative Body.

(2) At such time, the Director shall advise the Legislative Body of the condition of the budget, and of any adjustment or reduction of appropriations which should be made, and shall recommend any other action which, in the Director's opinion, the Legislative Body should take in order that the financial condition of the County is not impaired.

ARTICLE XV

ACCOUNTING SYSTEM – PREAUDIT OF INVOICES, ETC.

(a) There shall be set up and maintained in the Department a system of fiscal procedure, control and centralized accounting which shall be under the administrative control and direction of the Director. The procedures and records shall be maintained in accordance with the provisions of Tennessee Code Annotated § 5-21-103(c).

(b)(1) Before any obligations against the County shall be paid a detailed invoice, receivable copy of the purchase order, or such document indicating receipt of merchandise or service should

be approved by the head of an office, department or agency for which the obligation was made and be filed with the Director.

(2) The Director shall establish and maintain a system for making a careful pre-audit of such invoice, purchase order, or other documents, including a comparison with any encumbrance document previously posted or filed authorizing such obligation, and shall approve for payment only such items as appear to be correct, properly authorized, and not exceeding the otherwise unencumbered balance of the allotments or appropriations against which they are chargeable.

(3) Disbursement checks shall be promptly prepared for all such approved obligations by the Director, signed in accordance with Tennessee Code Annotated § 5-21-116 and mailed or delivered to the payee thereof.

ARTICLE XVI

DISBURSEMENT WARRANTS

(a) All disbursements drawn on the county trustee for the obligations of all county departments, agencies and officials, including the county mayor and the county road department, shall be signed as provided herein. Further, the Trustee will approve each disbursement prior to release of payment to insure that proper county funds are present.

(1) A duplicate copy of all disbursements, with all original invoices and other supporting documents attached thereto shall be kept on file in the Finance Department.

(2) The Finance Director will use an electronic signature in accordance with the general law and approval by the comptroller of the treasury. Signatures of the Director and the County Mayor will appear on all checks.

(3) If such electronic signatures are used, safeguards shall be taken to ensure safekeeping.

(4) Control logs shall be maintained indicating when disbursements are used.

ARTICLE XVII

PAYROLL ACCOUNT

(a) The Finance Department shall maintain a county payroll account at a bank, in which disbursements for the total of each payroll shall be deposited and against which an individual's net earning check may be issued to each of the county employees.

(b) The Committees may authorize the issuance of such payroll checks on the signature of the county mayor, road superintendent, road commission chairman and the Director and, in such event the depository bank shall be so instructed.

ARTICLE XVIII

PURCHASING

(a) The Director shall develop policies and procedures for implementing an economical and efficient purchasing system.

(b) The purchasing system shall provide, among other procedures, the following:

(1) Review of all contracts of purchases for biddable supplies, materials, equipment, and other needs of the County, shall be made by the Director or his/her designee;

(2) No purchase or contract shall be made when the bid prices exceed the current market price for the same merchandise or service;

(3) Purchases and contracts shall be awarded based on the lowest and/or best bid;

(4) Specifications development shall be made by the department, agency or official to receive the merchandise, construction or service;

(5) The Director or his/her designee shall:

(A) Review specifications and changes to allow for maximum competition of prospective bidders;

(B) Prepare formal and informal bids;

(C) Collect sealed bids;

(D) Open bids through a procedure open to the public;

(E) Evaluate, compare and submit bids for approval by the Legislative Body, if so deemed by the Legislative Body;

(F) Issue purchase orders and contracts; and

(G) Verify receiving the merchandise or service;

(6) The Director and his/her designee shall:

(A) Accept requisitions by the various departments, agency or official, and, if such supplies are not currently on hand, transmit such requisitions to the director.

(B) Verify budget appropriations before authorizing a purchase;

(C) Approve invoices for payment;

(D) Pay invoices and obligations of the County as provided herein; and

(7) Emergency purchases, total cost bidding, blanket purchases for small orders, grouping of purchases of the various departments, and other methods for receiving the most

competitive price and best bid. Emergency purchases shall be limited to needs arising which are not normally foreseeable. Emergency purchases shall not be permissible if a department or agency fails to properly plan for the need, proper purchasing procedures, and delivery time.

(8) The Director and his/her designee shall also be responsible for:

(A) The contract, purchase, or any obligation of the County for supplies, material, equipment, contractual services, rental of machinery, buildings, or equipment, transfer of material, supplies, and equipment between county offices or agencies;

(B) Supervision of storeroom or warehouse;

(C) Contracts for building construction and the purchase of land,

(D) Public sales of all surplus materials, equipment, buildings and land; and

(E) Any other created obligation of the County.

ARTICLE XIX

BIDDING

(a) The Director shall authorize the dollar limitation when formal competitive bids are required but not to exceed the amount as authorized by state law for the highway department or other such amounts as established by law.

(b) Subject to the policies and regulation of the Director, 'biddable items" means any need of the County where more than one (1) bidder or contractor in the County's trade area can provide the material or service. Specifications shall not be written to exclude vendors and contractors or limit the bidding to a specific vendor or contractor.

(c) The County shall be liable for the payment of all purchases of supplies, materials, equipment and contractual service made in accordance with the provisions of this Agreement, but shall not be liable for the payment of such purchases made contrary to its provisions unless such item is specifically approved by the Legislative Body.

(d) Note: TCA § 5-14-202 – 205

ARTICLE XX

CONFLICTS OF INTEREST

(a) The Finance Director, members of the Legislative Body, or other officials, employees, or members of the Road Department shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials or equipment for the County.

(b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials or equipment, shall give or offer nor shall the Finance Director or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

ARTICLE XXI

COUNTY EMPLOYEES UNAFFECTED

(a) Notwithstanding any provision of this Agreement, each department, agency or official shall have the authority to hire personnel and set salaries and to determine the needs for its use, all subject to budget limitations and the availability of funds and in compliance with the county's salary schedule and pay plan.

(b) The authority of the Finance Committee and Finance Director shall be limited to the provisions of this Agreement and such policies necessary to implement the provision of this Agreement. They shall not have the authority to veto the hiring and dismissal of personnel of the various county departments, agencies, or officials nor determine the needs of such departments.

ARTICLE XXII

IMPLEMENTATION OF THIS AGREEMENT

(a) Upon this Agreement being approved by each of the parties hereto, the Hamblen County Government Financial Management System shall come into being and the Committee shall be constituted.

(b) Within thirty (30) days of the effective date of this Agreement, the County Commission Finance Committee shall meet and start the process for hiring a Finance Director.

(c) The Finance Director shall develop plans for implementing the County Government Financial Management System beginning January 1, of the next calendar year and completing the implementation process by July 1 of the next calendar year.

(d) In implementing the system the Finance Committee and Finance Director shall seek recommendations from the state county audit division, the University of Tennessee's County Technical Assistance Service, and other such organizations.

(e) After an implementation plan has been developed and approved by the Finance Committee, a report shall be submitted to the Legislative Body by January 1 of the calendar year in which the system is to be implemented.

ARTICLE XXIII

It is specifically the intent of the parties to this Agreement not to establish a separate legal entity within Hamblen County government. It is specifically agreed and understood that this Agreement shall not relieve any public agency of any obligation or responsibility imposed upon it by law, except that, to the extent of actual and timely performance thereof by this joint system created by this Agreement, those performances may be offered in satisfaction of the obligation or responsibility.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first written above.

HAMBLEN COUNTY GOVERNMENT
EXECUTIVE BRANCH

By: _____
County Mayor

HAMBLEN COUNTY LEGISLATIVE BODY

By: _____
Chairman

A Contract Between the

EAST TENNESSEE DEVELOPMENT DISTRICT

AND

HAMBLEN COUNTY, TENNESSEE

PROVIDING FOR LOCAL PLANNING ADVISORY SERVICES

This **CONTRACT**, entered into as of the first day of _____, 2015 by the East Tennessee Development District, an agency composed of member governments in mid-east Tennessee, and Hamblen County, Tennessee.

I. FINDINGS & DECLARATIONS

A. Tennessee Code Annotated, §13-14-101 and the following sections establish a delineation of regions deemed viable to the economic development of the state, and allow for the creation of development districts for these regions, encompassing one (1) or more counties or parts of counties, so they are conducive to efficient planning and orderly economic development of the state.

B. Tennessee Code Annotated, §13-14-101 to 13-14-114 established the East Tennessee Development District (ETDD), a public body on behalf of the counties of Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, and Union and all incorporated municipalities and metropolitan governments located within these counties.

C. ETDD is empowered, among other duties, "to receive and expend funds from any sources for staffing, for research, planning, coordination, economic development, demonstration projects and other activities deemed necessary to promote the efficient, harmonious and economic development of the region."

D. Hamblen County, Tennessee, requests the ETDD to provide planning advisory services, and agrees to appropriate the necessary funds for these services.

II. CONTRACT

In consideration of these findings and declarations and other valuable considerations, the parties agree as follows:

A. During the _____ month period beginning _____, 2015, and ending June 30, 2015, the ETDD agrees to furnish the services of professionally trained planning advisors who will confer with the local planning commission, board of zoning appeals and other local officials with respect to all phases of the comprehensive planning program. Planning recommendations are advisory only; local communities and their appropriate representatives have the sole authority to enact and enforce ordinances and other regulatory tools. A work program derived from the elements listed below will be developed jointly between the ETDD and contracting community within 30 days of the signing of the planning contract by both parties. Other activities may be included depending on the scope and nature of the desired services and ETDD capacity. All activities must be agreed upon mutually by the community and ETDD. Planning services may include but are not limited to the following activities:

1. Attendance at planning commission and/or boards of zoning appeals meetings; assistance in the preparation or review of the long range work program of the planning commission; preparation of comprehensive plans, Public Chapter 1101 Growth Management Plans and amendments, and other planning studies and documents.

2. Preparation of land use controls for adoption, implementation, and enforcement by local community officials, including but not limited to zoning ordinances, subdivision regulations, flood plain management regulations, or other land use controls; review of development proposals; advice and assistance to administrators of zoning, subdivision regulations, and other land use controls.

3. Access to the resources of a regional office including drafting, mapping, and geographic information systems support; planning related research.

4. Specialty training for planning commissions, boards of zoning appeal and local administrators; assistance in providing information on planning activities and interpreting planning programs and activities to the public through meetings and conferences, news releases and presentations before various groups.

5. Advice and assistance on all matters relating to state, federal, and regional programs that affect planning and implementation for the locality.

B. Payment for services provided by ETDD to Hamblen County, Tennessee will be based on the agreed-upon activities requested in Section II.A. For the purpose of providing funds necessary to carry out the provisions of this contract, **IT IS AGREED** that the chief legislative body will pay to the ETDD the sum of **$1,123 per month for the contract**

period that expires on June 30, 2015. Payment is due and payable on the first day of each month that the contract is in effect.

C. Either party may terminate this contract by giving written notice to the other party specifying the date of termination, at least ninety (90) days before the termination date. Upon termination of the contract, the obligation of the ETDD to conduct and carry on the program agreed to under this Contract shall cease, the financial obligation of the chief legislative body as described in this Contract above likewise ceases. If prepayment has been made by the chief legislative body, the ETDD will determine, by prorating, the amount to be refunded.

D. This contract is for a period of ____ months. A new 12 month contract and fee schedule will be presented for FY 2016. Local governments are under no obligation to continue ETDD planning services beyond the dates specified in this contract.

E. In all matters relating to the performance of this contract, the ETDD Executive Director acts for the ETDD, and the County Mayor acts for Hamblen County, Tennessee.

The parties execute this contract through their duly authorized representatives.

For the East Tennessee Development District:

By: _____,
Terrence J. Bobrowski
Executive Director
East Tennessee Development District

For Hamblen County, Tennessee:

By: _____
Bill Brittain
Mayor, Hamblen County

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

To: Finance Committee
Hamblen County Commission

From: Bill Brittain, County Mayor BB T.M.
Terry Myers, Maintenance Supervisor

Date: March 5, 2015

Re: Maintenance Dept. Reorganization

The retirement of our assistant maintenance supervisor has given us the opportunity to reorganize job duties and streamline the custodial operation of the maintenance department.

We have converted the position from a full-time supervisor position to a part-time position. He is working approximately 20 hours/week maintaining the floors of the county buildings.

Our senior housekeeper has assumed the supervision of the custodial staff and the ordering of custodial supplies. She is a 21 year employee of Hamblen County. We want to promote her to the Head Housekeeper position. For the additional responsibility, we are asking to increase her hourly pay rate from $ 12.93 to $ 13.57 which is above the mid-point of our pay scale for her skill level. According to our pay plan, the county commission must approve pay rates that exceed the mid-point. We are asking for your approval to increase Head Housekeeper's hourly pay rate to $ 13.57.

The reorganization will reduce maintenance expenses for salary and benefits by approximately $ 27,615 annually.

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 Committee Cover Page

February	2015													
Permit	**Date**	**Applicant**	**Type**	**Address**	**Construction**	**Permit**	**SW**	**Plumbing**	**Mech.**	**Gas**	**Total**	**Tax Map**	**Group**	**Parcel**
14-232	2/2/15	Ward	DWMH	2954 Enka Hwy 37813	$52,500.00	$350.00					$350.00	042		107.00
14-233	2/2/15	Masoner	addition	3675 Ida Moyers Road 37814	$40,000.00	$234.00		$30.00			$264.00	023		044.00
14-234	2/5/15	Masoner	screened porch	3675 Ida Moyers Road 37814	$10,000.00	$72.00					$72.00	023		044.00
14-235	2/5/15	Mullins	DWMH	1242 Tom Treece Road 37814	$48,000.00	$350.00					$350.00	024		044.06
14-236	2/6/15	Sauceman	storage building	1242 Jarrell Ray Road 37891	$2,200.00	$40.00					$40.00	020		059.01
14-237	2/6/15	Carlyle	house	4926 Spencer Hale Road 37813	$90,000.00	$756.00	$100.00	$95.00	$15.00		$966.00	057		pt of 096.04
14-238	2/13/15	Greenlee	storage building	5814 Dodson Ferry Road 37860	$200.00	$36.00					$36.00	018L	B	011.00
14-239	2/20/15	Christiansen	house	2755 Gregg Road 37814	$150,000.00	$1,698.50	$100.00	$120.00	$15.00		$1,933.50	032		058.04
14-240	2/25/15	Pratt	SWMH	2156 Old Cedar Lane 37877	$24,900.00	$100.00					$100.00	039O	F	015.00
											$0.00			
											$0.00			
											$0.00			
											$0.00			
	Total	**9**		**Total:**	**$417,800.00**	**$3,636.50**	**$200.00**	**$245.00**	**$30.00**	**$0.00**	**$4,111.50**			
Running	**Total**	**135**			**$5,270,899.00**	**$39,900.05**	**$2,000.00**	**$2,195.00**	**$315.00**	**$152.50**	**$44,222.05**			
												ETHRA	**Monthly**	**YTD**
					Total No.	**Amount**		**Total**				**HOMES**	0	0
		copies and cell	tower review	**Copies and Miscellaneous**		$5.50		**$0.00**	**February**					
				Re-Zoning Request		$75.00		**$0.00**	**Grand**					
				Variance Request		$50.00		**$0.00**	**Total:**		**$4,161.50**			
				Plat Approval		$150.00		**$0.00**						
		3 lots or	**more**	**Land Disturbance/Development**		$100.00		**$0.00**	**2014-2015**					
				Use on Review	**1**	$50.00		**$50.00**	**Running**					
				Refunds				**$0.00**						
			Total Collected					**$50.00**	**Total:**		**$49,072.05**			
		41	**Running Total Collected**					**$4,850.00**	**Return to Committee Cover Page**					

LAW OFFICES
CAPPS, CANTWELL, CAPPS & BYRD
P.O. Box 1897
1004 WEST FIRST NORTH STREET
MORRISTOWN, TENNESSEE 37816-1897

RECEIVED
MAR - 4 2015
THE OFFICE OF THE
HAMBLEN COUNTY MAYOR

PAUL R. CAPPS (1922-2003)

CHRISTOPHER P. CAPPS
DAVID S. BYRD

WILLIE SANTANA, ASSOCIATE

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

February 27, 2015

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 - FEBRUARY, 2015

Dear Bill:

Please find enclosed four (4) invoices representing legal services rendered on behalf of Hamblen County, Tennessee during the month of February, 2015.

As usual, one invoice covers our General/Miscellaneous File and three 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\2015\BRITTAIN,BILL(INVOICE)-02-27-15.DOCX

CAPPS, CANTWELL, CAPPS & BYRD
ATTORNEYS AT LAW

1004 WEST FIRST NORTH STREET
MORRISTOWN, TN 37814
Phone: 423-586-3083 Fax: 423-586-0513

INVOICE

DATE: FEBRUARY 27, 2015

TO:

HAMBLEN COUNTY, TENNESSEE

FOR:

HAMBLEN COUNTY, TENNESSEE – GENERAL/MISCELLANEOUS

DESCRIPTION	AMOUNT
See attached invoice	
TOTAL	$1,266.00

RECEIVED
OFFICE OF THE
MAYOR
HAMBLEN

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!

RE: HAMBLEN COUNTY, TENNESSEE - GENERAL/MISCELLANEOUS LEGAL SERVICES RENDERED – FEBRUARY, 2015

		Hrs.
02/03/15	E-mail from Jeff Dillard re: Boyd Contract; phone conference with Jeff Dillard and call to Strate Ins. re: 7/4/15; call to Bill Phillips re: jail; e-mail from Jeff Thompson re: Reid	0.80
02/04/15	Call to Twin, Finance, Bill Brittain and D.O. Ratcliff re: jail; trip to Assessor's Office; call to Bill Phillips re: jail; e-mails from Nancy Gregg re: Twin Financial	1.10
02/05/15	Phone conference with Stancil re: county business; e-mail from Lou Ann Sheffield re: Peggy Cloak v. Hamblen Co.	0.35
02/06/15	Phone conference with Rick Eldridge re: solid waste board; e-mail from Cindy Dibb re: 2/9 committee meeting	0.30
02/09/15	E-mails from and to Johnny Walker re: solid waste appointment billings to county; e-mail from Jennifer Schmidt re: Cloak; committee meeting	1.60
02/10/15	E-mail from Bill Brittain re: 2008 Home Grant	0.15
02/11/15	Phone conferences with Bill Brittain re: THDA mobile home grant and open records request	0.40
02/13/15	E-mail from Jennifer Schmidt re: Cloak	0.10
02/16/15	E-mail from Johnny Walker re: solid waste billings to county; e-mail from Cindy Dibb re: 2/19 commission meeting	0.10
02/18/15	Phone conference with Bill Brittain re: notice of meeting if rescheduled; look at MH grant information; review e-mails and correspondence re: solid waste; e-mail from Jennifer Schmidt re: Cloak; e-mail to Bill Brittain re: open records request	1.30
02/19/15	Phone conference with Stancil Ford re: agenda; phone conference with Bill Brittain re: agenda; commission meeting	1.30
02/23/15	Finish getting documents for Johnny Walker re: open records act re: solid waste board billings to county (copies 144)	0.50
02/24/15	E-mail to Johnny Walker re: open records act	0.10

02/26/15	E-mail from Cindy Dibb re: Hughes inmate letter/jail; phone conference with Civil Service Road candidate	0.10

Legal Services Rendered (8.2 x $150 =)	$1,230.00
Copies (144 x $0.25 =)	+ 36.00
	TOTAL: $1,266.00

C:\Users\Amy Greer\Documents\Public Folders\Documents\Invoices\HamblenCo 15\February\General docx

CAPPS, CANTWELL, CAPPS & BYRD
ATTORNEYS AT LAW

1004 WEST FIRST NORTH STREET
MORRISTOWN, TN 37814
Phone: 423-586-3083 Fax: 423-586-0513

INVOICE

DATE: FEBRUARY 27, 2015

TO:

HAMBLEN COUNTY, TENNESSEE

FOR:

HAMBLEN COUNTY, TENNESSEE – PLANNING

DESCRIPTION	AMOUNT
See attached invoice	
TOTAL	$510.00

RECEIVED
MAR - 4 2015
OFFICE OF THE
COUNTY MAYOR

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!

RE: HAMBLEN COUNTY, TENNESSEE - PLANNING
LEGAL SERVICES RENDERED - FEBRUARY, 2015

		Hrs.
02/02/15	E-mails from and to Danny Young re: Buxton Road closure	0.25
02/12/15	E-mail from and to Danny Young re: Buxton Road closure	0.10
02/13/15	Worked on Resolution	1.50
02/18/15	Phone conference with Danny Young re: resolution and violation; letter to Brandon Westmoreland; phone conference with Max Cook re: Westmoreland requirement	0.55
02/20/15	Worked on Resolution re: Buxton Road closing	0.75
02/23/15	E-mail to Danny Young re: Buxton Road closure; proof Resolution	0.15
02/24/15	E-mail to Danny Young (copy Bill Brittain) re: resolution for Buxton Road closure	0.10

Legal Services Rendered (3.4 x $150 =)		$510.00
	TOTAL:	**$510.00**

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CAPPS, CANTWELL, CAPPS & BYRD
ATTORNEYS AT LAW

1018 WEST FIRST NORTH STREET
MORRISTOWN, TN 37814
Phone: 423-586-3083 Fax: 423-586-0513

INVOICE

DATE: FEBRUARY 27, 2015

TO:

HAMBLEN COUNTY SHERIFF'S DEPARTMENT

FOR:

LEGAL SERVICES RENDERED – FEBRUARY, 2015

DESCRIPTION	AMOUNT
See attached invoice	
TOTAL	$112.50

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!

RE: HAMBLEN COUNTY SHERIFF'S DEPARTMENT
LEGAL SERVICES RENDERED - FEBRUARY, 2015

02/02/15	E-mail from Cindy Dibb re: animal control resolutions
02/03/15	Phone conference and e-mails with Wayne Mize re: HCHS and deputies
02/04/15	E-mail from Robert Cook re: animal control resolution

Legal services rendered (0.75 x $150 =)		$112.50
	TOTAL:	**$112.50**

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CAPPS, CANTWELL, CAPPS & BYRD
ATTORNEYS AT LAW

1004 WEST FIRST NORTH STREET
MORRISTOWN, TN 37814
Phone: 423-586-3083 Fax: 423-586-0513

INVOICE

DATE: FEBRUARY 27, 2015

TO:

HAMBLEN COUNTY ROAD DEPARTMENT

FOR:

LEGAL SERVICES RENDERED (FEBRUARY, 2015)

RECEIVED
MAR
THE OFFICE OF THE
HAMBLEN COUNTY MAYOR

DESCRIPTION	AMOUNT
See attached invoice	
TOTAL	$222.68

RECEIVED
MAR - 4 2015
THE OFFICE OF THE
HAMBLEN COUNTY MAYOR

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!

RE: HAMBLEN COUNTY ROAD DEPARTMENT
LEGAL SERVICES RENDERED - FEBRUARY, 2015

02/18/15	Phone conference with Barry Poole re: attorney letter re: Weddington
02/19/15	E-mail from Sarah Gilliam re: 1143 Warwick Court
02/25/15	Discuss Weddington property with Barry Poole; phone conference with Hubert Davis re: Weddington
02/27/15	Meeting with Poole and Davis at Weddington property (9 miles)

Legal services rendered (1.45 hrs. x $150)		$217.50
Mileage (9 mi x $0.575 =)		+ 5.18
	TOTAL:	**$222.68**

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MONTHLY AUTOPSIES PENDING REPORT

Hamblen County Coroner
P.O. Box 1479
Morristown, Tennessee 37816-1479
Phone (423): Office/Home; 581-6229 Fax; 289-1262 Cell; 312-6322
Email: coroner@musfiber.com

March 2, 2015

Knox County Medical Examiner
ATTN: Darinka Mileusnic-Polchan, M.D., M.E.
Fax number: 865-215-8001

In an effort to keep all files current, the following Hamblen County Coroner/Medical Examiner's cases have not been closed pending final autopsy reports from you as of February 28, 2015. If your records do not match as listed below, please notify me as soon as possible.

#	CASE#	DATE ORDERED	NAME, AGE
1.	14215	06-17-14	Mr. John Woods, 58
2.	14401	11-22-14	Mr. Sherman Turner, 89
3.	14458	12-13-14	Mrs. Dorris Seay, 78
4.	15020	01-17-15	Mr. Donnie Black, 33
5.	15035	01-27-15	Mr. David Dixon, 52
6.	15055	02-12-15	Mr. Steven Thompson, 53
7.	15070	02-21-15	Mr. Rick Stanley, 56

If I may provide any additional information or assistance please feel free to contact me at any time.

Sincerely,

Eddie R. Davis
Hamblen County Coroner

CC: Hamblen County Mayor & County Commission
Hamblen County Medical Examiner

RECEIVED
MAR - 2 2015
THE OFFICE OF THE
HAMBLEN COUNTY MAYOR

MONTHLY REPORT

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

March 2, 2015

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

Dear Commissioners:
The following Coroner calls were attended by me during the month of February along with being on call 24/7/365, 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 all cremation requests.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	15048	02-06-15	Mr. Ralph Carter, 57, Rutledge, TN
2.	15049	02-06-15	Mr. Michael Boatman, 64, 832 Lennie Avenue
3.	15050	02-06-15	Mr. James Pearson, 87, 1110 Meadowlark Lane
4.	15051	02-07-15	Mrs. Evelyn Holdway, 90, 5524 Old Highway 160
5.	15053	02-10-15	Mr. John Massey, 90, 2124 Collins Street
6.	15054	02-11-15	Mr. Newman Horton, 88, Newport, TN
7.	15056	02-13-15	Mr. Kenneth Thompson, 64, 2245 Roe Junction Road
8.	15058	02-14-15	Ms. Geraldeen Worley, 81, 1529 Elm Street
9.	15059	02-15-15	Mrs. Winnie Stone, 78, 2526 Mall Drive
10.	15063	02-18-15	Mrs. Berta Gann, 90, 716 Acacia Circle
11.	15065	02-19-15	Mr. Lawrence Wyss, 72, 2350 Elgerlott Lane
12.	15066	02-20-15	Mrs. Marsalle Hare, 89, 427 Oak Street
13.	15067	02-20-15	Ms. Caroline Dalton, 85, 593 Old Popular Ridge Road
14.	15068	02-20-15	Mrs. Opaline Horton, 93, 5937 Fall Creek Dock Road
15.	15069	02-20-15	Mrs. Sharon Meade, 56, 4114 Rambling Road
16.	15071	02-22-15	Mr. Thomas Owen, 75, 1536 Fernwood Church Road
17.	15073	02-23-15	Mrs. Ivy Nelson, 92, 1324 Spencer Drive
18.	15074	02-23-15	Mrs. Brenda Gentry, 68, 2320 Patricia Circle
19.	15075	02-24-15	Mr. Carson Headrick, 74, 895 Whippoorwill Drive
20.	15077	02-24-15	Mr. Ralph Wilson, 68, 726 Douglas Avenue
21.	15082	02-27-15	Mrs. Constance Gray, 82, 1392 Valley Home Road

If I may ever provide any additional information or assistance, please feel free to contact me at any time.

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 Saint Joseph University

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

March 2, 2015

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

Dear Commissioners:

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

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	15047	02-04-15	Master Baby Boy Milloway, 1 Day 256 Sutherland Lane
2.	15052	02-07-15	Mr. Lloyd Jones, 70, 3223 Old Kentucky Road
3.	15057	02-14-15	Mrs. Bonnie Polley, 65, 4068 Brights Pike
4.	15060	02-16-15	Ms. Nannie Walters, 70, 652 Fulton Road
5.	&15061	02-16-15	Mrs. Toni Purkey, 59, 305 Pauline Avenue
6.	15062	02-17-15	Master Baby Boy Bailey, 1 Day, 1515 Gibson Road
7.	*15070	02-21-15	Mr. Rick Stanley, 56, 312 West Fifth North Street
8.	15072	02-22-15	Mrs. Delores Dailey, 66, 1535 Virginia Avenue

I certify that I attended to the cases listed above. I request the allocated fees of $30.00 per call:

8 Calls X $30. = $240.00

Sincerely,

SIGNATURE ON FILE

J.R. Thompson, Jr.
Deputy Coroner

erd/wbl

CC: Hamblen County Medical Examiner
* Indicates Autopsy Preformed
*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Gathered and Sent to AIT Laboratories, Indianapolis, IN

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

March 2, 2015

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

Dear Commissioners:

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

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	15045	02-02-15	Mr. Leonides Burgos, 85, 1450 Pin Oak Drive, 85
2.	15046	02-02-15	Mrs. Clara Coffey, 82, 1017 West Sixth North Street
3.	*15055	02-12-15	Mr. Steven Thompson, 53, 7375 East Andrew Johnson Hy
4.	15064	02-19-15	Mr. Joe Sweet, 84, 117 Frank Harris Road
5.	15075	02-24-15	Mr. Lawrence Coffey, 76, 1675 Fernwood Church Road
6.	15079	02-26-15	Mr. Bobby Kimery, 56, 5610 East Andrew Johnson Hwy.
7.	15081	02-27-15	Mr. Scotty Johns, 541 Alpha Drive

I certify that I attended to the cases listed above. I request the allocated fees of $30.00 per call:

7 Calls X $30. = $210.00

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 Saint Louis University

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

March 2, 2015

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.	15078	02-25-15	Mr. Douglas Farison, 53, 313 Montrose Avenue
2.	15080	02-26-15	Mr. Lonnie Grubb, 83, 496 Andrew Circle

I certify that I attended to the cases listed above. I request the allocated fees of $30.00 per call:

2 Calls X $30. = $60.00

Sincerely,

SIGNATURE ON FILE

Todd Giles
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner
* Indicates Autopsy Preformed
*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Sent to Saint Louis University

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 March

Month MARCH Year 2015

Fund #101 *DEPT:* ELECTION COMMISSION

Account Number	Description	Increase	Decrease
	ELECTION COMMISSION:		
51500.312	Contracts with Private Agencies		3,660
51500.332	Legal Notices	1,660	
51500.355	Travel	2,000	
		3,660	3,660

Brief Descriptions of issue:
NO NEW MONIES.
To reclassify appropriations for additional legal notices required for elections and for additional travel for training.

Requesting Department

Signature: Jay Gardner

Title : AOE

Date: 2/27/2015

Approval by County Mayor

Signature: Bill Bunch

Title : County Mayor

Date: 3/27/15

For Finance Department Only:
Reviewed by: _____

Budget Amendment _____

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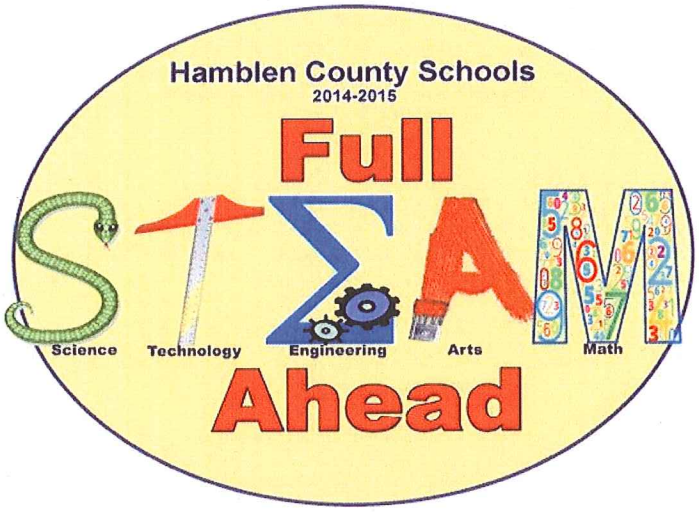
HAMBLEN COUNTY DEPARTMENT OF EDUCATION
QUARTERLY EXPENDITURE REPORT
Dr. Dale Lynch, Director

2014-2015
SECOND QUARTER



THE COUNTY BOARD OF EDUCATION REPORTS THE FOLLOWING EXPENDITURES
FOR THE PUBLIC SCHOOL PURPOSE AS OF THE QUARTER ENDING DECEMBER 31, 2014

GENERAL PURPOSE	BUDGET	SPENT	REMAINING	PERCENT REMAINING
REGULAR INSTRUCTION	$38,817,303.98	$ 14,428,742.72	$24,388,561.26	62.83%
SPECIAL EDUCATION	6,264,120.33	2,355,312.08	3,908,808.25	62.40%
VOCATIONAL EDUCATION	3,140,193.00	1,104,203.68	2,035,989.32	64.84%
STUDENT BODY	184,570.00	106,675.02	77,894.98	42.20%
OTHER (FAMILY RESOURCE)	59,223.30	-	59,223.30	100.00%
ATTENDANCE	5,850.00	879.10	4,970.90	84.97%
HEALTH SERVICES	649,085.75	237,490.37	411,595.38	63.41%
OTHER STUDENT SUPPORT	1,331,722.00	423,328.00	908,394.00	68.21%
INSTRUCTIONAL ADMINISTRATION	681,852.00	250,770.20	431,081.80	63.22%
SPECIAL EDUCATION ADMINISTRATION	277,211.43	120,042.17	157,169.26	56.70%
VOCATIONAL EDUCATION ADMINISTRATION	148,918.00	75,582.48	73,335.52	49.25%
BOARD OF EDUCATION	1,122,454.00	646,359.37	476,094.63	42.42%
OFFICE OF THE DIRECTOR	616,194.00	294,326.96	321,867.04	52.23%
OFFICE OF THE PRINCIPAL	4,283,598.02	1,692,653.21	2,590,944.81	60.49%
FISCAL SERVICES	411,751.00	238,283.30	173,467.70	42.13%
OPERATION OF PLANT	6,156,262.00	2,831,714.90	3,324,547.10	54.00%
MAINTENANCE OF PLANT	1,483,264.00	794,169.51	689,094.49	46.46%
TRANSPORTATION	3,052,785.00	1,566,535.45	1,486,249.55	48.69%
CENTRAL AND OTHER	1,393,202.30	680,923.73	712,278.57	51.13%
EXTENDED SCHOOL PROGRAM	310,856.00	127,748.43	183,107.57	58.90%
EARLY CHILDHOOD EDUCATION	781,936.97	270,819.36	511,117.61	65.37%
REGULAR CAPITAL OUTLAY	2,187,800.00	823,425.04	1,364,374.96	62.36%
EDUCATION DEBT SERVICE	500,000.00	227,272.75	272,727.25	54.55%
TRANSFERS	28,244.00	-	28,244.00	100.00%
TOTALS	$73,888,397.08	$ 29,297,257.83	$44,591,139.25	60.35%

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THE COUNTY BOARD OF EDUCATION REPORTS THE FOLLOWING EXPENDITURES

FOR THE PUBLIC SCHOOL PURPOSE AS OF THE QUARTER ENDING DECEMBER 31, 2014

FEDERAL PROGRAMS - CONSOLIDATED ADMIN.	BUDGET	SPENT	REMAINING	PERCENT REMAINING
REGULAR INSTRUCTION	$ 169,569.00	$ 75,185.83	$ 94,383.17	55.66%
TOTALS	$ 169,569.00	$ 75,185.83	$ 94,383.17	55.66%

FEDERAL PROGRAMS - TITLE I	BUDGET	SPENT	REMAINING	PERCENT REMAINING
REGULAR INSTRUCTION	$ 2,114,949.73	$ 1,003,458.42	$ 1,111,491.31	52.55%
OTHER STUDENT SUPPORT	150,810.00	78,837.83	71,972.17	47.72%
REGULAR INSTRUCTION	529,433.00	172,721.96	356,711.04	67.38%
TRANSFERS	48,983.00	-	48,983.00	100.00%
TOTALS	$ 2,844,175.73	$ 1,255,018.21	$ 1,589,157.52	55.87%

FEDERAL PROGRAMS - TITLE IIA	BUDGET	SPENT	REMAINING	PERCENT REMAINING
REGULAR INSTRUCTION	$ 193,483.84	$ 68,123.08	$ 125,360.76	64.79%
REGULAR INSTRUCTION	381,324.00	102,413.33	278,910.67	73.14%
TRANSFERS	6,559.00	-	6,559.00	100.00%
TOTALS	$ 581,366.84	$ 170,536.41	$ 410,830.43	70.67%

FEDERAL PROGRAMS - TITLE III	BUDGET	SPENT	REMAINING	PERCENT REMAINING
REGULAR INSTRUCTION	$ 135,775.08	$ 43,755.98	$ 92,019.10	67.77%
REGULAR INSTRUCTION	27,110.00	1,118.85	25,991.15	95.87%
TRANSFERS	-	-	-	0.00%
TOTALS	$ 162,885.08	$ 44,874.83	$ 118,010.25	72.45%

FEDERAL PROGRAMS - TITLE X HOMELESS ED.	BUDGET	SPENT	REMAINING	PERCENT REMAINING
REGULAR INSTRUCTION	$ 70,907.17	$ 28,519.49	$ 42,387.68	59.78%
TRANSPORTATION	3,390.49	4,011.04	(620.55)	-18.30%
TOTALS	$ 74,297.66	$ 32,530.53	$ 41,767.13	56.22%

THE COUNTY BOARD OF EDUCATION REPORTS THE FOLLOWING EXPENDITURES

FOR THE PUBLIC SCHOOL PURPOSE AS OF THE QUARTER ENDING DECEMBER 31, 2014

FEDERAL PROGRAMS - CARL PERKINS	BUDGET	SPENT	REMAINING	PERCENT REMAINING
VOCATIONAL EDUCATION	$ 138,421.00	$ 55,092.57	$ 83,328.43	60.20%
OTHER STUDENT SUPPORT	27,000.00	13,116.76	13,883.24	51.42%
VOCATIONAL EDUCATION	4,500.00	1,070.98	3,429.02	76.20%
TRANSFERS	880.00	-	880.00	100.00%
TOTALS	$ 170,801.00	$ 69,280.31	$ 101,520.69	59.44%

FEDERAL PROGRAMS - SP. ED. PRESCHOOL GRANT	BUDGET	SPENT	REMAINING	PERCENT REMAINING
SPECIAL EDUCATION	$ 50,218.00	$ 24,528.34	25,689.66	51.16%
TRANSPORTATION	$ 782.00	$ 782.00	-	0.00%
TOTALS	$ 51,000.00	$ 25,310.34	$ 25,689.66	50.37%

FEDERAL PROGRAMS - IDEA	BUDGET	SPENT	REMAINING	PERCENT REMAINING
SPECIAL EDUCATION	$ 2,159,193.00	$ 751,140.35	$ 1,408,052.65	65.21%
TOTALS	$ 2,159,193.00	$ 751,140.35	$ 1,408,052.65	65.21%

FEDERAL PROGRAMS - IDEA CARRYOVER	BUDGET	SPENT	REMAINING	PERCENT REMAINING
SPECIAL EDUCATION	$ 57,000.26	$ 57,000.26	-	0.00%
TRANSPORTATION	$ -	$ -	-	0.00%
TOTALS	$ 57,000.26	$ 57,000.26	$ -	0.00%

FEDERAL PROGRAMS - SPED PRESCHOOL	BUDGET	SPENT	REMAINING	PERCENT REMAINING
SPECIAL EDUCATION	$ 54,848.00	$ 4,018.82	$ 50,829.18	92.67%
TOTALS	$ 54,848.00	$ 4,018.82	$ 50,829.18	92.67%

THE COUNTY BOARD OF EDUCATION REPORTS THE FOLLOWING EXPENDITURES

FOR THE PUBLIC SCHOOL PURPOSE AS OF THE QUARTER ENDING DECEMBER 31, 2014

FEDERAL PROGRAMS - SPED PRESCHOOL CARRYOVER	BUDGET	SPENT	REMAINING	PERCENT REMAINING
SPECIAL EDUCATION	$ 20,414.88	$ 20,380.93	$ 33.95	0.00%
TOTALS	$ 20,414.88	$ 20,380.93	$ 33.95	0.00%
TOTAL FEDERAL PROGRAMS	$ 6,345,551.45	$ 2,505,276.82	$ 3,840,274.63	60.52%

Bill Brittain, Hamblen County Mayor

From: Teresa West
Sent: Wednesday, March 04, 2015 11:24 AM
To: Bill Brittain, Hamblen County Mayor
Subject: cost collections

Bill,

Just a word of excitement about our cost collection department that was created in February of 2012. This month we collected in old fines and costs $42,531.87. The total since the beginning, just in old fines and costs is 603,001.22. I told the commission if it didn't do what it should in 3 years we would do away with the program. It has surpassed any dreams I had about the program.

Thanks,
Teresa

Hamblen County Government

PUBLIC SERVICES COMMITTEE

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
PUBLIC SERVICES COMMITTEE

Herbert Harville
Chairman

Rick Eldrigde
Vice-Chairman

Stancil Ford
Ex-Officio

Larry Carter
Member

Hubert Davis
Member

Randy DeBord
Member

Joe Huntsman, Sr.
Member

Howard Shipley
Member

John Smyth
Member

Monday, March 9, 2015
Immediately Following Adjournment of Finance Committee
Hamblen County Health Department – Conference Room

AGENDA

1. **Call to Order** – *Chairman Herbert Harville*

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

3. **Old Business** – *Chairman Herbert Harville*
   a. None

4. **New Business** – *Chairman Herbert Harville*
   a. Hamblen County Reappraisal Plan – *Assessor of Property Keith Ely*
   b. Abandonment of Buxton Road Resolution – *Planning Director Danny Young*
   c. Landfill Issues – *Road Superintendent Barry Poole*
   d. Request to Surplus
      1) Register of Deeds: 8 Desk Chairs; 2 High Back Counter Chairs
      2) Planning and Zoning: Dell Optliplex 210L Computer Serial #1TD3SP1

5. **Items of Interest (No Action Necessary)** – *Chairman Herbert Harville*
   a. E911 Annual Operations Report – *E911 Director Eric Carpenter*

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

MEMORANDUM OF UNDERSTANDING

Between

Hamblen County and the Division of Property Assessments

DATE:

TO: **J. Keith Ely, Assessor of Property**

Bill Brittain, County Mayor (or Executive)

RE: **Hamblen County 2020 Year Reappraisal Program**

FROM: **State of Tennessee**
Division of Property Assessments
Greg Moody, Assistant Director, Division of Property Assessments

The purpose of this Memorandum of Understanding is to clarify the areas of responsibility for all parties involved in the reappraisal of Hamblen County. It is intended to express the requirements needed to successfully complete reappraisal and to define the extent of involvement expected of the State of Tennessee, Division of Property Assessments. A reappraisal program is defined as the updating of all values in the county by analyzing current information and establishing new tables, models, schedules, rates and depreciation.

TCA 67-5-1601 provides for Assessors of Property to have the option to reappraise either on a 6-year cycle with an update of values in the third year or to reappraise on a 4 or 5 year cycle with no updates. TCA 67-5-1601 (d) requires the Division of Property Assessments to provide technical assistance to counties during the year of reappraisal. The resources available to the Division of Property Assessments may enable them to provide technical assistance to counties during the reappraisal year, however, the amount of Division involvement will be determined by the workload resulting from all counties that are scheduled for reappraisal during each year.
The amount of Division of Property Assessments involvement must be determined and clearly understood prior to the county producing a plan for reappraisal. The Assessor of Property will prepare a Plan for Reappraisal that accomplishes reappraisal in accordance

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necessary action will be taken to correct any changes indicated by the market since the last reappraisal program.

2. Rural Land - Rural land will be valued using standard rural land valuation procedures. Rural sales will be located and verified to determine if they meet the requirements of a valid transaction. All rural sales will be reviewed by the Assessor of Property or a staff member with the buyer, seller, agent or other individuals having detailed knowledge of the transaction to determine the conditions of the sale and if any adjustments are needed. A rural land sales verification form will be completed on all rural sales. These forms will be separated into Qualified and Disqualified sales and maintained in the Assessor of Property's office for review and use in appeals. All rural land will be valued using the rural land tables. Appropriate sales analysis must be conducted to produce a rural land schedule and also to determine all factors affecting value. Areas of the county that cannot be valued using the base rural land schedule will be valued using the rural land schedule adjusted to the appropriate level of value. Land grade maps will be used to determine the appropriate land grade for each parcel. The land grade maps, if not already available, will be constructed by using all available USDA soil survey information. All maps will be updated to reflect the most current base features such as wooded areas and areas that have been cleared since the last reappraisal program. It is appropriate to use home sites on all rural tracts where a home site exists. The Rural Land Procedures Manual published by the Division of Property Assessments will be followed in the valuation of all rural land. All rural market neighborhoods will be reviewed to insure they conform to current market conditions.

3. Commercial/Industrial Property - All commercial and industrial property shall be valued using standard valuation procedures. The listing of commercial and industrial properties will be reviewed for accuracy. All commercial property will be reviewed to determine if valuation by the income approach is the most appropriate method. In these instances, it will be necessary to gather sufficient income and expense data to calculate an indication of value by the income approach. All the completed income and expense forms will be retained for review and appeal purposes. All income data must be analyzed by making comparisons with like properties such as comparing offices to offices, warehouses to warehouses, and restaurants to restaurants. All commercial sales will be verified to determine if any special circumstances such as personal property or unusual financing are included. Commercial and industrial base rates will be developed for each type of commercial and industrial improvement in the jurisdiction. This is typically accomplished

using a combination of local information and a professional cost service. All industrial properties shall be revalued using the most appropriate method, typically the cost approach. All commercial and industrial land will be revalued using the most appropriate method such as front foot price, square foot price or unit, and all pertinent information such as zoning will be indicated on the land valuation maps. All analyses and sales information used to determine the commercial and industrial land values will be retained by the Assessor of Property for review and appeal purposes. All commercial and industrial market neighborhoods will be verified to determine if they need to be revised due to changes in the market. All commercial and industrial property will be valued following the Commercial and Industrial Valuation Manual prepared by the Division of Property Assessments.

4. **Small Tracts** - Land that does not qualify as a farm and is not part of an organized development is considered a small tract. It is typically valued as an individual unit and priced per unit or per acre. A total countywide small tract analysis must be accomplished in order to determine reasonable values. After the analysis has been accomplished and a pricing guide developed, the existing small tracts are to be reviewed to determine consistency. After making any needed adjustments to improve consistency, the small tracts will be revalued using accepted appraisal practices and any appropriate computer techniques. The Assessor of Property should maintain all analyses and sales information used in the valuation of small tracts for review and appeal purposes. All market neighborhoods that have an effect on the valuation of small tracts will be reviewed to determine accuracy, and any necessary adjustments will be made.

5. **Unique Properties** - Unique properties that exist in a county usually will require special treatment. These can be lake properties, mobile homes, large industrial complexes, mineral interest, leasehold interest, etc. The Plan for Reappraisal will address these properties and explain how they will be valued.

B. Sales Verification: A major element in the success of a reappraisal program is the completeness and accuracy of the sales file. The Division of Property Assessments has published the Property Assessor's Procedures for Sales Data Collection and Verification. These procedures will be followed to ensure the desired accuracy. Any attempt to influence the results of the analysis by inaccurate sales verification must be avoided. The quality of the analysis depends on the accuracy of the sales file and every effort should be made to ensure this accuracy. The Assessor of Property will maintain sufficient records on the verification of sales for review and appeal purposes.

C. Appeal Defense: Any reappraisal program must have the necessary data and information to defend the appraisals. The Assessor of Property and staff must have the ability to present the value-supporting data in a manner that provides the property owners and appeal boards with the information necessary to understand how and why the value conclusions were determined. The Assessor of Property and staff will resist making unnecessary changes just to satisfy the property owner when the appraisal is correct. All elements of the valuation process must consider the appeal process. An effort must be made to maintain sufficient data to defend the values, and this data includes the following: Base Cost Analysis; Sales Analysis; Cost Information; Land Valuation Information; Adjustments to Sales; Income and Expense Information; and any other information that will be useful in the appeal process.

D. Statistical Standards for Reappraisal: The Division of Property Assessments has developed statistical standards for evaluating the results of reappraisal programs. The reappraisal program should be completed with these standards as the goal. Failure to meet these standards provides indications that the reappraisal program may be flawed and unacceptable. The standards apply to property by its statutory classification such as residential, commercial, industrial, and farm. Within each classification, properties may be further stratified based on a detailed analysis of the information available. The data used to produce the analysis must be accurate and uninfluenced by personal desires to attain a certain goal. The discovery of inaccurate data that has an influence on the results of the statistical analysis will be considered in the overall evaluation of the program. If the results of the statistical analysis fail to meet the standards, said results will be reported to the State Board of Equalization for appropriate action.

E. Data Quality Reports: The Data Quality Reports include edits that enable the assessor to identify data problems. Since the success of a reappraisal program is determined by the accuracy of the data, each county must resolve all errors found on the Data Quality Reports. Typically, this information is produced from the Assessor of Property's computer file and analyzed locally. The ability to produce this information locally requires certain computer skills. Counties not on the State's Computer Assisted Appraisal System will develop similar capabilities and produce and use these types of reports to resolve all erroneous data. These reports will be made available to the Division of Property Assessments upon request.

F. Data Entry: A reappraisal increases the amount of data entry because of changes and adjustments to the file, especially where extensive field reviews are required. Any plan for reappraisal must consider this additional data entry workload, identify detailed expected production levels, produce a completion schedule and provide for terminals and sufficiently trained personnel.

G. Organization and Management: The completion of a successful reappraisal program is dependent upon the ability of the Assessor of Property to organize the work activities and to manage the employees.

1. The initial indication of the Assessor of Property's ability is the Plan for Reappraisal. If the Assessor of Property can properly complete a Plan for Reappraisal that considers all aspects of the program, it is likely the Assessor has the necessary organization skills. In addition to the normal items of real property associated with reappraisal, the Assessor of Property's plan shall include a program of discovery, data collection, analysis and valuation for any assessable leasehold or mineral properties in the county. The Plan for Reappraisal shall include a detailed schedule showing the beginning and ending dates of each phase of the program, the personnel responsible for each phase and the person-months necessary for the completion of each phase. The Plan for Reappraisal will contain a plan for notifying property owners of the new assessed values and providing them the opportunity to appeal such values.

2. The Assessor of Property will also need to consider the normal maintenance that is the daily occurrence in the assessor's office. New construction continues, deeds are recorded and the public continues to make inquiries. This work must proceed and the organization of the Assessor of Property's office must consider these items as well as the reappraisal. The plan for reappraisal must include a section on maintenance that provides specific information such as a completion schedule for all mapping and ownership maintenance and a completion schedule for collecting data and valuing all new construction. This information must also include the specific names of the employees that will perform these tasks.

3. After the Assessor of Property has properly organized the office and planned for all aspects of reappraisal while continuing to perform normal maintenance, the Assessor must manage the staff and resources. The management includes making personnel assignments and determining which phase of the program should be completed next, as

well as overseeing and supervising the quality and quantity of the work being performed. The Assessor of Property will develop and maintain production reports and quality control reports to ensure that the program is completed accurately and on time.

H. Staffing: The Plan for Reappraisal shall contain a staffing plan that provides for adequate reappraisal staff, sufficient review and clerical staff to accomplish the necessary work with regard to the on-site review. The Plan for Reappraisal must be specific in identifying the personnel necessary for each phase of the reappraisal as well as all other phases of the normal maintenance work accomplished by the Assessor of Property's office.

1. The Assessor of Property shall assume the responsibilities and duties of the reappraisal manager or employ a qualified reappraisal manager having previous experience in directly related programs. The qualifications of the reappraisal manager shall be included in the Plan for Reappraisal and submitted to the Division of Property Assessments for approval.

2. The Plan for Reappraisal shall include the training and experience levels of all employees that will be involved in the reappraisal program. The qualifications of the employees will be determined by the courses and seminars they have attended as well as the amount of their reappraisal experience.

I. Approval for 4-Year and 5-Year Cycles: The Assessor of Property in any county that plans a 4 or 5-year reappraisal program must have approval by resolution from the county legislative body. The Plan for Reappraisal prepared by the Assessor of Property must be submitted for review to the county mayor or executive and the county legislative body. The county legislative body must provide the funding to accomplish the reappraisal program as outlined in the Plan for Reappraisal. It shall also be understood that reappraisal on a 4 or 5-year cycle does not entitle the county to any additional state funds beyond those determined for a 6-year reappraisal cycle.

II. State Division of Property Assessments' Responsibility:

TCA 67-5-1601 (d) (1) (B) (3) provides that all work (accomplished by the Assessor of Property) is subject to the supervision and approval of the director of the Division of Property Assessments. The Division of Property Assessments is required to supervise and direct all reappraisal and revaluation programs. The Division of Property Assessment's statutory responsibility is to (1) provide technical assistance and (2) ensure the accuracy of the

reappraisal program. **All counties conducting reappraisal programs accept the condition of limited involvement from the Division of Property Assessments and also agree to maintain records and provide sufficient data and reports to enable the Division of Property Assessments to evaluate the quality of the reappraisal program.**

Counties which are not on the state computer assisted appraisal system must provide data files of current sales to the Division of Property Assessments along with the submission of their quarterly progress report, or upon request by the Division. Additionally, parcels files must be provided upon request by the Division.

A. Technical Assistance: Technical assistance is provided to a county by experienced staff members of the Division of Property Assessments. The technical assistance to be provided by the Division of Property Assessments will be determined considering available resources and existing workload of county reappraisal programs scheduled during each year.

TECHNICAL ASSISTANCE TO THE ASSESSOR MAY INVOLVE THE FOLLOWING ACTIVITIES:

- Residential Base Cost Development
- Residential Analysis (V & I)
- OBY Cost Tables Development
- Rural Land Schedule Development
- Home-Site Analysis
- Commercial & Industrial Base Cost Development
- Income & Expense Analysis
- Commercial Market Analysis
- Unique Industrial Properties Appraisal
- Small Tract Sales Analysis
- Small Tract Pricing Guide Development
- Sales Adjustments Determination
- Sales Verification Instruction
- Unique Properties Appeal Preparation
- Data Preparation for Appeals Defense
- Overall Statistical Results Review
- Data Quality Reports Production
- Assessable Mineral Interest Valuation
- Assessable Leasehold Interest Valuation
- On-The-Job Training for Assessor's Staff
- Neighborhood Review

B. Modification of Responsibility

Due to level of expertise, number of staff members and resources available to the Assessor of Property, there may be a need to modify areas of responsibility in the Memorandum of Understanding. The purpose of the modification of responsibility is to provide latitude between the assessor and the division regarding the identified areas of responsibility. The following are

specific modifications to this agreement that will be mutually beneficial for both parties and allow for better utilization of resources during the revaluation program:

_____

_____

_____

_____

_____

III. Accuracy of Program

The Assessor will prepare a Final Value Report that will give an overview of the reappraisal program and support the value indications. The accuracy of the reappraisal program shall be determined by a review of the supporting documentation for the following: base cost development; land valuation; the application of market adjustments; neighborhood analysis; rural land sales analysis; small tract analysis; the identification and valuation of unique properties; the completeness of the sales file; the quality of records developed for appeal defense; the results of the statistical analysis; the resolution of the data quality reports; and the property characteristic data. The Assessor and/or all members of their staff involved in the reappraisal will attend periodic meetings throughout the reappraisal with Division personnel to insure uniformity, consistency and to assure that the reappraisal stays on an acceptable schedule for a timely completion. A Final Value Meeting at the conclusion of all work, prior to mailing of notices, will be held to discuss all areas of the reappraisal, to resolve any issues of significance, adjust any rates or land values, sign any necessary documentation, and to finalize the successful completion of the revaluation program.

IV. Computer Appraisal System

In the event the assessor of property chooses to change the current computer appraisal system, information regarding the new system and a detailed plan of implementation must be included with the reappraisal plan for approval by the State Board of Equalization.

V. Failure to Comply

It is the expressed intent of this Memorandum of Understanding to provide the County and the Division of Property Assessments with a clear understanding of the responsibility of each party in regard to the completion of the next reappraisal program. It is the intent of the Division of Property Assessments to take whatever action necessary to ensure the accurate and timely completion of the reappraisal program. Failure on the part of the county on any of the items agreed to herein shall result in the reporting of said failure to the State Board of Equalization for appropriate action.

It is with full understanding that we accept the conditions identified in this Memorandum of Understanding and accept responsibility to accomplish all items identified herein. We recognize that failure on the part of the county legislative body or the Assessor of Property to complete the agreed to requirements will result in the action identified herein.

County Mayor (or Executive) _____ ___/___/___
Bill Brittain *Signature* *Date*

County Assessor of Property _____ ___/___/___
J. Keith Ely *Signature* *Date*

Rhonda Duncan
Area Appraisal Supervisor _____ ___/___/___
Div of Property Assessments *Signature* *Date*

Jess Conway
Area Appraisal Manager _____ ___/___/___
Div. of Property Assessments *Signature* *Date*

Greg Moody Assistant Dir. _____ ___/___/___
Div of Property Assessments *Signature* *Date*

FIVE - YEAR REAPPRAISAL PLAN

HAMBLEN COUNTY

SUBMISSION DATE: ***JULY 1, 2015***

ASSESSOR OF PROPERTY

KEITH ELY

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ATTACHMENTS

(To Be Submitted With Completed Plan)

County Summary Sheet
County Index Map(s) Showing Inspection Cycle
Memorandum of Understanding
Reappraisal Plan Checklist
Resolution of Legislative Body
T.C.A. – Part 16 – Periodic Reappraisal and Equalization
Evaluation of Assessor's Plan

SECTION I

FOUR -YEAR VISUAL INSPECTION CYCLE

COUNTY : HAMBLEN

REVALUATION YEAR: 2020

CYCLE BEGINNING DATE: JULY 1, 2015

ASSESSOR: KEITH ELY

COUNTY SUMMARY

(Attach Parcel Distribution Report Summary Sheet)

TOTAL PARCELS (Projected)	URBAN 1'=50' & 100' MAPS	19633 (Except C/I/Other)
	RURAL 1'=400' MAPS	8464 (Except C/I/Other)
	COMMERCIAL/INDUSTRIAL	2791 (Total)
	ALL OTHER	947 (Total)
TOTAL PARCELS (County Wide Projected through Revaluation Year)		31835 *

* Represents a 5% increase over the reappraisal cycle.

TOTAL MAPS	1" = 50'	0
	1' = 100'	231
	1" = 400'	58
	Other Scale (_____)	0

ESTIMATED TOTAL TRANSFERS PER YEAR 1475

ESTIMATED NUMBER OF SPLIT TRANSFERS 450

SCHEDULED MAP MAINTENANCE

Daily ___X_____ Monthly _____ Annual _____

Other (Specify) _____

DAILY PRODUCTION REQUIREMENTS FOR INSPECTION
(Number of Parcels Reviewed Per Person Per Day)

URBAN	25
RURAL	13
COMM./INDUSTRIAL	5
OTHER PARCELS	1

TOTAL NUMBER OF PARCELS PER INSPECTION YEAR

YEAR 1 7608 YEAR 2 8182

YEAR 3 7736 YEAR 4 8309

YEAR 5 _____

ESTIMATED NUMBER OF INSPECTION PERSONNEL REQUIRED 2

ESTIMATED NUMBER OF CLERICAL PERSONNEL REQUIRED 1

SCHEDULED REPORTING PERIOD
QUARTERLY X

ATTACH COUNTY WIDE INDEX MAP SHOWING INSPECTION CYCLE AREAS BY YEAR

FIRST INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:
URBAN 3956 RURAL 3195 COMM/IND 319 OTHER 138 TOTAL 7608
PERCENT OF PARCELS TO BE INSPECTED:
URBAN 52% RURAL 42% COMM/IND 4.2% OTHER 1.8% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

QTR 1: 3,5,6,7,10,11,12,13,15,16,9O,10L,10M,11D,11I,11N,11O,11P,12B,12G,12K,13O,13P,15E,16L,16O
QTR 2: 17,18,19,17C,17D,17E,17F,17I,17J,17K,17L,17M,17N,17O,17P,19A,19G,19H,19I
QTR 3: 20,21,22,23,24,22M,24C,24D,24G,24H,24J,24K,24L,24M,24N
QTR 4: 26,27,26G,26H,26J,26L,26N,26O,27B,27I,27J,27K,27L

QUARTERLY INSPECTION SCHEDULE BY NUMBER OF PARCELS:

First Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1112 RURAL 898 COMM/IND 90 OTHER 38 TOTAL 2138

Second Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1039 RURAL 839 COMM/IND 84 OTHER 36 TOTAL 1998

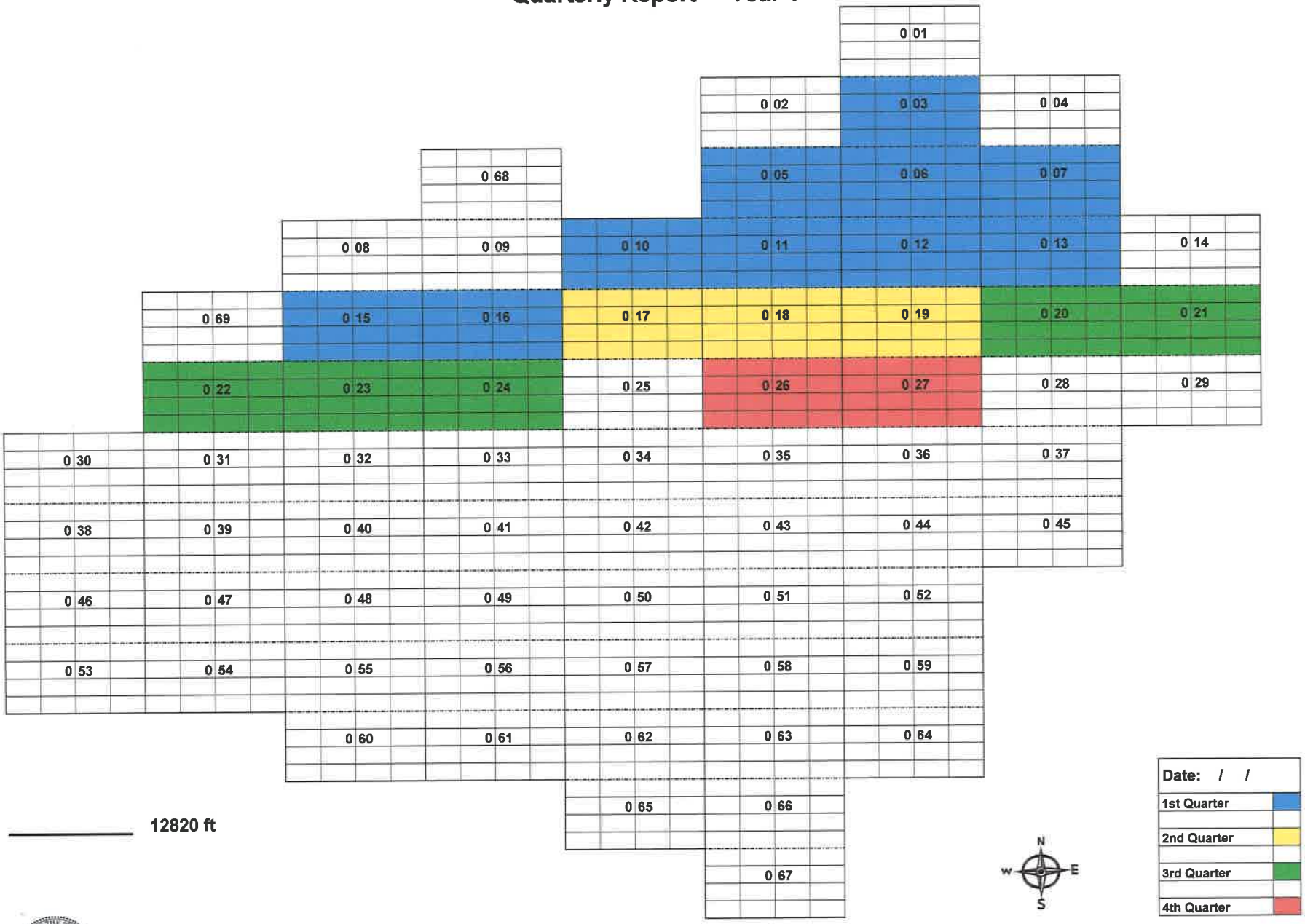
Third Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1045 RURAL 843 COMM/IND 84 OTHER 37 TOTAL 2009

Fourth Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 748 RURAL 617 COMM/IND 65 OTHER 33 TOTAL 1463

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 24%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR
Percentage of Inspected Parcels to be Reviewed:
URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%

Quarterly Report - Year 1



HAMBLEN COUNTY, TENNESSEE

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SECOND INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 3641 RURAL 3780 COMM/IND 540 OTHER 221 TOTAL 8182

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 44.5% RURAL 46.2% COMM/IND 6.6% OTHER 2.7% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

QTR 1: 25,28,29,35,36,37,43,35A,35B,35C,35D,35G,35L,35N,35O,36I,43B,43C,43H,43J,43N

QTR 2:
44,45,47,48,47A,47C,47D,47E,47F,47G,47H,47I,47J,47K,47L,47N,47O,47P,48A,48B,48E,48G,48H,48N

QTR 3:
49,50,51,58,59,61,62,63,64,66,67,49D,49J,49K,49L,50B,50D,50G,50J,50M,50N,50O,50P,51A,51N,51O

QTR 4: 52,54,55,56,57,54A,54B,54C,54E,54F,54G,54H,55B,55H,57B,57I,57J,58I

QUARTERLY INSPECTION SCHEDULE BY NUMBER OF PARCELS:

First Quarter:

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 972 RURAL 1009 COMM/IND 145 OTHER 59 TOTAL 2185

Second Quarter:

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 990 RURAL 1030 COMM/IND 147 OTHER 59 TOTAL 2226

Third Quarter:

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 791 RURAL 821 COMM/IND 120 OTHER 52 TOTAL 1784

Fourth Quarter:

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 884 RURAL 918 COMM/IND 131 OTHER 54 TOTAL 1987

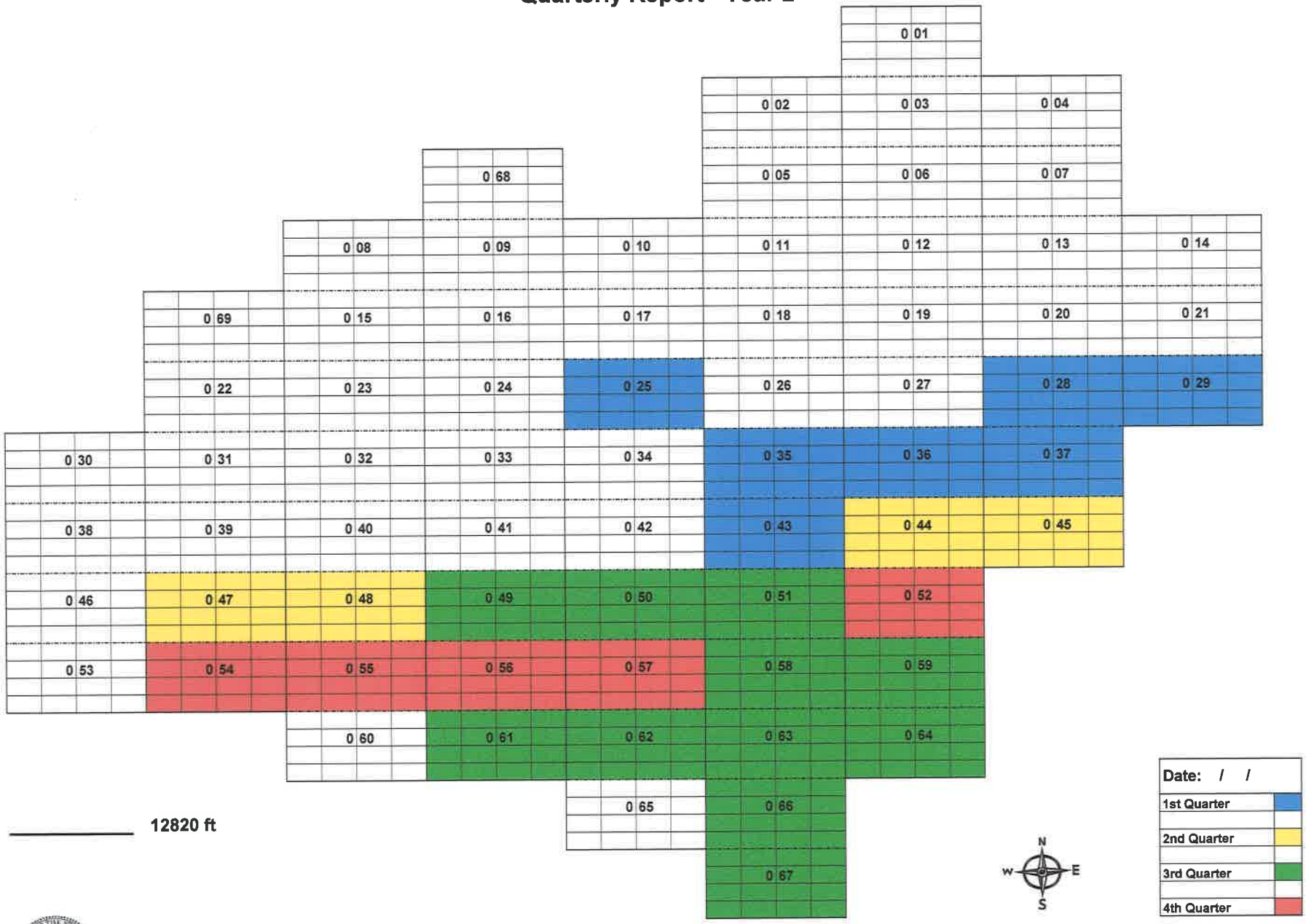
PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 26%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%

Quarterly Report - Year 2



HAMBLEN COUNTY, TENNESSEE

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THIRD INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:
URBAN 5564 RURAL 1230 COMM/IND 786 OTHER 156 TOTAL 7736
PERCENT OF PARCELS TO BE INSPECTED:
URBAN 72% RURAL 16% COMM/IND 10% OTHER 2% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

QTR 1: 31,32,38,39,31L,32E,32J,32K,32M,32N,32O,38L,39E,39F,39I,39J,39K,39L,39M,39N,39O,39P
QTR 2: 40,40A,40B,40C,40D,40E,40F,40G,40H,40I,40J,40K,40L,40O,40P
QTR 3: 41,46,53,41A,41B,41C,41D,41E,41F,41G,41H,41L,46D,46F,46K,53F,53C
QTR 4: 42,42A,42B,42C,42F,42G,42H,42I,42J,42K,42M,42O,42P

QUARTERLY INSPECTION SCHEDULE BY NUMBER OF PARCELS:

First Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1454 RURAL 323 COMM/IND 202 OTHER 40 TOTAL 2019

Second Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1617 RURAL 359 COMM/IND 225 OTHER 45 TOTAL 2246

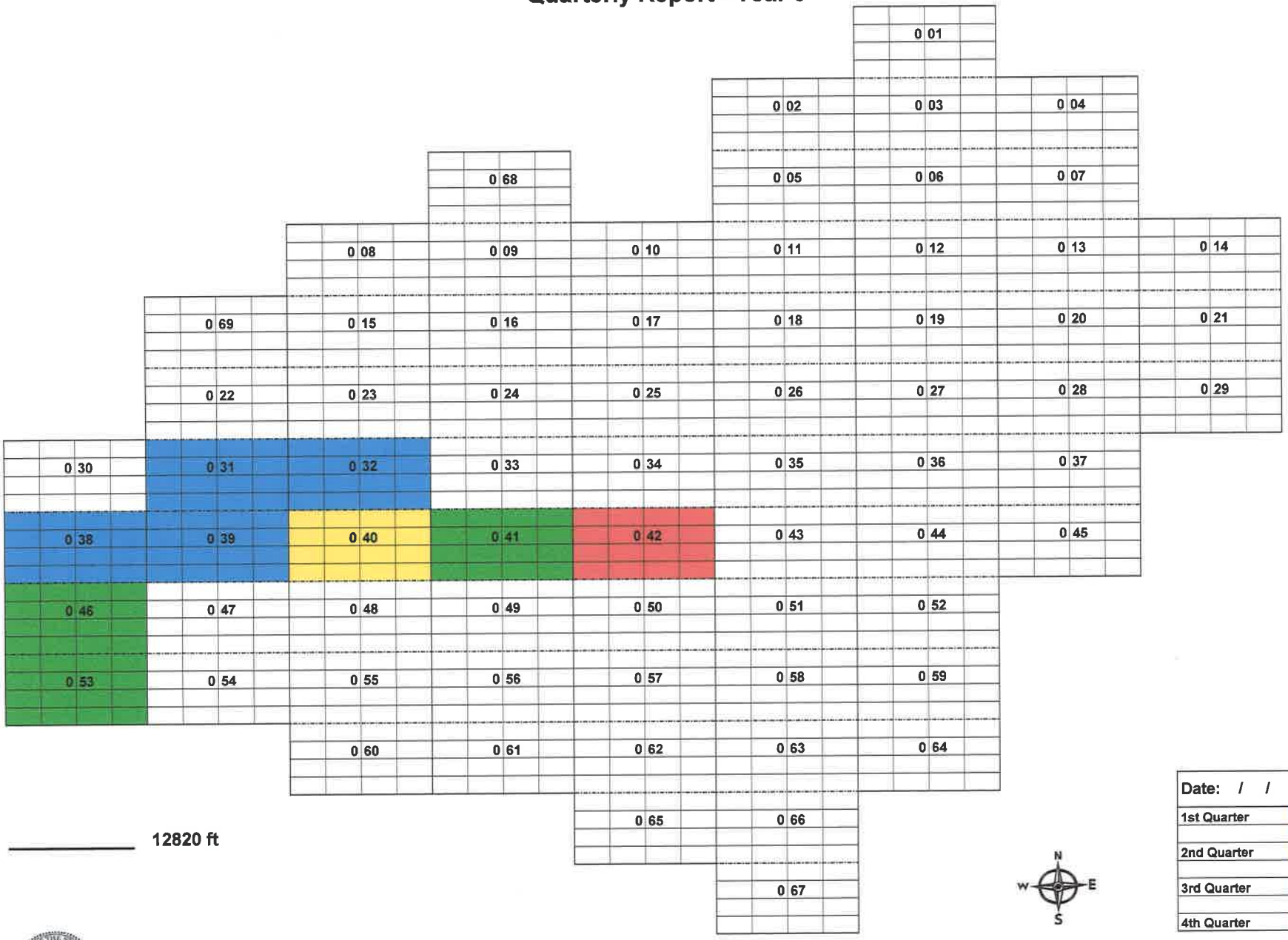
Third Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1289 RURAL 286 COMM/IND 179 OTHER 36 TOTAL 1790

Fourth Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1205 RURAL 262 COMM/IND 179 OTHER 35 TOTAL 1681

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 24%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR
Percentage of Inspected Parcels to be Reviewed:
URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%

Quarterly Report - Year 3



HAMBLEN COUNTY, TENNESSEE

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FOURTH INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:
URBAN 6615 RURAL 164 COMM/IND 1157 OTHER 373 TOTAL 8309
PERCENT OF PARCELS TO BE INSPECTED:
URBAN 80% RURAL 2% COMM/IND 14% OTHER 4% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

QTR 1: 18A,18B,18C,18I,18J,18K,18L,18M,18N,18O,18P,25A,25B,25C,25D,25E,25F,25G,25H,25I,25J
QTR 2: 33,25K,25M,25N,25O,25P,33A,33B,33C,33D,33E,33F,33G,33I,33J,33K
QTR 3: 34,33L,33M,33N,33O,33P,34A,34B,34C,34D,34F,34G,34H
QTR 4: 34I,34J,34K,34M,34N,34O,34P,56E

QUARTERLY INSPECTION SCHEDULE BY NUMBER OF PARCELS:

First Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1622 RURAL 41 COMM/IND 285 OTHER 91 TOTAL 2039

Second Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1848 RURAL 46 COMM/IND 325 OTHER 104 TOTAL 2323

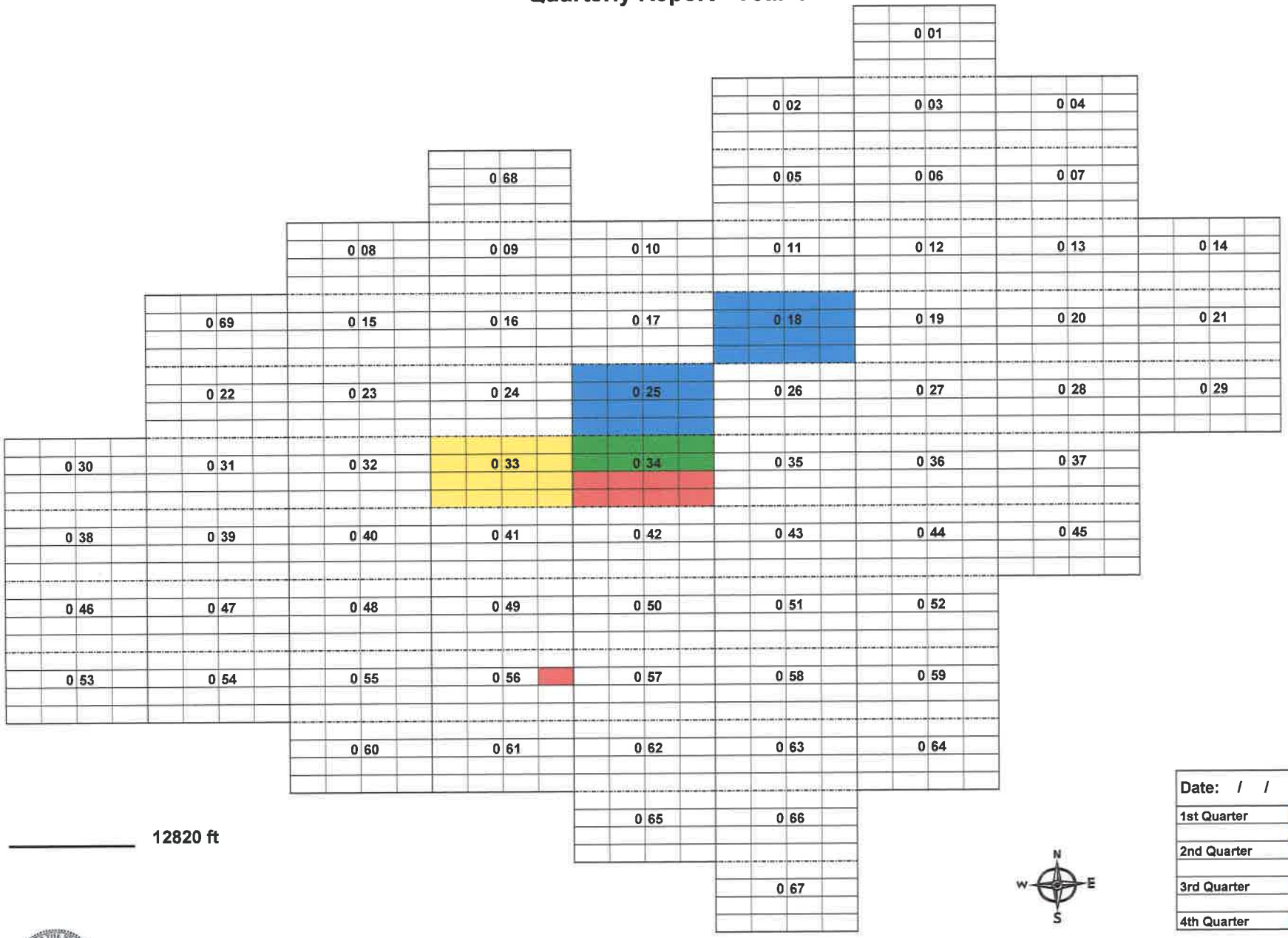
Third Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1684 RURAL 42 COMM/IND 297 OTHER 95 TOTAL 2118

Fourth Quarter:
NUMBER OF PARCELS TO BE INSPECTED:
URBAN 1461 RURAL 35 COMM/IND 251 OTHER 82 TOTAL 1829

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 26%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR
Percentage of Inspected Parcels to be Reviewed:
URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%

Quarterly Report - Year 4



Date: / /
1st Quarter
2nd Quarter
3rd Quarter
4th Quarter

HAMBLEN COUNTY, TENNESSEE

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NARRATIVE INFORMATION --- VISUAL INSPECTION

(Attach Additional Sheets If Needed.)

A. Personnel Needs: Two field reviewers, one mapper, one clerical and two keypunch operators should be considered a minimum number of staff for yearly assessment duties.

B. Office and Equipment Needs: Current office space, telephone service, and file cabinets for document storage are adequate for Assessor's personnel and for those times when Division of Property Assessment personnel will be working in the county during inspection cycles. Keypunch will be performed by Assessor of Property's staff so that no extra computers will be necessary until possibly the revaluation year.

C. Training planned and needed for Staff: The Assessor of Property's staff should attend any available appropriate IAAO and DPA courses or seminars and any necessary on the job training should be provided as needed.

D. Geographic Areas of Responsibility Assigned to Inspection Personnel: The Assessor of Property's two field reviewers will perform ongoing visual inspection prior to the reappraisal, picking up all new construction, physical property changes, sales verification, and correction of any omitted or incorrect property characteristics. Areas of responsibility will be assigned by the Assessor of Property or whomever they designate to assign those duties.

E. Production Rates: A goal of 25 residential, 13 rural, 5 commercial and industrial, and 1 exempt and mineral parcels should be averaged per day during visual inspection per field reviewer. Daily totals may vary at times due to the amount of new construction and maintenance, as well as weather allowances, experience, and pace of current or future reviewers.

F. Map Maintenance Schedule and Explanations: Map maintenance, including splits will be performed on a daily basis and verified sales information updated within a ninety day time frame. Sales forms will be completed for all WM and WN sales as well as all farm, commercials and industrial transactions, whether Q or D. All sales verification will be done as recommended by quidelines outlined in the sales and verification procedures approved by the State Board of Equalization.

G. Quality Assurance Efforts Planned: All updated information will be correlated for accuracy and a minimum of 5% of each quarters field review will be sampled for accuracy and completeness by the Assessor or whomever they designate to perform quality assurance. The Division will periodically monitor samples of all field work, mapping, sales procedures and verification, and any other administrative functions deemed appropriate on a quarterly basis throughout each year of the cycle leading up to revaluation.

SECTION II

REVALUATION YEAR OF CYCLE

	REVALUATION YEAR	2020
TOTAL PARCELS (Projected)	URBAN (1" = 100' Maps)	19633 (Except Com/Indus)
	RURAL (1" = 400' Maps)	8464 (Except Com/Indus)
	Commercial/Industrial	2791 (All Maps)
	OTHER	947
	TOTAL	31835

NARRATIVE INFORMATION – REVALUATION YEAR

(Attach Additional Sheets If Needed)

A. Personnel Needs: An additional part time clerk will be needed for keypunch, filing, and correlation during the revaluation year. Current staff is adequate for current projected needs.

B. Office Space and Equipment Needs (Space for State Personnel Providing Assistance): Adequate office space for available Division of Property Assessment employees with telephone services and file cabinets for document storage along with a set of 100' and 400' maps is required. Office space must contain adequate desks, chairs, and tables and be clean, private, and within easy access to the Assessor of Property and Register of Deeds offices. Any assistance provided by D.P.A. personnel will be determined by available financial and personnel resources in any given time period.

C. Use of Aerial Photographs: Aerial photographs or GIS ortho is recommended, if available, for adjusting tree lines and assisting in updating and correcting soil class information.

D. Assistance Request of Division of Property Assessments: Calculation of all land schedules and tables, calculation of all improvement and OBY rates and depreciation tables, and assistance in the valuation of commercial, industrial, leasehold, any special purpose properties, minerals, rural land and use value schedules. All assistance provided by D.P.A. personnel will be determined by available financial and personnel resources available in any given time period.

E. Development of Sales File: Sales verification will be maintained in accordance with quidelines approved by the State Board of Equalization.

F. Neighborhood Codes: Area or neighborhoods codes will be reviewed as visual inspection proceeds each year. Appropriate changes will be analyzed and changed as necessary during the revaluation year with assistance from and approval by, the D.P.A. Area codes on new splits or developments will be worked as transfers are worked.

G. Improvement Valuation

1. Base Cost Development: Assistance from the Division of Property Assessments.

2. Analysis: Assistance from the Division of Property Assessments.

3. OBY Structure Valuation: Assistance from the Division of Property Assessments in formulation of tables to be used in the valuation of OBY's, as needed.

4. Collection & Use of Income & Expense Information: The Assessor of Property's office will be responsible for mailing questionnaires and the Division of Property Assessment staff will assist in the analysis of the information.

5. Quality Assurance Efforts: A random sample of field work will be reviewed by the Assessor of Property or whoever the Assessor designates to do so. Error reports from the Divisions computer system will be worked throughout the project to maintain quality and consistency. Personnel from the Division of Property Assessments will monitor all work performed during the revaluation by the Assessor and their personnel and/or by whomever may be contracted by Hamblen

County to perform that work which includes, but will not be limited to, the field review, sales procedures, and the evaluation of all land and improvements as well as any other revaluation or

administrative functions performed during the revaluation as deemed to be necessary so as to maintain accuracy, consistency and equality throughout the revaluation cycle.

H. Land Valuation

1. Rural Land & Use Value: The Division of Property Assessments will calculate the rural land and use value schedules and will assist in the valuation of those large tracts which may need more technical assistance. The amount of assistance will vary depending on available Division personnel and financial resources as well as the extent and complication of the work to be done.

2. Residential/Small Tract: The Division of Property Assessments will assist county personnel in the establishing of charts and schedules which may be necessary so as to provide accurate, consistent, and fair valuation of residential/small tract properties. The number of Division personnel involved will be dependent upon personnel and financial resources available as well as the need established by the Division of Property Assessments prior to and during the revaluation.

3. Commercial & Industrial: The Division of Property Assessments will assist county personnel in valuing the land of certain commercial/industrial properties to the extent deemed necessary by Division management.

4. Quality Control: A random sample will be reviewed by the Assessor of Property or that person(s) assigned by the Assessor and will also be monitored periodically during the revaluation by Division personnel assigned by the regional supervisor of the Division of Property Assessments so as to ensure accuracy, consistency and equality.

I. Mineral and/or Leaseholds: The Division of Property Assessments will assist in identifying and valuing all mineral and leasehold properties.

J. Valuation Analysis

1. Detailed Analysis: Detailed sales and valuation analysis will be performed by the Division of Property Assessments throughout the project. The Assessor of Property's office will assist depending on available expertise.

2. Final Value Correlation: The Division of Property Assessments will assist the Assessor of Property's office in final value correlation.

K. Updating of Ownership Information: The Assessor of Property's office will be responsible for the updating of all ownership information on a daily basis.

L. New Construction: The Assessor of Property's field staff will be responsible for the measure and list of all new construction which should be kept current throughout the project.

M. Final Value Meeting: The regional supervisor and those personnel deemed necessary of the Division of Property Assessments, the Assessor of Property, and any pertinent Assessor's staff directly involved in the revaluation will meet to assess job performance, discuss final statistics and any necessary rate or schedule changes, final values of all classes of property, and to discuss any current concerns or potential problems which need to be immediately addressed so as to ensure a quality and consistent product has been completed. On occasion such meetings may be required to occur periodically throughout the revaluation if deemed necessary by Division management to evaluate ongoing progress and assure any special needs or problems are addressed.

N. Hearings (Formal and Informal): Informal hearing procedures will be established by the regional supervisor and the Assessor of Property based on potential personnel needs and whatever methods or areas of concern make those procedures appropriate. The Division of Property Assessments will assist the Assessor's office in the informal hearings which should run an estimated two weeks based on previous reappraisal history in Hamblen County. Division personnel will be made available based on need and available Division resources. Formal County Board of Equalization hearings will be performed by the local county board beginning in June and will proceed as directed by statutes. Division personnel will be available on a limited basis depending upon the type of assistance requested and pending approval by the regional supervisor.

O. Computer Appraisal System:

1. Do you currently use the State of Tennesse Integrated Multi Processing of Adminstrative & Cama Technology (IMPACT)? Yes__X__ No_____ If No, name of system currently in use.

2. Do you plan to change to another computer system during the reappraisal cycle covered in this plan? Yes _____ No __X__

If **yes**, detailed information must be included that defines the computer system and explains the county's plan of implementation.

REVALUATION PHASE DELINEATION CHART DESCRIPTIONS

A. ADMINISTRATION

1. Planning/Organizing - The time an administrator spends in establishing goals, policies and procedures and organizing the work activities for a timely completion of each reappraisal phase.
2. Directing/Controlling - The time an administrator spends in guiding and supervising personnel responsible for the accomplishment of the clerical and appraisal activities necessary to complete each phase.

B. CLERICAL

1. File Cleanup - Time required in the correction of file reports such as incorrect land codes, improvement types, property types, etc.
2. Acreage Correlation - Time required to compare acreage amounts on the property record card with the tax maps and to correct any discrepancies.
3. Inspection Corrections - Time required to correct all properties reviewed during the Inspection cycle.
4. Data Entry - Time required to key changes and corrections.
5. Processing/Screening - Time required to process and examine all data prior to data entry and to edit completed data upon return from data processing
6. Acreage Grid - Time required to calculate the acreage of each land grade on tracts that may be eligible for greenbelt.
7. Other - Time required performing other clerical duties necessary to the successful completion of the reappraisal program.

C. PRELIMINARY ANALYSIS OF FILE

1. Neighborhood Codes - Time required to review the current area code assignments and determine the need for any changes or corrections.
2. Improvement Types - Time required to review the current improvement types used and to determine any needed changes, corrections or additions.
3. OBY Structures - Time required to review the current status of the extra features as special buildings and to determine any needed changes, corrections or additions.

4. Small Tracts - Time required to review the current small tract listings for accuracy and consistency, and to review the methods used to establish values and to determine any needed changes or corrections.
5. Rural Land - Time required to review the current rural land listings for accuracy and consistency and to review the methods used to establish values and to determine any needed changes or corrections.
6. Income and Expense - Time required to review the commercial properties and to determine the methods and forms to be used in the collection of income and expense information.
7. Sales File Cleanup - Time required to review the status of the sales file using sales reports and deed inventories. The sales file should be up-to-date and listed correctly.
8. Override Properties - Time required reviewing the listing of properties that have an override code. Delete all override codes making any needed changes or corrections.

D. LAND VALUATION

1. Urban - Time required to analyze vacant and improved sales to determine appropriate units of comparison, to establish base lot values, front foot and square foot values as well as units buildable. Urban parcels are located on 1" - 100' or larger scaled maps.
2. Commercial/Industrial - Time required analyzing vacant and improved sales and to determine appropriate units of comparison as well as establish base front foot, square foot and acreage values.
3. Rural - Time required to analyze vacant and improved sales of 15 acres or greater and to determine a preliminary rural land schedule. Rural land listings should be changed or corrected as needed.
4. Small Tracts - Time required to analyze vacant and improved sales of parcels less than 15 acres on rural maps and to establish a small tract pricing guide. Small tract listings should be changed or corrected as needed.

E. IMPROVEMENT VALUATION

1. Base Cost - Time required to develop tentative market base rates for all I improvement types, utilizing sales of particular properties or in absence of sales an approved cost index service.
2. Factors - Time required determining the use, if any, of base rate factors or land factors.
3. Effective Ages - Time required to review the condition factors (effective ages) of all improvements and to adjust those improvements due to the change in the base year for depreciation calculations.
4. OBY Structures - Time required to develop and/or to update extra features and special buildings rates and depreciation tables.

F. SPECIAL PROPERTIES VALUATION

1. Commercial/industrial - Time required appraising special purpose properties such as large industrials, golf courses or recreational facilities.
2. Minerals - Time required to collect data and to appraise mineral interests.
3. Leaseholds - Time required analyzing the leases on fee exempt properties and to value leasehold interests.

4. Exempt Properties - Time required to review and to compare the approved exemption applications with a current exempt properties listing, and to determine any changes that may alter the exemptions status of the properties.
5. Other - Time required valuing other unique or complex properties that need additional resources for appraisal.

G. ASSESSOR FILE MAINTENANCE

1. New Construction - Time required to measure and list all new construction completed prior to the reappraisal date.

2. Mapping Splits - Time required for map maintenance during year prior to reappraisal.
3. Treelines/Land Grades - Time required to update tree lines and land grade changes on the tax maps and to correct the resulting land grade listing for the property.
4. Sales File - Time required to maintain an up-to-date-sales file during the year prior to the reappraisal date.

H. FINAL VALUATION REVIEW

1. Urban - Final determination of values for residential properties located on 1' = 100' or larger scaled maps.
2. Rural - Final determination of values for residential/farm properties located on 1"= 400' maps.
3. Use Schedule - Final review of the use schedule calculations and the greenbelt parcels listing.
4. Commercial/Industrial - Final determination of values on commercial and industrial properties on all maps.
5. Final Value Meeting - Meeting with the State Division of Property Assessments to review all phases of the completed reappraisal program for accuracy and completion. Appraisal change reports and all analysis reports should be reviewed to determine needed changes or corrections.
6. Final Analysis - Interpreting final sales analysis prior to printing assessment change notices and property record cards. Compiling pertinent appraisal tables, schedules, manuals and maps for future reference.

I. INFORMAL HEARINGS

1. Urban - Estimate the number of parcels that will be reviewed during the assessor's hearings.
2. Rural - Estimate the number of parcels that will be reviewed during the assessor's hearings.
3. Commercial/Industrial and Special Properties - Estimate the number of parcels that will be reviewed during the assessor's hearings.
4. Clerical - Maintaining files and appointment logs and processing appraisal changes including data entry.
5. Field Checks - Field reviews due to informal hearings.

J. FORMAL HEARINGS

1. County Board of Equalization - Appraisal and clerical personnel required to assist the County Board of Equalization during the reappraisal year.

COUNTY: HAMBLEN
2020 REAPPRAISAL

DIVISION OF PROPERTY ASSESSMENTS
REVALUATION PHASE DELINEATION CHART

PHASE (Reappraisal Activity)	UNITS M OR P	DAILY PROD RT	BEGINNING DATE	COMPLETION DATE	TOTAL MAN-MO	PERSONNEL (MAN-MO-TIME)
A: ADMINISTRATION						
PLAN/ORGANIZING	31,835	215	06-Jan-19	30-Jun-20	8.2	0.46
DIRECTING/CONTROLLING	31,835	160	06-Jan-19	30-Jun-20	9.8	0.54
B: CLERICAL						
FILE CLEANUP	0	0	06-Jan-19	30-Apr-19	0.0	0.00
ACREAGE CORELATION	0	0	02-Jun-19	13-Feb-20	0.0	0.00
INSP CYCLE CORRECTIONS	0	0	06-Jan-19	30-Apr-20	0.0	0.00
DATA ENTRY	0	0	02-Jun-19	27-Mar-20	0.0	0.00
PROCESSING/SCREENING	0	0	02-Jun-18	27-Mar-20	0.0	0.00
ACREAGE GRID	0	0	02-Jun-19	27-Mar-20	0.0	0.00
OTHER	0	0	02-Jun-19	27-Mar-20	0.0	0.00
C: PRELIMINARY ANALYSIS						
AREA CODES	1	1	06-Jan-19	30-Apr-19	0.1	0.01
IMPROVEMENT TYPE	1	1	06-Jan-19	30-Apr-19	0.1	0.01
EXTRA FEATURES	1	1	06-Jan-18	30-Apr-19	0.1	0.00
SMALL TRACTS	1	1	06-Jan-18	30-Apr-19	0.1	0.00
RURAL LAND	1	1	06-Jan-19	30-Apr-19	0.1	0.01
INCOME/EXPENSES	0	0	06-Jan-19	20-Feb-20	0.0	0.00
SALES FILE CLEANUP	1	1	06-Jan-19	20-Feb-20	0.1	0.00
OVERRIDE PROPERTIES	0	1	02-Jun-19	31-Dec-20	0.0	0.00
D: LAND VALUATION ASSISTANCE						
URBAN LAND	0	1	04-May-19	20-Feb-20	0.0	0.00
COMM/IND LAND	1	1	04-May-19	20-Feb-20	0.1	0.01
RURAL LAND	1	1	04-May-19	20-Feb-20	0.1	0.01
SMALL TRACTS	0	1	04-May-19	20-Feb-20	0.0	0.00
E: IMP VALUATION ASSISTANCE						
BASE RATES	80	30	07-Apr-19	30-Apr-19	0.2	0.19
FACTORS	9	3	07-Apr-19	30-Apr-19	0.2	0.22
EFFECTIVE AGES	1	1	04-May-19	20-Feb-20	0.1	0.01
XFSB (EXTRA FEATURES)	1	1	04-May-19	20-Feb-20	0.1	0.01
F: SPECIAL PROPERTIES ASSISTANCE						
COMM/IND	0	1	04-May-19	20-Feb-20	0.0	0.00
MINERALS	0	1	04-May-19	20-Feb-20	0.0	0.00
LEASEHOLDS	0	1	04-May-19	20-Feb-20	0.0	0.00
EXEMPT PARCELS	0	0	04-May-19	20-Feb-20	0.0	0.00
OTHER	10	5	04-May-19	20-Feb-20	0.1	0.01
G: ASSESSOR FILE MAINT						
NEW CONSTRUCTION	0	0	01-Jul-19	20-Feb-20	0.0	0.00
MAPPING SPLITS	0	0	01-Jul-19	08-Feb-20	0.0	0.00
TREELINES/LAND GRADES	0	0	01-Jul-19	20-Feb-20	0.0	0.00
SALES FILE	0	0	01-Jul-19	08-Feb-20	0.0	0.00
H: FINAL VALUE REVIEW ASSISTANCE						
URBAN	0	1	02-Jun-19	20-Feb-19	0.0	0.00
RURAL	0	1	02-Jun-19	20-Feb-20	0.0	0.00
USE SCHEDULE	0	1	12-Mar-20	13-Mar-20	0.0	0.00
COMM/IND	0	1	02-Jun-19	20-Feb-20	0.0	0.00
FINAL VALUE MEETING	0	1	13-Mar-20	14-Mar-20	0.0	0.00
FINAL ANALYSIS	1	1	06-Oct-19	06-Mar-20	0.1	0.01
I: INFORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE)						
URBAN (EST) 5%	0	1	27-Apr-20	08-May-20	0.0	0.00
RURAL (EST) 5%	0	1	27-Apr-20	08-May-20	0.0	0.00
COMM/IND (EST) 5%	0	1	27-Apr-20	08-May-20	0.0	0.00
CLERICAL (SUM OF ABOVE)	0	1	27-Apr-20	22-May-20	0.0	0.00
FIELD CHKS (15% OF HEAR)	0	1	27-Apr-20	21-May-20	0.0	0.00
J: FORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE)						
CO BD OF EQ (25% OF INF)	0	0	01-Jun-20	19-Jun-20	0.0	0.00

TOTAL ADMINISTRATIVE PERSONNEL REQUIRED	(Sum of Phase "A")	1.00
TOTAL CLERICAL PERSONNEL REQUIRED	(Sum of Phase "B")	0.00
TOTAL APPRAISAL PERSONNEL REQUIRED	(Sum of Phases "C" thru "J")	0.50

* NOTE:
BLACK = ASSESSOR'S RESPONSIBILITY
RED = DIVISION OF PROPERTY ASSESSMENTS RESPONSIBILITY and/or ASSISTANCE

ENTER AS: 03/03/15

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.00
0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.00
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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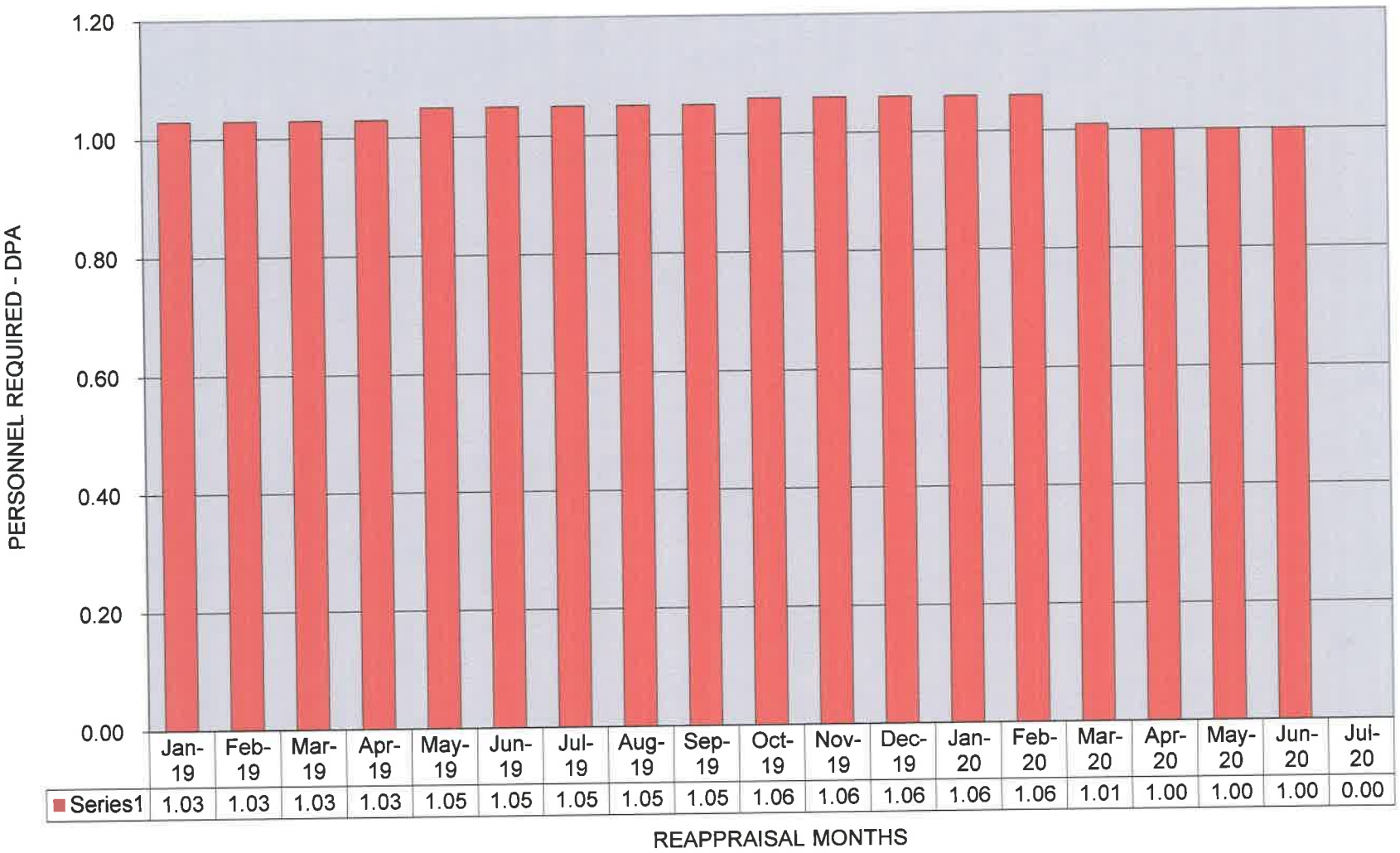
1.03	1.03	1.03	1.03	1.05	1.05	1.05	1.05	1.05	1.06	1.06	1.06	1.06	1.06	1.01	1.00	1.00	1.00	0.00

HAMBLEN COUNTY
2020 REAPPRAISAL
DPA



	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
Series1	1.03	1.03	1.03	1.03	1.05	1.05	1.05	1.05	1.05	1.06	1.06	1.06	1.06	1.06	1.01	1.00	1.00	1.00	0.00

Return to Committee Cover Page

COUNTY: HAMBLEN
2020 REAPPRAISAL

ASSESSOR OF PROPERTY ASSESSMENTS
REVALUATION DELINEATION CHART

PHASE (Reappraisal Activity)	UNITS M OR P	DAILY PROD RT	BEGINNING DATE	COMPLETION DATE	TOTAL MAN-MO	PERSONNEL (MAN-MO-TIME)
A: ADMINISTRATION						
PLAN/ORGANIZING	31,835	195	02-Jan-19	30-Jun-20	9.1	0.50
DIRECTING/CONTROLLING	31,835	195	02-Jan-19	30-Jun-20	9.1	0.50
B: CLERICAL						
FILE CLEANUP	0	0	02-Jan-19	30-Apr-19	0.0	0.00
ACREAGE CORELATION	0	0	01-May-19	31-Mar-20	0.0	0.00
INSP CYCLE CORRECTIONS	0	0	02-Jan-19	31-May-19	0.0	0.00
DATA ENTRY	31,734	180	01-May-19	31-Mar-20	9.8	0.88
PROCESSING/SCREENING	0	0	01-May-19	31-Mar-20	0.0	0.00
ACREAGE GRID	0	0	01-May-19	30-Jun-20	0.0	0.00
OTHER	0	0	01-May-19	30-Jun-20	0.0	0.00
C: PRELIMINARY ANALYSIS						
AREA CODES	0	1	02-Jan-19	30-Apr-19	0.0	0.00
IMPROVEMENT TYPE	0	1	02-Jan-19	30-Apr-19	0.0	0.00
EXTRA FEATURES	0	1	02-Jan-19	30-Apr-19	0.0	0.00
SMALL TRACTS	0	1	02-Jan-19	30-Apr-19	0.0	0.00
RURAL LAND	0	1	02-Jan-19	30-Apr-19	0.0	0.00
INCOME/EXPENSES	0	1	02-Jun-19	31-Mar-20	0.0	0.00
SALES FILE CLEANUP	0	1	02-Jan-19	20-Jan-20	0.0	0.00
OVERRIDE PROPERTIES	0	1	01-May-19	31-Dec-19	0.0	0.00
D: LAND VALUATION ASSISTANCE						
URBAN LAND	19,633	300	01-May-19	31-Mar-20	3.6	0.33
COMM/IND LAND	2,791	100	01-May-19	31-Mar-20	1.6	0.14
RURAL LAND	8,464	150	01-May-19	31-Mar-20	3.1	0.28
SMALL TRACTS	0	1	01-May-19	31-Mar-20	0.0	0.00
E: IMP VALUATION ASSISTANCE						
BASE RATES	0	1	01-Apr-19	30-Apr-19	0.0	0.00
FACTORS	0	1	01-Apr-19	30-Apr-19	0.0	0.00
EFFECTIVE AGES	25413	450	01-May-19	31-Mar-20	3.1	0.28
XFSB (EXTRA FEATURES)	25413	450	01-May-19	31-Mar-20	3.1	0.28
F: SPECIAL PROPERTIES ASSISTANCE						
COMM/IND	0	1	01-May-19	31-Mar-20	0.0	0.00
MINERALS	1	1	01-May-19	31-Mar-20	0.1	0.00
LEASEHOLDS	1	1	01-May-19	31-Mar-20	0.1	0.00
EXEMPT PARCELS	895	200	01-May-19	31-Mar-20	0.3	0.02
OTHER	0	0	01-May-19	01-Mar-20	0.0	0.00
G: ASSESSOR FILE MAINT						
NEW CONSTRUCTION	900	20	01-Jul-19	31-Mar-20	2.5	0.27
MAPPING SPLITS	450	50	01-Jul-19	31-Jan-20	0.5	0.07
TREELINES/LAND GRADES	0	0	01-Jul-19	31-Mar-20	0.0	0.00
SALES FILE	2,700	50	01-Jul-19	31-Jan-20	3.0	0.42
H: FINAL VALUE REVIEW ASSISTANCE						
URBAN	19,633	250	01-May-19	31-Jan-20	4.4	0.48
RURAL	8,464	100	01-May-19	31-Jan-20	4.7	0.51
USE SCHEDULE	0	0	15-Mar-20	16-Mar-20	0.0	0.00
COMM/IND	2,791	50	01-May-19	31-Jan-20	3.1	0.34
FINAL VALUE MEETING	0	0	15-Mar-20	16-Mar-20	0.0	0.00
FINAL ANALYSIS	0	0	01-Nov-19	31-Mar-20	0.0	0.00
I: INFORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE)						
URBAN (EST) 5%	982	100	20-Apr-20	10-May-20	0.6	0.82
RURAL (EST) 5%	423	70	20-Apr-20	10-May-20	0.3	0.50
COMM/IND (EST) 5%	140	25	20-Apr-20	10-May-20	0.3	0.47
CLERICAL (SUM OF ABOVE)	0	0	20-Apr-20	10-May-20	0.0	0.00
FIELD CHKS (15% OF HEAR)	232	60	20-Apr-20	10-May-20	0.2	0.32
J: FORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE)						
CO BD OF EQ (25% OF INF)	0	0	01-Jun-20	12-Jun-20	0.0	0.00

TOTAL ADMINISTRATIVE PERSONNEL REQUIRED	(Sum of Phase "A")	1.00
TOTAL CLERICAL PERSONNEL REQUIRED	(Sum of Phase "B")	0.88
TOTAL APPRAISAL PERSONNEL REQUIRED	(Sum of Phases "C" thru "J")	5.53

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ENTER AS: 03-Mar-15

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.00
0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.88	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.27	0.27	0.27	0.27	0.27	0.27	0.27	0.27	0.27	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.48	0.48	0.48	0.48	0.48	0.48	0.48	0.48	0.48	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.82	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.47	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.32	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.00	1.00	1.00	1.00	4.54	4.54	5.30	5.30	5.30	5.30	5.30	5.30	5.30	3.48	3.48	1.00	3.11	1.00	0.00

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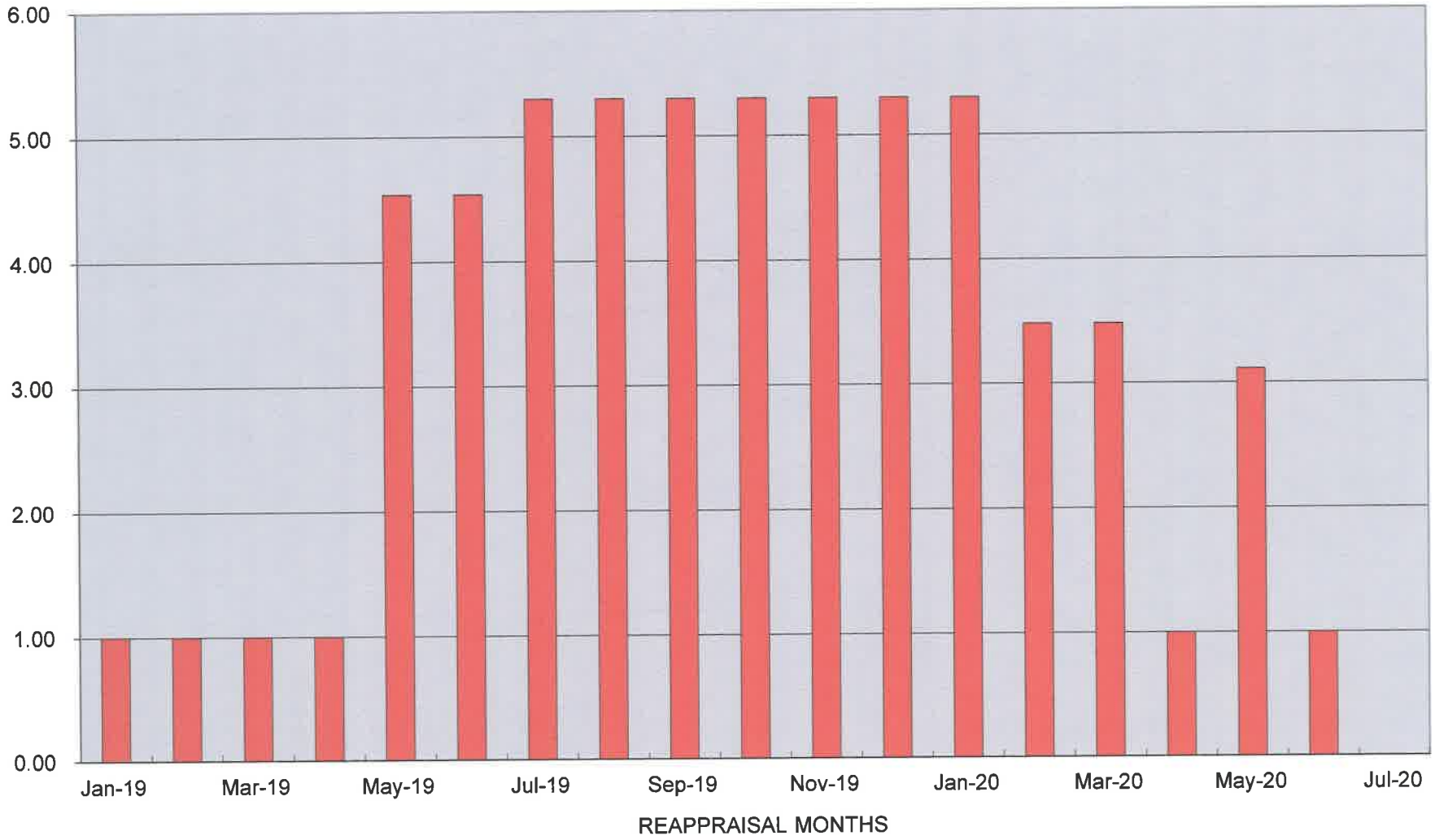
HAMBLEN COUNTY
2015 REAPPRAISAL
ASSESSOR



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ASSESSOR'S PERSONNEL ASSIGNMENT

1. Position: Property Assessor Name: KEITH ELY
Phase Responsibility: Administrative.
Appraisal Experience and Training: 11 Years. Assessor

2. Position: Reappraisal Manager Name: BOBBY DAVIS

Phase Responsibility: Supervisor of field inspections and review.
Appraisal Experience and Training: 15 Years.

3. Position: Chief Deputy Name: NANCY GREGG
Phase Responsibility: Key Punch
Appraisal Experience and Training: 39 Years.

4. Position: Field Appraisal Name: TODD MARSHALL
Phase Responsibility: Field Review
Appraisal Experience and Training: 9 Years

5. Position: Mapping Coordinator Name: Marsha Hopkins
Phase Responsibility: Mapping
Appraisal Experience and Training: 24 Years

6. Position: Sales Coordinator Name: Suzanne Smith
Phase Responsibility: Sales Information
Appraisal Experience and Training: 14 Years

This Plan is hereby submitted for Reappraisal of Hamblen County as required by TCA 67-5-1601.

_____ _____
ASSESSOR OF PROPERTY (Signature) (Date)

REVIEWED BY:

_____ DATE _____
COUNTY EXECUTIVE (Signature)

RESOLUTION BY COUNTY COMMISSION:
(required for 4 or 5 year cycle)

APPROVED_____ (Attach Copy of Resolution)

DISAPPROVED_____

_____ DATE _____
CHAIRMAN, COUNTY COMMISSION (Signature)

DATE SUBMITTED TO STATE BOARD OF EQUALIZATION: _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING
A CONTINUOUS FIVE (5) YEAR REAPPRAISAL CYCLE

WHEREAS, Tennessee Code Annotated Section 67-5-1601 establishes a general six (6) year reappraisal for updating and equalizing property values for every county in Tennessee for property tax purposes, and

WHEREAS, a six (6) year reappraisal program consists of an on-site review of each parcel of real property over a five-year period followed by revaluation of all such property in the year following completion of the review period and includes a current value updating during the third year of the review cycle and sales ratio studies during the second and fifth years of the review cycle, and

WHEREAS, Chapter 318 of the 1997 Public Acts provides upon the approval of the assessor and upon the adoption by majority approval vote of the county legislative body, the reappraisal program may be completed by a continuous five (5) year cycle comprised of an on-site review of each real property over a four (4) year period followed by revaluation of all such property in the year following completion of the review period, and

WHEREAS, the county legislative body of HAMBLEN County understands that by approving such a five (5) year reappraisal cycle a sales ratio study will be conducted during the second and fourth years of the review cycle and the centrally assessed properties and commercial/industrial tangible personal property will be equalized by the sales ratio adopted by the State Board of Equalization;

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of HAMBLEN County, meeting in _____ session on this the _____ day of _____, _____, that:

PURSUANT to Tennessee Code Annotated Section 67-5-1601, as amended by Chapter 318 of the 1997 Public Acts, reappraisal shall be accomplished in HAMBLEN County by a continuous five (5) year cycle beginning _____, comprised of an on-site review of each parcel of real property over a four (4) year period followed by revaluation of all such property for tax year _____.

Adopted this _____ day of _____, _____.

APPROVED:

_____
County Mayor

ATTEST:

_____
County Clerk

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Part 16
—Periodic Reappraisal and Equalization

Sec.

67-5-1601. General provisions — Administration — Costs — Penalty for failure to comply.
67-5-1602. Repayment of reappraisal loans.
67-5-1603. Equalization of assessments based on reappraisals.
67-5-1604. Appraisal ratio studies.
67-5-1605. Periodic appraisal ratio studies required.
67-5-1606. Annual overall ratio of appraisal — Ratios for classifications — Public utility property.
67-5-1607. [Repealed.]
67-5-1608. When penalty and interest attach.
67-5-1609. Untimely completion of program — Notice — Extension of reappraisal.

67-5-1601. General provisions — Administration — Costs — Penalty for failure to comply. —

(a) (1) Reappraisal shall be accomplished in each county by a continuous six-year cycle comprised of an on-site review of each parcel of real property over a five-year period, or, upon approval of the state board of equalization, by a continuous four-year cycle comprised of an on-site review of each parcel of real property over a three-year period, followed by revaluation of all such property in the year following completion of the review period. Alternatively, if approved by the assessor and adopted by a majority vote of the county legislative body, the reappraisal program may be completed by a continuous five-year cycle comprised of an on-site review of each parcel of real property over a four-year period followed by revaluation of all such property in the year following completion of the review period. The board may consider a plan submitted by an assessor which would have the effect of maintaining real property values at full value as defined by law on a schedule at least as frequent as outlined in this section. In counties which have adopted a four-year or five-year reappraisal cycle, there shall be no updating or indexing of values as there is in counties with a six-year cycle.

(2) In the third year of the review cycle, there shall be an updating of all real property values if the overall level of appraisal for the jurisdiction is less than ninety percent (90%) of fair market value. If the overall level of appraisal for the jurisdiction is greater than or equal to ninety percent (90%) of fair market value, any subclass of property not having a level of appraisal within ten percent (10%) of the overall level of appraisal for the jurisdiction shall be updated to the overall level of appraisal. Further, any group of property within a subclass not having a level of appraisal within ten percent (10%) of the level of appraisal for that subclass shall be updated to the level of appraisal for that subclass. If land market values of farm property in the county are not updated, land use values for land classified as agricultural, forest and open space pursuant to §§ 67-5-1001 — 67-5-1050 will not be updated. When values are updated, the factors or appraisal table changes used to effect the update shall be as determined by the state board of equalization.

(3) Reappraisal shall be accomplished in each county on a four-year cycle, comprised of an on-site review of each parcel of real property over a three-year period, followed by revaluation of all such property in the year following completion of the review period. The board shall consider a plan submitted by an assessor which would have the effect of maintaining real property values at full value as defined by law on a schedule at least as frequent as outlined in this subsection, and if the board finds the plan would achieve this effect, the plan shall be implemented in lieu of indexing. During the

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review cycle between revaluations, new improvements discovered by on-site review or otherwise shall be valued on the same basis as similar improvements were valued during the last revaluation or otherwise as necessary to achieve equalization of such values, subject to application of periodic value indexes established by the board.

(4) The assessor of property shall maintain a program of real property sales verification in accordance with procedures and rules established by the state board of equalization. The assessor of property shall maintain documentation of the reason for rejection of any sale rejected by the assessor for use in analyzing appraisals.

(b) Any city lying in more than one (1) county shall be reappraised under a separate plan of reappraisal on a cycle determined by the board. The reappraisal shall be accomplished under contract with the state division of property assessments unless the city has established an assessment office separate from the county in which it lies.

(c) (1) (A) Subject to funding, the state shall pay a per-parcel grant to local governments to assist in the cost of reappraisal. The grant shall be determined by the division of property assessments and approved by the board. Such funds shall be expended solely for the purpose for which the grant was made.

(B) The state grant for any county in a four-year or five-year reappraisal program shall be limited to the amount, as determined by the division of property assessments, which would have been paid to the county had it remained on a six-year reappraisal program.

(2) In the absence of any agreement between the county and the cities thereof imposing a property tax, local costs of reappraisal of properties within a city shall be paid one-half (½) by the county and one-half (½) by the city. Any city paying one-half (½) of local costs of reappraisal pursuant to this section shall pay those costs directly to the county government with jurisdiction over the property being reappraised, and shall pay those costs during the fiscal year in which the reappraisal is finalized.

(3) The assessor of property shall submit such plans and reports for reappraisal as the board shall require. The board, with the assistance of the division of property assessments, has the power to approve, modify or disapprove any proposed plan

submitted by the assessor of property, including the power to specify or approve any proposed computer assisted appraisal system pursuant to minimum standards which the board shall adopt in considering a proposed system. All work is subject to the supervision and approval of the director of property assessments. The division shall supervise and direct all reappraisals and revaluation programs, to the cost of which the state of Tennessee contributes.

(4) Where the on-site review is undertaken by the county assessor of property and the county assessor's staff or a professional firm is employed to carry out this work, the division shall monitor the on-site review conducted by the county or the professional firm.

(d) (1) The assessor of property of each county shall prepare a plan for carrying out the requirements of this section and §§ 67-5-1602 — 67-5-1604, in the assessor's taxing jurisdiction, such plan to be submitted to the county mayor and the county legislative body for review in such form, manner and time as shall be determined by the board.

(2) At such time as shall be determined by the board, the assessor shall submit the plan and any pertinent resolution of the county legislative body stating its approval or disapproval to the board for the board's approval or other action.

(3) Prior to the execution of any contract for reappraisal, the county legislative body shall make appropriate arrangements to finance such contract.

(e) Whenever the classification or assessed value of property is changed as a result of reappraisal, the property owner shall be entitled to notice of such change as otherwise provided by law at least ten (10) calendar days before the local board of equalization commences its annual session and, in addition, shall be given the opportunity to appear at an informal hearing on a day or days scheduled for such hearings. Written notice of any action taken as a result of such hearings shall be sent at least ten (10) days prior to the county board adjournment.

(f) Upon a finding by the division that the assessor of property or the county is unable or unwilling to comply with the requirements under this part, including submission of any necessary plan of compliance required by the board, the director of the division shall

report such finding to the board. The board shall notify the assessor of property and the county mayor of the nature of the noncompliance and shall indicate the action required to correct such noncompliance. Failure on the part of the assessor or the county to comply within forty-five (45) days of such notification shall result in the withholding of any or all of the state grant for reappraisal scheduled to be received by the county according to the provisions of this part until such deficiency is corrected. If satisfactory action is not taken by the assessor or the county to correct the noncompliance within forty-five (45) days from the date that funds are withheld, the board shall direct the division, and the division shall thereupon be authorized to take such steps as are necessary to ensure compliance with the requirements of this part, and the county found in noncompliance shall reimburse the state for all costs incurred by the state pursuant to this action. If such costs are not reimbursed to the state within ninety (90) days of the date of an invoice for such costs, the state may recover its costs through the deduction of such costs from any state-shared taxes as identified in § 4-31-105, otherwise due the county.

(g) The initial schedule of review and revaluation under this section shall be as determined by the board. The board may specify a four-, five- or six-year cycle for the initial scheduling of review and revaluation under this section; provided, that approval of the county legislative body shall be required to move a mid-cycle updating of values from an existing reappraisal plan, and any revised plan longer than five (5) years shall include a mid-cycle updating of values pursuant to subsection (b).

(h) **(1)** There shall also be an updating of the localized and nonoperating real property of public utilities in each county, and such shall be accomplished in the same year as other locally assessed properties.

(2) All assessing and updating of operating properties of public utility companies shall be done by the comptroller of the treasury in accordance with part 13 of this chapter.

(3) All expenses for assessing and updating operating properties of public utilities shall be paid by the comptroller of the treasury.

(i) As part of any reappraisal program conducted pursuant to the provisions of this part, the assessor of property of each county shall identify all cemeteries having historic value as determined by the county historian and the cemetery advisory committee. Every

cemetery having one (1) or more tombstones shall be indicated on the tax maps by an appropriate symbol prescribed by the state board of equalization. Any cemetery which is not less than one fourth (¼) of an acre shall be identified as a separate parcel and contain the appropriate symbol.

[Acts 1980, ch. 820, § 1; 1982, ch. 757, § 1; T.C.A., § 67-680; Acts 1984, ch. 764, § 3; 1986, ch. 714, §§ 1-4; 1988, ch. 883, §§ 1, 2; 1989, ch. 495, §§ 1, 2, 8; 1992, ch. 752, §§ 1-3; 1993, ch. 328, §§ 1, 2; 1994, ch. 701, § 1; 1995, ch. 305, § 128; 1997, ch. 318, §§ 1-8; 2003, ch. 7, § 1; 2003, ch. 90, § 2.]

67-5-1602. Repayment of reappraisal loans. —

(a) (1) Upon request by any city or county having an unpaid balance on a loan previously made from state funds for a prior reappraisal program, the remaining unpaid balance on the prior reappraisal loan shall be added to any new loan made from state funds to a city or county to finance a new reappraisal program, and repayment will follow the repayment schedule of the new reappraisal program.

(2) The remaining unpaid balance on the prior reappraisal loan shall be repaid at the same rate of interest as provided for in the original note.

(b) (1) Any new loan to any county or city shall be repayable to the state in five (5) annual installments with interest at an annual rate of six percent (6%).

(2) The first payment shall be due one (1) year from the date the reappraisal program is completed and approved by the director of the division of property assessments.

(c) In the event of a default by a county or city in the repayment of loans provided by the state, the director of the division of property assessments shall notify the commissioner of finance and administration of the default and the amount thereof; whereupon, the commissioner shall pay over to the state out of any revenue due the general fund of the defaulting county sums to pay the amount in arrears.

[Acts 1980, ch. 820, § 2; 1981, ch. 124, § 1; T.C.A., § 67-681; Acts 1989, ch. 495, § 3.]

67-5-1603. Equalization of assessments based on reappraisals. —

(a) (1) After a reappraisal program has been completed and approved by the director of property assessments, the value so determined shall be used as the basis of assessments and taxation for property that has been reappraised.

(2) The local assessor of property and county boards of equalization may adjust individual assessments in accordance with other facts and information relevant to the proper assessment of the property.

(3) No such changed assessments for individual taxpayers shall result in inequality or destroy the uniformity of assessment intended to be achieved by the reappraisal program.

(b) In the event the assessor shall fail to equalize on the basis of the completed reappraisal program, together with other proper considerations in individual cases, it shall become the duty of the county board of equalization immediately to do so in order that equality and uniformity of assessment may be achieved.

(c) (1) It is the duty of the state board of equalization to determine whether standards set by it have been met in each county reappraisal program, and whether such reappraisal program, when completed, has been adopted and used as the basis of the new assessments in such county.

(2) In the event such reappraisals have not been made the basis of the new assessments in the county, in accordance with the provisions of §§ 67-5-1601 — 67-5-1604, it is the duty of the state board to direct and order that there be an equalization in such county based upon such reappraisal program and other proper considerations brought to the attention of the board, and the state board in such cases shall make the necessary adjustments in the amount of individual assessments on the roll and issue other appropriate orders as may be necessary to accomplish the purpose and mandate of §§ 67-5-1601 — 67-5-1604.

[Acts 1980, ch. 820, § 3; T.C.A., § 67-682.]

67-5-1604. Appraisal ratio studies. —

(a) The division of property assessments shall conduct appraisal ratio studies in all counties of the state in such manner and at such time as shall be determined by the state board of equalization.

(b) The purpose of these studies shall be to assist the board through the division of property assessments to effect the assessment of all property throughout the state in accordance with the constitution and laws of Tennessee.

(c) Based upon these studies and other pertinent information which may be available, the division of property assessments, with approval of the state board of equalization, shall develop a plan and proceed to carry out the reappraisal and equalization programs in each county of the state.

[Acts 1980, ch. 820, § 4; T.C.A., § 67-683.]

67-5-1605. Periodic appraisal ratio studies required. —

(a) The state board of equalization has the responsibility to determine whether or not property within each county of the state has been valued and assessed in accordance with the constitution and laws of Tennessee.

(b) (1) In order to assist the board in its determination, the division of property assessments shall conduct appraisal ratio studies in all counties of the state at least every two (2) years unless otherwise determined by the board.

(2) Such studies shall determine applicable ratios by dividing the appraised values of property as shown on the official assessment records by the qualified selling prices of such properties.

(3) If a sufficient number of qualified sales do not exist for a subclass of property in a jurisdiction, appraisals of representative properties in that subclass may be used to supplement any existing sales in determining the ratios required by this section and § 67-5-1606.

(4) These appraisal ratio studies and any other pertinent information which may be available shall be used by the board to determine whether or not the property in each county has been assessed by the assessor of property as required by the constitution and laws of the state.

(5) Indexes to be used for revaluation shall be developed separately for each subclass of property based upon acceptable sales or appraisal data of representative properties in the subclass, or upon other relevant data. Multiple indexes within a subclass shall be developed as appropriate to recognize differential rates of change in values of property based on location, type of use, or other appropriate basis. A minimum sample size of one hundred (100) acceptable sales shall be used if available, otherwise all acceptable sales shall be used.

(c) In the event that it is determined by the board that the property in any county has not been valued and assessed in accordance with the constitution and laws of Tennessee, it shall notify the assessor of property of such county regarding such steps as may be necessary to be taken by the assessor to bring the values and assessments of property in the assessor's taxing jurisdiction in compliance with the laws of the state.

[Acts 1980, ch. 827, § 1; 1983, ch. 235, § 1; T.C.A., § 67-684; Acts 1989, ch. 495, § 4.]

67-5-1606. Annual overall ratio of appraisal — Ratios for classifications — Public utility property. —

(a) Based upon the appraisal ratio studies and other pertinent information, the state board of equalization shall annually determine the overall ratio of appraisal for property

in each county of the state.

(b) In addition, the board may also determine ratios for the respective classifications of property for each county.

(c) The state board of equalization shall each year certify to the comptroller of the treasury appraisal levels, as are determined by the board for each county, to be used by the commission for purposes of computing the assessments of public utility properties.

[Acts 1980, ch. 827, § 2; 1983, ch. 235, § 2; T.C.A., § 67-685; Acts 1995, ch. 305, § 129.]

67-5-1608. When penalty and interest attach. —

In the event that in the year a reappraisal program is completed, the values established in such reappraisal program are turned over to the county after October 1 of such year, no penalty and interest shall be added until five (5) months following the tax roll completion date as evidenced by written notification from the assessor of property to the trustee, specifically stating the date the tax roll was delivered to the trustee.

[Acts 1907, ch. 602, § 48; Shan., § 865a2; Acts 1923, ch. 77, § 1; mod. Code 1932, § 1547; Acts 1971, ch. 380, § 1; 1976, ch. 429, § 1; modified; Acts 1982, ch. 883, §§ 1-3; 1983, ch. 62, §§ 1, 2; 1983, ch. 430, § 2; T.C.A. (orig. ed.), § 67-1105(c); Acts 1989, ch. 495, § 6.]

67-5-1609. Untimely completion of program — Notice — Extension of reappraisal. —

Upon a determination by the county mayor that a reappraisal program may not be completed timely whereby notices of reappraised values will be mailed to taxpayers prior to July 1 of the tax year scheduled for completion, the county mayor shall notify in writing the executive secretary to the state board of equalization of the possibility that the program may not be completed timely and the reasons therefor, no later than the preceding December 1. The state board of equalization shall then evaluate the program

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to determine whether an extension of time to complete the reappraisal program is justified, and shall notify the county mayor accordingly. Unless the board has given notice to the county mayor no later than February 1 of the tax year scheduled for completion that the program is to be completed and the reappraised values used for that tax year, the county governing body may act to extend the reappraisal until the next tax year; provided, that all values will be updated to January 1 next following, with all costs of such updating being borne directly and exclusively by the county and cities, if the reappraisal program is conducted by the county, the state of Tennessee, if the reappraisal program is conducted by the state, or in accordance with a binding agreement between the county and the private contractor, if the reappraisal program has been contracted to a non-government entity.

[Acts 1984, ch. 675, § 1; 2003, ch. 90, § 2.]

JUR	TAXYR	CMAP	TOTPCL	TOTRES	RESVAC	RESIMP	TOTFARM	FARMVAC	FARMIMP	TOTCI	CIVAC	CIIMP	EXEMPT	MINERALS
32	2015	3	3	0	0	0	1	0	1	0	0	0	2	0
32	2015	5	6	2	1	1	1	0	1	0	0	0	3	0
32	2015	6	140	98	17	81	37	10	27	2	0	2	3	0
32	2015	7	29	18	5	13	10	2	8	1	0	1	0	0
32	2015	009O	50	48	15	33	2	0	2	0	0	0	0	0
32	2015	10	35	27	8	19	4	2	2	0	0	0	4	0
32	2015	010L	110	110	22	88	0	0	0	0	0	0	0	0
32	2015	010M	26	26	8	18	0	0	0	0	0	0	0	0
32	2015	11	240	203	41	162	23	3	20	5	0	5	9	0
32	2015	011D	164	164	148	16	0	0	0	0	0	0	0	0
32	2015	011I	164	162	19	143	0	0	0	0	0	0	2	0
32	2015	011N	40	40	4	36	0	0	0	0	0	0	0	0
32	2015	011O	53	52	7	45	1	1	0	0	0	0	0	0
32	2015	011P	36	36	7	29	0	0	0	0	0	0	0	0
32	2015	12	268	209	42	167	47	10	37	10	1	9	2	0
32	2015	012B	53	53	0	53	0	0	0	0	0	0	0	0
32	2015	012G	18	18	2	16	0	0	0	0	0	0	0	0
32	2015	012K	23	23	2	21	0	0	0	0	0	0	0	0
32	2015	13	141	108	19	89	23	2	21	7	1	6	3	0
32	2015	013O	29	25	4	21	0	0	0	4	0	4	0	0
32	2015	013P	97	85	9	76	0	0	0	8	0	8	4	0
32	2015	15	16	12	3	9	2	0	2	0	0	0	2	0
32	2015	015E	40	40	17	23	0	0	0	0	0	0	0	0
32	2015	16	114	84	26	58	24	5	19	1	0	1	5	0
32	2015	016L	143	143	134	9	0	0	0	0	0	0	0	0
32	2015	016O	14	14	8	6	0	0	0	0	0	0	0	0
32	2015	17	281	224	38	186	21	3	18	22	3	19	14	0
32	2015	017C	77	77	75	2	0	0	0	0	0	0	0	0
32	2015	017D	71	71	7	64	0	0	0	0	0	0	0	0
32	2015	017E	64	64	17	47	0	0	0	0	0	0	0	0
32	2015	017F	75	74	23	51	0	0	0	0	0	0	1	0
32	2015	017I	49	49	16	33	0	0	0	0	0	0	0	0
32	2015	017J	15	15	1	14	0	0	0	0	0	0	0	0
32	2015	017K	134	134	21	113	0	0	0	0	0	0	0	0

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32	2015	017L		69	67	7	60	0	0	0	2	0	2	0	0
32	2015	017M		74	74	12	62	0	0	0	0	0	0	0	0
32	2015	017N		64	63	11	52	0	0	0	1	0	1	0	0
32	2015	017O		60	59	3	56	0	0	0	0	0	0	1	0
32	2015	017P		18	18	5	13	0	0	0	0	0	0	0	0
32	2015		18	386	315	62	253	30	2	28	31	4	27	10	0
32	2015	018A		88	88	20	68	0	0	0	0	0	0	0	0
32	2015	018B		92	83	11	72	1	0	1	8	0	8	0	0
32	2015	018C		77	77	5	72	0	0	0	0	0	0	0	0
32	2015	018I		121	121	21	100	0	0	0	0	0	0	0	0
32	2015	018J		124	124	8	116	0	0	0	0	0	0	0	0
32	2015	018K		90	90	14	76	0	0	0	0	0	0	0	0
32	2015	018L		101	93	10	83	0	0	0	3	0	3	5	0
32	2015	018M		37	26	4	22	0	0	0	7	1	6	4	0
32	2015	018N		37	32	11	21	0	0	0	5	0	5	0	0
32	2015	018O		56	47	5	42	0	0	0	9	0	9	0	0
32	2015	018P		80	75	6	69	0	0	0	4	0	4	1	0
32	2015		19	333	258	48	210	48	12	36	14	1	13	13	0
32	2015	019A		16	11	4	7	0	0	0	5	0	5	0	0
32	2015	019G		27	24	0	24	1	0	1	2	0	2	0	0
32	2015	019H		31	30	6	24	0	0	0	1	0	1	0	0
32	2015	019I		63	51	10	41	0	0	0	4	1	3	8	0
32	2015		20	261	212	31	181	40	7	33	4	2	2	5	0
32	2015		21	38	26	8	18	10	2	8	1	0	1	1	0
32	2015		22	9	7	5	2	0	0	0	0	0	0	2	0
32	2015	022M		14	14	12	2	0	0	0	0	0	0	0	0
32	2015		23	195	156	32	124	29	5	24	3	0	3	7	0
32	2015		24	369	311	60	251	36	10	26	16	2	14	6	0
32	2015	024C		26	24	3	21	0	0	0	2	0	2	0	0
32	2015	024D		117	116	20	96	0	0	0	1	0	1	0	0
32	2015	024F		62	57	10	47	0	0	0	5	0	5	0	0
32	2015	024G		33	33	8	25	0	0	0	0	0	0	0	0
32	2015	024H		40	39	1	38	0	0	0	0	0	0	1	0
32	2015	024J		22	22	3	19	0	0	0	0	0	0	0	0
32	2015	024K		30	29	0	29	0	0	0	0	0	0	1	0

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32	2015	024L		236	230	22	208	1	0	1	3	0	3	2	0
32	2015	024M		162	140	21	119	3	2	1	16	0	16	3	0
32	2015	024N		306	305	94	211	0	0	0	0	0	0	1	0
32	2015		25	401	311	71	240	24	10	14	47	6	41	19	0
32	2015	025A		37	33	9	24	0	0	0	3	0	3	1	0
32	2015	025B		120	120	13	107	0	0	0	0	0	0	0	0
32	2015	025C		13	13	2	11	0	0	0	0	0	0	0	0
32	2015	025D		62	62	6	56	0	0	0	0	0	0	0	0
32	2015	025E		11	8	1	7	0	0	0	3	0	3	0	0
32	2015	025F		43	43	2	41	0	0	0	0	0	0	0	0
32	2015	025G		59	59	14	45	0	0	0	0	0	0	0	0
32	2015	025H		249	190	25	165	0	0	0	57	3	54	2	0
32	2015	025I		171	144	10	134	1	0	1	21	5	16	5	0
32	2015	025J		268	236	25	211	0	0	0	29	4	25	3	0
32	2015	025K		126	126	10	116	0	0	0	0	0	0	0	0
32	2015	025M		164	135	13	122	0	0	0	24	1	23	5	0
32	2015	025N		61	57	3	54	0	0	0	4	0	4	0	0
32	2015	025O		41	32	17	15	0	0	0	9	5	4	0	0
32	2015	025P		262	218	24	194	1	1	0	32	4	28	11	0
32	2015		26	385	209	45	164	22	7	15	131	25	106	23	0
32	2015	026G		16	15	10	5	0	0	0	1	0	1	0	0
32	2015	026H		35	31	4	27	0	0	0	3	0	3	1	0
32	2015	026J		104	104	13	91	0	0	0	0	0	0	0	0
32	2015	026L		12	12	3	9	0	0	0	0	0	0	0	0
32	2015	026N		131	131	29	102	0	0	0	0	0	0	0	0
32	2015	026O		187	187	39	148	0	0	0	0	0	0	0	0
32	2015		27	221	169	29	140	41	9	32	8	0	8	3	0
32	2015	027B		85	85	20	65	0	0	0	0	0	0	0	0
32	2015	027I		40	40	6	34	0	0	0	0	0	0	0	0
32	2015	027J		119	119	13	106	0	0	0	0	0	0	0	0
32	2015	027K		20	20	3	17	0	0	0	0	0	0	0	0
32	2015	027L		51	51	3	48	0	0	0	0	0	0	0	0
32	2015		28	143	103	19	84	38	5	33	1	0	1	1	0
32	2015		29	30	15	6	9	15	4	11	0	0	0	0	0
32	2015		31	22	15	9	6	4	4	0	1	1	0	2	0

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32	2015	031L		47	47	13	34	0	0	0	0	0	0	0	0
32	2015		32	363	280	48	232	47	11	36	30	0	30	6	0
32	2015	032E		23	22	1	21	0	0	0	1	0	1	0	0
32	2015	032J		210	208	32	176	0	0	0	2	0	2	0	0
32	2015	032K		36	27	4	23	0	0	0	9	0	9	0	0
32	2015	032M		92	92	15	77	0	0	0	0	0	0	0	0
32	2015	032N		86	84	8	76	0	0	0	2	0	2	0	0
32	2015	032O		58	56	6	50	0	0	0	1	0	1	1	0
32	2015		33	136	108	31	77	11	4	7	5	0	5	12	0
32	2015	033A		50	48	18	30	0	0	0	0	0	0	2	0
32	2015	033B		112	112	20	92	0	0	0	0	0	0	0	0
32	2015	033C		174	151	6	145	0	0	0	20	1	19	3	0
32	2015	033D		254	190	36	154	0	0	0	49	11	38	15	0
32	2015	033E		225	148	33	115	1	1	0	38	5	33	38	0
32	2015	033F		51	48	13	35	0	0	0	2	0	2	1	0
32	2015	033G		64	64	11	53	0	0	0	0	0	0	0	0
32	2015	033I		86	86	34	52	0	0	0	0	0	0	0	0
32	2015	033J		70	70	4	66	0	0	0	0	0	0	0	0
32	2015	033K		326	305	34	271	2	1	1	17	1	16	2	0
32	2015	033L		228	119	16	103	0	0	0	73	10	63	36	0
32	2015	033M		273	101	10	91	0	0	0	125	10	115	47	0
32	2015	033N		241	183	17	166	1	1	0	46	4	42	11	0
32	2015	033O		161	153	12	141	0	0	0	8	3	5	0	0
32	2015	033P		108	102	45	57	2	1	1	1	0	1	3	0
32	2015		34	86	29	5	24	9	2	7	37	4	33	11	0
32	2015	034A		165	154	23	131	0	0	0	8	0	8	3	0
32	2015	034B		88	67	15	52	0	0	0	20	2	18	1	0
32	2015	034C		160	111	7	104	0	0	0	39	4	35	10	0
32	2015	034D		81	46	6	40	0	0	0	26	7	19	9	0
32	2015	034F		178	142	11	131	0	0	0	32	2	30	4	0
32	2015	034G		65	50	7	43	0	0	0	12	1	11	3	0
32	2015	034H		244	208	21	187	0	0	0	25	2	23	11	0
32	2015	034I		361	183	16	167	0	0	0	128	15	113	50	0
32	2015	034J		300	247	16	231	0	0	0	47	6	41	6	0
32	2015	034K		179	176	5	171	0	0	0	1	0	1	2	0

32	2015	034M		43	43	43	0	0	0	0	0	0	0	0	0
32	2015	034N		72	68	2	66	0	0	0	3	0	3	1	0
32	2015	034O		303	275	22	253	0	0	0	28	1	27	0	0
32	2015	034P		381	247	35	212	0	0	0	84	5	79	50	0
32	2015		35	207	167	28	139	34	9	25	2	0	2	4	0
32	2015	035A		88	86	6	80	0	0	0	2	0	2	0	0
32	2015	035B		8	8	2	6	0	0	0	0	0	0	0	0
32	2015	035C		59	58	25	33	0	0	0	0	0	0	1	0
32	2015	035D		35	35	16	19	0	0	0	0	0	0	0	0
32	2015	035G		39	39	20	19	0	0	0	0	0	0	0	0
32	2015	035L		83	82	16	66	1	0	1	0	0	0	0	0
32	2015	035N		80	78	21	57	1	1	0	1	0	1	0	0
32	2015	035O		45	42	7	35	0	0	0	0	0	0	3	0
32	2015		36	136	78	15	63	51	12	39	2	0	2	5	0
32	2015	036I		60	60	17	43	0	0	0	0	0	0	0	0
32	2015		37	89	54	14	40	34	8	26	0	0	0	1	0
32	2015		38	11	9	1	8	2	1	1	0	0	0	0	0
32	2015	038L		27	27	11	16	0	0	0	0	0	0	0	0
32	2015		39	197	140	31	109	31	7	24	19	1	18	7	0
32	2015	039E		139	138	38	100	0	0	0	0	0	0	1	0
32	2015	039F		51	51	14	37	0	0	0	0	0	0	0	0
32	2015	039I		49	48	12	36	0	0	0	0	0	0	1	0
32	2015	039J		34	31	15	16	0	0	0	2	0	2	1	0
32	2015	039K		39	39	2	37	0	0	0	0	0	0	0	0
32	2015	039L		57	57	4	53	0	0	0	0	0	0	0	0
32	2015	039M		130	130	10	120	0	0	0	0	0	0	0	0
32	2015	039N		51	51	2	49	0	0	0	0	0	0	0	0
32	2015	039O		165	165	36	129	0	0	0	0	0	0	0	0
32	2015	039P		35	35	5	30	0	0	0	0	0	0	0	0
32	2015		40	178	102	26	76	22	7	15	43	8	35	11	0
32	2015	040A		76	72	8	64	0	0	0	3	0	3	1	0
32	2015	040B		127	118	16	102	0	0	0	9	1	8	0	0
32	2015	040C		118	117	9	108	0	0	0	1	0	1	0	0
32	2015	040D		170	154	13	141	0	0	0	14	1	13	2	0
32	2015	040E		135	94	7	87	0	0	0	40	0	40	1	0

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32	2015	040F		132	121	27	94	0	0	0	10	0	10	1	0
32	2015	040G		72	72	13	59	0	0	0	0	0	0	0	0
32	2015	040H		174	173	12	161	0	0	0	0	0	0	1	0
32	2015	040I		120	120	38	82	0	0	0	0	0	0	0	0
32	2015	040J		84	84	16	68	0	0	0	0	0	0	0	0
32	2015	040K		236	223	118	105	0	0	0	13	1	12	0	0
32	2015	040L		119	83	10	73	0	0	0	28	5	23	8	0
32	2015	040O		209	196	34	162	0	0	0	5	0	5	8	0
32	2015	040P		180	180	31	149	0	0	0	0	0	0	0	0
32	2015		41	105	47	16	31	16	8	8	34	10	24	8	0
32	2015	041A		164	144	5	139	1	1	0	19	0	19	0	0
32	2015	041B		89	13	3	10	1	0	1	68	8	60	7	0
32	2015	041C		58	2	0	2	0	0	0	55	8	47	0	0
32	2015	041D		305	242	9	233	0	0	0	33	5	28	30	0
32	2015	041E		67	50	3	47	0	0	0	7	1	6	10	0
32	2015	041F		209	131	18	113	0	0	0	69	22	47	8	0
32	2015	041G		10	1	1	0	0	0	0	9	2	7	0	0
32	2015	041H		66	27	2	25	0	0	0	37	4	33	2	0
32	2015	041L		6	3	0	3	0	0	0	1	0	1	2	0
32	2015		42	220	170	53	117	30	10	20	17	1	16	3	0
32	2015	042A		318	219	16	203	0	0	0	85	9	76	14	0
32	2015	042B		336	325	15	310	0	0	0	10	0	10	1	0
32	2015	042C		26	26	7	19	0	0	0	0	0	0	0	0
32	2015	042F		30	30	3	27	0	0	0	0	0	0	0	0
32	2015	042G		210	185	18	167	0	0	0	24	7	17	1	0
32	2015	042H		140	122	6	116	1	1	0	13	1	12	4	0
32	2015	042I		118	105	16	89	1	1	0	7	0	7	5	0
32	2015	042J		70	49	25	24	0	0	0	16	1	15	5	0
32	2015	042K		8	8	3	5	0	0	0	0	0	0	0	0
32	2015	042M		22	21	6	15	1	0	1	0	0	0	0	0
32	2015	042O		18	17	6	11	1	0	1	0	0	0	0	0
32	2015	042P		75	70	13	57	1	1	0	2	0	2	2	0
32	2015		43	295	240	40	200	43	7	36	5	0	5	7	0
32	2015	043B		105	102	12	90	0	0	0	3	0	3	0	0
32	2015	043C		31	31	3	28	0	0	0	0	0	0	0	0

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32	2015	043H		55	52	5	47	0	0	0	3	0	3	0	0
32	2015	043J		51	51	13	38	0	0	0	0	0	0	0	0
32	2015	043N		14	14	1	13	0	0	0	0	0	0	0	0
32	2015		44	142	98	34	64	37	10	27	4	1	3	3	0
32	2015		45	24	13	6	7	10	2	8	1	0	1	0	0
32	2015		46	153	140	36	104	11	1	10	0	0	0	2	0
32	2015	046D		91	91	37	54	0	0	0	0	0	0	0	0
32	2015	046F		49	49	13	36	0	0	0	0	0	0	0	0
32	2015	046K		81	81	27	54	0	0	0	0	0	0	0	0
32	2015		47	278	159	26	133	34	9	25	65	19	46	20	0
32	2015	047A		38	36	1	35	0	0	0	2	0	2	0	0
32	2015	047C		83	83	5	78	0	0	0	0	0	0	0	0
32	2015	047D		112	102	9	93	0	0	0	10	0	10	0	0
32	2015	047E		179	171	13	158	0	0	0	7	1	6	1	0
32	2015	047F		45	45	10	35	0	0	0	0	0	0	0	0
32	2015	047G		32	30	3	27	1	0	1	1	0	1	0	0
32	2015	047H		69	66	12	54	1	0	1	1	0	1	1	0
32	2015	047I		45	44	6	38	0	0	0	0	0	0	1	0
32	2015	047J		36	30	1	29	0	0	0	6	0	6	0	0
32	2015	047K		76	75	7	68	1	1	0	0	0	0	0	0
32	2015	047L		43	30	5	25	0	0	0	13	6	7	0	0
32	2015	047N		150	130	15	115	0	0	0	20	2	18	0	0
32	2015	047O		141	137	12	125	0	0	0	4	0	4	0	0
32	2015	047P		29	29	0	29	0	0	0	0	0	0	0	0
32	2015		48	264	134	36	98	29	12	17	66	11	55	35	0
32	2015	048A		127	101	13	88	0	0	0	25	0	25	1	0
32	2015	048B		29	27	8	19	0	0	0	1	0	1	1	0
32	2015	048E		36	34	14	20	0	0	0	0	0	0	2	0
32	2015	048G		30	23	4	19	0	0	0	7	0	7	0	0
32	2015	048H		81	71	12	59	0	0	0	5	0	5	5	0
32	2015	048N		12	12	0	12	0	0	0	0	0	0	0	0
32	2015		49	280	214	54	160	37	13	24	15	0	15	14	0
32	2015	049D		106	96	15	81	0	0	0	6	3	3	4	0
32	2015	049J		26	26	10	16	0	0	0	0	0	0	0	0
32	2015	049K		37	35	4	31	1	0	1	0	0	0	1	0

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32	2015	049L		12	12	2	10	0	0	0	0	0	0	0	0
32	2015		50	315	239	48	191	41	10	31	25	4	21	10	0
32	2015	050B		31	31	23	8	0	0	0	0	0	0	0	0
32	2015	050D		9	9	0	9	0	0	0	0	0	0	0	0
32	2015	050G		20	20	8	12	0	0	0	0	0	0	0	0
32	2015	050J		55	52	20	32	0	0	0	0	0	0	3	0
32	2015	050M		18	18	2	16	0	0	0	0	0	0	0	0
32	2015	050N		18	18	5	13	0	0	0	0	0	0	0	0
32	2015	050O		70	66	23	43	0	0	0	1	0	1	3	0
32	2015	050P		4	3	0	3	0	0	0	1	0	1	0	0
32	2015		51	206	149	28	121	35	4	31	17	5	12	5	0
32	2015	051A		24	23	0	23	0	0	0	0	0	0	1	0
32	2015	051N		16	16	8	8	0	0	0	0	0	0	0	0
32	2015	051O		13	13	8	5	0	0	0	0	0	0	0	0
32	2015		52	44	29	7	22	12	5	7	3	2	1	0	0
32	2015		53	116	104	15	89	8	0	8	2	0	2	2	0
32	2015	053C		73	73	32	41	0	0	0	0	0	0	0	0
32	2015	053F		59	59	8	51	0	0	0	0	0	0	0	0
32	2015		54	129	65	13	52	17	4	13	37	11	26	10	0
32	2015	054A		118	116	25	91	0	0	0	2	0	2	0	0
32	2015	054B		163	161	21	140	0	0	0	2	0	2	0	0
32	2015	054C		49	44	5	39	0	0	0	5	2	3	0	0
32	2015	054E		41	41	6	35	0	0	0	0	0	0	0	0
32	2015	054F		180	171	26	145	0	0	0	9	0	9	0	0
32	2015	054G		80	76	10	66	0	0	0	2	0	2	2	0
32	2015	054H		97	96	23	73	0	0	0	1	0	1	0	0
32	2015		55	127	91	13	78	26	5	21	8	0	8	2	0
32	2015	055B		73	73	48	25	0	0	0	0	0	0	0	0
32	2015	055H		40	40	10	30	0	0	0	0	0	0	0	0
32	2015		56	318	249	51	198	37	6	31	3	0	3	29	0
32	2015	056E		19	19	6	13	0	0	0	0	0	0	0	0
32	2015		57	327	250	63	187	35	10	25	27	7	20	15	0
32	2015	057B		27	27	9	18	0	0	0	0	0	0	0	0
32	2015	057I		12	12	6	6	0	0	0	0	0	0	0	0
32	2015	057J		59	53	19	34	0	0	0	5	0	5	1	0

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32	2015		58	119	78	16	62	24	9	15	11	3	8	6	0
32	2015	058I		29	25	6	19	3	0	3	1	0	1	0	0
32	2015		59	33	19	5	14	10	5	5	3	3	0	1	0
32	2015		61	4	2	0	2	0	0	0	0	0	0	2	0
32	2015		62	145	92	16	76	21	8	13	22	9	13	10	0
32	2015		63	98	84	17	67	13	2	11	0	0	0	1	0
32	2015	063G		48	48	47	1	0	0	0	0	0	0	0	0
32	2015		64	13	5	0	5	7	2	5	1	0	1	0	0
32	2015		66	19	15	4	11	4	0	4	0	0	0	0	0
32	2015		67	9	3	2	1	5	2	3	0	0	0	1	0
32	2015	TOTAL		30319	25413	4792	20621	1346	333	1013	2658	349	2309	900	0

Total Parc	Urban 1IN	18698	(Except C/I/Other)
	Rural 1IN =	8061	(Except C/I/Other)
	Commerci	2658	(Total)
	All Other	902	(Total)
Total Parc		30319	(Countywide)

Total Map	1IN = 50FT	0
	1IN = 100F	231
	1IN = 400F	58

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To: Hamblen County Legislative Body

From: Hamblen County Planning Commission

RE: Abandonment of Buxton Road

Date: March 3, 2015

Mr. Barry Poole, County Highway Superintendent, has submitted a letter of request to the Hamblen County Regional Planning Commission recommending the abandonment of Buxton Road (see attached letter). After providing adequate notice to the interested parties who own land touched by the proposed county road closure, the Planning Commissioners considered whether or not the public road should be closed, at their meeting held last evening. During the meeting the commissioners unanimously voted for the abandonment of all interest in Buxton Road, as recommended by Mr. Poole, as it is not in the best interest of the County Highway Department to ever develop and construct this road. A resolution prepared by the County Attorney is also attached for your action to be taken at your next meeting on March 19, 2015.

Should there be any questions concerning this matter, please let us know.

Danny Young,
Planning Director

Attachments (2)

HAMBLEN COUNTY
Received
MAR - 3 2015
MAYOR'S OFFICE

Hamblen County Highway Department

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

November 13, 2014

Hamblen County Planning Commission
511 W. Second North Street
Morristown, TN 37814
Attn: Mr. Danny Young, Planning Director

Dear Mr. Young,

This letter is to request the abandonment of what is officially known as Buxton Road. This road is shown on Property Tax Map 058.00. Abutting parcels include 031.00, 032.00, 033.00, 034.00, and parcel 069.00.

Buxton Road was called "Pleasant View Drive" on the "Rolling Acres" subdivision plat found on record in Plat Cabinet B, Slide 123 in the Hamblen County Register of Deeds Office of the Hamblen County Courthouse.

Reference can be made to the Plat of Record, however, the construction of the public road itself has never taken place. The Hamblen County Road Commission investigated this matter and unanimously voted for abandonment as recommended by Barry Poole, Hamblen County Road Superintendent in the regularly scheduled monthly meeting of November, 2014. It is not in the best interest of the Hamblen County Highway Department to ever develop and construct this road, thereby, abandonment is requested.

Sincerely,

Barry Poole
Road Superintendent
Hamblen County Highway Department
3373 Herbert Harville Drive
Morristown, TN 37814

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RESOLUTION BY HAMBLEN COUNTY, TENNESSEE
TO ABANDON ALL INTEREST IN BUXTON ROAD

WHEREAS, on June 11, 1957, a plat of Rolling Acres was recorded in the Register's Office of Hamblen County, and was designated as Plat Book 2, Page 152, which is now Plat Cabinet B, Slide 123; and

WHEREAS, located on the plat was a street shown at that time as "Pleasant View Drive", now known as "Buxton Road"; and

WHEREAS, Rolling Acres was never fully developed as a subdivision, in part due to a portion of same being taken by the development and widening of U.S. Interstate 81; and

WHEREAS, Buxton Road abuts real property owned by only two (2) separate owners; and

WHEREAS, those landowners have no objection to the closure or abandonment of Buxton Road; and

WHEREAS, the cost of maintenance and repair of Buxton Road as a county road exceeds its usefulness to the County, the abutting landowners and the general public;

NOW, THEREFORE, BE IT RESOLVED by the Hamblen County Board of Commissioners meeting in regular session on March 19, 2015, that Hamblen County, Tennessee does hereby abandon any and all right, title and interest it may have in and to Buxton Road, as shown on the plat first set forth above as Pleasant View Drive.

WHEREFORE, it was moved by _____ and seconded by _____ that this Resolution be adopted.

Voting Aye: _____

Voting Nay: _____

Absent: _____

Pass: _____

The Chair declared the Resolution adopted this 19th day of March, 2015.

Hamblen County Board of Commissioners

By:_____
Stancil Ford, Chairman

APPROVED:

_____
William H. Brittain,
Hamblen County Mayor

ATTEST:

By:_____
Linda Wilder,
Hamblen County Clerk

C:\Users\Amy Greer\Documents\Public Folders\Documents\Hamblen County\2015\ResolutionAbandonBuxtonRoad.02-15.docx

ANNUAL OPERATIONS REPORT

2014

Hamblen County Emergency Communications District

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

ANNUAL OPERATIONS REPORT

HAMBLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT

27 February 2015

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

Following you will find information regarding the over 74,000 calls for service and over 134,000 telephone calls handled by Hamblen County 911 last year.

Also included is data relating to our performance under NFPA 1221, the Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, as well as our NCIC Activity Report. Hamblen County ECD serves as the TBI's Terminal Agency and we entered / queried over 46,000 entries in 2014.

As Hamblen County ECD plans for the future, it is critical that we understand where we are now… and how we arrived here. In the future, I hope to expand this report to include additional information which can be used to evaluate the success of reaching our objectives and the efficiency of our department, as well as aid in short-term and long-term goal setting.

I hope that you will find this information useful.

Respectfully,

S. Eric Carpenter
Director

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- Morristown-Hamblen Emergency Medical Service — Page 8
- Morristown Fire Department — Page 9
- Hamblen County Volunteer Fire Departments (4) — Page 10

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NFPA 1221

- 7.4.1 — Page 12
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NCIC Activity Report — Page 17

Hamblen County
Emergency Communications District

Fact Sheet – 2015

Basic Facts

- Hamblen County – 161 sq. miles, population of 63,000
- Consolidated Center, answering all 9-1-1 & non-emergency calls for Hamblen County and City of Morristown
- Dispatch calls for service for ten (10) departments:
    - Morristown Police Department
    - Hamblen County Sheriff's Department
    - Morristown Fire Department
    - Hamblen County Volunteer Fire Departments (4)
    - Morristown-Hamblen EMS
    - Morristown Emergency Rescue Squad
    - Emergency Management Agency
- Redundant backup center, fully equipped
- NCIC Terminal Agency for Hamblen County
    - 46,698 entries/queries in 2014

Call Statistics (2014 statistics)

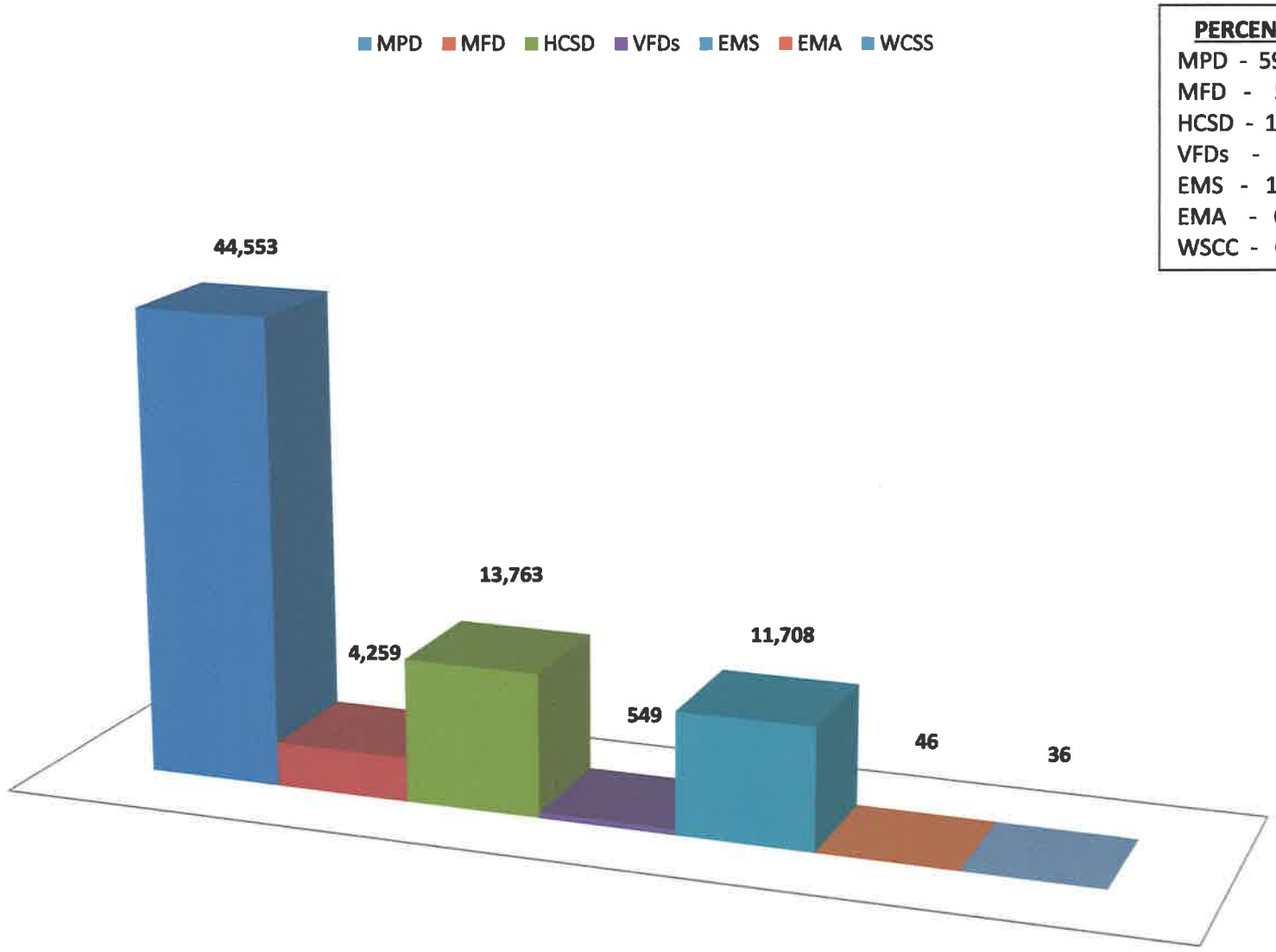
- Processed 134,021 telephone calls; approx. 11,168 per month
- Dispatched 74,914 calls for service
- Average answer time for 9-1-1 calls was under five (5) seconds
- All telecommunicators cross trained as both call takers and dispatchers; handling any type of call – Police, Fire, or EMS

Systems / Applications

- Global Software / Cisco CAD v.14.10.16
- Cassidian Sentinel Patriot Telephone Controller v.3.2
- Avtec Scout IP Radio System v.2.5.10.2
- DSS Corp. / Equature Voice Logger/Recorder v.1.70

2014 Calls For Service

74,914



PERCENTAGE

MPD - 59.47%
MFD - 5.69%
HCSD - 18.37%
VFDs - 0.73%
EMS - 15.63%
EMA - 0.06%
WSCC - 0.05%

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

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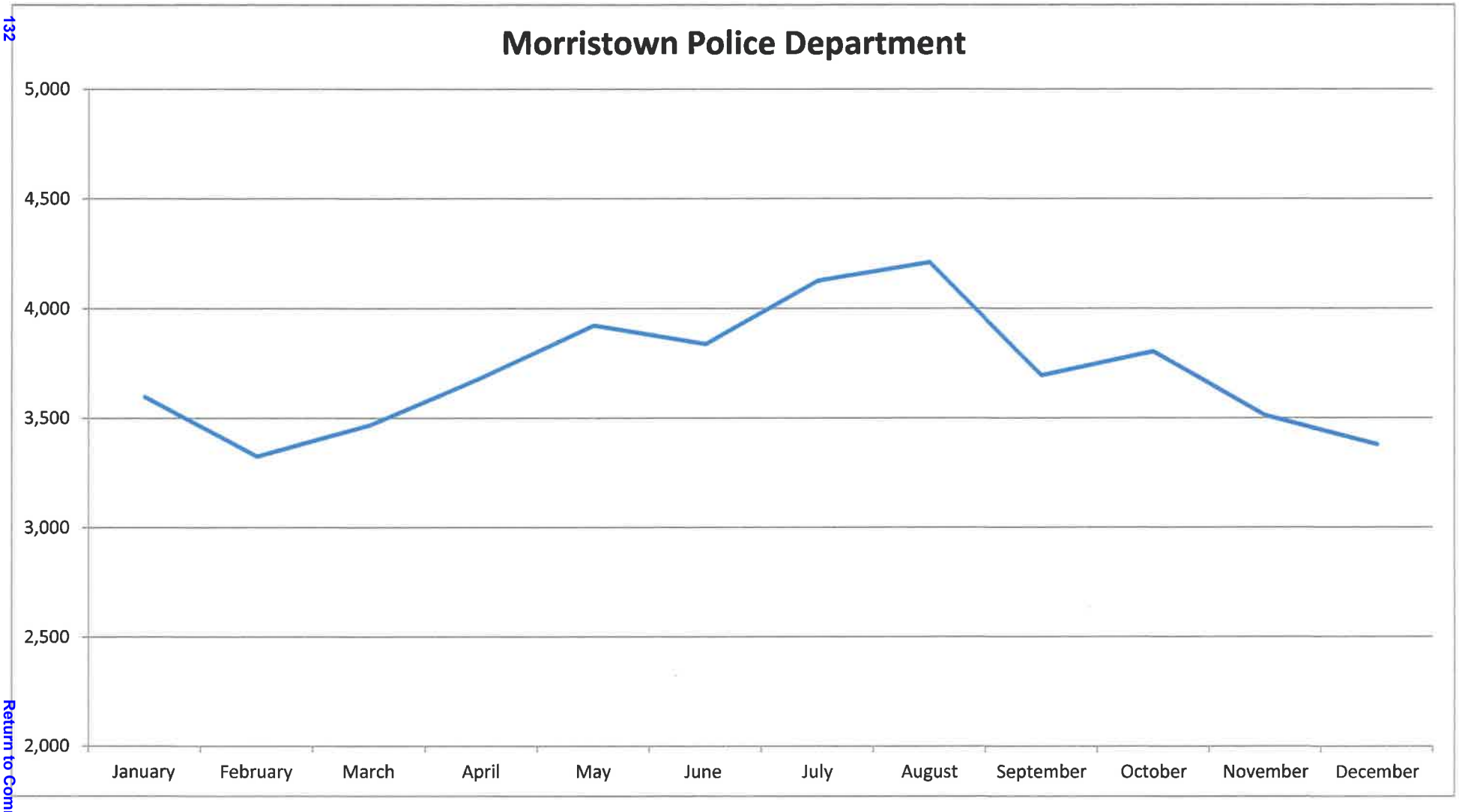
Calls For Service by Month

2014



January	3,597
February	3,325
March	3,467
April	3,683
May	3,922
June	3,837

July	4,126
August	4,210
September	3,693
October	3,803
November	3,512
December	3,378

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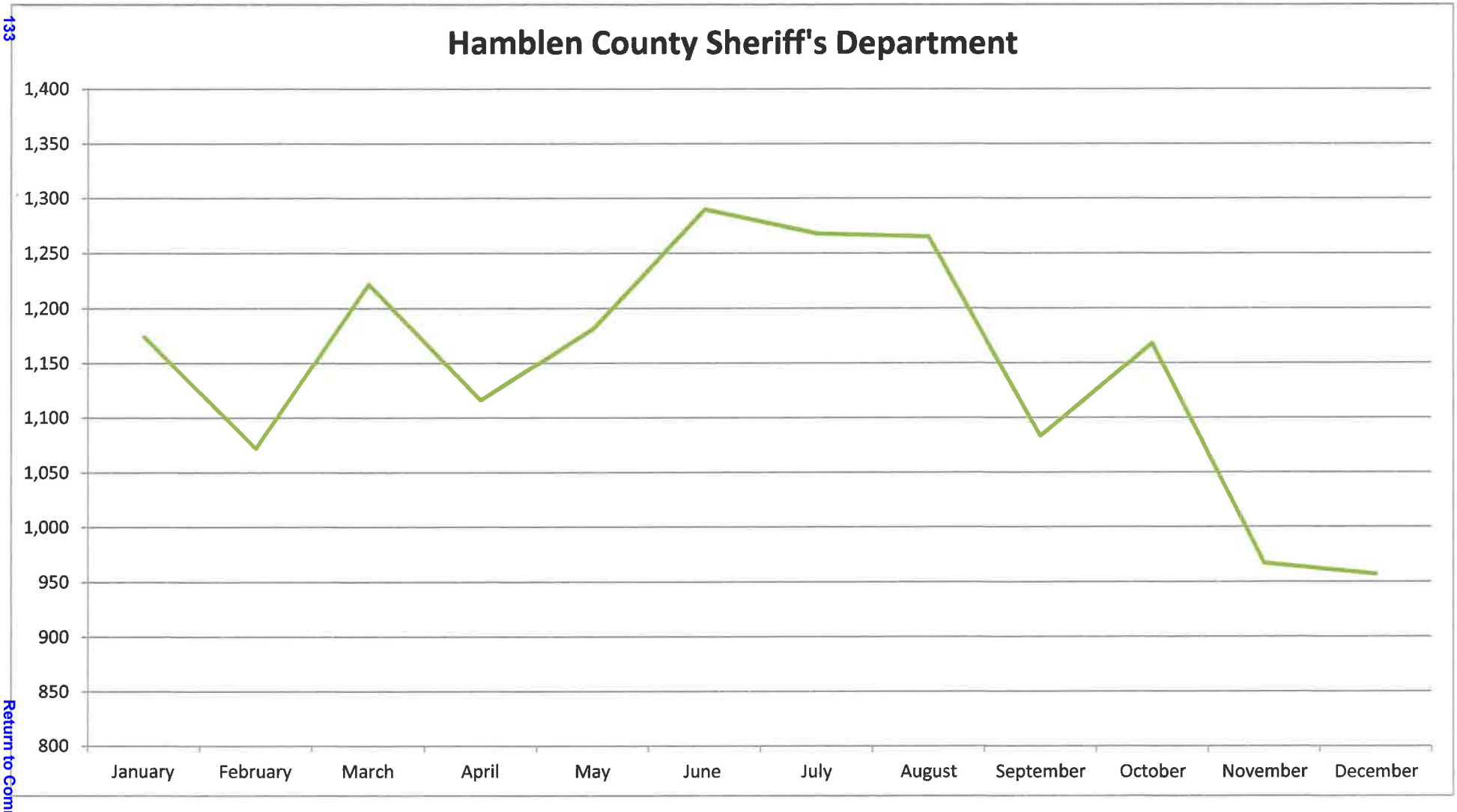
Calls For Service by Month

2014



January	1,174
February	1,072
March	1,222
April	1,116
May	1,181
June	1,290

July	1,268
August	1,265
September	1,083
October	1,168
November	967
December	957

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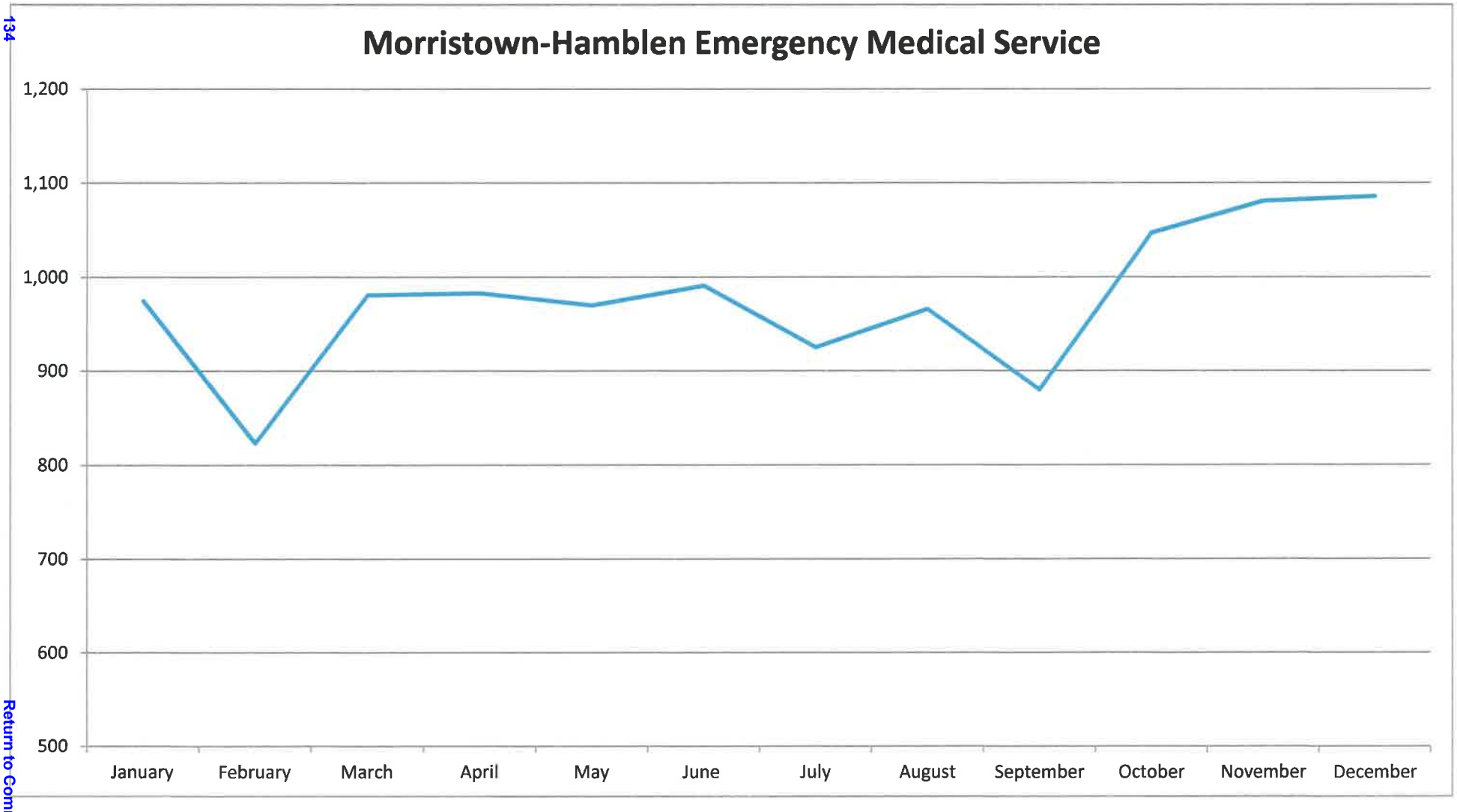
Calls For Service by Month

2014



January	975
February	823
March	981
April	983
May	970
June	991

July	925
August	966
September	880
October	1,047
November	1,081
December	1,086

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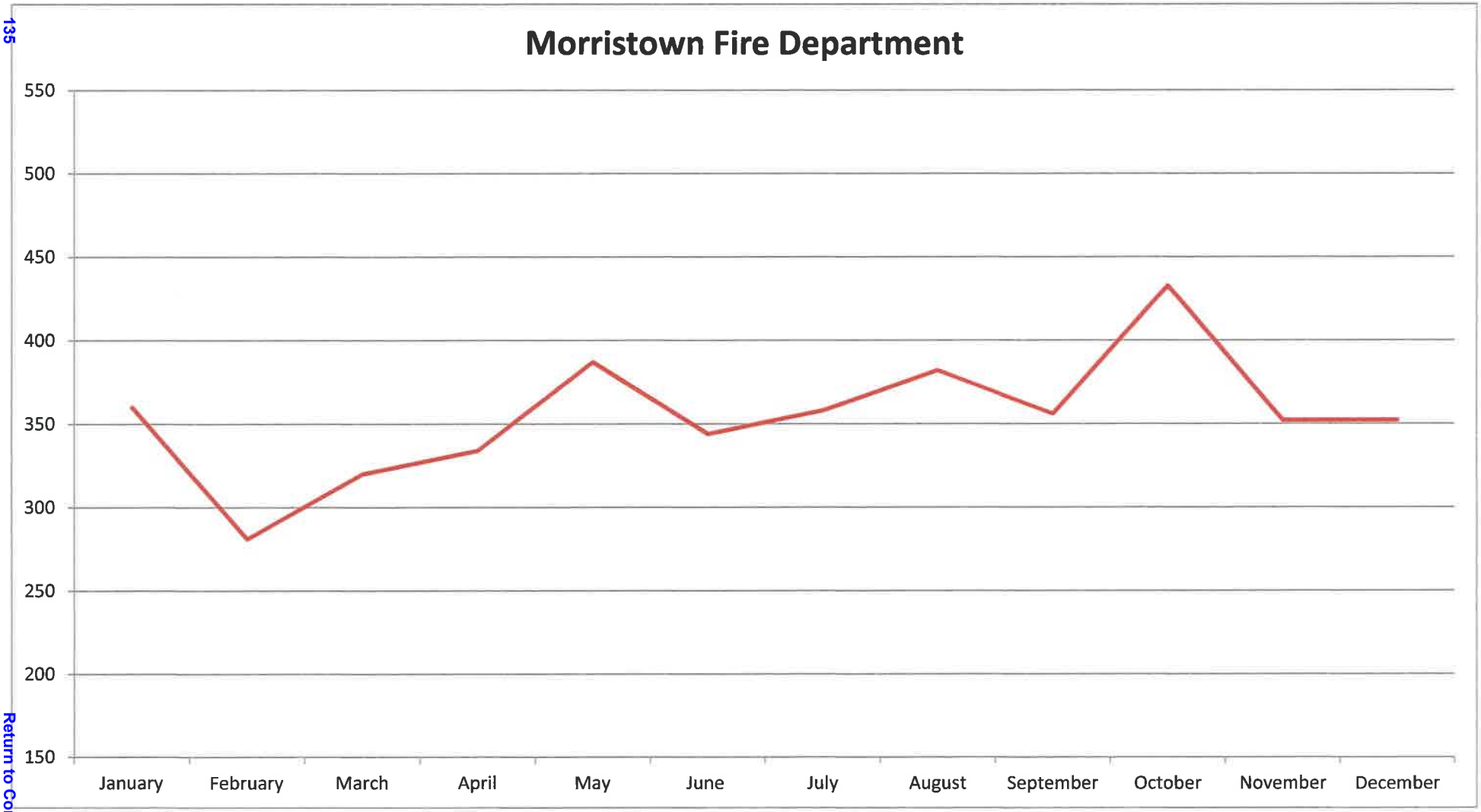
Calls For Service by Month

2014



January	360
February	281
March	320
April	334
May	387
June	344

July	358
August	382
September	356
October	433
November	352
December	352

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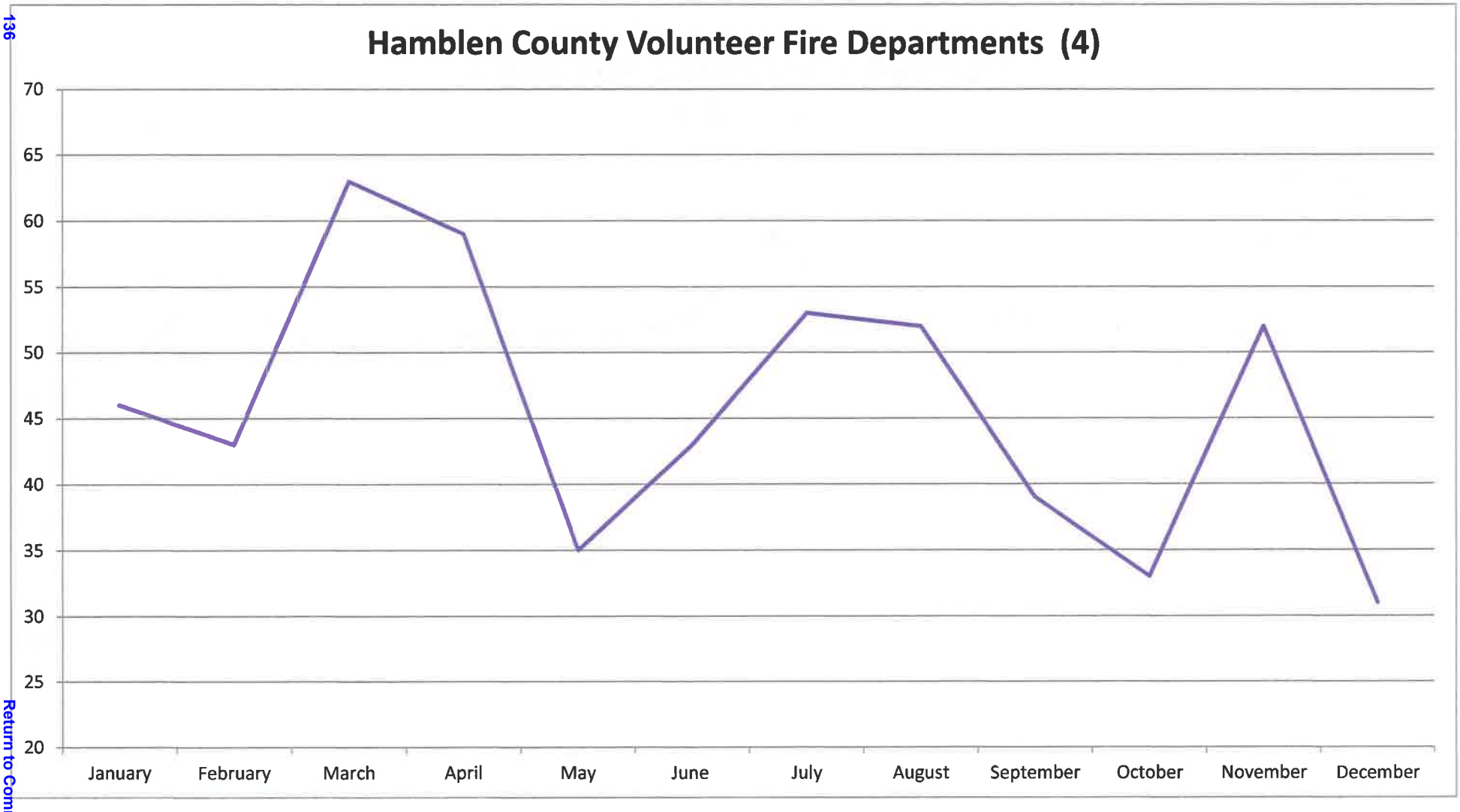
Calls For Service by Month

2014



January	46
February	43
March	63
April	59
May	35
June	43

July	53
August	52
September	39
October	33
November	52
December	31

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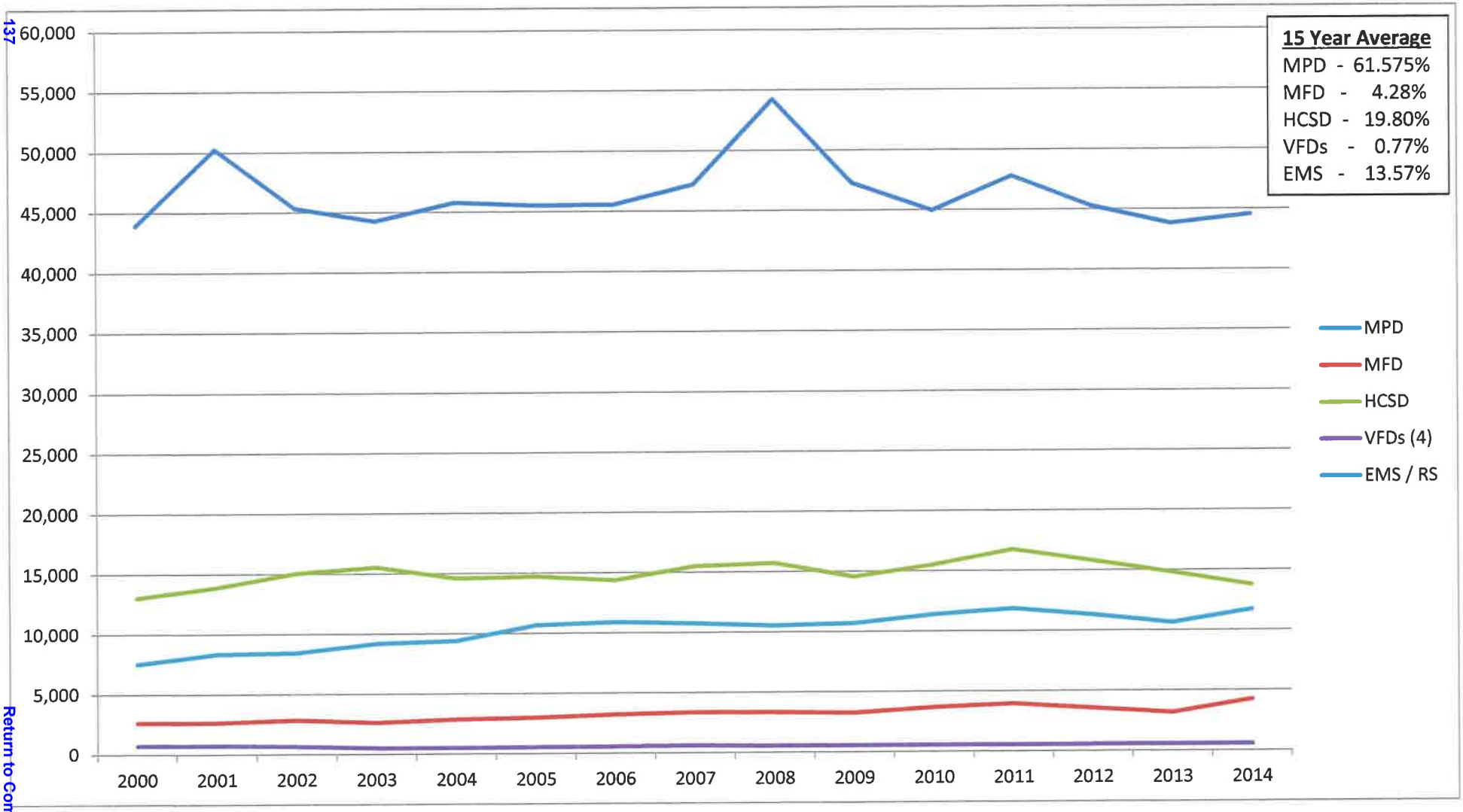
Calls For Service by Agency

2000-2014



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

	MPD	MFD	HCSD	VFDs	EMS
2008	54,234	3,338	15,737	546	10,548
2009	47,256	3,247	14,557	529	10,700
2010	44,959	3,676	15,528	563	11,384
2011	47,805	3,951	16,772	534	11,842
2012	45,277	3,543	15,804	554	11,301
2013	43,811	3,170	14,822	553	10,640
2014	44,553	4,259	13,763	549	11,708

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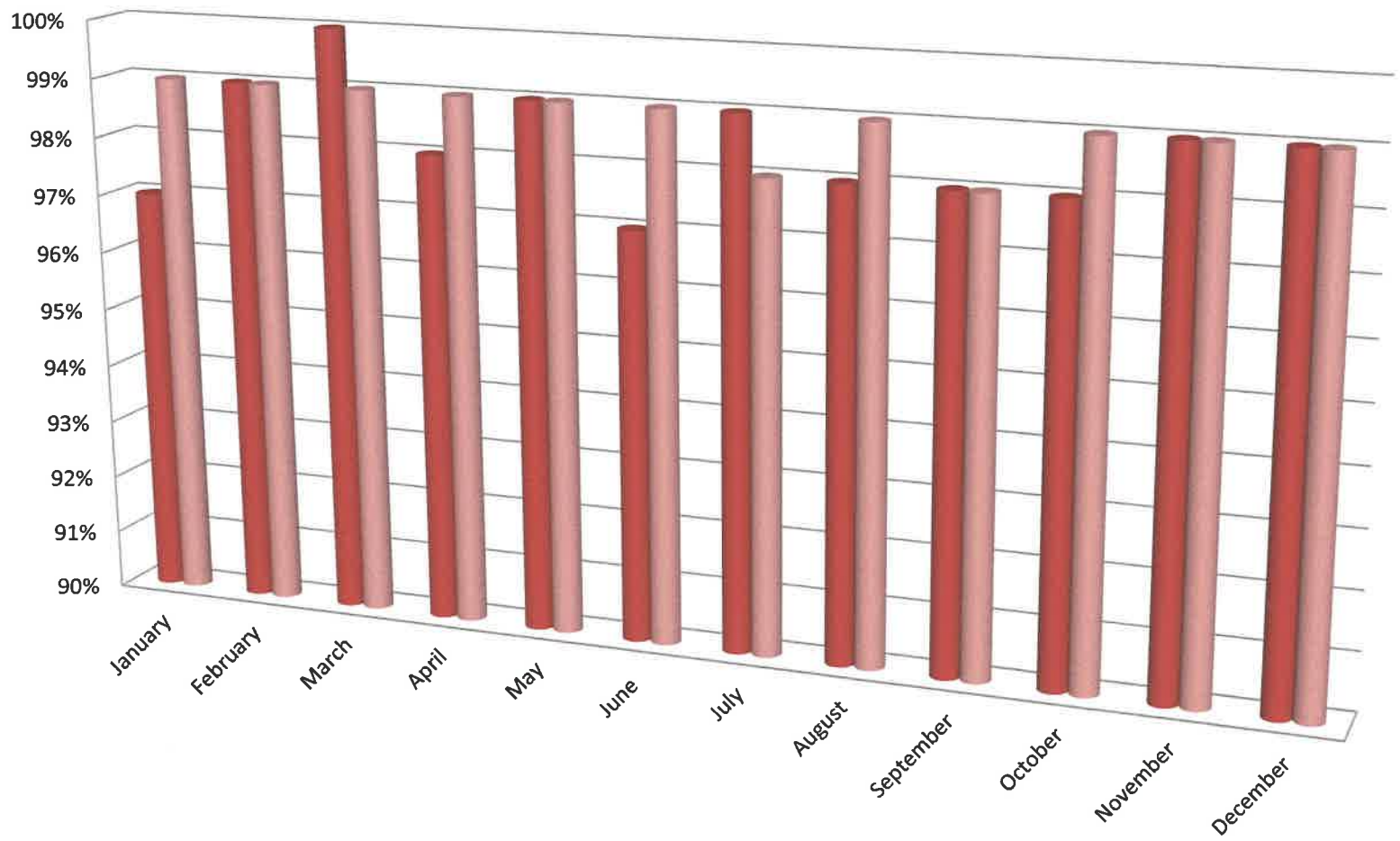
NFPA 1221

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



	January	February	March	April	May	June	July	August	September	October	November	December
2013	97	99	100	98	99	97	99	98	98	98	99	99
2014	99	99	99	99	99	99	98	99	98	99	99	99

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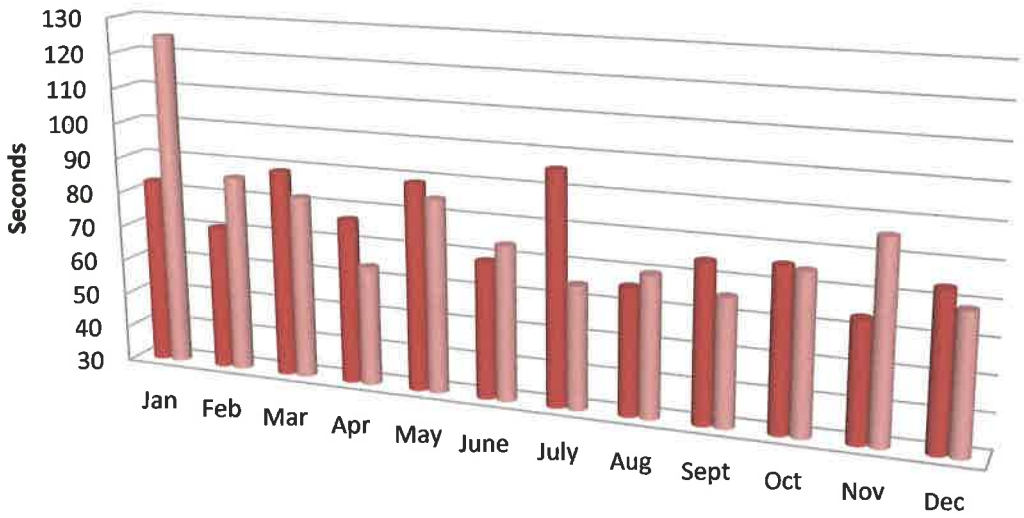
NFPA 1221

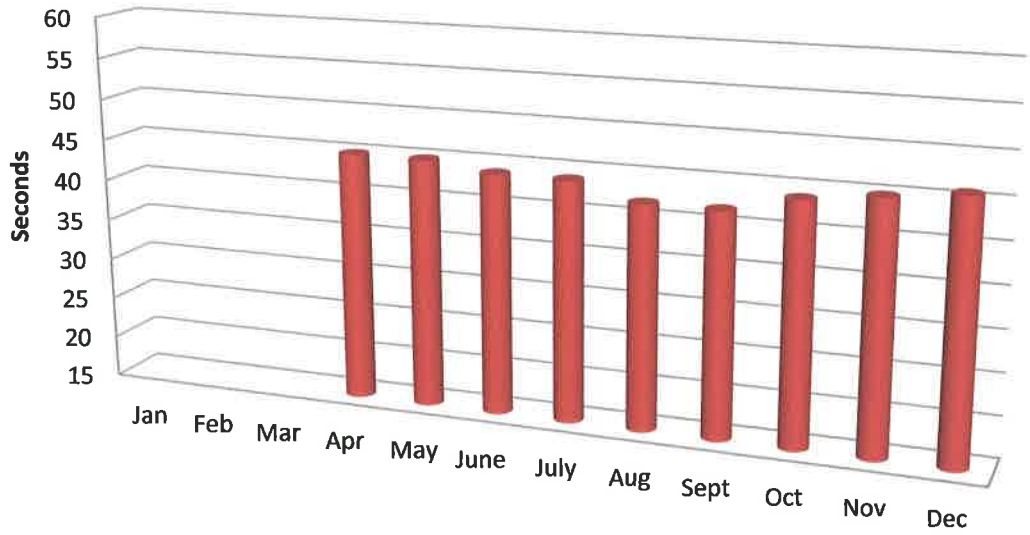
7.4.2 - "Ninety-five percent of emergency call processing and dispatching shall be completed within 60 seconds, and 99 percent of call processing and dispatching shall be completed within 90 seconds."

TELEPHONE DATA
Processing & Dispatching < 60 Seconds



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2013	83	71	89	77	89	69	96	66	75	76	64	74
2014	125	86	82	64	85	74	65	70	66	75	86	69

CAD DATA
Processing & Dispatching < 60 Seconds



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2014				45	45	44	44	42	42	44	45	46

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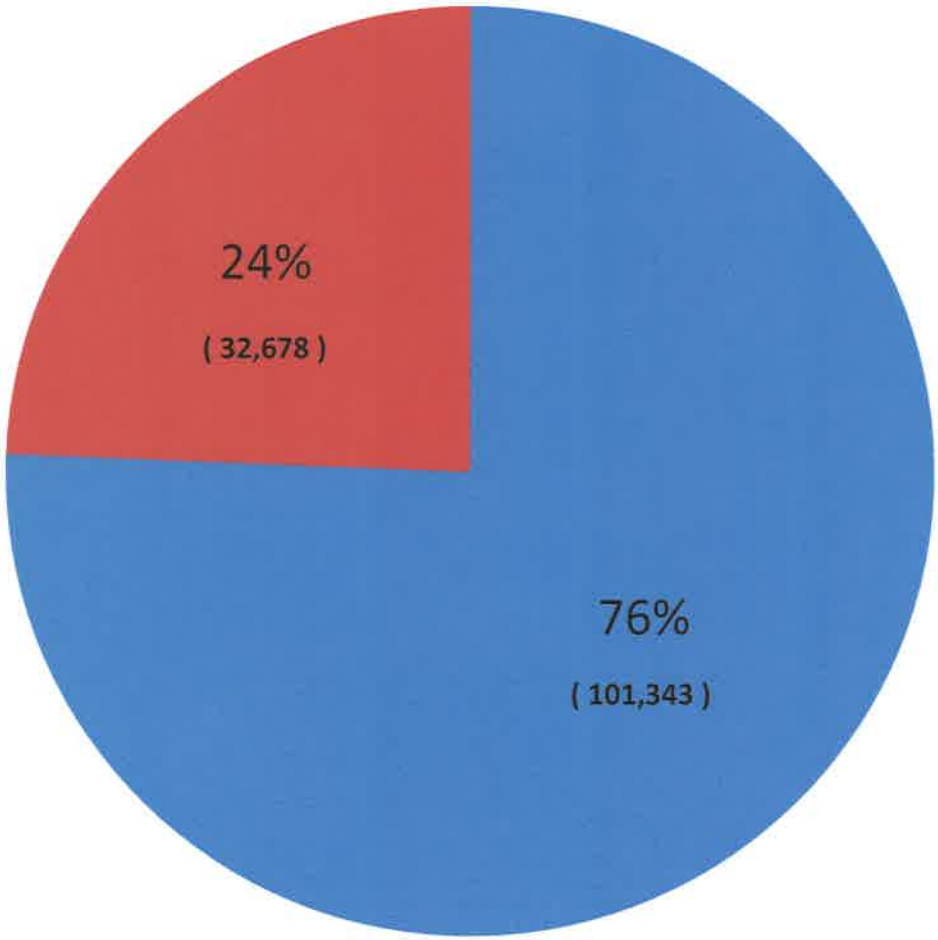
2014 Telephone Call Count

134,021



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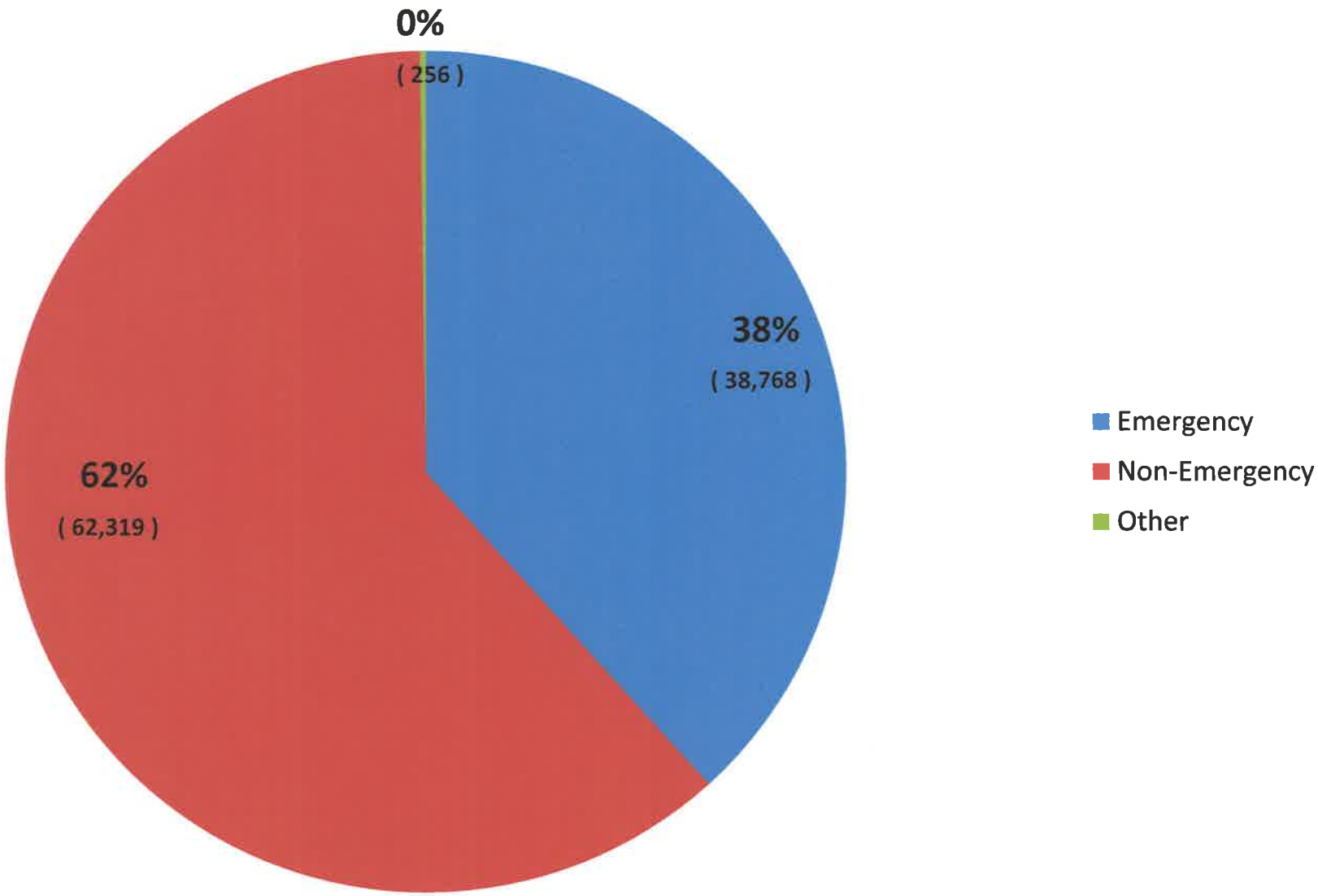
2014 Incoming Telephone Calls by Category



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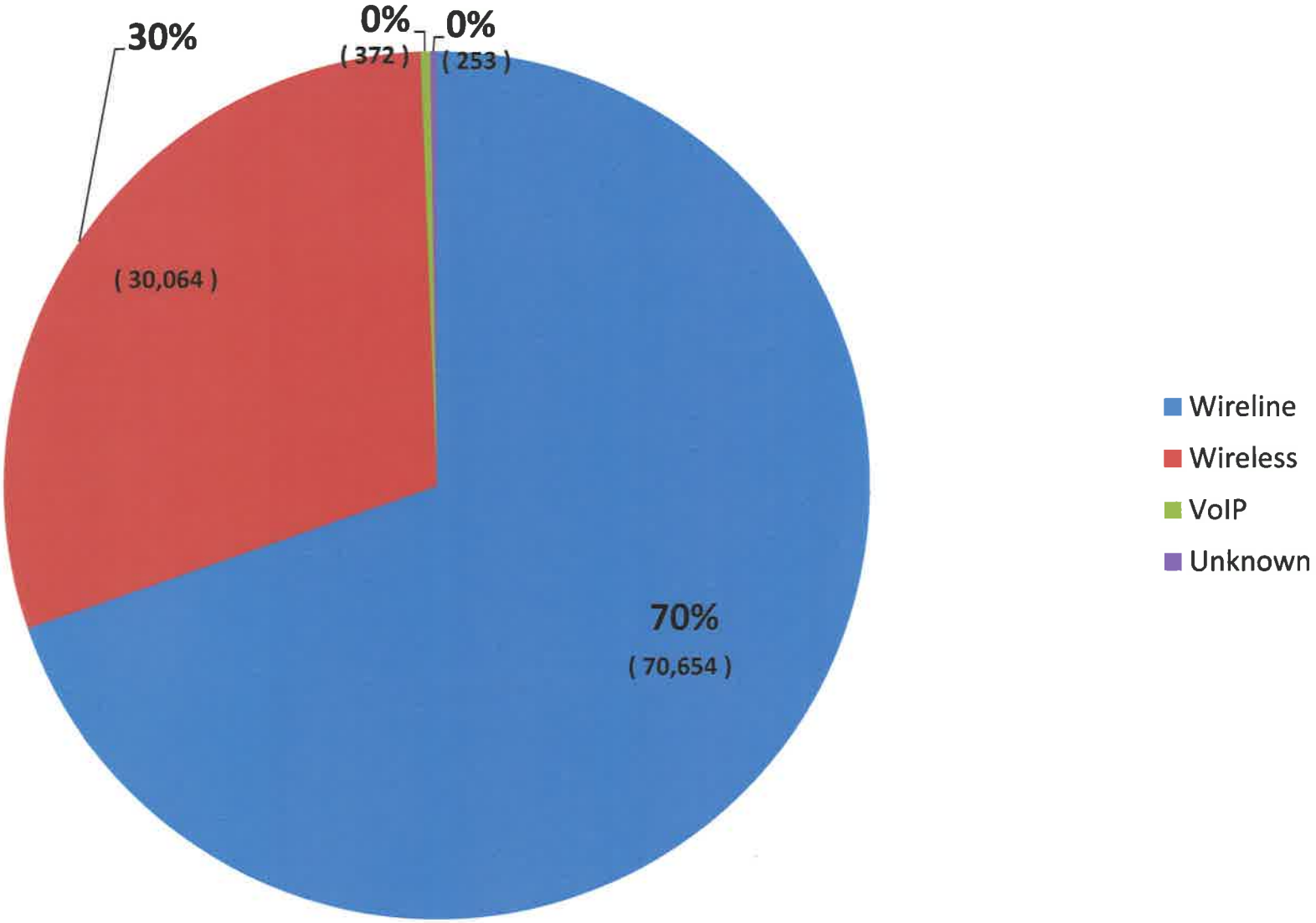
2014 Incoming Telephone Calls by Type of Service



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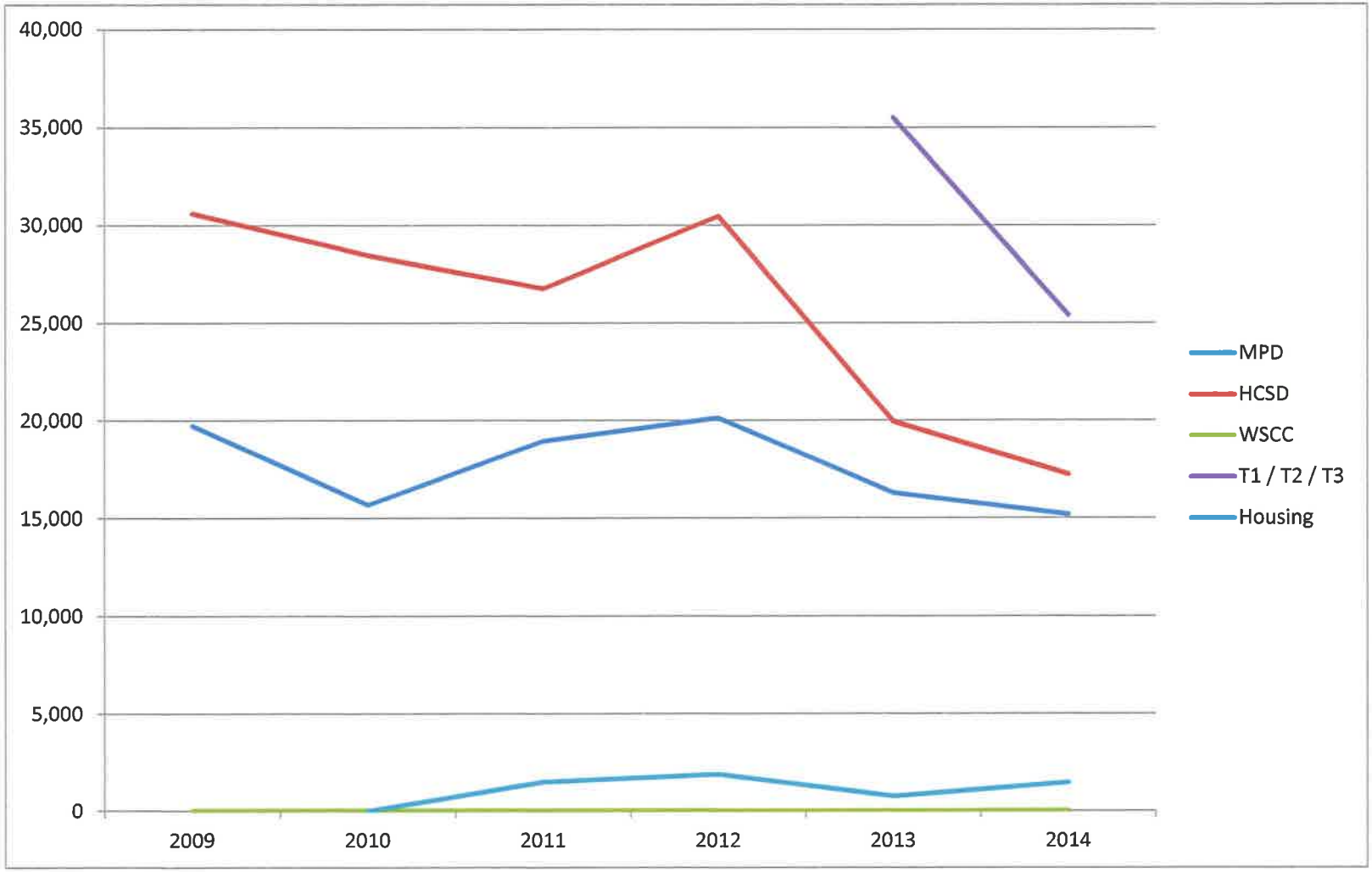
NCIC Activity Report

Annual Message Key Stats by ORI



	MPD	HCSD	WSCC	Juv. Ct.	Drug Ct.	Housing	PCSP	911	T1	T2	T3	TOTALS
2009	19,735	30,619	10	28	166	0	2	---	---	---	---	**50,560**
2010	15,683	28,470	8	34	116	0	0	---	---	---	---	**44,311**
2011	18,956	26,773	31	16	469	1,473	0	---	---	---	---	**47,718**
2012	20,129	30,477	10	21	158	1,866	1	---	---	---	---	**52,662**
2013	16,305	19,945	5	8	1	752	2	11	17,324	926	17,248	**72,527**
2014	15,182	17,232	30	44	---	1,448	4	14	12,660	84	12,659	**46,698**

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BOARD OF DIRECTORS

CHAIRMAN

Chief Roger D. Overholt
Morristown Police Dept.

VICE CHAIRMAN

Mr. Robert Laney
Covenant Health System

SECRETARY

Hon. Kay Senter
Morristown City Council

Chief Bill Honeycutt
Morristown Fire Dept.

Director Danny Houseright
Morristown-Hamblen EMS

Director Chris Bell
Emergency Management Agency

Hon. Joe Huntsman, Sr.
Hamblen County Commission

Sgt. Rabon Coleman
Hamblen County Sheriff's Dept.

Hamblen County Volunteer Fire Department Chiefs *(Rotating)*

Hon. Bill Brittain, Ex-Officio
Hamblen County Mayor

STAFF

EXECUTIVE DIRECTOR

S. Eric Carpenter

ADMIN. ASSISTANT

Deborah A. Maltba

TELECOMMUNICATORS

Ida M. Simmons
Greg Haney
Greg Simmons
Brian C. Fugate
Shawnna Smith
Shawn W. Lindsay
Stephanie D. Johnson
Pamela A. Sturm
Steve Livesay
Stacey L. Johnson
Tracy Smith
David M. Peoples
Joe Cummings
Cynthia A. Samples
Ronald L. Cantwell

Hamblen County Government
CALENDAR & RULES COMMITTEE

Monday, March 9, 2015
Immediately Following Adjournment of Public Services Committee
Hamblen County Health Department, Conference Room

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

John Smyth
Chairman

Dana Wampler
Vice-Chairman

Stancil Ford
Ex-Officio

Louis "Doe" Jarvis
Member

Herbert Harville
Member

Howard Shipley
Member

AGENDA

1. **Call to Order** – *Chairman John Smyth*

2. **Review of Regular Calendar Items** – *Chairman John Smyth*

3. **Review of Consent Calendar Items** – *Chairman John Smyth*

4. **Adjournment** – *Chairman John Smyth*

HAMBLEN COUNTY LEGISLATIVE BODY

Regularly Scheduled Monthly Meeting
Thursday - March 19, 2015
5 p.m.

Open Meeting - *Sheriff Esco Jarnagin*

Call to Order – *Chairman Stancil Ford*

Prayer – TBD

Pledge of Allegiance – *Commissioner John Smyth*

Roll Call - *County Clerk Linda Wilder*

Recognition of Visitors – *Chairman Stancil Ford*

Prepared under the direction of:
Chairman Stancil Ford

DRAFT

REGULAR CALENDAR

Order #	Vote	Item
1		**Recognition (Chairman Stancil Ford)**
		a. Employee Recognition
		b. Proclamation – C. Dwaine Evans
2		**Appointments and Nominations (Chairman Stancil Ford)**
	Vote	a. Parks and Recreation Board (Off the Board)
	Vote	b. Health Council Board (Off the Board)
3		**Public Official Bonds (Chairman Stancil Ford)**
		a. None
4		**Calendar and Rules Committee Report (Chairman John Smyth)**
	Vote	a. Approval of Consent Calendar Items
	Vote	b. Approval of Regular Calendar Items
5		**Approval of Consent Calendar (Chairman Stancil Ford)**
	Vote	a. Consent Calendar
6		**Finance Committee (Chairman Louis "Doe" Jarvis)**
	Vote	a. Approval of Monthly Checks – February 2015
	Vote	b. Cherokee Park Splashpad Change Order
	Vote	c. Amended and Restated Financial Management Policies and Procedures
	Vote	d. East Tennessee Development District Local Planning advisory Services Contract
	Vote	e. Maintenance Department Reorganization
	Vote	f. Garbage Department Reorganization
7		**Public Services Committee (Chairman Herbert Harville)**
	Vote	a. Hamblen County Reappraisal Plan
	Vote	b. Abandonment of Buxton Road Resolution
	Vote	c. Items to be Declared Surplus
8		**Announcements /Informational Items / Upcoming Meeting Dates (Chairman Stancil Ford)**
		a. April 13, 2015 – *Committee Meeting*: 11:30 a.m. – Health Dept. Conference Room
		b. April 13, 2015 – *CTAS Budget Workshop*: following Committee Meetings – Health Dept. Conference Room
		c. April 14, 2015 – *HCLB & Road Commission Joint Work Session*: 5:15 p.m. – Courthouse Large Courtroom
		d. April 23, 2015 – *County Commission Meeting*: 5 p.m. – Courthouse Large Courtroom
9		**Adjournment (Chairman Stancil Ford)**

DRAFT

CONSENT CALENDAR

Hamblen County Legislative Body

Order #	Item	Placed From
1	Approval of the Previous Month Minutes a. Hamblen County Commission Meeting – February 19, 2015	Chairman Stancil Ford
2	Approval of Notaries	County Clerk Linda Wilder
3	Operating Summaries – February 2015	Finance Committee
4	Planning Commission Building Permit Report – February 2015	Finance Committee
5	County Attorney Invoices – February 2015	Finance Committee
6	Coroner's Report – February 2015	Finance Committee
7	Budget Amendment Approved by County Mayor – Election Commission	Finance Committee
8	Court Cost Collections Information	Finance Committee
9	E-911 Annual Operations Report	Public Services Committee

CONSENT CALENDAR - March 19, 2015

DRAFT

STATE OF TENNESSEE
BUREAU OF HEALTH SERVICES
DEPARTMENT OF HEALTH
HAMBLEN COUNTY HEALTH DEPARTMENT
331 WEST MAIN STREET
MORRISTOWN, TENNESSEE 37814
TELEPHONE: (423) 586-6431
FAX: (423) 586-6324

MEMORANDUM

TO: Mayor Bill Brittain

FROM: Sherrie Montgomery, Director Hamblen County Health Department SM

SUBJECT: Reappointments to the Hamblen County Board of Health

DATE: March 2, 2015

Membership on the Hamblen County Board of Health is a four year term, with the exception of County Mayor and Director of Schools where term of service is concurrent with the position (Tennessee Code 68-2-601). Term of service for the current Hamblen County Board of Health expires on March 24, 2015. Board of Health members may be reappointed to serve consecutive terms. All current Hamblen County Board of Health members have agreed to serve another four year term.

The following membership of the Hamblen County Board of Health (term March, 2015-March,2019) is presented for approval /appointment by the Hamblen County Commission:

Mayor Bill Brittain, Hamblen County Mayor

Charles Southerland, Chair Hamblen County Board of Health, Morristown Utility Systems

Dr. Dale Lynch, Director Hamblen County Schools

Dr. Sunil Ramaprasad, Physician

Dr. Russell Reel, Veterinarian

Steve Rippetoe, Pharmacist

Dr. Kenneth Mills, Dentist

Dr. Michael Tan, Physician

Rebecca Vesely, RN, Walters State Community College

Thank you for consideration of this request.