

APRIL 10, 2017

BE IT REMEMBERED that the Board of Commissioners of Montgomery County, Tennessee, met in regular session on Monday, April 10, 2017, at 6:00 P.M. at the Montgomery County Courthouse. Present and presiding, the Hon. Jim Durrett, County Mayor (Chairman). Also present, Jeff Truitt, Chief of Staff, Kellie A. Jackson, County Clerk, John Fuson, Sheriff, Rebecca Garman, Attorney, Jeff Taylor, Director of Accounts and Budgets, and the following Commissioners:

Jerry Allbert	Robert Gibbs	Robert Nichols
Ed Baggett	Monroe Gildersleeve	Wallace Redd
Martha Brockman	David Harper	Larry Rocconi
Brandon Butts	Arnold Hodges	Ron J. Sokol
Joe L. Creek	Jason A. Hodges	Audrey Tooley
John M. Gannon	Garland Johnson	Tommy Vallejos
John M. Genis	Charles Keene	Joe Weyant

PRESENT: 21

ABSENT: None

When and where the following proceedings were had and entered of record, to-wit:

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**INVOCATION** – Chaplain Joe Creek

**ROLL CALL**

**PRESENTATIONS** – Northwest High School Girls' Wrestling Team and Coaches

Jessica Elery; Lindsey Morrison; Deyla Brito-Perez; Stephanie Juarez; Catherine Palmieri; Coach Kayla Sharp-Estep; Coach Ben Smitherman; and Assistant Coach David Mosley

**APPROVAL OF MARCH 14, 2017 MINUTES**

**NO ZONING RESOLUTIONS**

**VOTE ON OTHER RESOLUTIONS**

- 17-4-1: Resolution to Accept Office of Domestic Preparedness State Homeland Security Grant Program EMW-2016-SS-00032-SO1 and to Appropriate Funds
- 17-4-2: Resolution to Accept a Proposal from the Tennessee Department of Transportation for Improvements to SR149 from River Road to SR13, and SR13 from SR149 to Zinc Plant Road
- 17-4-3: Resolution of the Montgomery County Board of Commissioners Approving Amendments to the 2016-17 School Budget
- 17-4-4: Resolution Appropriating Additional Funds to Jointly Fund the Upgrading of the Radio Consoles in the Clarksville-Montgomery County Emergency Communication Center that are Used to Dispatch all Montgomery County Public Safety Agencies
- 17-4-5: Resolution Requesting the Clarksville-Montgomery County Regional Planning Commission to Establish an "Outdoor Trap/Skeet Shooting Range" as a "Use with Conditions" in the Agricultural Commercial District of the Montgomery County Zoning Resolution (**motion was made at Informal meeting to suspend the rules**)

- 17-4-6:** Resolution to Transfer Funds to Complete the Historic Courthouse and Courts Complex Renovations (**motion was made at Informal meeting to suspend the rules**)

### **UNFINISHED BUSINESS**

### **REPORTS**

1. County Clerk's Report – (**requires approval by Commission**)

### **REPORTS FILED**

1. Building & Codes Permit Revenue and Adequate Facilities Tax Reports
2. MCSO's Personnel Policy
3. **Trustee's Monthly Report – Updated**
4. **Highway Dept's Road List for Jan. – March, 2017 (no road info to approve)**
5. **Accounts & Budgets Monthly Report**

### **COUNTY MAYOR NOMINATIONS AND APPOINTMENTS** – Mayor Durrett

### **ANNOUNCEMENTS**

### **ADJOURN**

# MONTGOMERY COUNTY GOVERNMENT



## PROCLAMATION

### By The County Mayor

**WHEREAS,** *the 2017 Northwest High School Girls' Wrestling Team brought home the Team Region Championship and the first girls' Team State Championship in the school's forty-seven-year history, breaking the all-time state tournament scoring record; and*

**WHEREAS,** *the 2017 Lady Vikings Wrestling Team was led by Senior, Jessica Elery, along with Senior, Stephanie Juarez; Junior, Lindsey Morrison; Sophomore, Deyla Brito-Pereza; and Sophomore, Catherine Palmieri; and*

**WHEREAS,** *the Lady Vikings Wrestling Team had outstanding leadership from Coach Ben Smitherman, Assistant Coach David Mosley, and Coach Kayla Sharp-Estep who was named the Tennessee Girls Wrestling Coach of the Year in her first season as a wrestling coach; and*

**WHEREAS,** *the Lady Vikings Wrestling Team competed for their school, for their coaches and for each other; and*

**WHEREAS,** *Montgomery County is honored by the athletic achievements and leadership qualities of these young women and we are proud to be home to the 2017 Lady Vikings State Wrestling Champions!*

**NOW, THEREFORE, I, JIM DURRETT,** Mayor of Montgomery County, Tennessee, hereby proclaim Monday, April 10, 2017, as

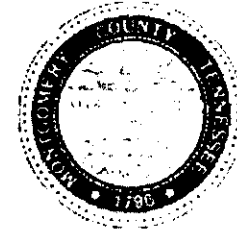
### **"NORTHWEST HIGH SCHOOL GIRLS' WRESTLING TEAM DAY"**

*We recognize and applaud the efforts of these outstanding young ladies and emphasize to everyone the importance of how the spirit of competition and sportsmanship play a tremendous role in our society today!*

County Mayor



**MONTGOMERY COUNTY**  
**TENNESSEE**



**Certificate of Achievement**

**FOR**

**JESSICA ELERY**

*Congratulations for helping the Northwest High School Girls' Wrestling Team bring home the 2017 State Championship! We applaud your achievements of being a three-time state champion, a two-time region champion, the 2015 Most Outstanding Wrestler in the State Tournament, the 2017 Most Outstanding Wrestler in the Region, the 2017 All Mid-state Dream Team Wrestler of the Year, and for receiving the award "The Leaf-Chronicle All Area Girls' Wrestler of the Year."*

*Montgomery County recognizes you for your dedication and your outstanding spirit of competition and sportsmanship.*

April 10, 2017

**Date**



**County Mayor**



# **MONTGOMERY COUNTY**

## **TENNESSEE**



### **Certificate of Achievement**

**FOR**

**LINDSEY MORRISON**

*Congratulations for helping the Northwest High School Girls' Wrestling Team bring home the 2017 State Championship! We applaud your accomplishments of being a two-time state runner-up in 2016 and 2017, third in the state in 2015, and a two-time region champion with a past undefeated record.*

*Montgomery County recognizes you for your dedication and your outstanding spirit of competition and sportsmanship.*

April 10, 2017  
Date

J. Smith  
County Mayor



**MONTGOMERY COUNTY**  
**TENNESSEE**



**Certificate of Achievement**

**FOR**

**DEYLA BRITO-PEREZ**

*Congratulations for helping the Northwest High School Girls' Wrestling Team bring home the 2017 State Championship! We applaud your accomplishments of winning fifth in state in 2016, and being awarded the 2017 state runner-up!*

*Montgomery County recognizes you for your dedication and your outstanding spirit of competition and sportsmanship.*

April 10, 2017  
Date

  
County Mayor



# **MONTGOMERY COUNTY**

## **TENNESSEE**



### **Certificate of Achievement**

**FOR**

**STEPHANIE JUAREZ**

*Congratulations for helping the Northwest High School Girls' Wrestling Team bring home the 2017 State Championship! We applaud your accomplishments of receiving third in state in 2017. What an accomplishment for a first year wrestler!*

*Montgomery County recognizes you for your dedication and your outstanding spirit of competition and sportsmanship.*

April 10, 2017

**Date**

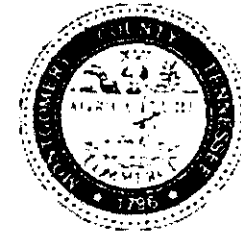
J. D. Smith

**County Mayor**





**MONTGOMERY COUNTY**  
**TENNESSEE**



**Certificate of Achievement**

**FOR**

**CATHERINE PALMIERI**

*Congratulations for helping the Northwest High School Girls' Wrestling Team bring home the 2017 State Championship! We applaud your achievements of finishing fourth in the region but after hard work and determination, received the title of state runner-up in 2017. What an accomplishment for a first year wrestler!*

*Montgomery County recognizes you for your dedication and your outstanding spirit of competition and sportsmanship.*

April 10, 2017  
Date

J. Dunst  
County Mayor

A Proclamation and Certificates of Achievement were presented to the Northwest High School Girls' Wrestling Team and Coaches by Mayor Durrett.

COUNTY COMMISSION MINUTES FOR

MARCH 14, 2017

SUBMITTED FOR APPROVAL APRIL 10, 2017

BE IT REMEMBERED that the Board of Commissioners of Montgomery County, Tennessee, met in regular session on Tuesday, March 14, 2017, at 6:00 P.M. at the Montgomery County Courthouse. Present and presiding, the Hon. Jim Durrett, County Mayor (Chairman). Also present, Jeff Truitt, Chief of Staff, Kellie A. Jackson, County Clerk, John Fuson, Sheriff, Tim Harvey, County Attorney, Jeff Taylor, Director of Accounts and Budgets, and the following Commissioners:

Jerry Allbert	Robert Gibbs	Robert Nichols
Ed Baggett	Monroe Gildersleeve	Wallace Redd
Martha Brockman	David Harper	Larry Rocconi
Brandon Butts	Arnold Hodges	Ron J. Sokol
Joe L. Creek	Jason A. Hodges	Audrey Tooley
John M. Gannon	Garland Johnson	Tommy Vallejos
John M. Genis	Charles Keene	Joe Weyant

PRESENT: 21

ABSENT: None

When and where the following proceedings were had and entered of record, to-wit:

**The minutes of the February 13, 2017, meeting of the Board of Commissioners, were approved.**

**The following Resolutions were Adopted:**

- CZ-5-2017** Resolution of the Montgomery County Board of Commissioners Amending the Zone Classification of the Property of Hatton Black
- 17-3-1** Resolution to Transfer Archive Fee Reserve Fund Monies for the Information Technology Department to Purchase Server Equipment for the County Clerk and Archives
- 17-3-2** Resolution to Acquire Certain Real Estate Located at 638 Stowe Court, Clarksville, Tennessee Adjacent to Civitan Park
- 17-3-3** Resolution Amending the Budget of the Montgomery County Chancery Court to Fund Collection of Delinquent Taxes, to Purchase Office Supplies, Printing Stationary and Forms for the New Clerk and Master and Converting Microfilm to Digital with Archives Reserves
- 17-3-7** Resolution to Retain a Delinquent Tax Attorney for Tax Year 2015
- 17-3-8** Resolution in Support of Increased Transportation Funding and Local Public Transit Referendums in Tennessee
- 17-3-9** Resolution Regarding Lawsuit of Interim Administrator Consultants, Inc. VS. Montgomery County, Tennessee Docket No.: MC CC CV CT 06-239
- 17-3-10** Resolution to Amend the Budget of the Industrial Development Board of Montgomery County for Economic Purposes

**The following Resolution Failed:**

- CZ-4-2017** Resolution of the Montgomery County Board of Commissioners Amending the Zone Classification of the Property of Billy A. Wilson Jr. Estate

**The following Resolutions were Postponed until the May 8, 2017 Formal Commission Meeting:**

- 17-3-4** Resolution to Increase the County-Wide Motor Vehicle Tax
- 17-3-5** Resolution of the Montgomery County Board of Commissioners Amending Funds for the Classroom Addition at Barkers Mill Elementary School
- 17-3-6** Resolution of the Montgomery County Board of Commissioners Amending Funds for the Classroom Addition at Minglewood Elementary School

**The County Clerk's Report for the month of February was Approved.**

**Reports Filed:**

1. Building & Codes Permit Revenue and Adequate Facilities Tax Reports
2. Soil Conservation District Annual Report
3. Trustee's Report
4. CMCSS Quarterly Construction Report
5. CMCSS Quarterly Financial Report
6. Accounts & Budgets Monthly Report

**Mayor Nominations Approved:****JUDICIAL COMMISSIONER**

1-yr terms

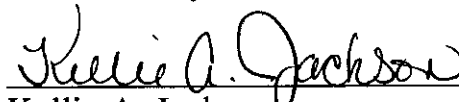
Jose Pagan Barnecett is nominated to replace Alonzo Giles (who resigned) as a part-time position; term to expire March, 2018.

Sheryl A. Conner is nominated to replace John Dennis Bushnell as a part-time position; term to expire March, 2018.

**A Motion to Reconsider the vote for Resolution 17-3-8 failed due to the lack of a majority vote.**

**The Board was adjourned.**

Submitted by:

  
Kellie A. Jackson  
County Clerk



On Motion to Adopt by Commissioner Brockman, seconded by Commissioner Gannon, the foregoing March 14, 2017, Minutes of the Board of County Commissioners, presented by Kellie A. Jackson, County Clerk, were Approved unanimously by the following roll call vote:

District	Commissioner	Vote	District	Commissioner	Vote	District	Commissioner	Vote
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	Y
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	Y	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 21 Noes – 0 Abstentions – 0

ABSENT: None

**RESOLUTION TO ACCEPT OFFICE OF DOMESTIC PREPAREDNESS STATE  
HOMELAND SECURITY GRANT PROGRAM EMW-2016-SS-00032-SO1  
AND TO APPROPRIATE FUNDS**

**WHEREAS**, the Montgomery County Emergency Management Agency was awarded a grant from the Department of Military, Tennessee Emergency Management Agency, in the amount of one hundred sixty seven thousand six hundred eighty two dollars and seventy nine cents (\$167,682.79), which includes:

1. Forty six thousand six hundred seventy dollars (\$46,670.00) to purchase law enforcement tactical equipment, personal protective equipment and enclosed trailer to house equipment for the District 7 law enforcement tactical teams; and
2. Twenty one thousand two dollars (\$21,002.00) to purchase various Urban Search and Rescue (USAR) equipment for confined space or structural collapse for USAR teams in Cheatham, Dickson, and Montgomery Counties; and
3. Fourteen thousand seventy three dollars (\$14,073.00) to purchase hardware and installation to add a position on existing console in the Stewart County Emergency Operations Center; and
4. Fourteen thousand seventy three dollars (\$14,073.00) to purchase radio equipment, personal protective equipment, canopy, SKED rescue system, computer equipment; furniture and other equipment for the Emergency Operations Center for Houston County; and
5. Fourteen thousand seventy three dollars (\$14,073.00) to purchase mass casualty equipment and supplies, a generator, personal protective equipment, GPS, and a concrete saw for Dickson County; and
6. Fourteen thousand seventy three dollars (\$14,073.00) to purchase capture and containment booms and an enclosed trailer for Humphreys County; and
7. Fourteen thousand seventy three dollars (\$14,073.00) to purchase mass casualty supplies, armor kits for first responders, and rope rescue equipment for Cheatham County; and
8. Fourteen thousand seventy two dollars (\$14,073.00) to purchase a utility vehicle with a medical bed to use for search and rescue for Robertson County; and

9. Fourteen thousand seventy two dollars and seventy nine cents (\$14,072.79) to purchase tyvek and chemical personal protective equipment, night vision binoculars and mono-goggles for Montgomery County; and
10. One thousand five hundred dollars (\$1,500.00) to purchase equipment and supplies for the Montgomery County Emergency Response Team (CERT) to continue training our citizens to prepare for, survive, and to assist others during and immediately following an emergency or disaster; and

**WHEREAS**, the grant period is from September 1, 2016 until April 30, 2019; and

**WHEREAS**, this grant consists of all pass-through federal dollars and will not require any matching county funds and there are no continuation project requirements.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners assembled in regular session on this 10th day of April 2017, that the following appropriates are approved.

**County General Fund  
Revenue**

101-54490-00000-54-47235-G1650 FY 2016 Homeland Security Grant      \$167,682.79

**Expenditures  
Other Emergency Management**

101-54490-00000-54-54990-G1650	Other Supplies & Materials	1,500.00
101-54490-00000-54-57080-G1650	Communications Equipment	19,573.00
101-54490-00000-54-57090-G1650	Data Processing Equipment	1,700.00
101-54490-00000-54-57110-G1650	Furniture & Fixtures	2,373.00
101-54490-00000-54-57900-G1650	Other Equipment	142,536.79

Total EMW-2015-SS-00023      \$167,682.79

**Duly passed and approved this 10th day of April, 2017.**



Sponsor

Commissioner

Approved

*James J. Buchanan*  
*Edward E. Baggett*  
*Jim Dumas*  
County Mayor

Attested

*Kevin A. Jackson*  
County Clerk



17-4-1

On Motion to Adopt by Commissioner Baggett, seconded by Commissioner Tooley, the foregoing Resolution was Adopted by the following roll call vote:

District	Commissioner	Vote	District	Commissioner	Vote	District	Commissioner	Vote
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	Y
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	Y	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 21 Noes – 0 Abstentions – 0

ABSENT: None

**RESOLUTION TO ACCEPT A PROPOSAL FROM THE TENNESSEE DEPARTMENT  
OF TRANSPORTATION FOR IMPROVEMENTS TO SR149 FROM RIVER ROAD  
TO SR13, AND SR13 FROM SR149 TO ZINC PLANT ROAD**

**WHEREAS**, the Tennessee Department of Transportation (TDOT) has made a proposal to Montgomery County for improvements to SR 149 from River Road to SR13, and SR13 from SR149 Road to Zinc at Zinc Plant Road, designated as Federal Project HPP/STP-149(12) and as State Project No. 63023-2239-14; and

**WHEREAS**, Montgomery County supports the improvements to SR149 and SR13 to help provide a more efficient transportation corridor. When considering the current and projected development, area traffic volumes are expected to continue to increase and congestion on existing roadways is expected to worsen; and

**WHEREAS**, the proposed project is included as a "committed project" in the Clarksville Urbanized Area Metropolitan Planning Organization's 2040 Metropolitan Transportation Plan. The proposed project is also included as a high priority project in the Clarksville Urbanized Area Metropolitan Planning Organization's Transportation Improvement Program Fiscal Year 2017 through 2020.

**WHEREAS**, the construction plans for the project are available for public viewing in the Regional Planning Office.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners assembled in Regular Session on this 10<sup>th</sup> day of April, 2017, that the County Mayor is hereby authorized to accept the proposal of the Tennessee Department of Transportation for construction of the project designated as State Project No. 63023-2239-14, and to execute all necessary documents in connection therewith on behalf of Montgomery County.

**Duly passed and approved this 10<sup>th</sup> day of April, 2017.**

**COUNTY CLERK  
SEAL  
MONTGOMERY COUNTY, TN**

Attest Kelley A. Jackson  
County Clerk

Sponsor J. D. Smith  
Commissioner Joe A. Aub  
Approved J. D. Smith  
County Mayor

17-4-2

On Motion to Adopt by Commissioner Creek, seconded by Commissioner Keene, the foregoing Resolution was Adopted by the following roll call vote:

<b>District</b>	<b>Commissioner</b>	<b>Vote</b>	<b>District</b>	<b>Commissioner</b>	<b>Vote</b>	<b>District</b>	<b>Commissioner</b>	<b>Vote</b>
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	Y
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	Y	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 21 Noes – 0 Abstentions – 0

ABSENT: None

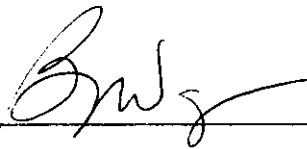
RESOLUTION OF THE MONTGOMERY COUNTY  
BOARD OF COMMISSIONERS APPROVING  
AMENDMENTS TO THE 2016-17  
SCHOOL BUDGET

**WHEREAS**, the proposed amendments to the General Purpose School Fund, Transportation Fund, Child Nutrition, and Extended School Program Fund Budgets reflect the most recent estimates of revenues and expenditures, and,


**WHEREAS**, the Clarksville-Montgomery County Board of Education has studied the attached amendments and approved them on March 14, 2017, for recommendation to the Montgomery County Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of County Commissioners assembled in Regular Business Session on this 10<sup>th</sup> day of April, 2017, that the 2016-17 School Budget be amended as per the attached schedules.

Sponsor



Commissioner




Approved



County Mayor

Attested



County Clerk



# Clarksville-Montgomery County School System

## General Purpose School Fund Budget

2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
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### Estimated Revenues

#### **Local Revenues**

Current Property Tax	28,426,300	28,426,300	(300,000)	28,126,300	Based on year-to-date collections
Trustees Collection - Prior Years	1,000,000	1,000,000	(175,000)	825,000	Based on year-to-date collections
Trustees Collection - Bankruptcy	-	-	52,431	52,431	Based on year-to-date collections
Cir. Clk/Clk Mastr Coll	208,651	208,651	173,300	381,951	Based on year-to-date collections
Interest & Penalties	288,000	288,000	28,000	316,000	Based on year-to-date collections
Payments In Lieu of Taxes (Utility)	704,409	704,409	20,000	724,409	Based on year-to-date collections
Local Option Sales Tax	47,600,000	47,600,000	500,000	48,100,000	Based on year-to-date collections
Wheel Tax	4,525,000	4,325,000	175,000	4,500,000	Based on year-to-date collections
Business Tax	723,216	723,216	19,084	742,300	Based on year-to-date collections
Mixed Drink Tax	392,024	392,024	(12,024)	380,000	Based on year-to-date collections
Bank Excise Tax	108,960	108,960	-	108,960	
Interstate Telecommunications Tax	15,200	15,200	-	15,200	
Archives & Records Management Fee	7,660	7,660	740	8,400	Based on year-to-date collections
Tuition - Regular Day Students	40,000	40,000	15,000	55,000	Based on year-to-date collections
Tuition - Out-of-State	-	-	7,350	7,350	Based on year-to-date collections
School Based Health Program	76,720	76,720	-	76,720	
Criminal Background Fee	48,000	48,000	(11,700)	36,300	Based on year-to-date collections
School to Work - Oasis Cafe	20,475	20,475	13,525	34,000	Based on year-to-date collections
Lease/Rentals	190,000	190,000	(40,000)	150,000	Based on year-to-date collections
Sale of Recycled Materials	3,100	3,100	2,685	5,785	Based on year-to-date collections
E-Rate Funding	30,000	30,000	(14,492)	15,508	Based on year-to-date collections
Misc. Refund - Other	38,329	38,329	1,581	39,910	Based on year-to-date collections
Sale of Equipment	200,000	300,000	120,000	420,000	Based on year-to-date collections
Damages from Individuals	1,000	1,000	2,435	3,435	Based on year-to-date collections
Contributions & Gifts	64,404	64,404	(6,527)	57,877	Based on year-to-date collections
<b>Total Local Revenues</b>	<b>84,711,448</b>	<b>84,611,448</b>	<b>571,388</b>	<b>85,182,836</b>	

# Clarksville-Montgomery County School System

## General Purpose School Fund Budget

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>State Revenues</b>					
Transition School To Work	109,467	131,217	-	131,217	
Basic Education Program	142,409,000	141,727,000	2,660,000	144,387,000	Health insurance adjustment, enrollment growth
Early Childhood Education	1,833,517	1,833,517	-	1,833,517	
Energy Efficient Schools	-	-	7,360	7,360	Based on year-to-date collections
Other State Education Funds	144,000	149,000	-	149,000	
Career Ladder Program	455,400	455,400	-	455,400	
Income Tax	145,041	145,041	(16,611)	128,430	Based on year-to-date collections
<b>Total State Revenues</b>	<b>145,096,425</b>	<b>144,441,175</b>	<b>2,650,749</b>	<b>147,091,924</b>	
<b>Federal Revenues</b>					
Educ. of the Handicapped Act	-	-	155,954	155,954	Based on actual high cost reimbursements
Public Law 874 (Impact Aid)	2,700,000	2,700,000	(200,000)	2,500,000	Based on year-to-date collections
JROTC	603,000	603,000	-	603,000	
Adult Literacy	32,000	32,000	(506)	31,494	Based on year-to-date collections
<b>Total Federal Revenues</b>	<b>3,335,000</b>	<b>3,335,000</b>	<b>(44,552)</b>	<b>3,290,448</b>	
<b>Non-Revenue Sources</b>					
Insurance Recovery	25,000	25,000	(24,000)	1,000	Based on year-to-date collections
Operating Transfers	488,700	488,700	(42,700)	446,000	Reduction in indirect cost
<b>Total Non-Revenue Sources</b>	<b>513,700</b>	<b>513,700</b>	<b>(66,700)</b>	<b>447,000</b>	
<b>Total Revenues</b>	<b>233,656,573</b>	<b>232,901,323</b>	<b>3,110,885</b>	<b>236,012,208</b>	

<b>Clarksville-Montgomery County School System</b> <b>General Purpose School Fund Budget</b>
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	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
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**Beginning Reserves and Fund Balance**

Reserve for On-The-Job Injury	402,218	402,218	-	402,218
Reserve for Property & Liability Insurance	781,000	781,000	-	781,000
Reserve for BEP	-	6,131	-	6,131
Reserve for Career Ladder	6,068	3,834	-	3,834
Assign for Education - Munis Systems	500,000	500,000	-	500,000
Assign for Education - School Bus Replacements	3,100,000	3,100,000	-	3,100,000
Assign for Technology				
Equipment, Purchases and Leases	5,033,000	5,033,000	-	5,033,000
Assign for Education - TCRS	654,000	654,000	-	654,000

<b>Total Reserves</b>	<b>10,476,286</b>	<b>10,480,183</b>	<b>-</b>	<b>10,480,183</b>
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<b>Beginning Fund Balance</b>	<b>17,713,000</b>	<b>18,349,297</b>	<b>-</b>	<b>18,349,297</b>
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<b>Total Reserves and Fund Balance</b>	<b>28,189,286</b>	<b>28,829,480</b>	<b>-</b>	<b>28,829,480</b>
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<b>Total Available Funds</b>	<b>261,845,859</b>	<b>261,730,803</b>	<b>3,110,885</b>	<b>264,841,688</b>
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# Clarksville-Montgomery County School System

## General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b><u>Expenditures (Appropriations)</u></b>					
<b>71100 - Regular Instruction</b>					
Salaries	86,608,766	86,548,766	26,012	86,574,778	Based on education/experience requirements
Employee Benefits	27,723,020	27,723,020	426,814	28,149,834	Health insurance participation
Contracted Services	554,700	554,700	-	554,700	
Supplies and Materials	2,219,731	2,224,731	5,000	2,229,731	Read to be Ready Grant
Equipment	32,200	32,200	-	32,200	
Student Fee Waivers	471,562	471,562	-	471,562	
<b>Total 71100 - Regular Instruction</b>	<b>117,609,979</b>	<b>117,554,979</b>	<b>457,826</b>	<b>118,012,805</b>	
<b>71150 - Alternative School</b>					
Salaries	824,209	824,209	-	824,209	
Employee Benefits	238,187	238,187	37,879	276,066	Health insurance participation
Contracted Services	529,600	529,600	-	529,600	
Supplies and Materials	3,000	3,000	-	3,000	
<b>Total 71150 - Alternative School</b>	<b>1,594,996</b>	<b>1,594,996</b>	<b>37,879</b>	<b>1,632,875</b>	
<b>71200 - Special Education</b>					
Salaries	19,262,045	19,300,525	85,015	19,385,540	Based on education/experience requirements
Employee Benefits	6,432,894	6,448,791	167,673	6,616,464	Health insurance participation
Contracted Services	34,500	34,500	11,000	45,500	Speech and Psychological services
Supplies and Materials	85,000	85,000	-	85,000	
Equipment	10,000	10,000	50,000	60,000	AT,OT,PT,Vision equipment to address student needs
<b>Total 71200 - Special Education</b>	<b>25,824,439</b>	<b>25,878,816</b>	<b>313,688</b>	<b>26,192,504</b>	



# Clarksville-Montgomery County School System

## General Purpose School Fund Budget

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>71300 - Vocational Education</b>					
Salaries	3,522,456	3,522,456	12,750	3,535,206	Based on education/experience requirements
Employee Benefits	1,209,802	1,209,802	-	1,209,802	
Contracted Services	1,500	1,500	-	1,500	
Supplies and Materials	240,350	244,350	-	244,350	
Equipment	80,000	140,000	-	140,000	
<b>Total 71300 - Vocational Education</b>	<b>5,054,108</b>	<b>5,118,108</b>	<b>12,750</b>	<b>5,130,858</b>	
<b>72110 - Student Services</b>					
Salaries	604,914	604,914	19,914	624,828	Based on education/experience requirements
Employee Benefits	191,077	191,077	3,869	194,946	Health insurance participation
Contracted Services	7,100	7,100	-	7,100	
Supplies and Materials	9,900	9,900	-	9,900	
Staff Development	7,000	7,000	-	7,000	
<b>Total 72110 - Student Services</b>	<b>819,991</b>	<b>819,991</b>	<b>23,783</b>	<b>843,774</b>	
<b>72120 - Health Services</b>					
Salaries	1,165,529	1,165,529	40,791	1,206,320	Based on education/experience requirements
Employee Benefits	427,427	427,427	5,675	433,102	Associated benefits
Contracted Services	1,000	1,000	-	1,000	
Supplies and Materials	29,395	29,395	(1,800)	27,595	Moved to Safety program
Equipment	2,000	2,000	-	2,000	
<b>Total 72120 - Health Services</b>	<b>1,625,351</b>	<b>1,625,351</b>	<b>44,666</b>	<b>1,670,017</b>	

# Clarksville-Montgomery County School System

## General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>72130 - Other Student Support</b>					
Salaries	5,980,094	5,980,094	67,649	6,047,743	Based on education/experience requirements
Employee Benefits	1,829,723	1,829,723	9,063	1,838,786	
Contracted Services	277,228	277,228	-	277,228	
Supplies and Materials	1,200	-	1,200	1,200	Restore original allocation for program needs
Student Registration	-	-	1,096	1,096	Participation in SCOPE
<b>Total 72130 - Other Student Support</b>	<b>8,088,245</b>	<b>8,087,045</b>	<b>79,008</b>	<b>8,166,053</b>	
<b>72210 - Regular Instruction Support</b>					
Salaries	8,314,026	8,348,846	338,320	8,687,166	Based on education/experience requirements
Employee Benefits	2,643,156	2,662,307	147,714	2,810,021	Associated benefits
Contracted Services	127,869	129,859	10,953	140,812	New Principal mentoring
Supplies and Materials	984,263	984,263	600	984,863	School allocation adjustment
Equipment	10,000	10,000	-	10,000	
Staff Development	227,772	227,772	3,171	230,943	Based on Instruction training needs
School to Work/High School Graduation	19,000	20,500	-	20,500	
<b>Total 72210 - Regular Instruction Support</b>	<b>12,326,086</b>	<b>12,383,547</b>	<b>500,758</b>	<b>12,884,305</b>	
<b>72215 - Alternative School Support</b>					
Salaries	23,109	23,109	-	23,109	
Employee Benefits	10,922	10,922	-	10,922	
<b>Total 72215 - Alternative School Support</b>	<b>34,031</b>	<b>34,031</b>	<b>-</b>	<b>34,031</b>	

## Clarksville-Montgomery County School System General Purpose School Fund Budget

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>72220 - Special Education Support</b>					
Salaries	2,248,554	2,185,864	77,525	2,263,389	Based on education/experience of psychological personnel
Employee Benefits	706,738	696,300	12,937	709,237	Associated benefits
Contracted Services	43,800	126,960	954	127,914	Increased costs of dues and memberships
Supplies and Materials	89,789	89,789	50,000	139,789	OT and PT supplies, classroom consumables
Equipment	500	500	-	500	
Staff Development	20,500	20,500	-	20,500	
<b>Total 72220 - Special Education Support</b>	<b>3,109,881</b>	<b>3,119,913</b>	<b>141,416</b>	<b>3,261,329</b>	
<b>72230 - Vocational Education Support</b>					
Salaries	92,128	92,128	4	92,132	Projected salary requirement
Employee Benefits	27,903	27,903	3	27,906	Associated benefits
Supplies and Materials	1,000	1,000	-	1,000	
Staff Development	1,600	1,600	-	1,600	
<b>Total 72230 - Vocational Education Support</b>	<b>122,631</b>	<b>122,631</b>	<b>7</b>	<b>122,638</b>	
<b>72250 - Technology</b>					
Salaries	1,236,887	1,202,067	31,313	1,233,380	Temp help for in-processing new technology
Employee Benefits	419,033	399,882	4,255	404,137	Associated benefits
Contracted Services	4,571,953	4,949,953	-	4,949,953	
Supplies and Materials	2,513,743	2,513,743	207	2,513,950	Employee recognition expense
Equipment	925,000	925,000	-	925,000	
Staff Development	20,000	20,000	-	20,000	
<b>Total 72250 - Technology</b>	<b>9,686,616</b>	<b>10,010,645</b>	<b>35,775</b>	<b>10,046,420</b>	
<b>72260 - Adult Education Support</b>					
Salaries	172,512	172,512	-	172,512	
Employee Benefits	28,875	28,875	-	28,875	
<b>Total 72260 - Adult Education Support</b>	<b>201,387</b>	<b>201,387</b>	<b>-</b>	<b>201,387</b>	

## Clarksville-Montgomery County School System General Purpose School Fund Budget

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>72310 - Board of Education</b>					
Salaries	61,075	61,075	5,200	66,275	Projected Board compensation
Employee Benefits	1,181,314	1,181,314	(52,696)	1,128,618	Projected retiree's insurance
Contracted Services	158,175	160,250	8,300	168,550	Director search
Insurance Premiums	803,347	804,998	-	804,998	
Trustee's Commission	1,200,000	1,200,000	-	1,200,000	
Staff Development	15,000	15,000	(2,000)	13,000	Based on Board training requirements
Background Investigations/Prof. Dev.	62,000	62,000	-	62,000	
Community Relations	500	500	1,600	2,100	One-time supply expense
<b>Total 72310 - Board of Education</b>	<b>3,481,411</b>	<b>3,485,137</b>	<b>(39,596)</b>	<b>3,445,541</b>	
<b>72320 - Director of Schools</b>					
Salaries	206,941	206,941	-	206,941	
Employee Benefits	63,972	63,972	-	63,972	
Contracted Services	69,000	69,000	(7,000)	62,000	Reduction of District postage required
Supplies and Materials	750	750	600	1,350	Office supplies required
Staff Development	10,600	10,600	(600)	10,000	Based on Director's training requirements
<b>Total 72320 - Director of Schools</b>	<b>351,263</b>	<b>351,263</b>	<b>(7,000)</b>	<b>344,263</b>	
<b>72320 - Printing and Communications</b>					
Salaries	468,418	468,418	16,048	484,466	Based on education/experience requirements
Employee Benefits	153,972	153,972	48,733	202,705	Health insurance participation
Contracted Services	74,985	74,985	-	74,985	
Supplies and Materials	60,716	60,716	-	60,716	
Equipment	23,189	23,189	-	23,189	
Staff Development	10,249	10,249	-	10,249	
<b>Total 72320 - Printing and Communications</b>	<b>791,529</b>	<b>791,529</b>	<b>64,781</b>	<b>856,310</b>	

# Clarksville-Montgomery County School System

## General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>72410 - Office of the Principal</b>					
Salaries	12,442,678	12,442,678	151,244	12,593,922	Based on education/experience requirements
Employee Benefits	4,523,612	4,523,612	156,055	4,679,667	Health insurance participation
Contracted Services	36,533	36,533	-	36,533	
Equipment	25,000	25,000	-	25,000	
Staff Development	40,000	40,000	(1,000)	39,000	Based on training requirements
<b>Total 72410 - Office of the Principal</b>	<b>17,067,823</b>	<b>17,067,823</b>	<b>306,299</b>	<b>17,374,122</b>	
<b>72510 - Business Affairs</b>					
Salaries	1,933,215	1,933,215	18,378	1,951,593	Based on education/experience requirements
Employee Benefits	723,630	723,630	29,691	753,321	Health insurance participation
Contracted Services	40,285	40,285	25,610	65,895	GovDeals fees for auctioning surplus property
Supplies and Materials	39,500	39,500	(6,000)	33,500	Savings in fuel for warehouse vehicles
Equipment	-	-	8,600	8,600	Replacement of pallet jacks (2)
Staff Development	14,700	14,700	12,750	27,450	Munis training for Business Affairs staff
<b>Total 72510 - Business Affairs</b>	<b>2,751,330</b>	<b>2,751,330</b>	<b>89,029</b>	<b>2,840,359</b>	
<b>72520 - Human Resources</b>					
Salaries	1,613,518	1,613,518	22,666	1,636,184	Based on education/experience requirements
Employee Benefits	517,901	517,901	9,658	527,559	Health insurance participation
Contracted Services	60,217	60,217	1,800	62,017	Reallocation from Health Services for Safety program
Supplies and Materials	41,900	41,900	-	41,900	
Equipment	360,500	360,500	-	360,500	
Staff Development	28,050	28,050	-	28,050	
<b>Total 72520 - Human Resources</b>	<b>2,622,086</b>	<b>2,622,086</b>	<b>34,124</b>	<b>2,656,210</b>	

# Clarksville-Montgomery County School System

## General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>72610 - Operation of Plant</b>					
Salaries	5,390,688	5,390,688	709	5,391,397	Projected salary requirement
Employee Benefits	2,636,706	2,636,706	-	2,636,706	
Contracted Services	393,665	393,665	3,000	396,665	Architect fees
Supplies and Materials	491,803	491,803	-	491,803	
Equipment	62,000	62,000	-	62,000	
Utilities	7,382,000	7,382,000	(6,000)	7,376,000	Decrease in fuel oil
Insurance Premiums	474,067	437,538	-	437,538	
Staff Development	5,000	5,000	-	5,000	
<b>Total 72610 - Operation of Plant</b>	<b>16,835,929</b>	<b>16,799,400</b>	<b>(2,291)</b>	<b>16,797,109</b>	
<b>72620 - Maintenance of Plant</b>					
Salaries	2,573,963	2,573,963	1	2,573,964	Projected salary requirement
Employee Benefits	1,125,431	1,125,431	-	1,125,431	
Contracted Services	1,879,057	1,499,057	38,600	1,537,657	Air quality testing and equipment rental
Supplies and Materials	1,258,500	1,258,500	(50,000)	1,208,500	Fuel savings
Equipment	2,000	2,000	30,500	32,500	Replacement of IT generators - lightning damage
Insurance Premiums	56,281	62,160	-	62,160	
Staff Development	10,000	10,000	-	10,000	
<b>Total 72620 - Maintenance of Plant</b>	<b>6,905,232</b>	<b>6,531,111</b>	<b>19,101</b>	<b>6,550,212</b>	
<b>73400 - Early Childhood Education</b>					
Salaries	1,603,552	1,603,552	(9,900)	1,593,652	Substitutes for Pre-K program
Employee Benefits	620,395	620,395	19,122	639,517	Health insurance participation
Contracted Services	1,000	1,000	-	1,000	
Supplies and Materials	8,000	8,000	-	8,000	
Staff Development	6,000	6,000	-	6,000	
<b>Total 73400 - Early Childhood Education</b>	<b>2,238,947</b>	<b>2,238,947</b>	<b>9,222</b>	<b>2,248,169</b>	

# Clarksville-Montgomery County School System

## General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>82230 - Debt Service</b>					
Interest Payments	24,375	24,375	-	24,375	
<b>Total 82230 - Debt Service</b>	<b>24,375</b>	<b>24,375</b>	<b>-</b>	<b>24,375</b>	
<b>99100 - Interfund Transfers</b>					
Other Charges	4,081,500	4,081,500	1,240,000	5,321,500	Transportation Fund for bus purchases
Debt Service	700,312	700,312	-	700,312	
<b>Total 99100 - Interfund Transfers</b>	<b>4,781,812</b>	<b>4,781,812</b>	<b>1,240,000</b>	<b>6,021,812</b>	
<b>Total Expenditures</b>	<b>243,949,478</b>	<b>243,996,253</b>	<b>3,361,225</b>	<b>247,357,478</b>	
<b>Ending Reserves and Fund Balance</b>					
Fund Balance	7,419,394	7,254,367	1,001,709	8,256,076	Projected fund balance at 6/30/17
On-The-Job Injury Reserve	402,218	402,218	-	402,218	
Property & Liability Insurance Reserve	781,000	781,000	-	781,000	
BEP Reserve	-	6,131	-	6,131	
Career Ladder Reserve	6,769	3,834	701	4,535	Projected reserve on 6/30/17
Assign for Education - Munis Systems	500,000	500,000	(12,750)	487,250	Projected reserve on 6/30/17
Assign for Education - School Bus Replacements	3,100,000	3,100,000	(1,240,000)	1,860,000	Projected reserve on 6/30/17
Assign for Technology					
Equipment, Purchases and Leases	5,033,000	5,033,000	-	5,033,000	
Assign for Education - TCRS	654,000	654,000	-	654,000	
<b>Total Reserves and Fund Balance</b>	<b>17,896,381</b>	<b>17,734,550</b>	<b>(250,340)</b>	<b>17,484,210</b>	
<b>Total Expenditures, Reserves and Fund Balance</b>	<b>261,845,859</b>	<b>261,730,803</b>	<b>3,110,885</b>	<b>264,841,688</b>	

# Clarksville-Montgomery County School System

## Extended School Program Fund

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>Estimated Revenues</b>					
<b>Local Revenues</b>					
Tuition - Summer School	150,000	150,000	-	150,000	
Tuition - Credit Recovery	7,500	7,500	2,000	9,500	Based on projected collections
<b>Total Local Revenues</b>	<b>157,500</b>	<b>157,500</b>	<b>2,000</b>	<b>159,500</b>	
<b>Total Revenues</b>	<b>157,500</b>	<b>157,500</b>	<b>2,000</b>	<b>159,500</b>	
<b>Beginning Fund Balance</b>	<b>185,385</b>	<b>151,686</b>	<b>-</b>	<b>151,686</b>	Projected fund balance as of 6/30/2017
<b>Total Available Funds</b>	<b>342,885</b>	<b>309,186</b>	<b>2,000</b>	<b>311,186</b>	
<b>Expenditures (Appropriations)</b>					
<b>71100 - Regular Instruction</b>					
Salaries	156,800	156,800	19,150	175,950	Based on summer school enrollment
Employee Benefits	26,496	26,496	7,308	33,804	Associated benefits
Contracted Services	-	525	20,000	20,525	Virtual High School program
Supplies and Materials	500	500	-	500	
<b>Total 71100 - Regular Instruction</b>	<b>183,796</b>	<b>184,321</b>	<b>46,458</b>	<b>230,779</b>	
<b>72310 - Board of Education</b>					
Trustee's Commission	1,600	1,600	-	1,600	
<b>Total 72310 - Board of Education</b>	<b>1,600</b>	<b>1,600</b>	<b>-</b>	<b>1,600</b>	
<b>72410 - Office of the Principal</b>					
Salaries	9,400	9,400	-	9,400	
Employee Benefits	1,570	1,570	-	1,570	
<b>Total 72410 - Office of the Principal</b>	<b>10,970</b>	<b>10,970</b>	<b>-</b>	<b>10,970</b>	



**Clarksville-Montgomery County School System  
Extended School Program Fund**

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>72610 - Operation of Plant</b>					
Salaries	4,200	4,200	-	4,200	
Employee Benefits	909	909	-	909	
<b>Total 72610 - Operation of Plant</b>	<b>5,109</b>	<b>5,109</b>	<b>-</b>	<b>5,109</b>	
<b>Total Expenditures</b>	<b>201,475</b>	<b>202,000</b>	<b>46,458</b>	<b>248,458</b>	
Ending Fund Balance	141,410	107,186	(44,458)	62,728	Projected fund balance as of 6/30/2017
<b>Total Expenditures and Fund Balance</b>	<b>342,885</b>	<b>309,186</b>	<b>2,000</b>	<b>311,186</b>	

# Clarksville-Montgomery County School System

## Child Nutrition Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Amended Budget
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### Estimated Revenues

Local Revenues					
43521	Lunch Payments - Children	3,057,003	3,057,003	-	3,057,003
43522	Lunch Payments - Adults	158,760	158,760	-	158,760
43523	Income from Breakfast	140,208	140,208	-	140,208
43525	Ala Carte Sales	1,283,613	1,283,613	-	1,283,613
43990	Contract Services	29,000	29,000	-	29,000
44110	Interest Earned	4,709	4,709	-	4,709
44130	Sale of Materials & Supplies	42,263	42,263	-	42,263
44170	Miscellaneous Refund	12,966	12,966	-	12,966
44530	Sale of Equipment	10,000	10,000	-	10,000
Total Local Revenues		4,738,522	4,738,522	-	4,738,522
State Revenues - BEP					
46520	School Food Service	142,677	142,677	-	142,677
Total State Revenues		142,677	142,677	-	142,677
Federal Revenues					
47111	Section 4 - Lunch Funds	7,243,738	7,243,738	-	7,243,738
47112	USDA - Commodities	1,149,873	1,149,873	-	1,149,873
47113	Breakfast Reimbursement	3,107,570	3,107,570	-	3,107,570
Total Federal Revenues		11,501,181	11,501,181	-	11,501,181
Total Revenues		16,382,380	16,382,380	-	16,382,380
Beginning Fund Balance		6,000,000	6,000,000	644,002	6,644,002
Actual fund balance as of 6/30/16					
Total Available Funds		22,382,380	22,382,380	644,002	23,026,382

# **Clarksville-Montgomery County School System** **Child Nutrition Fund Budget**

CMCSS

	<b>2016-2017 Original Budget</b>	<b>Current Amended Budget</b>	<b>Proposed Increase (Decrease)</b>	<b>Amended Budget</b>
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## **Expenditures (Appropriations)**

### **73100 - Food Service**

Salaries	5,338,147	5,338,147	39,443	5,377,590	Based on education/experience requirements
Employee Benefits	2,407,004	2,407,004	(11,000)	2,396,004	Adjustment based on participation
Contracted Services	691,042	691,042	-	691,042	
Supplies and Materials	8,006,159	8,006,159	-	8,006,159	
Utilities	266,000	266,000	-	266,000	
Insurance Premiums	40,000	40,000	-	40,000	
Other Charges	50,030	50,030	-	50,030	
Equipment	310,000	310,000	-	310,000	

<b>Total 73100 - Food Service</b>	<b>17,108,382</b>	<b>17,108,382</b>	<b>28,443</b>	<b>17,136,825</b>
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<b>Total Expenditures</b>	<b>17,108,382</b>	<b>17,108,382</b>	<b>28,443</b>	<b>17,136,825</b>
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<b>Ending Fund Balance</b>	<b>5,273,998</b>	<b>5,273,998</b>	<b>615,559</b>	<b>5,889,557</b>	Projected fund balance at 6/30/17
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<b>Total Expenditures and Fund Balance</b>	<b>22,382,380</b>	<b>22,382,380</b>	<b>644,002</b>	<b>23,026,382</b>
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# Clarksville-Montgomery County School System

## Transportation Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
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### Estimated Revenues

#### **Local Revenues**

Current Property Tax	1,909,600	1,909,600	-	1,909,600	
Trustees Collection - Prior Years	60,000	60,000	-	60,000	
Circuit Clerk	-	-	26,000	26,000	Based on current projected collections
Interest & Penalties	15,000	15,000	-	15,000	
Payments In Lieu of Taxes (Utility)	40,275	40,275	-	40,275	
Bank Excise Tax	3,000	3,000	-	3,000	
Sale of Materials & Supplies	2,500	2,500	-	2,500	
Sale of Recycled Materials	3,200	3,200	-	3,200	
Misc. Refund - Other	7,000	7,000	9,000	16,000	Based on current projected collections
Sale of Equipment	40,000	40,000	-	40,000	
Damages from Individuals	1,000	1,000	-	1,000	
<b>Total Local Revenues</b>	<b>2,081,575</b>	<b>2,081,575</b>	<b>35,000</b>	<b>2,116,575</b>	

#### **State Revenues - BEP**

Basic Education Program	10,055,000	10,055,000	-	10,055,000
<b>Total State Revenues - BEP</b>	<b>10,055,000</b>	<b>10,055,000</b>	<b>-</b>	<b>10,055,000</b>

#### **Federal Revenues**

Educ. of the Handicapped Act	1,282,915	1,282,915	-	1,282,915
<b>Total Federal Revenues</b>	<b>1,282,915</b>	<b>1,282,915</b>	<b>-</b>	<b>1,282,915</b>

#### **Non-Revenue Sources**

Operating Transfers	-	-	1,240,000	1,240,000	Funding for bus purchases
<b>Total Non-Revenue Sources</b>	<b>-</b>	<b>-</b>	<b>1,240,000</b>	<b>1,240,000</b>	

<b>Total Revenues</b>	<b>13,419,490</b>	<b>13,419,490</b>	<b>1,275,000</b>	<b>14,694,490</b>
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<b>Beginning Fund Balance</b>	<b>1,830,886</b>	<b>2,218,775</b>	<b>-</b>	<b>2,218,775</b>	Projected fund balance as of 6/30/17
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<b>Total Available Funds</b>	<b>15,250,376</b>	<b>15,638,265</b>	<b>1,275,000</b>	<b>16,913,265</b>
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# Clarksville-Montgomery County School System

## Transportation Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b><u>Expenditures (Appropriations)</u></b>					
<b>72310 - Board of Education</b>					
Trustee's Commission	41,500	41,500	-	41,500	
<b>Total 72310 - Board of Education</b>	<b>41,500</b>	<b>41,500</b>	<b>-</b>	<b>41,500</b>	
<b>72710 - Transportation</b>					
Salaries	7,364,869	7,364,869	94,861	7,459,730	Based on education/experience requirements
Employee Benefits	3,348,102	3,348,102	65,894	3,413,996	Health insurance participation
Contracted Services	373,950	373,950	1,000	374,950	Dues and memberships
Supplies and Materials	1,844,850	1,846,850	20,974	1,867,824	Anti-freeze/coolant for bus fleet
Equipment	1,624,000	1,624,000	1,240,000	2,864,000	Bus purchases (replacements)
Insurance Premiums	135,476	115,350	-	115,350	
Staff Development	30,000	30,000	-	30,000	
<b>Total 72710 - Transportation</b>	<b>14,721,247</b>	<b>14,703,121</b>	<b>1,422,729</b>	<b>16,125,850</b>	
<b>Total Expenditures</b>	<b>14,762,747</b>	<b>14,744,621</b>	<b>1,422,729</b>	<b>16,167,350</b>	
<b>Ending Fund Balance</b>	<b>487,629</b>	<b>893,644</b>	<b>(147,729)</b>	<b>745,915</b>	Projected fund balance as of 6/30/17
<b>Total Expenditures and Fund Balance</b>	<b>15,250,376</b>	<b>15,638,265</b>	<b>1,275,000</b>	<b>16,913,265</b>	

17-4-3

On Motion to Adopt by Commissioner Keene, seconded by Commissioner Genis, the foregoing Resolution was Adopted by the following roll call vote:

<b>District</b>	<b>Commissioner</b>	<b>Vote</b>	<b>District</b>	<b>Commissioner</b>	<b>Vote</b>	<b>District</b>	<b>Commissioner</b>	<b>Vote</b>
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	Y
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	Y	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 21 Noes – 0 Abstentions – 0

ABSENT: None

**RESOLUTION APPROPRIATING ADDITIONAL FUNDS TO JOINTLY FUND THE  
UPGRADING OF THE RADIO CONSOLES IN THE CLARKSVILLE-MONTGOMERY  
COUNTY EMERGENCY COMMUNICATION CENTER THAT ARE USED TO  
DISPATCH ALL MONTGOMERY COUNTY PUBLIC SAFETY AGENCIES**

**WHEREAS**, Montgomery County contracts with the Clarksville-Montgomery County Emergency Communications Center to provide twenty-four hour per day, three hundred and sixty-five days per year dispatch service to the Montgomery County Sheriff's Office, Emergency Medical Services, Emergency Management Agency, and Montgomery County Fire Service; and

**WHEREAS**, the radio interfacing system that enables the console positions to send and receive radio communications between the dispatch center and units runs on a Microsoft Windows XP system that is no longer supported and does not provide sufficient network security protection and therefore has exceeded its usable life expectancy; and

**WHEREAS**, the expense to replace this equipment with three years of maintenance support is \$412,033.52 with Montgomery County's share being \$215,828.00, which will be taken from the unappropriated fund balance of the general fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners assembled in Regular Session on this 10<sup>th</sup> day of April, 2017, that \$215,828.00 be appropriated from the general fund balance and amend the budget for the following account:

101-51900-00000-51-53100-P0178

\$215,828.00

**Duly passed and approved the 10<sup>th</sup> day of April, 2017**

**COUNTY CLERK  
SEAL  
MONTGOMERY COUNTY, TN**

Attest Kelli A. Jackson  
County Clerk

Sponsor

Commissioner

Approved

County Mayor

17-4-4

On Motion to Adopt by Commissioner Harper, seconded by Commissioner Sokol, the foregoing Resolution was Adopted by the following roll call vote:

District	Commissioner	Vote	District	Commissioner	Vote	District	Commissioner	Vote
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	Y
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	Y	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 21 Noes – 0 Abstentions – 0

ABSENT: None



**RESOLUTION REQUESTING THE CLARKSVILLE-MONTGOMERY COUNTY REGIONAL  
PLANNING COMMISSION TO ESTABLISH AN "OUTDOOR SHOTGUN CLAY TARGET  
SHOOTING RANGE" AS A "USE PERMITTED ON REVIEW" IN THE AGRICULTURAL (AG)  
AND AGRICULTURAL COMMERCIAL (AGC) DISTRICTS OF THE MONTGOMERY  
COUNTY ZONING RESOLUTION**

**WHEREAS**, the Montgomery County Zoning Resolution only "permits on review" by the Board of Zoning Appeals "indoor gun ranges" in the C-2 General Commercial District and the C-5 Highway and Arterial Commercial District; and

**WHEREAS**, a general outdoor gun range for all firearms has significant safety and noise concerns; and

**WHEREAS**, an "outdoor shotgun clay target (trap/skeet) shooting range or course" would be limited to the targeting of skeets, clay-targets or traps by shotguns; and


**WHEREAS**, an "outdoor shotgun clay target (trap/skeet) shooting range or course" would permit only the discharge and use of shotguns and explicitly prohibit the discharge and use of rifles and pistols; and


**WHEREAS**, an "outdoor shotgun clay target (trap/skeet) shooting range or course" shall comply with all Federal and State firearm and safety regulations; and

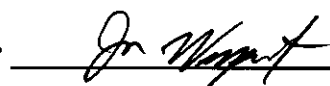
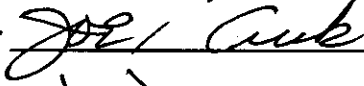
**WHEREAS**, an "outdoor shotgun clay target (trap/skeet) shooting range or course" for only shotguns has far fewer safety concerns and fewer Federal and State safety requirements than a general outdoor gun range for all firearms.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners assembled in regular session on this 10th day of April, 2017, requests that the Clarksville-Montgomery County Regional Planning Commission prepare a text amendment to the Montgomery County Zoning Resolution to establish an "outdoor shotgun clay target (trap/skeet) shooting range or course" as a "use permitted on review" in the (AG) Agricultural District and the (AGC) Agricultural Commercial District, and to define appropriate conditions for this use such as minimum parcel size and other reasonable conditions.

Duly passed and approved this 10th day of April, 2017.

**Attested:**   
County Clerk

 **SEAL**

**Sponsor**   
**Commissioner**   
**Approved**   
County Mayor

17-4-5

On Motion to Adopt by Commissioner A. Hodges, seconded by Commissioner Nichols, the foregoing Resolution was Adopted by the following roll call vote:

District	Commissioner	Vote	District	Commissioner	Vote	District	Commissioner	Vote
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	Y
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	Y	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 21 Noes – 0 Abstentions – 0

ABSENT: None

**RESOLUTION TO TRANSFER FUNDS TO COMPLETE THE HISTORIC  
COURTHOUSE AND COURTS COMPLEX RENOVATION**

**WHEREAS**, the Montgomery County Commission appropriated funds in the amount of \$7,000,000.00 in the fiscal year 2017 for renovation of the Historic Courthouse and Courts Complex (the Project); and

**WHEREAS**, the Project bid was \$600,000.00 more than the appropriation; and

**WHEREAS**, bonds issued to fund the Project were not sufficient to cover the additional costs of the Project; and

**WHEREAS**, it is considered in the best interest of the county to proceed with the renovation.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners assembled in Regular Session on this 10<sup>th</sup> day of April, 2017, that \$600,000.00 be appropriated from the unappropriated general fund balance and transferred to the General Capital Projects Fund to complete the Project as bid, and the following accounts be amended to authorize the transfer:

101-99100-00000-99-55900	\$600,000.00
101-00000-00000-00-39000	\$600,000.00
171-00000-00000-00-49800	\$600,000.00
171-91110-00000-91-57070-BP267	\$600,000.00

**Duly passed and approved this 10<sup>th</sup> day of April, 2017.**



Sponsor

*[Signature]*

Commissioner

*[Signature]*

Approved

*[Signature]*

County Mayor

Attested

*[Signature: Kevie A. Jackson]*  
County Clerk

17-4-6

On Motion to Adopt by Commissioner Rocconi, seconded by Commissioner Gannon, the foregoing Resolution was Adopted by the following roll call vote:

<b>District</b>	<b>Commissioner</b>	<b>Vote</b>	<b>District</b>	<b>Commissioner</b>	<b>Vote</b>	<b>District</b>	<b>Commissioner</b>	<b>Vote</b>
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	Y
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	Y	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 21 Noes – 0 Abstentions – 0

ABSENT: None

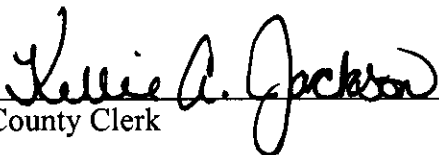
**County Clerk's Report**  
**April 10, 2017**

Comes Kellie A. Jackson, County Clerk, Montgomery County, Tennessee, and presents the County Clerk's Report for the month of March, 2017.

I hereby request that the persons named on the list of new applicants to the office of Notary Public be elected. The Oaths of the Judicial Commissioners and Deputy Sheriff are approved as taken.

This report shall be spread upon the minutes of the Board of County Commissioners.

This the 10<sup>th</sup> day of April, 2017.

  
County Clerk



## OATHS OF JUDICIAL COMMISSIONERS

NAME	OFFICE	DATE
Jose O. Pagan Barnecett	Judicial Commissioner	03/15/2017
Sheryl A. Conner	Judicial Commissioner	03/15/2017

## OATH OF DEPUTY SHERIFF

NAME	OFFICE	DATE
Erin G. Matiz	Deputy Sheriff	03/03/2017

MONTGOMERY COUNTY CLERK  
KELLIE A JACKSON COUNTY CLERK  
350 PAGEANT LANE SUITE 502  
CLARKSVILLE TN 37040  
Telephone 931-648-5711  
Fax 931-572-1104

Notaries to be elected April 10, 2017

NAME	HOME ADDRESS AND PHONE	BUSINESS ADDRESS AND PHONE
1. WAYNE R ARNOLD	460 RIVERMONT DR CLARKSVILLE TN 37043 931-801-6650	662 SANGO RD, SUITE A CLARKSVILLE TN 37043 931-358-3961
2. AMY E ATUAH	417 RIVER HEIGHTS DR CLARKSVILLE TN 37040 937 478 6559	3845 TRENTON RD CLARKSVILLE TN 37040 931 920 7100
3. RACHEL B LEE	129 MOSSLAND DR 37042 931 547 7668	505 DEADERICK ST NASHVILLE TN 37243 615 741 0916
4. TONYA BANUELOS	117 FLAT ROCK RD CLARKSVILLE TN 37042 931-538-7000	2655 TRENTON RD CLARKSVILLE TN 37040
5. PATRICIA BELL	3410 N HENDERSON WAY CLARKSVILLE TN 37042 931-338-5043	168 JACK MILLER BLVD CLARKSVILLE TN 37042 931-431-9700
6. BONNIE L BLY	4251 OLD METAL RD PALMYRA TN 37142 931 218 1322	2250 B WILMA RUDOLPH BLVD CLARKSVILLE TN 37040 931 647 6787
7. VANESSA D BOOKER	376 S LANCASTER RD APT 185 CLARKSVILLE TN 37042 615 630 0015	
8. HEATHER CAMPBELL	842 HADLEY RD CLARKSVILLE TN 37042 931 216 5413	2034 WILMA RUDOLPH BLVD CLARKSVILLE TN 37040 931 503 0674
9. CHRISTINE D CHANNELL	615 CHANNELL DR CLARKSVILLE TN 37040 931 647 4339	201 MAIN ST CLARKSVILLE TN 37040 931 552 1515
10. JIM CHERRY	2683 WINDWOOD COURT CLARKSVILLE TN 37043 931-320-0677	108 CENTER POINTE CLARKSVILLE TN 37043 931-648-9445
11. JOYA CLARK	714 WELSEY DR CLARKSVILLE TN 37042 615-689-1448	
12. PATSY MARIE COBB	2168 AMADEUS DR CLARKSVILLE TN 37040 931 338 7774	2605 WILMA RUDOLPH BLVD CLARKSVILLE TN 37040 888 842 6328
13. LINDA G CRAIG	171 JOHN DUKE TYLER BLVD CLARKSVILLE TN 37040 931 551 9300	1765 ALPINE DR CLARKSVILLE TN 37040 931 51 9300

MONTGOMERY COUNTY CLERK  
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Fax 931-572-1104

Notaries to be elected April 10,2017

NAME	HOME ADDRESS AND PHONE	BUSINESS ADDRESS AND PHONE
14. TARIA S DANCE	954 WINESAP RD CLARKSVILLE TN 37040 931 906 2147	2605 WILMA RUDOLPH BLVD CLARKSVILLE TN 37040 931 906 2147
15. STACEY DAVENPORT	1403 HONEYSUCKLE LN CLARKSVILLE TN 37040 931 241 0465	2093 USSERY RD CLARKSVILLE TN 37040 931 648 5695
16. MICHAEL S DAVENPORT	1403 HONEYSUCKLE LANE CLARKSVILLE TN 37040 931 320 4081	2215 MADISON STREET CLARKSVILLE TN 37043 931 645 7471
17. ELAINE A DEJOYA	238 AUDREA LANE CLARKSVILLE TN 37042 334 806 5859	1960 MADISON ST STE J CLARKSVILLE TN 37043 931 905 1997
18. NORMAN S DEWEIN	1696 VALLEY ROAD CLARKSVILLE TN 37043 931 237 2110	
19. ADRIENNE DORITY	2688 BARBER HIGHWAY CUMBERLAND CITY TN 37050 931 627 5315	128 PUBLIC SQUARE CLARKSVILLE TN 37040 931 245 4357
20. TAMERA DORTCH	1252 GOLDEN EAGLE WAY CLARKSVILLE TN 37040 931 494 1207	25 JEFFERSON ST CLARKSVILLE TN 37040 931 920 7000
21. DENISE EDBERG	1161 MEACHEM DRIVE CLARKSVILLE TN 37040 931-255-9693	2621 HWY 41A BYPASS CLARKSVILLE TN 37043 931-645-4488
22. JACOB ALEXANDER FLORA	131 JACK MILLER BLVD APT A19 CLARKSVILLE TN 37042 240 745 4193	2605 WILMA RUDOLPH BLVD CLARKSVILLE TN 37040 881 842 6328
23. TERESA GAINES	300 DEERWOOD CIRCLE CLARKSVILLE TN 37043 931-358-2243	2269 WILMA RUDOLPH BLVD CLARKSVILLE TN 37040 931-551-3322
24. MONIQUEKA E GOLD	325 NEEDMORE ROAD CLARKSVILLE TN 37040 931 645 6373	601 COLLEGE ST CLARKSVILLE TN 37044 931 221 7518
25. T JAMES HARRIER	108 BULLOCK DR CLARKSVILLE TN 37040 931 647 2489	108 BULLOCK DR CLARKSVILLE TN 37040 931 980 7204



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Fax 931-572-1104

Notaries to be elected April 10, 2017

NAME	HOME ADDRESS AND PHONE	BUSINESS ADDRESS AND PHONE
26. AMBER HAYNES	3425 FOX MEADOW WAY CLARKSVILLE TN 37042 757 309 2119	116 N 2ND ST CLARKSVILLE TN 37040
27. DIANA HEARNDON	279 HWY 49 TENNESSEE RIDGE TN 37178 931 721 4046	412 FRANKLIN STREET CLARKSVILLE TN 37040 931 919 5060
28. KAYLA R HUGGINS	705 N WOODSON CLARKSVILLE TN 37043 931 802 3375	435 DOVER RD CLARKSVILLE TN 37042 931 980 6809
29. CARLA M INGRAM	38 OLIVE CIRCLE CLARKSVILLE TN 37043 931 645 3962	2115 AIRBORNE ST FORT CAMPBELL KY 42223 2706401208
30. BRADLEY K JACKSON	2211 N MEADOW DR CLARKSVILLE TN 37043 931 206 3563	529 N 2ND ST CLARKSVILLE TN 37040 931 647 3501
31. SHARON R JOBE	103 SHADY MAPLE DRIVE CLARKSVILLE TN 37043 931 217 3271	2215 MADISON STREET CLARKSVILLE TN 37043 931 645 1857
32. HEATHER JOHNSON	119 MEADOWBROOK DR CLARKSVILLE TN 37042 813 507 6458	127 S 3RD STREET CLARKSVILLE TN 37040 931 645 9009
33. T CHEVELLE JOHNSON	916 SOUTHSIDE RD CUNNINGHAM TN 37052 931 933 0223	4583 GUTHRIE HWY CLARKSVILLE TN 37040 931 920 6257
34. JO ELLEN JONES	3373 TARSUS ROAD PALMYRA TN 37142 931 326 0522	184 STONE CONTAINER DRIVE CLARKSVILLE TN 37040 931 920 6532
35. BARBARA LATHAM	311 HILLMAN DR CLARKSVILLE TN 37040 931 217 5574	
36. SHAUNTEL LAWRENCE	611 FOX PATH LN CLARKSVILLE TN 37040 706-905-0268	1800 FT CAMPBELL BLVD CLARKSVILLE TN 37042 931-920-1764
37. CYNTHIA K LEMONS	5050 WAYNE RD CUNNINGHAM TN 37052 931 624 2560	
38. BELINDA MARTINEZ	2869 CHINQUAPIN LN CLARKSVILLE TN 37043 931-302-9065	2869 CHINQUAPIN LN CLARKSVILLE TN 37043 931-302-9065

MONTGOMERY COUNTY CLERK  
KELLIE A JACKSON COUNTY CLERK  
350 PAGEANT LANE SUITE 502  
CLARKSVILLE TN 37040  
Telephone 931-648-5711  
Fax 931-572-1104

Notaries to be elected April 10, 2017

NAME	HOME ADDRESS AND PHONE	BUSINESS ADDRESS AND PHONE
39. CHRISTA MCCLASKEY	606 HARPETH COURT CLARKSVILLE TN 37043 931-358-5088	4220 HARDING RD NASHVILLE TN 37205 615-222-6741
40. RACHAEL H. MEFFORD	1512 EDGEWATER LANE CLARKSVILLE TN 37043 859-797-3522	621 GRACEY AVE. CLARKSVILLE TN 37043 931-920-7916
41. JOSEPH S MOROSCHAK	707 SUPERIOR LANE CLARKSVILLE TN 37043 931 436 5536	
42. JORDAN MORRIS	5896 WATKINS FORD RD SOUTHSIDE TN 37171 580 548 6761	128 PUBLIC SQUARE CLARKSVILLE TN 37040 931 245 4357
43. KRISTEN MORROW	459 STATE LINE RD ALLENSVILLE KY 42204 270-604-1455	2700 WILMA RUDOLPH BLVD CLARKSVILLE TN 37040 931-552-8686
44. K ONEAL	324 DUNBROOK DR CLARKSVILLE TN 37043 615-423-0399	1309 TYLERTOWN RD CLARKSVILLE TN 37040 931-647-1500
45. JONATHAN OROURKE	1912 BATTS LANE CLARKSVILLE TN 37042 515 537 4833	1680 FORT CAMPBELL BLVD CLARKSVILLE TN 37042 931 221 0656
46. FRED M PITTMAN	310 FERDINAND LN OAK GROVE KY 42262 931 338 2850	3845 TRENTON RD CLARKSVILLE TN 37040 931 920 7115
47. JAMES POTTER	1029 CUMBERLAND HEIGHTS RD. CLARKSVILLE TN 37040 931-249-7511	133 FRANKLIN ST. CLARKSVILLE TN 37040 931-906-3904
48. MEGHAN RAE RACKERS	1446 COBRA LN CLARKSVILLE TN 37042 314 809 8552	128 PUBLIC SQUARE CLARKSVILLE TN 37040 931 245 4357
49. HALY RAU	318 CLEARVIEW DRIVE CLARKSVILLE TN 37043 931 624 5938	2050 LOWES DR CLARKSVILLE TN 37040 931 431 6800
50. CATHERINE P. RUSSELL	1792 DOTSONVILLE RD. CLARKSVILLE TN 37042 931-905-1474	2277 WILMA RUDOLPH BLVD. CLARKSVILLE TN 37040 91-906-9030

MONTGOMERY COUNTY CLERK  
KELLIE A JACKSON COUNTY CLERK  
350 PAGEANT LANE SUITE 502  
CLARKSVILLE TN 37040  
Telephone 931-648-5711  
Fax 931-572-1104

Notaries to be elected April 10, 2017

NAME	HOME ADDRESS AND PHONE	BUSINESS ADDRESS AND PHONE
51. NICHOLAS B SANDERS	1391 SHADY HILL CT CLARKSVILLE TN 37042 813-217-1088	
52. TERESA M SCHINDLER	3066 NICOLE RD. CLARKSVILLE TN 37040 931-206-0732	121 HILLCREST DR. CLARKSVILLE TN 37043 931-552-9992
53. ANGELA SCOTT	2330 DUNBAR ROAD WOODLAWN TN 37191 931-920-2596	3136 OLD SANGO ROAD CLARKSVILLE TN 37043 931 358 4700
54. SABRINA SOUTH	180 HAVEN DR CLARKSVILLE TN 37042 931 226 2556	2277 J MADISON ST CLARKSVILLE TN 37040 931 905 1997
55. KEITH A STEPP	357 RYDER AVE CLARKSVILLE TN 37042 931 551 7717	116 COMMERCE ST CLARKSVILLE TN 37042 931 648 0611
56. VICTORIA E SUTHERLAND	187 KINGS DEER DRIVE CLARKSVILLE TN 37042 931 980 8910	330 NORTH 2ND ST CLARKSVILLE TN 37040 931 647 6959
57. DANA L. THARPE	371 DONNA DR. CLARKSVILLE TN 37042 931-216-0825	330 N SECOND ST. CLARKSVILLE TN 37040 931-647-6959
58. MISTY D VAZQUEZ	2332 HWY 49 37058 502 991 2151	1918 WILMA RUDOLPH BLVD 37040 931 648 5570
59. RACHEL S VINSON	4 THAYER LANE CLARKSVILLE TN 37043 931 216 4142	931 647 0244
60. JONATHAN R VINSON	4 THAYER LANE CLARKSVILLE TN 37043 931 624 5092	112 CENTER POINTE DR STE B CLARKSVILLE TN 37040 931 647 0244
61. PATRICIA L WARNER	447 WINDING WAY RD CLARKSVILLE TN 37043	128 PUBLIC SQUARE CLARKSVILLE TN 37040 931 245 4357
62. PATRICIA WATKINS	2605 WILMA RUDOLPH BLVD CLARKSVILLE TN 37042 931 302 9046	2605 WILMA RUDOLPH BLVD CLARKSVILLE TN 37040 931 906 2147
63. JAMES DUNCAN WILLIAMS JR	308 DAVID DR CLARKSVILLE TN 37040 615-587-2399	308 DAVID DR CLARKSVILLE TN 37040 6155872399

MONTGOMERY COUNTY CLERK  
KELLIE A JACKSON COUNTY CLERK  
350 PAGEANT LANE SUITE 502  
CLARKSVILLE TN 37040  
Telephone 931-648-5711  
Fax 931-572-1104

Notaries to be elected April 10, 2017

<u>NAME</u>	<u>HOME ADDRESS AND PHONE</u>	<u>BUSINESS ADDRESS AND PHONE</u>
64. CHRISTI WILLIAMS	137 SHADY MAPLE DR CLARKSVILLE TN 37043 931 801 3811	112 LOIS LANE CLARKSVILLE TN 37043 931 648 8031
65. MARVIN LEE WILSON	PO BOX 726 EDDYVILLE KY 42038 271 388 9493	98 FRANKLIN ST CLARKSVILLE TN 37040 931 647 9951

## County Clerk's Report

On Motion to Adopt by Commissioner Creek, seconded by Commissioner J. Hodges, the foregoing County Clerk's Report was Approved by the following roll call vote:

District	Commissioner	Vote	District	Commissioner	Vote	District	Commissioner	Vote
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	Y
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	Y	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 21 Noes – 0 Abstentions – 0

ABSENT: None



**Montgomery County Government**

**Building and Codes Department**

350 Pageant Lane Suite 309  
Clarksville, TN 37040

Phone  
931-648-5718

Fax  
931-553-5121

**Memorandum**

**TO:** Jim Durrett, County Mayor  
**FROM:** Rod Streeter, Building Commissioner *RS*  
**DATE:** April 3, 2017  
**SUBJ:** March 2017 PERMIT REVENUE REPORT

The number of permits issued in March 2017 is as follows: Building Permits 121, Grading Permits 2, Mechanical Permits 66, and Plumbing Permits 15 for a total of 204 permits.

The total cost of construction was \$13,426,734.00. The revenue is as follows: Building Permits \$71,387.80, Grading Permits \$1,674.00, Plumbing Permits \$1,500.00, Mechanical Permits: \$6,150.00 Plans Review \$11,728.00, BZA \$500.00, Re-Inspections \$500.00, Pre-Inspection \$0.00, Safety Inspection \$0.00, and Miscellaneous Fees \$0.00 the total revenue received in March 2017 was \$93,493.80.

**FISCAL YEAR 2016/2017 TOTALS TO DATE:**

NUMBER OF SINGLE FAMILY PERMITS:	381
COST OF CONSTRUCTION:	\$87,333,186.03
NUMBER OF BUILDING PERMITS:	708
NUMBER OF PLUMBING PERMITS:	156
NUMBER OF MECHANICAL PERMITS:	480
NUMBER OF GRADING PERMITS:	17
BUILDING PERMITS REVENUE:	\$426,506.40
PLUMBING PERMIT REVENUE:	\$15,250.00
MECHANICAL PERMIT REVENUE:	\$49,458.00
GRADING PERMIT REVENUE:	\$12,170.00
RENEWAL FEES:	\$1,100.00
PLANS REVIEW FEES:	\$56,742.30
BZA FEES:	\$3,000.00
RE-INSPECTION FEES:	\$2,050.00
PRE-INSPECTION FEES:	\$25.00
SAFETY INSPECTION FEES:	\$25.00
MISCELLANEOUS FEES:	\$0.00
MISC REFUNDS	\$561.00
SWBA	\$0.00
TOTAL REVENUE:	\$523,946.30

**MARCH 2017 GROUND WATER PROTECTION**

The number of septic applications received for March 2017 was 29 with total revenue received for the county was \$0.00 (State received \$17,265.00).

The lease agreement beginning on July 1, 2016-June 30, 2017 was agreed upon between the County and State.

The number of Septic Tank Disclosure requests for March 2017. **\*\*Effective December 16, 2008 Ground Water Protection no longer provides this service.\*\***

**FISCAL YEAR 2016/2017 TOTALS TO DATE:**

NUMBER OF GROUND WATER APPLICATIONS (SEPTIC)	180
NUMBER OF SEPTIC TANK DISCLOSURE REQUEST	0
GROUND WATER PROTECTION (STATE: \$116,290.00)	\$0.00
<b>TOTAL REVENUE:</b>	<b>\$523,946.30</b>

RS/bf

cc: Jim Durrett, County Mayor  
Jeff Taylor, Accounts and Budgets  
Kellie Jackson, County Clerk



**Montgomery County Government**

**Building and Codes Department**

350 Pageant Lane Suite 309  
Clarksville, TN 37040

Phone  
931-648-5718

Fax  
931-553-5121

**Memorandum**

**TO:** Jim Durrett, County Mayor  
**FROM:** Rod Streeter, Building Commissioner *RS*  
**DATE:** April 3, 2017  
**SUBJ:** March 2017 ADEQUATE FACILITIES TAX REPORT

The total number of receipts issued in March 2017 is as follows: City 71 and County 73 for a total of 144.

There were 118 receipts issued on single-family dwellings, 18 receipts issued on multi-family dwellings with a total of 48 units, 0 receipts issued on condominiums with a total of 0 units, 0 receipts issued on townhouses. There was 5 exemption receipt issued.

The total taxes received for March 2017 was \$84,500.00

The total refunds issued for March 2017 was \$0.00.

Total Adequate Facilities Tax Revenue for March 2017 was \$84,500.00

**FISCAL YEAR 2016/2017 TOTALS TO DATE:**

TOTAL NUMBER OF Adequate Facilities Tax Receipts Issued:	City:	637
	County:	450
	Total:	1087
TOTAL REFUNDS:		\$0.00
TOTAL TAXES RECEIVED:		\$663,500.00



<u>NUMBER OF LOTS AND DWELLINGS ISSUED</u>	<u>CITY</u>	<u>COUNTY</u>	<u>TOTAL</u>
LOTS 5 ACRES OR MORE:	1	32	33
SINGLE-FAMILY DWELLINGS:	553	375	928
MULTI-FAMILY DWELLINGS (50 Receipts):	246	0	246
CONDOMINIUMS: (60 Receipts)	26	34	60
TOWNHOUSES:	0	0	0
EXEMPTIONS: (16 Receipts)	7	9	16
REFUNDS ISSUED: (0 Receipt)	(0)	(0)	(0)

RS/bf

cc: Jim Durrett, County Mayor  
Jeff Taylor, Accounts and Budgets  
Kellie Jackson, County Clerk



**Office of the Sheriff  
Montgomery County, Tennessee  
John S. Fuson, Sheriff**



**Memorandum**

**TO:** Montgomery County Commission

**FROM:** Sheriff John S. Fuson

**DATE:** April 3, 2017

**RE:** Sheriff's Office Personnel Policies

**CC:** Kellie A. Jackson, County Clerk

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In accordance with Tennessee Code Annotated, 5-23-103, I am submitting the attached Sheriff's Office Adopted Personnel Policies. These policies were drafted by my office and approved by the County Attorney for compliance with Title 5 of the Tennessee Code and other applicable law.

This policy does not require County Commission approval. It is being submitted to the county legislative body for inclusion in the minutes of the body and filing in the office of the county clerk.

A handwritten signature in cursive script, reading "John S. Fuson".



## Montgomery County Sheriff's Office

# Memo

**To:** Chief Deputy John Smith  
**From:** LT John Stone *JLS*  
**Date:** 3/9/2017  
**Re:** MCSO Policy – Employee Handbook

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Please find attached the revision of *MCSO Policy Section E – Employee Handbook*.

Also attached are the *Cover Sheet*, *Section B - Mission Statement*, *Section C - Code of Ethics*, and *Section D - Procedure Concerning this Manual*.

Not attached are *Section A – Policy Index*, *Section F - General Administrative Guidelines*, and *Section G - General Operations*.

***Office of the Sheriff  
Montgomery County,  
Tennessee***



**Policies, Procedures and  
Guidelines Manual**

## *Montgomery County Sheriff's Office Mission Statement*

The members of the Montgomery County Sheriff's Office are dedicated to protecting life and property. We are committed to providing all citizens with the highest quality full-service law enforcement in an effective and efficient manner.

While providing the traditional services of the Office of Sheriff, we stand ready to support and augment all other law enforcement agencies. We recognize that the ability to successfully complete our mission is based on shared mutual respect and responsibility between the Sheriff's Office, other law enforcement agencies, and the citizens we serve.

As professionals, we will enforce the laws in a fair and impartial manner, recognizing both the statutory and judicial limitations of our police authority, and at all times respecting and protecting the constitutional rights of every individual.

## *LAW ENFORCEMENT OFFICER'S CODE OF ETHICS*

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men and women to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never soliciting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession ... LAW ENFORCEMENT.

# *PROCEDURE CONCERNING THIS MANUAL*

To all members of the Sheriff's Office,

Under *Tennessee Code Annotated 5-23-108*, the Sheriff elects to retain the present authority to make decisions and adopt policies that are not in conflict with the chapter and the statute. This manual is submitted in compliance with the adoption of base personnel policies as set forth under *Tennessee Code Annotated 5-23-103*

This manual has been prepared to aid you in the performance of your duties regardless of rank, grade or position. Please familiarize yourselves with the contents as you are expected to follow the Policies, Procedures, and Guidelines contained herein. This manual will be the basis from which expectations are set for the performance of your duties. Evaluations for transfers and promotion within the Sheriff's Office will be gleaned from the contents of this manual.

No manual, however thorough, can cover each and every situation you may encounter as a member of the Sheriff's Office. However, when combining the contents of this manual with courtesy, common sense, training, and supervisor's guidance and discretion; you will be a valuable asset to the Sheriff's Office and the community that we serve.

This manual is approved on July 1, 2016 by:

*The Montgomery County Sheriff*

## **Section E-1 PERSONNEL HANDBOOK INTRODUCTION**

### **E-1.1 Personnel Program**

#### **1.1.1 Personnel Program Objectives and Goals**

1. The role of the Personnel Office is to administer personnel policies, procedures and techniques which consist of the entire, broad course of action governing all employees of this organization.
2. The Personnel Program is both a management control and a service to the operation of the Office.
3. Appointment, promotions, retention and all personnel activities will be administered in accordance with applicable legal guidelines and the *Policies, Procedures and Guidelines Manual*.

#### **1.1.2 Administration**

The Sheriff and the Personnel Office are responsible for administering the Personnel Program. The Personnel Office shall administer the Personnel Program to include the following:

1. Develop a continuous recruitment program.
2. Administer the system of employment and determine eligibility of individuals for entrance into service and for promotions.
3. Administer the Performance Evaluation system.
4. Assist in programs of employee training.
5. Assist in programs of accident prevention and employee safety.
6. Assist in maintaining personnel records.

1.1.3 All Division Supervisors - Are expected to give efficient supervision to their employees and maintain proper working relationships.

1.1.4 Personnel Records - Personnel records of Office employees, with the exception of those required by the Sheriff to be confidential for reasons of public policy, shall be public records and open to inspection during the normal operating hours. Personnel records maintained within this Office will not be considered a matter of record unless all original documents are maintained within the Montgomery County Human Resources Department. An individualized personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the Personnel Office. Employees are also responsible for reporting to the employer any change in the information which they have previously provided. Providing false information is a misdemeanor under *T.C.A. 39-16-504*.



1.1.5 Personal Information – Employees shall review personal information annually and update any changes to personal contact, emergency contact, allergy, or medical information as they arise by completing a new *Emergency Contact Information* form at the Personnel Office.

#### 1.1.6 Emergency Release of Personal Information

1. Personal information is updated and entered into the database at the Personnel Office.

2. The emergency release of personal information shall be made by the Personnel Office or, if unavailable, by the Records Unit.

**E-1.2 Employment at Will** - The “employment-at-will” rule governs most employee–employer relationships in this state. This rule means that an employee and an employer agree that employment is for an indefinite length of time, and that either the employee or the employer can terminate the employment at any time and for any reason, or no reason. No policy, benefit, or procedure contained herein creates an employment contract for any period of time, or a contractual obligation of any kind. All employees of this Office shall be considered employees-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the Sheriff, but shall not be terminated for any protected status listed in the Equal Employment Opportunity Act.

#### **E-1.3 Application of These Policies**

1.3.1 Purpose - This Office does not intend this Handbook to be considered any type of binding contract. It is a guide to inform employees about personnel policies and procedures that are based on the provisions as outlined by the Sheriff. Language in this Handbook cannot be so specific as to cover every type of situation, nor can this Handbook be considered an exhaustive list of all Office rules or policies, thus intent must often be interpreted in instances not addressed by the policies of Montgomery County Government. The Sheriff may modify these policies and procedures at any time without notice based on extenuating or exigent circumstances or by changes in the law.

1.3.2 Coverage – These policies and procedures apply to all classified employees of this Office. Policies or procedures regarding pay or benefits shall not apply to reserve or volunteer personnel.

1.3.3 Office Policy and Procedure Handbook – Because of the nature of the operations of this Office; separate rules, regulations, policies and procedures may be necessary to fit day-to-day operations or special conditions. In such cases, approved supplementary rules and regulations, policies and procedures may be considered a part of this Handbook.

**E-1.4 The Montgomery County Sheriff: An Elected Official** - The Montgomery County Sheriff, an Elected Official, has elected to prepare and maintain this Personnel Handbook for the Montgomery County Sheriff's Office.

## **Section E-2 DISCIPLINE**

### **E-2.1 Grounds for Disciplinary Action**

2.1.1 General - All Office employees are expected to conduct themselves in an orderly and efficient manner at all times. When an employee violates the rules, regulations, or standards of conduct of this Office, disciplinary action may be taken. The employee's supervisor shall determine, upon review of an offense, the gravity of the matter and/or whether it is a recurring act or failure on the employee's part. Upon such review the employee may be warned, reprimanded, suspended, reassigned, demoted, or terminated, depending on the severity of the offense.

2.1.2 Grounds - It is not possible to list every possible type of offense for which disciplinary action might be necessary. However, grounds for disciplinary action, ranging from warning to immediate discharge, depending on the severity of the offense in the judgment of the employee's chain of command, include, but are not limited to the following:

1. Excessive absence or tardiness.
2. Failure to notify supervisor, or other authorized personnel in the event that the supervisor cannot be contacted, when unable to report for work at the time assigned; unexcused or unauthorized absence on one or more scheduled days of work; leaving job to which assigned at anytime during working hours without proper permission; frequent absences, whether excused or unexcused, that effect efficient and/or satisfactory performance of the job.
3. Violation of leave policy, or other provision or regulation of this Personnel Handbook or the Policies, Procedures and Guidelines Manual.
4. Failure to observe precautions for personal safety, posted rules, signs, safety instructions or to use protective clothing or equipment; endangering the safety of or causing injury to other employees through carelessness; failure to report personal injury or accident; or improper operation of a official vehicle, or violating traffic regulations or the vehicle operation rules specified in the Montgomery County Risk Management and Safety Manual, which includes loss and/or suspension of vehicle operator's license for employees whose job requires maintenance of valid operator's license; or failure to enforce safety rules.
5. Work stoppages such as strikes or slow-downs; loafing, wasting time, inattention to duty, sleeping, conduct of private business, or gambling during work hours. Gambling to further a law enforcement purpose requires the specific consent of the employee's Division Supervisor.
6. Unprofessionalism, or failure or delay in carrying out orders, work assignments, or instructions.
7. Inadequate or unsatisfactory job performance; or being incompetent or inefficient in the performance of duties of the position; or being otherwise unfit for service with this Office.

8. Divulging or discussing any official business which is confidential, unless authorized or directed to do so by the Sheriff or Division Supervisor.

9. Disorderly conduct; engaging in dangerous horseplay, or resisting competent authority; failure to notify supervisor of a domestic violence protection order; violence, which includes threatening, attempting, or using physical force or power against another person, against oneself, or against a group or the community which either results in, or has a high likelihood of resulting in deprivation, injury or death.

10. Reporting for or being on duty while under the influence of, unauthorized possession of, attempting to bring to work, or selling of alcohol or drugs; possession or use of alcohol or drugs while in a county owned vehicle; refusal or failure to submit to a drug or alcohol test. The sole exception is drinking intoxicating beverages in performance of a law enforcement duty. If in the performance of this duty, this exception requires the specific consent of the employee's Division Supervisor. Alcoholic beverages are never to be consumed in uniform.

11. Speaking disrespectfully, publicly criticizing, malicious gossip or ridicule, or making irresponsible statements which are slanderous or defamatory about other employees or officials.

12. Immoral, indecent, or notoriously disgraceful conduct, or conduct unbecoming of an Office employee; use of disrespectful or offensive conduct or language in public, or toward the public, the Sheriff, the Office, or fellow employees, either on or off duty; or use of insulting, abusive, or obscene language.

13. Discrimination against an employee or applicant because of race, color, religion, national origin, political affiliation, sex, age, or disability; sexual harassment; a capricious charge of sexual harassment; or any reprisal action against an employee having filed a grievance, or discrimination or harassment complaint.

14. Dishonesty, falsification, misstatement, exaggeration, or concealment of material fact in connection with employment, promotion, any record, investigation, or other proper proceeding; or falsification of vouchers, reports, insurance claims, attendance records, leave records, or other official records.

15. Insubordination or disobedience to constituted authorities, or deliberate refusal to carry out any official regulation or proper order from any superior or supervisor having responsibility for the work of the employee, when such conduct impairs the efficiency of the Office.

16. Criminal convictions for acts of conduct on or off the job; any employee arrested and charged with a criminal offense may be suspended pending final disposition of the case, or be terminated from employment.

17. Unauthorized possession of or use of firearms, dangerous weapons, or explosives.

18. Membership in a subversive group or organization, with knowledge of its purpose, or knowingly or willfully violating the laws of the United States, the State of Tennessee,

the ordinances of any County or municipality of Tennessee, or any department rules and regulations.

19. Attempting to use, threatening to use or using official position or authority, or personal political influence in securing promotion, leave of absence, transfer, change of pay rate, or in any manner relating to their work, or for any personal or political profit or advantage.

20. Inducing, or attempting to induce, an official or employee in the service to the County or this Office to commit an unlawful act or to act in violation of any lawful departmental or official regulation, policy or order.

21. Cowardice: Running away from, abandoning or otherwise fleeing from any post, thus endangering the safety of any person or employee. Refusal to give any needed aid or relief to fellow officers through disobedience, neglect or willful misconduct.

22. Purchasing lottery tickets or alcoholic beverages in uniform or color of law dress, unless to further a law enforcement purpose.

2.1.3 Cooperation with Investigation – The Sheriff or his designee may conduct workplace searches or make an investigation on its property and premises. With reasonable suspicion, employee personal property can be searched if on County property or used in conjunction with work. Employees are expected to fully cooperate in any investigation regarding drug or alcohol use in the workplace, theft, vandalism, or other work rule violations. Failure to comply with an official's request to cooperate with such an investigation may subject the employee to disciplinary action, up to and including termination.

## **E-2.2 Penalties**

2.2.1 Warning Period - A supervisor or Division Supervisor may, when circumstances warrant, initiate a warning period for a specific term when an employee is having difficulty meeting satisfactory performance standards. Continued unsatisfactory performance may result in dismissal.

2.2.2 Reprimands - Verbal and written reprimands are issued for offenses which are of minor severity but which require correction. The severity of the offense shall dictate whether a verbal (informal) or written (formal) reprimand is appropriate. Additional disciplinary action may result if the condition is not corrected within a reasonable period of time. These consultations must be undertaken with the intent to assist the employee in improving work habits, attendance, etc., and should include notice to the employee of action to be taken if performance does not improve. Written reprimands shall be documented on the *Disciplinary Report Form*, discussed with the employee and approved by the supervisor and/or the Division Supervisor. The employee shall receive a copy of the completed form and the original submitted to the Personnel Office.

2.2.3 Suspensions - Suspensions are temporary separations from service of this Office for disciplinary purposes pending investigation, dismissal, or where an offense is not sufficiently grave to justify dismissal. An employee may be suspended, with or without pay, for a period as determined by the immediate supervisor, the Division Supervisor, the Chief Deputy or the Sheriff. The following procedure is normally utilized to initiate a suspension:

1. The immediate supervisor or Division Supervisor will notify the employee in writing, on the *Disciplinary Report Form* of the reasons for suspension, number of days or hours of suspension, and the date and time the employee may return to work.

2. A *Personnel Action Form* will be completed notifying Personnel Officer of the suspension.

3. Suspension shall not exceed 30 days, unless in the case of a criminal offense.

4. Except in the case where suspension results from a single very serious incident, the employee's personnel file should, but is not required to reflect documentation of at least one verbal consultation or warning about conduct, and one prior written warning on a *Disciplinary Report Form* before a suspension is initiated.

5. Suspension may be given as a disciplinary sanction by the following:

Corporals	not to exceed one (1) day.
Sergeants	up to but not to exceed three (3) days
Lieutenants	up to but not to exceed seven (7) days
Captains	up to but not to exceed thirty (30) days
Assistant Chief Deputy	up to but not to exceed thirty (30) days
Sheriff or Chief Deputy	indefinite

2.2.4 Dismissals - The Sheriff or designee may terminate employment of any employee at any time.

### **E-2.3 Disciplinary Procedure**

2.3.1 Investigations - A supervisor shall report a violation of the law or a violation of these or other departmental regulations to their Division Supervisor as soon as possible. The Division Supervisor or their designee shall investigate for the purpose of ascertaining the facts relative to the circumstances surrounding the alleged offense. In the investigation of a written complaint against an employee a copy of the complaint and report of the investigation shall be forwarded to the Sheriff.

2.3.2 Applicability to Public Safety Officers - Any portions of this section in conflict with *Tennessee Code Annotated* shall be superseded by state law where applicable to this Office, and the remedies provided in said statutes shall apply.

### **E-2.4 Termination and Separation Procedures**

2.4.1 Proper Notice - To enable this Office to make proper provisions for the filling of a position, employees are required to give, and work, a written notice of resignation or retirement as follows in order to receive pay for annual leave, holidays, and or compensatory time accrued:

1. Classified personnel shall give at least 10 working days (two weeks) written notice prior to leaving employment with this Office.

2. Employees who retire on disability are not required to provide the specified notice, but are encouraged to do so.

3. There may be certain circumstances in which the Sheriff, Chief Deputy or Division Supervisor may prefer that an employee not work the required notice. Should this decision be made, the employee shall receive pay for the notice period as well as pay for accrued annual leave, holidays and or any compensatory time accrued.

2.4.2 Termination Payment – Upon resignation, retirement, termination, or interruption of employment; accrued annual leave, holiday, and compensatory time may be paid under proper conditions;

1. Payment shall be based on the base rate of salary last earned prior to termination, not to exceed the annual leave accumulation limit as previously stated.

2. The date of termination of employment shall be considered to be the last active working day of the employee.

3. In the event of the employee's death, payment for any accrued leave, holiday or compensatory time will be made to the employee's heirs or estate.

4. Payment for accrued leave will be made according to the normal payroll schedule, following receipt and verification of leave records by payroll personnel.

## **Section E-3 EMPLOYEE BENEFITS**

### **E-3.1 Employee Insurance**

3.1.1 Purpose - Montgomery County offers a variety of insurance coverage that is available to eligible employees and funded partially by County Government.

3.1.2 Eligibility - Employees of this Office may elect to participate in any or all of the following programs offered by Montgomery County, if eligible.

1. Available Insurance Coverage:
  - A. Health Insurance
  - B. Prescription Drug
  - C. Dental Insurance
  - D. Vision Insurance
  - E. Life Insurance
  - F. Supplemental Life Insurance
  - G. Long-term Disability Insurance (LTD)
  - H. Short-term Disability Insurance (STD)

2. Although insurance coverage is provided for employees and their dependents; conditions covered, claims processing, and actual benefit payments are between the employee and the insurance carrier. The employee is responsible for submitting claims and directly resolving with the insurance company any problems that may occur with the processing of the claim.

3.1.3 Coverage Effective Date – Under normal conditions, insurance coverage can be effective within 30 to 45 days, after receiving the completed application. The disability insurance is for employees only at no cost; however, no dependent coverage is offered.

3.1.4 Insurance Deductions – All insurance deductions will be taken out one month in advance. Insurance payments are due the first of the month; therefore, the payment must be deducted in advance as to schedule payment at the proper time.

#### **3.1.5 Insurance COBRA (Continuation Coverage)**

1. Under Federal Public Law 99-272, Title X, employers sponsoring group health plans must offer employees and their families, the opportunity for temporary extensions of health coverage, called "Continuation Coverage", at group rates in certain instances where coverage under the plan would otherwise end. This section is intended to inform employees, in a summary fashion, of rights and obligations under the provisions of this law. Employees of

Montgomery County and members of the Insurance Trust Fund, have a right to choose this continuation coverage if group health coverage is lost because of a reduction in hours of employment, or the termination of employment, for reasons other than gross misconduct.

2. The spouse of a Montgomery County employee, covered under the Insurance Trust Fund, may also have a right to continuation coverage under one of the following conditions:

A. Death of the spouse.

B. Termination of the spouse's employment, for reasons other than gross misconduct or reduction in the spouse's hours of employment.

C. Divorce or legal separation from the spouse.

D. The spouse becomes eligible for Medicare.

3. A dependent child of an employee covered by the Insurance Trust Fund, has the right to continuation coverage if group health coverage under the Insurance Trust Fund is lost for any of the following five reasons:

A. Death of a parent.

B. Termination of a parent's employment, for reasons other than gross misconduct, or reduction in a parent's hours of employment with Montgomery County.

C. Parent's divorce or legal separation.

D. A parent becomes eligible for Medicare.

E. Dependent ceases to be a dependent child under the Insurance Trust Fund.

3.1.6 Notifications - Under this law, the employee, or a family member has the responsibility to inform the Personnel Office within 31 days of a divorce, legal separation, or a child losing dependent status under the Insurance Trust Fund. Montgomery County has the responsibility to notify the Insurance Fund of the employee's death, termination of employment, reduction of hours, or Medicare eligibility. Should the employee or family member not notify the Personnel Office within 31 days of a divorce, legal separation or a child losing dependent status, then group health insurance coverage shall end.

3.1.7 Length of Coverage Continuation - Employees or family members may continue the group health insurance coverage for a period of 3 years, unless group coverage is lost due to termination of employment or reduction of hours. In this case, the required continuation coverage period is 18 months. Continuation of coverage may also be cut short for any of the following reasons:

1. Montgomery County no longer provides group health coverage to its employees.



2. The premium for continuation coverage is not paid.
3. The covered becomes eligible for Medicare.
4. Spouses divorced from a covered employee, who subsequently remarry and are covered under the new spouse's group health plan.

3.1.8 At the end of the 3 year or 18 month continuation period, those covered will be afforded the opportunity to enroll in a conversion plan, currently Blue Cross/Blue Shield of Tennessee.

3.1.9 Those covered who have changed marital status, or who have changed address; shall notify the Sheriff's Personnel Office and the Insurance Trust Fund through the Montgomery County Human Resource Officer.

3.1.10 Payment of Premiums for Continuation – It is the individual responsibility of the person requesting continuation of group health coverage to make premium payments to the Insurance Trust Fund.

### **E-3.2 Retirement Program**

#### **3.2.1 Tennessee Consolidated Retirement System (TCRS)**

1. All regular Office employees are members of the Tennessee Consolidated Retirement System (TCRS) upon completion of 6 months service.
2. Montgomery County contributes to the retirement fund for all eligible employees. Employees who were members prior to July 1, 1992, and leave County employment may withdraw their contributions. No refunds shall be given to those employed after July 1, 1992. Contributions may be refunded at the discretion of the employee subject to laws and regulations of the TCRS.

3.2.2 Montgomery County Retirement Incentive Program - Any full-time regular employee of this Office who is eligible under the criteria listed below shall receive support of medical and dental insurance premium excluding life programs, as outlined by the schedule in section 2. This applies to single, two-party, and family.

1. Criteria for qualifying:
  - A. Must have a minimum of 30 years of creditable service in the TCRS with or without military service or accumulated sick leave; or must be 55 years of age.
  - B. Must have a minimum of 20 years of service with Montgomery County and be 55 years of age.
  - C. Coverage shall continue until the retired employee is eligible for Medicare.
  - D. The retired employee shall make premium payments to the Director of Accounts and Budgets in a timely manner.

E. The employee shall be currently participating and shall have participated in the group medical insurance program for at least 2 years.

2. Co-Payment Schedule:

Months up to age 65	% paid by County	% paid by employee
1-120 months	85%	15%
121-132 months	80%	20%
133-144 months	75%	25%
145-156 months	70%	30%
157-168 months	65%	35%
169-180 months	60%	40%

### **E-3.3 Flexible Spending Accounts**

1. Purpose – IRS Code Section 125 relating to pre-taxed insurance premiums also allows for other pre-taxed plans.

2. Montgomery County has the following plans for eligible employees to participate in if they so choose;

- A. 125 (pre-tax insurance)
- B. 401K/457 (Deferred Compensation)
- C. Cancer and Intensive Care Policy
- D. Accident/Disability Policy
- E. Life Insurance
- F. United Way
- G. Christmas Club Account

3. Contact the Personnel Officer for further assistance concerning these programs.

### **E-3.4 On-the-Job Injury (OJI)**

#### **3.4.1 Benefit**

1. Work-Related Injury - An employee who experiences a work-related injury which is compensable under Montgomery County's On-the-Job Injury (OJI) program, and after an approved claim has been filed, shall be entitled to the benefits and services provided through the Montgomery County OJI program. OJI benefits are based on a predetermined formula and are generally less than the employee's normal pay.

2. Non Work-Related Injury - An employee who experiences a non work-related injury may use accrued leave (sick, annual, and compensatory) and FMLA leave during the employee's absence from work.

#### 3.4.2 Definitions

1. "Work" means providing services to another in return for remuneration on a regular and sustained basis.

2. "Work-Related Injury" is any work-related traumatic event or series of traumatic events, including cumulative trauma, arising out of and in the course of employment which is the proximate cause producing a harmful change in the human organism evidenced by the objective medical findings. "Work-Related Injury" does not include the effects of the natural aging process and does not include any communicable disease unless the risk of contracting the disease is increased by the nature of the employment. "Work-Related Injury" when used generally, shall include an occupational disease and damage to a prosthetic appliance, but shall not include a psychological, psychiatric, or stress related change in the human organism, unless it is a direct result of a physical injury.

3. "Occupational Disease" is a disease arising out of and in the course of the employment. An occupational disease shall be deemed to arise out of employment if there is apparent to the rational mind, upon consideration of all circumstance, a causal connection between the conditions under which the work is performed and the occupational disease, and which can be seen to have followed as a natural incident to the work as a result of the exposure occasioned by the nature of employment and which can be fairly traced to the employment as the proximate cause. The occupational disease shall be incidental to the character of the business and not independent of the relationship of the employer and employee. An occupational disease need not have been foreseen or expected, but, after its contraction, it must appear to be related to a risk connected with the employment and to have flowed from that source as a rational consequence.

3.4.3 Temporary Light Duty – Effective July 1, 2016 this Office may, at its sole discretion, offer temporary light duty assignments to employees with a work-related injury. Past acts in this regard shall have no bearing upon the program as it moves forward.

1. Purpose – This is to provide opportunities for employees to remain active and productive during recovery, and to the mutual benefit of the employee and this Office.

2. Application – This Office partners with Montgomery County Risk Management and the authorized OJI treating physician to place an employee in an appropriate assignment. To make placement, a documented release from the physician must specify restrictions and/or limitations. The employee's medical status shall be updated on a regular basis, with a projected date that the employee may return to work with no restrictions. Such release and status updates shall be made to the Personnel Office.

3. Placement – Employees may be placed on light duty solely at the discretion of this Office, if assignment availability allows. If allowable, placement shall be made by the Personnel Office, in conjunction with the employee's division supervisor.

4. Availability – This policy does not guarantee availability. Light duty shall not be available where:

- A. There is no opportunity for light duty within this Office.
- B. No suitable work is available within the employee's medical restrictions and/or limitations.
- C. The employee lacks the skill, experience, or ability for any available assignments.

5. Assignment - Assignments shall be reviewed or reassigned periodically based upon change of status, or the needs of this Office. Assignments shall be temporary in nature, and subject to the following requirements:

- A. Assignments may require changes in schedule, shift, and duties.
- B. Employees shall perform to the best of their abilities, and within their medical restrictions and/or limitations.
- C. Employees shall be unarmed and dress as civilians within current appearance standards, and shall not wear the uniform or drive an official vehicle.
- D. Employees shall not respond to situations requiring law enforcement action, but are allowed to defend themselves as reasonably necessary.

6. Duration - Assignments are temporary and shall not extend beyond the point of maximum medical improvement, or return to duty with no restrictions and limitations.

7. Deviation – The Sheriff shall have the sole authority to make deviations to this policy for the good of this Office and consistent with all applicable laws.

3.4.4 Return to Work - This Office will make every reasonable attempt to provide an injured employee with the opportunity to return to work after experiencing an injury once determined by a physician to be Fit for Duty with No Restrictions,

1. Work-Related Injury - This Office will hold open an employee's position until the employee either is released by the attending physician to return to work, returns to work, or has been found by a physician to be Fit for Duty with No Restrictions. If an employee who has reached maximum medical improvement (MMI) is unable to return to work at their pre-injury position, the employee may use remaining sick, annual, compensatory or any available FMLA leave to extend employment. After exhausting accrued sick, annual, compensatory and FMLA leave, the employee may be dismissed from employment.

2. Non Work-Related Injury - If the injury is not work related, this Office cannot guarantee that an employee can return to the same position that they held before being injured after a maximum period of 12 consecutive weeks under the Family and Medical Leave Act or the exhaustion of accumulated sick, annual, and compensatory leave; whichever is greater.

### **E-3.5 Employee Assistance Program (EAP)**

3.5.1 Purpose - The purpose of the Employee Assistance Program (EAP) is to assure that any Office employee receives confidential professional assistance to resolve a medical or personal problem which might affect the employee's job performance.

3.5.2 Self Referral - Any employee who experiences a personal difficulty or problem which might affect their job performance may receive confidential assistance by contacting the Personnel Officer.

#### 3.5.3 Office Referral

1. The basis for a referral by this Office shall ordinarily be:

A. A decline in work performance, unsatisfactory attendance, poor attitude, or unusual behavior which may be caused by a personal problem;

B. A particular on-the-job incident which indicates the presence of a personal problem; or

C. A request from the employee to their supervisor for advice or assistance regarding a personal problem.

2. If an employee's performance or attendance is unsatisfactory it shall be called to their attention through regular procedures by the supervisor. If it is determined by a supervisor that an employee's performance is being adversely affected by a personal problem, the supervisor may review the matter with their division supervisor. The supervisor shall inform the employee of the services available through the EAP, although these services should not be offered as an alternative to disciplinary action.

3. It shall be the responsibility of the employee to comply with referrals for assessment of their problem and to cooperate and follow the recommendations in treatment.

3.5.4 Procedure for Obtaining Assistance - When an employee contacts the EAP, they shall identify themselves as a Montgomery County Sheriff's Office employee, so that counseling will be charged to the County contract. The number of free visits to the EAP varies according to contract with the EAP provider.

## **Section E-4 EMPLOYEE RELATIONS**

### **E-4.1 Political Activity**

#### **4.1.1 General Statement of Policy**

1. It is the intent of this Office to promote more efficient public service by relieving public employees of political pressure and to protect against a clear, substantial, and direct threat to the efficiency, integrity, or morale of Office employees, by regulating the political activities of its employees.

2. The use of an Office employee's work time, equipment, supplies or funds to assist political parties or candidates for public offices is prohibited.

#### **4.1.2 Procedure Guidelines**

1. No Office employee shall use their official authority or influence for the purpose of endorsing, promoting, or interfering with an election or a nomination of office or coercing or influencing another person's vote or affecting the result thereof.

2. No Office employee shall directly or indirectly coerce or attempt to coerce, command, or advise any employee to pay, lend, or contribute any part of his salary, or any money or anything else of value to any party, committee, organization, agency or person for political purposes. Contributions, which are strictly voluntary in nature for political purposes, are permitted.

3. No Office employee shall directly or indirectly coerce or attempt to coerce, command or advise any such employee as to where they might purchase commodities or to interfere in any other way with the personal right of said employee.

4. All employees retain the right to vote as they may choose and to express their opinions on all political subjects and candidates.

5. Employees may express opinions on candidates or issues, and participate in political campaigns only during off-duty hours. No employee shall take part in any political campaign while on duty, in uniform, or while wearing Office insignia, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from working for the Office.

**4.1.3 Federal Hatch Act** - This Act may extend to Office employees whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States. Such employees may not:

1. Use their official authority or influence for the purpose of interfering with, or affecting the results of an election or nomination for office.

2. Directly or indirectly coerce, command, or advise another employee to pay, lend or contribute to a party, committee, organization, agency or person for political purposes.

3. Be a candidate for public elective office in a partisan election. Candidacy for political party office is not prohibited.

#### **E-4.2 Conflict of Interest**

4.2.1 General Statement of Policy - It is the policy of this Office to prohibit its employees from engaging in any activity, practice, or conduct with, or appears to conflict with, the interests of Montgomery County or this Office. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

##### **4.2.2 Conflict Prohibitions**

1. Employees are expected to represent this Office in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor.

2. Employees may not, directly or indirectly, whether on or off the job, engage in any conduct that is disruptive or damaging to this Office.

3. Employees and their immediate family may not accept gifts, except those of nominal (i.e. less than \$50.00) value, or any special discounts or loans from any person or firm doing, or seeking to do, business with Montgomery County or this Office. The meaning of gifts for purposes of this policy includes, as example, the acceptance of entertainment and free travel and lodging.

4. Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative of a financial institution in connection with any transaction or business that Montgomery County or this Office may have.

5. Any conflict or potential conflict of interest must be disclosed to this Office. Failure to disclose such conflicts shall result in discipline, up to and including termination.

#### **E-4.3 Outside and Off Duty Employment**

4.3.1 General Statement of Policy - It is the policy of this Office to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below, and approved by the Sheriff or his designee.

##### **4.3.2 Outside Work Restrictions**

1. Outside work shall be regarded as secondary to regular Office employment. This Office requires that employees' activities and conduct away from the job must not compete, conflict with, compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to this Office (See *Conflict of Interest, Section E-4.2*). This prohibition also extends to the unauthorized use of any Office vehicle or equipment, and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

2. Employees are cautioned to consider carefully the demands that additional work activity may create before accepting outside employment. Outside employment shall not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures shall be followed to deal with the specific problems.

3. Employee's are required to complete a *Request for Outside Work* application and have it approved by the Sheriff or his designee prior to accepting outside work.

4. In evaluating the *Request for Outside Work*, the Sheriff or his designee shall consider whether the proposed employment:

A. May reduce the employees efficiency in working for this Office.

B. Involves working for an organization that does a significant amount of business with this Office, such as major contractors, and suppliers.

C. May adversely affect the image of this Office.

5. Employees who have accepted outside employment may not use paid sick leave or On-the-Job Injury Leave to work on the outside job. Fraudulent use of sick leave or On-the-Job Injury Leave shall result in disciplinary action.

#### **E-4.4 Safety Program**

4.4.1 General Statement of Policy - It is the policy of Montgomery County and this Office to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by Montgomery County or by federal, state, or local law.

4.4.2 Safety Procedures - Montgomery County has appointed the Risk Management Department to oversee Montgomery County's safety policies and procedures. All employees are responsible for ensuring that they understand and comply with all Montgomery County safety rules, regulations, and procedures. All employees are responsible for:

1. Familiarity with all safety and health procedures relevant to the operations under their supervision.

2. Inspecting their work areas periodically.

3. Identifying conditions that are recognized as being unsafe.

4. Reporting accidents and injuries to their immediate supervisor, division supervisor, the Sheriff's Office Safety Officer and the Sheriff immediately; ensuring that any injured employee is referred to appropriate medical care.

4.4.3 Employees should report to their supervisor or site Safety Officer all observed safety and health violations and potentially unsafe conditions. Violations of Montgomery County



and Office safety rules, regulations, or procedures may result in disciplinary action, up to and including termination.

#### **E-4.5 Drug-Free Workplace**

4.5.1 General Statement of Policy - It is the policy of Montgomery County and this Office to maintain a drug-free workplace. To that end and in compliance with the *Drug Free Workplace Act of 1988 (Public Laws 100-440 and 100-690)*, we adopt the following policies:

4.5.2 Purpose and Goal – This Office is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This organization encourages employees to voluntarily seek help with drug and alcohol problems.

4.5.3 Covered Workers – All employees and those applying for a position or conducting business on official property are covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, supervisors, full-time employees, part-time employees and volunteers.

4.5.4 Applicability - Our drug-free workplace policy is intended to apply whenever any employee is representing or conducting business for this Office. Therefore, this policy applies during all working hours and whenever conducting business or representing this Office.

4.5.5 Prohibited Behavior - It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. While on duty, employees shall not be under the influence of any prescription controlled substances to the extent that their ability to perform essential job functions is impaired.

4.5.6 Notification of Convictions – Employees shall notify the Personnel Officer of any criminal drug statute conviction they receive for a violation occurring in or outside the workplace. Notification must be provided in writing no later than three days after such a conviction. If an employee receives such a conviction, the Office shall take appropriate disciplinary action against the employee, up to and including termination.

4.5.7 Searches - Entering official property constitutes consent to searches and inspections. If an employee is suspected of violating the drug-free workplace policy, they may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

4.5.8 Consequences - One of the goals of the drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

1. In the case of applicants, if they violate the drug-free workplace policy, the offer of employment shall be withdrawn.

2. If an employee violates the policy, he or she shall be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy shall be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

4.5.9 Assistance – This Office recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

1. Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

2. Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

3. Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

4. Treatment for alcoholism and/or other drug use disorders may be covered by the benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

4.5.10 Confidentiality - All information received by this Office through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

4.5.11 Shared Responsibility - A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and supervisors have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to:

1. Be concerned about working in a safe environment.
2. Support fellow workers in seeking help.
3. Use the Employee Assistance Program.
4. Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

1. Inform employees of the drug-free workplace policy.
2. Observe employee performance.
3. Document negative changes and problems in performance.
4. Counsel employees as to expected performance improvement.

5. Refer employees to the Employee Assistance Program.
6. Clearly state consequences of policy violations.

4.5.12 Communication - Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

1. All employees will receive a written or digital copy of the policy.
2. The policy will be reviewed in orientation sessions with new employees.

#### **E-4.6 Workplace Violence**

4.6.1 General Statement of Policy - It is the policy of this Office to provide a workplace for employees that is free from violence by establishing preventative measures, holding perpetrators of violence accountable and by providing assistance and support to victims. Committing violent acts, whether on-duty or off-duty, has the potential to impact an employee's ability to perform their job. In implementing this policy, the Sheriff's Office is guided by the *Federal Occupational Safety and Health Act of 1970* that requires employers to provide their employees with a safe and healthy work environment. It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence. It is also intended that supervisors utilize available resources such as the Employees Assistance Program, and applicable personnel policies and procedures.

##### 4.6.2 Workplace Violence Definitions:

1. Workplace Violence: Includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage and acts of violence committed against Office employees in the workplace.
2. Intimidation: Engaging in actions that includes but is not limited to stalking or behavior intended to frighten, coerce, or induce duress.
3. Threat: The expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.
4. Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.
5. Domestic Violence: The use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, live together or date or who have been married, lived together or dated.

6. Property Damage: Intentional damage to property and includes property owned by this Office, employees, visitors or vendors.

4.6.3 Workplace Violence Coverage - This policy applies to all Office full-time and part-time employees and all volunteers with permanent, probationary, trainee, time-limited permanent or temporary appointments. This policy applies to the conduct of an employee while functioning in the course or scope of employment as well as off-duty violent conduct that has a potential adverse impact on an Office employee's ability to perform the assigned duties and responsibilities.

#### 4.6.4 Prohibited Actions and Sanctions

1. It is a violation of this policy to:
  - A. Engage in workplace violence as defined herein.
  - B. Use, possess or threaten to use an unauthorized weapon during a time covered by this policy.
  - C. Misuse authority vested to any employee of this Office in such a way that it violates this policy.
2. A violation of this policy shall be considered unacceptable personal conduct or conduct unbecoming an employee of this Office. Acts of violence, as defined herein, may be grounds for disciplinary action, up to and including termination. An act of off-duty violent conduct may also be grounds for disciplinary action, up to and including termination.
3. When a threat has been reported or a supervisor determines that a potential for violence exists, this Office may require an employee to undergo an assessment to determine the risk of danger. This Office shall have the employee evaluated for fitness for duty by a licensed psychologist. Upon completion of the psychological evaluation the employee may be referred to the Employee Assistance Program for follow-up treatment.

### **E-4.7 Solicitation**

4.7.1 General Statement of Policy - It is the policy of this Office to prohibit solicitation and distribution on its premises by non-employees unless approved by the Sheriff or designee. Montgomery County authorizes fund drives by a limited number of charitable organizations. Office supervisors and employees may volunteer to assist these organizations by conducting their drives. Each employee may decide whether or not to contribute. Participation is strictly voluntary and there shall be no discrimination against employees because of their willingness or unwillingness to participate.

#### 4.7.2 Solicitation Procedure

1. Employees are permitted to engage in solicitations or distributions of literature for any group or organization, including charitable organizations, only in accordance with the following restrictions:

A. The sale of merchandise is prohibited on County premises. The only exception to this rule pertains to children of employees who, within reason, sell fund raising items for school, athletics or leadership organizations, e.g.- Boy Scouts, Girl Scouts, Cub Scouts, etc. such as candy, Christmas items, etc. within the employees own department and with the approval of the Sheriff or designee.

B. Solicitation and distribution of literature are prohibited during the working time of either the employee making the solicitation or distribution, or the targeted employee. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.

C. The distribution of literature in such a manner as to cause litter on any Office property is prohibited.

2. This Office maintains bulletin boards to communicate official information to employees, to post notices required by law, and to post other items of informational value approved by the Sheriff or his designee.

#### **E-4.8 Public and Community Relations**

4.8.1 General Statement of Policy - This policy in no way should be construed to prohibit employees from exercising their First Amendment right of free speech. However, for First Amendment rights to apply; employee opinions, conduct and actions should be clearly and unequivocally noted as that of a private citizen.

4.8.2 Testimonials - Only the Sheriff may authorize employees to officially purport themselves as representatives of or spokespersons for this Office, or otherwise impart the impression that their views, opinions, conduct or other actions are sanctioned or endorsed by the Sheriff or this Office.

4.8.3 Unauthorized Dissemination of Information - The knowingly unauthorized dissemination, in any form including, but not limited to, print, voice, electronic media; e.g. - website, email, blog posting, etc. or any other means, of conduct or activities enumerated in the forgoing paragraph is prohibited when done in such context as to impart the impression that such opinion, conduct or action is officially endorsed or sanctioned by the Sheriff, other Office employees, or this Office. Such inference may be perceived when employees refer to their employment with, position held, depiction of the agency insignia or uniform, duty assignment or any other official association with this Office.

4.8.4 Representing this Office - Employees shall not permit their names or photographs, while representing this Office, to be used to endorse any product or service without the permission of the Sheriff or Chief Deputy.

4.8.5 Media Relations - All news and media releases shall be administered through the Public Information Officer (PIO). In the absence of the PIO, releases shall be provided through the proper chain of command as approved by the Sheriff and/or the Chief Deputy.

4.8.6 Public Appearance Requests - All requests for public speeches, demonstrations, etc. shall be routed through the Chain of Command and to the PIO.

4.8.7 Subversive Organizations - No employee shall knowingly become a member of, or connected with any subversive organization.

4.8.8 Conduct toward the Public - Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, profane or insolent language, and shall always remain calm regardless of provocation to do otherwise. Upon request, they shall supply their name in a courteous manner. They shall attend to requests from the public quickly and accurately, with an impartial attitude.

#### **E-4.9 Personal Use of Social Media and Internet Relations**

4.9.1 General Statement of Policy - The integrity of this Office must be above reproach. All employees shall avoid any conduct which would compromise official integrity or undermine public confidence. This is to establish conduct related to personal websites, social media, social networking sites, or other electronically disseminated material or communication.

4.9.2 Employees are prohibited from posting, transmitting, or disseminating digital media:

1. Containing any data, files, images, or text that refers to this Office without the express permission of the Sheriff, or Chief Deputy. Digital images of official ceremonies, e.g. – promotion, graduation, etc. are permitted provided they do not contain any negative material.
2. Containing content that is illegal, unbecoming, or unprofessional. Such content includes behavior that depicts the employee or the Office in a negative way. Employees are reminded that courts may use external sources, including the internet, to evaluate a employee's credibility.
3. Obtained while engaged in official duties. This includes, but is not limited to: recordings, images or videos of evidence, individuals, interviews, locations, trainings, etc.
4. That may be reasonably interpreted as having an adverse impact on the discipline, efficiency, harmony, morale, or operation of this Office; or safety of its employees.
5. That may reasonably be interpreted to express the opinions of this Office.

4.9.3 Employees may comment on matters of public concern that do not involve this Office, provided their comments are clearly and unequivocally noted as that of a private citizen.

4.9.4 In order to preserve official integrity and order; any comment on matters of public concern involving this Office shall be made solely by the Sheriff, Chief Deputy, or designee in accordance with all applicable laws.

4.9.5 As needed, clarification on appropriate posts, transmission, or dissemination of digital media shall be directed to an immediate supervisor prior to such activity.

**E-4.10 Pregnancy Program** - Effective July 1, 2016 this Office may, at its sole discretion, implement a temporary program for employees who have become pregnant. While pregnancy

is a medical condition, this Office recognizes that pregnancy, in itself, is not a disability, illness, or injury. Past acts in this regard shall have no bearing upon the program as it moves forward.

1. Purpose - This is to provide opportunities for employees to remain active and maintain work status during various stages of their pregnancy, to the mutual benefit of the employee and this Office.

2. Uniform – The duty uniform shall be worn until restrictions are put in place by a medical professional. Changes in duty uniform sizes may be accommodated though notification of those responsible for supply.

3. Notification - It is the employee's responsibility to notify their immediate supervisor directly upon being placed on a restriction that has been imposed by a medical professional, due to pregnancy, that restricts the performance of an essential job function.

4. Application – Any employee seeking temporary light duty due to a medical restriction due to pregnancy shall make application to the Personnel Office.

5. Assignment – Employees shall maintain their current assignment unless a medical professional places a restriction on an essential job function. If restrictions are made, the Personnel Office may implement placement, subject to availability and assignment, as described in *E-3.4.3 Temporary Light Duty*.

6. Duration – If granted, temporary light duty shall not extend beyond the return to duty with no restrictions and limitations.

7. Return to Work – It is the policy of this Office that employees who need to express breast milk for their infant children shall be provided reasonable break time each day, unless providing that break time would unduly disrupt operations. This break time may run concurrently with any break time already provided to such employee, or it may be scheduled at different times during the employee's work day. This Office shall make reasonable efforts to provide a room or other location, other than a bathroom stall, which is close to the work area for such employees to express breast milk in private. Employees taking breaks under this Policy shall coordinate break times with their supervisors.

8. Deviation – The Sheriff shall have the sole authority to make deviations to this policy for the good of this Office and consistent with all applicable laws.

## **Section E-5 EQUAL EMPLOYMENT OPPORTUNITY**

### **E-5.1 Equal Employment Opportunity (EEO)**

#### **5.1.1 General Statement of Policy**

1. It is the policy of Montgomery County and this Office to provide every employee with a workplace free from unlawful discrimination with equal employment opportunity by selecting, training, and promoting employees based on their ability and job performance and to provide equal opportunities in all aspects of employment without regard to sex, race, color, ethnicity, national origin, ancestry, religion, pregnancy, age, sexual-orientation, physical or mental disability, medical condition, marital status, veterans status, citizenship or any other protected group status. Unlawful discrimination, harassment and retaliation in any form shall not be tolerated.

2. This policy is intended to comply with all federal and state non-discrimination laws, including but not limited to *Title VI, Title VII of the Civil Rights Act of 1964*, the *American with Disabilities Act*, the *Age Discrimination in Employment Act*, the *Tennessee Parental Law*, and federal and state leave of absence laws.

3. All employment decisions are based on objective standards, and the furtherance of equal employment opportunity. This Office shall not discriminate based on a person's national origin, or citizenship status concerning recruitment, hiring or discharge. However, this Office shall not knowingly employ a person who is, or becomes, an unauthorized alien. In compliance with the *Immigration Reform and Control Act of 1986*, all employees hired after November 6, 1986, and all applicants for employment, regardless of national origin, ancestry, or citizenship must provide suitable documentation. They must also complete *INS Form I-9* in order to verify their identity and employment eligibility.

**5.1.2 Equal Employment Opportunity (EEO) Procedures** - Any person who believes he or she has been the victim of unlawful discrimination, harassment or retaliation shall report the incident immediately to his or her supervisor, Division supervisor, Chief Deputy or the Sheriff. All allegations shall be investigated promptly. Complaints shall be kept as confidential as possible. If the allegation is sustained then prompt, appropriate, and remedial action shall be taken.

### **E-5.2 Discrimination and Harassment**

**5.2.1 General Statement of Policy** - It is the policy of Montgomery County and this Office to maintain a respectful work and public service environment. Montgomery County and this Office prohibit and shall not tolerate any form of unlawful discrimination or harassment. Unlawful discrimination or harassment undermines the integrity of the employment relationship, compromises equal employment opportunity, debilitates morale, and interferes with work productivity. Montgomery County and this Office shall not tolerate harassment or discrimination by anyone in the workplace including officials, managers, supervisors, co-workers, or non-employees. This policy applies to conduct which occurs in the workplace and also extends to conduct which occurs at any location that can be reasonably regarded as an extension of the



workplace, such as any field location, or any facility where Office business is being conducted and discussed.

5.2.2 Third Party Harassment - This policy also applies to third party harassment. Third party harassment is unwelcome behavior of a sexual, racial or derogatory nature regarding any protected category that is not directed at an individual but is a part of that individual's work environment. Third party harassment based upon any of the aforementioned protected categories is prohibited by this policy.

5.2.3 Employment Practices - This policy pertains to all employment practices such as recruitment, selection, hiring, training, promotion, demotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development.

5.2.4 Prohibited Employment Discrimination – Prohibited employment discrimination includes, but not limited to: racial, gender, national origin or ancestry, age, religion, disability, affectional or sexual orientation, marital status, familial status, atypical hereditary cellular or blood trait, genetic information, liability for service in the armed forces of the United States, whistle-blowing, discrimination or harassment.

5.2.5 It is a violation of this policy to engage in any employment practice or procedure, which refers to one or more of the above characteristics. It is also a violation of this policy to use derogatory or demeaning slurs to refer to a person's race, gender, age, religion, disability, affectional or sexual orientation, or ethnic background, which have the effect of harassing an employee or creating a hostile work environment.

5.2.6 Examples - Examples of behaviors that may constitute prohibited workplace discrimination or harassment include, but are not limited to:

1. Discriminating against an individual with regard to terms and conditions of employment because of that individual's race, gender, age, religion, disability, affectional or sexual orientation, place or origin or his/her ancestor's place of origin.
2. Treating an individual differently because of marriage to or association with persons of a racial, religious or national origin group; or due to membership in or association with an organization identified with the interests of a racial, religious or national origin group; or because an individual's name or spouse's name is associated with a racial, religious or national origin group.
3. Calling another by an unwanted nickname which refers to one or more of the above characteristics, or telling ethnic jokes which create a hostile work environment.
4. Using derogatory references regarding any of the above characteristics in any job-related communication.
5. Engaging in threatening, intimidating, or hostile acts in the workplace, based on the foregoing classifications.

#### 5.2.7 Discrimination and Harassment Procedures

1. Any person who believes they have been the victim of unlawful discrimination, harassment or retaliation should report the incident immediately to their supervisor, Division supervisor, Chief Deputy, the Sheriff or the Personnel Officer. All allegations shall be investigated promptly. Complaints shall be kept as confidential as possible. All employees are expected to cooperate with investigations. Failure to cooperate in an investigation may result in disciplinary action.

2. Supervisors should make every effort to maintain a work environment that is free from any form of prohibited discrimination or harassment. Supervisors are expected to take all allegations of discrimination or harassment, including sexual harassment, seriously, and to immediately refer the matter to the individuals responsible for receiving such complaints, e.g. - Supervisor, Division Supervisor, Chief Deputy, the Sheriff or Personnel Officer. All complaints shall be reviewed and prompt and appropriate remedial action shall be taken to address any substantial claim. All supervisors receiving complaints of unlawful discrimination or harassment must immediately advise the Division Supervisor or the Sheriff, and the Personnel Officer. In the event that the Supervisor, Division Supervisor, or Sheriff's Office is the subject of concern then the complaint should be sent directly to the Personnel Officer.

3. All investigations of discrimination or harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all persons involved. The investigations shall be conducted in a prompt, thorough and impartial manner. The results of the investigation shall be forwarded from the Personnel Officer through the Chief Deputy with a recommendation to the Sheriff for a final decision as to whether a violation of the policy has been substantiated.

4. Where unlawful discrimination or harassment is found to have occurred, this Office shall take prompt and appropriate remedial action to stop it and deter reoccurrence.

5. The remedial action taken may include counseling, training, intervention, mediation and/or the initiation of disciplinary action up to, and including termination of employment.

5.2.8 Retaliation - Retaliation against any employee who alleges that they were the victim of discrimination or harassment; or against any employee who provides information in the course of an investigation into claims of unlawful discrimination or harassment in the workplace is prohibited by this policy. Any employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall not be subject to adverse employment consequences based upon such involvement or be the subject of retaliation.

5.2.9 False Reports - If any employee knowingly makes a false accusation of unlawful discrimination or harassment; or knowingly provided false information in the course of an investigation of a complaint, then such conduct may be grounds for discipline up to, and including termination. Complaints made in good faith, however, even if found to unsubstantiated, shall not be considered a false accusation.

### **E-5.3 Sexual Harassment**

#### **5.3.1 General Statement of Policy**

1. It is the policy of Montgomery County and this Office to prohibit all forms of unlawful discrimination and harassment, including sexual harassment. Sexual harassment is a form of misconduct, which undermines the integrity of the employment relationship. Sexual harassment can be defined as the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors or the creation of an intimidating, hostile or offensive working environment based on unsolicited and unwelcome sexual overtures or conduct either verbal or physical.

2. Sexual harassment is a form of sex discrimination that violates *Title VII of the Civil Rights Act of 1964* as amended and is defined by the U.S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

3. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior, which is not welcomed, which is personally offensive, which damages morale, and which therefore interferes with work efficiency. Such conduct, whether committed by supervisors, non-supervisory personnel, clientele or vendors, is specifically prohibited.

4. Examples of sexual harassment include, but are not limited to:

A. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions.

B. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references.

C. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual.

D. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, photographs, or persons.

E. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

F. Suggestions, implications, or threats to an applicant or employee that cooperation of a sexual nature, or refusal thereof will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

5.3.2 Sexual Harassment Complaint Procedures – If an employee believes that they have been subjected to sexual harassment related to employment with this Office, the employee shall follow the following procedure:

1. The incident should be discussed informally between the grievant and the immediate supervisor. If the immediate supervisor be a party to this complaint, then the next line of supervision shall be utilized. The supervisor shall then conduct an investigation and contact the Personnel Officer to assist in determining the validity of the charges. Within five working days, the supervisor shall make a written response to the grievant, the Division supervisor, and the Personnel officer.

2. If dissatisfied, the grievant has five working days from receipt of the response from their supervisor to file charges, in writing, to the Sheriff. The charges shall include the following:

- A. The date, time, and place of the alleged act of sexual harassment.
- B. The person or persons alleged to have harassed the employee or applicant.
- C. The basis of the harassment.
- D. All other circumstances surrounding the alleged act of harassment, with documentation.

3. The Sheriff, upon reviewing the charges, may schedule a hearing with the supervisor and the grievant within ten working days from receipt of charges. A written report of the findings, or recommendations of the Sheriff shall be forwarded to the grievant, the supervisor, Division supervisor, Chief Deputy and Personnel Officer within five working days after the hearing.

## **Section E-6 LEAVE AND HOLIDAYS**

### **E-6.1 Annual Leave**

6.1.1 Employees shall accrue paid annual leave and may utilize such as it is accrued; however, supervisors shall consider scheduling needs and Office operations when deciding such requests. The leave accrual schedule is as follows:

1. 40 Hour Workweek:

0-5 years	8 hours per month	240 max hours
5-10 years	9.34 hours per month	240 max hours
10-15 years	11.34 hours per month	240 max hours
15 or more years	13.34 hours per month	240 max hours

2. 43 Hour Workweek:

0-5 years	8.6 hours per month	258 max hours
5-10 years	10.04 hours per month	258 max hours
10-15 years	12.19 hours per month	258 max hours
15 or more years	14.34 hours per month	258 max hours

6.1.2 Accrued leave in excess of maximum accrued hours shall be automatically converted to the employee's sick leave each pay period upon reaching the maximum accrual amount.

### **E-6.2 Sick Leave**

6.2.1 Accrual

1. Full - time employees shall accrue sick leave at the rate of 1 day for each month of employment, or major fraction thereof, with unlimited accumulation.

2. Regular Part - time employees shall accumulate sick leave at the rate of 1 day for each 174 hours of employment with unlimited accumulation.

3. Temporary Part - time employees are not entitled to sick leave benefits.

6.2.2 Usage of Sick Leave - Sick leave may be used for authorized absences necessitated by reason of:

1. Personal illness, off-the-job injury, or visits to physicians which cannot be accomplished during off-duty hours.

2. Enforced quarantine of the employee in accordance with community health regulations.

3. Illness in the immediate family e.g. -spouse, children, parents; or a relative residing in the employee's home.

4. Maternity purposes of an employee.

5. On-the-job injury.

#### 6.2.3 Sick Leave Donation

##### 1. Disposition of Unused Sick Leave

A. Sick Leave Rights Upon Separation: Separating employees shall not receive any sick leave benefits, however an employee retiring shall receive service time credit for unused sick leave.

B. Sick Leave Disposition Upon Death: The employee's estate shall not be paid an amount equivalent to pay in lieu of sick leave time for earned sick leave not taken by the employee prior to death.

2. Sick Leave Donating: Employees are encouraged to save as much sick leave as possible for emergencies, illnesses, injuries, or other unexpected situations. Employees are allowed to donate some of their accrued paid time off to another employee who has a verifiable need. Leave sharing is available for employees who are in a "leave without pay" status and have an FMLA qualifying event, which precludes them from working. Employees who wish to participate in the program must complete the *Sick Leave Donation Agreement* and forward it to the Personnel Office. In addition, the request form must be accompanied by verifiable written evidence of need.

##### 3. Coverage:

A. Leave donation hours shall be granted only for a disabling illness to an employee, or a member of an employee's immediate family who has a disabling illness which requires the employee's care, preventing the employee from performing job duties for 5 or more consecutive workdays. Requests for less than 5 days shall be considered on a case-by-case basis.

B. Leave is used exclusively for a medical condition of an employee or an employee's family member, as defined by FMLA policy that is a qualifying event as defined under the Family and Medical Leave Act (FMLA).

C. The employee's or family member's health care practitioner, as defined under the *Family and Medical Leave Act*, must document the condition resulting in the leave prior to approval of the donation.

D. Employees must exhaust all available and accrued paid leave; including sick, annual, and compensatory leave before requesting and receiving leave sharing.

E. Employees must not be receiving any other form of compensation including social security disability benefits, long term disability benefits, or compensation through the State Retirement Plan.

F. Regular part-time employees shall receive sick leave on a prorated basis equal to the percentage of their employment to full-time employment.

G. Recipients shall continue to accrue leave and service in accordance with the provisions of the appropriate policies and guidelines.

H. Recipients must not have been disciplined for abuse of sick leave or excessive absences within the past 12 months.

#### 4. Parameters for Leave Donation

A. Leave donation transfers shall be provided within this Office.

B. Full-time employees with one or more years of full-time service may participate as a donor.

C. Employees may donate, in one hour increments, up to 86 hours for commissioned employees, or 80 hours for civilian employees of sick leave at one time.

D. Employees donating time must have accrued sick leave in excess of 80 or 86 hours in order to be eligible to donate leave.

E. An employee may donate more than one time to a single individual; however, donations may not reduce a donor's accrued sick leave to less than 80 or 86 hours.

F. Hours shall be donated on a one-for-one basis, regardless of pay or salary, to be paid at the recipient's rate of pay.

G. Sick leave hours may not be donated retroactively.

H. The Personnel Office shall maintain the donor's confidentiality unless the donor agrees to release the information, and the recipient requests such information.

I. Donors must complete the *Sick Leave Donation Agreement*. If the donor terminates employment, retires, dies, or has an insufficient leave balance to meet the eligibility criteria, all responsibility to donate this leave is voided.

J. The decision to donate sick leave to another individual should be a choice made freely by each employee.

K. Those terminating their employment may donate sick leave to another eligible employee.

#### 5. Leave donation shall not be approved for the following instances:

A. Elective or cosmetic surgery, unless required as a result of injury or disease.

B. Retroactively to dates prior to request or approval.

- C. Engaging in a criminal act.
- D. Self-inflicted, intentional injury.
- E. Working for another employer.

6. Limitations: Civilian employees may receive a maximum of 80 hours and commissioned employees may receive a maximum of 86 hours of donated leave per pay period.

7. Returning to Work: When an employee is due to return to work from an extended sick leave due to a personal illness or injury, the employee must present a fitness for duty certificate, from their attending physician, stating that the employee is fit for duty with no restrictions.

6.2.4 Sick Leave Verification may be required in writing from any employee's attending physician should the employee be out in excess of three days. This verification, and/or any evidence of physical or mental soundness deemed necessary prior to an employee's return to duty, may be requested for any occurrence at the supervisor's discretion.

6.2.5 Sick Leave Notification shall be given to the employee's supervisor at the earliest possible time, and preferably before the start of scheduled work hours.

6.2.6 Excessive Abuse of Sick Leave or claiming sick leave when physically and mentally fit may be cause for disciplinary action. The term "excessive" may be interpreted as:

- 1. 2 or more occurrences in a consecutive 5 day period.
- 2. 3 or more non-consecutive occurrences in a calendar month.
- 3. 5 or more non-consecutive occurrences in a 6 month period.

6.2.7 Sick leave shall not be denied to any eligible employee who presents a valid statement from a doctor certifying the employee's health requires them to be absent from work.

### **E-6.3 Parental Leave**

6.3.1 Purpose - Pregnancy, childbirth and related conditions shall be treated the same as any other temporary medical disability with regard to leave policies. Employees who have been regular full-time employees of this Office for 12 consecutive months and have worked at least 1250 hours during the previous 12 consecutive months, may be absent from employment for a period not to exceed 4 months (120 calendar days) for adoption, pregnancy, childbirth and nursing the infant. Refer to *T.C.A. 4-21-408*.

6.3.2 Parental Leave Usage - Employees may be granted leave by utilizing any combination of annual, sick, compensatory or unpaid leaves. Employees utilizing annual, sick or compensatory leave shall continue to receive all normal employee benefits including accumulation of sick and annual leave. Once an employee utilizes leave without pay, there shall be no accumulation of sick and annual leave. It is the employee's responsibility to give written notification as to the leave time requested with the projected starting date and return date.



## **E-6.4 Family and Medical Leave Act (FMLA)**

### **6.4.1 Definitions:**

1. Family and Medical Leave Act (FMLA) - is a federal law enacted by Congress on February 5, 1993.
2. Eligible Employee - an employee who has been employed for at least 12 months for this Office and has worked a minimum of 1250 hours during the previous 12 month period.
3. Employee Benefits - includes all benefits provided by Montgomery County including health insurance, disability insurance, dental insurance, sick leave, annual leave, and retirement benefits.
4. Health Care Provider - is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices.
5. Parent - is the biological parent of an employee or one who stood in place of a parent to an employee when the employee was a son or daughter.
6. Son or Daughter - is a biological, adopted or foster child, a step-child, a legal ward or a child of a person standing in who is under 18 years of age or older and incapable of self-care because of a mental or physical disability.
7. Serious Health Condition - is an illness, injury or impairment or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility or continuing treatment by a health care practitioner.
8. Intermittent Leave or Reduced Schedule Leave - is leave taken in a manner other than in a single block of several weeks.
9. The 12 Month FMLA Period - The 12 month period during which an employee is entitled to 12 work weeks of FMLA leave is measured forward from the date the employee's first FMLA leave begins. An employee is entitled to 12 weeks of leave during the 12 month period after the leave begins. The next 12 month period shall begin the first time the employee requested FMLA leave after the completion of the previous 12 month period.

### **6.4.2 General Provisions:**

1. Eligible Office employees shall be entitled to a total of 12 work weeks of leave during a 12 month period (measured forward) for one or more of the following:
  - A. Due to the birth of a child to the employee and in order to care for such child. Exception to this provision is granted to female employees who give birth to child. In this situation, the provisions of maternity leave apply.
  - B. Due to the placement of a son or daughter with the employee for adoption or foster care.

C. In order to care for serious health conditions of the spouse, son, daughter, parents, or those relatives living within the employee's residence for which the employee has legal care and responsibility.

D. Due to a serious health condition that makes the employee unable to perform the functions of their position.

2. Advance notice where leave is foreseeable - an employee must provide at least 30 days advance notice that they intend to take leave. Advance notice is required for:

A. The expected birth of a child;

B. The expected placement of a child for adoption or foster care;

C. Planned medical treatment for a son, daughter, spouse or parent with a serious condition; or,

D. Planned medical treatment in the care of the employee's own serious health condition.

3. Intermittent leave may be taken by the employee when medically necessary. Such intermittent leave may also be taken with the birth of a child, or placement of a child for adoption or foster care. Employees must have written approval of their Division Supervisor prior to any intermittent leave taken.

4. In any situation involving leave because of a serious health condition involving the employee or an applicable family member, the employee shall provide medical certification of the medical condition and the need for the leave from the health care provider. The contents of the certification shall contain as a minimum:

A. The date the condition began.

B. The probable duration of the condition.

C. The appropriate medical facts regarding the condition.

D. A statement that the employee is needed to care for the ill family member or (because of their own illness) is unable to perform their job.

5. Accrued sick leave may be used for any of the purposes cited in *Section E-6.2.2*. The employee may not use accrued sick leave for bonding following the birth of a child, or placement for adoption or foster care. Accrued sick leave may be used to care for a sick child. Accrued annual leave may be used for birth, placement, to care for a sick family member, or after use of accrued sick leave because of the employee's own serious illness.

6. Health insurance benefits shall continue at the level and under the conditions that coverage would have been provided if the employee had continued active employment.

7. The Sheriff, Chief Deputy, Division Supervisor or Personnel Officer may require an employee who is using leave under these provisions to report periodically on the status of the situation and the intention of the employee to return to work.

8. Questions regarding this policy or matters which require resolution with regard to the provisions of this procedure shall be directed to the Personnel Office.

9. Eligible Office employees shall be entitled to a total of 26 work weeks of leave during a 12 month period (measured forward) to care for their spouse, child, parent, or next-of-kin who are covered members of the military with a serious injury or illness incurred in the line of duty and while upon active duty.

6.4.3 Separation Procedure – Where feasible, this Office invokes FMLA protection after all forms of leave are exhausted as a measure to extend the employee's employment with the ultimate intent of return to duty. The employee and this Office retain unilateral rights to invoke FMLA protection prior to the exhaustion of leave. This Office may elect to terminate the employment of an employee who has exhausted FMLA protections when:

1. The employee is not eligible for long term disability and 30 business days have elapsed after FMLA protections were exhausted.

2. The employee has been active on long term disability for six months.

## **E-6.5 Bereavement Leave**

6.5.1 General Purpose - Bereavement leave may be used for a death within the employee's immediate family. Immediate family for the purpose of this section is defined as the spouse, parents, stepparents, parents-in-law, children, stepchildren, brothers and sisters, step-siblings, grandparent, grandchildren, and with approval any relative for which resides within your residence that you provide care and custody. The maximum number of bereavement leave days is 3 which shall not be charged to the employee's leave time. 2 additional days of sick leave may be granted to provide a total of 5 days absence for this purpose. Any other time off shall be annual leave or leave of absence. The leave must have prior approval of the Division Supervisor. An employee may use 1 day of bereavement leave to attend a funeral of the following: aunt or uncle, sisters or brothers-in-law, niece or nephew or grandparent-in-law of the employee. Any additional time must be approved by the Division Supervisor. Employees must notify their immediate supervisor of the need for time off

6.5.2 If a family death occurs during an employee's scheduled vacation, the time off shall be charged as Bereavement Leave and the vacation rescheduled for a later date.

6.5.3 If a holiday occurs within the authorized bereavement leave, the holiday overrides the Bereavement Leave day, whether or not the employee is scheduled to work that holiday.

## **E-6.6 Military Leave**

### **6.6.1 General Purpose**

1. Regular employees who are members of any military reserve component, including the Tennessee Army and the Air National Guard, shall be granted a leave of absence

for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States of America under competent orders. While on leave, the employees shall receive their regular compensation for a period not to exceed 20 working days per calendar year, plus any additional days that may result from a call to active state duty by the Governor. Such requested leave shall be supported with copies of the armed forces order.

2. Regular employees shall be granted a leave of absence without pay for the purpose of being inducted into or otherwise entering military duty. If not accepted, the employee shall be reinstated at the same rate of pay and without loss of seniority, benefits or status. If accepted for service, the employee may be eligible for reinstatement upon being released from active duty upon meeting the conditions set out in *T.C.A. Title 8, Chapter 33* relative to employees in military service, and in accordance with the *Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA)*, 38 U.S.C. 4301-4333.

3. Employees in military service shall be governed by the requirements of, and shall have all of the rights and benefits conferred upon such persons by state law found in *T.C.A. Title 8, Chapter 33*, and under *USERRA*.

4. Leave exceeding this limit may be charged to accrued annual leave, holidays, or compensatory time. The employee may also elect to take leave without pay.

6.6.2 Procedure – An employee required to report for military training shall provide their supervisor with a copy of their official orders. A *Personnel Action Form* shall be completed and forwarded, along with a copy of the employee's military orders, to the Personnel Office. In order to complete the *Personnel Action Form*, the employee must appear in person to the Personnel Office.

## **E-6.7 Civil Leave**

6.7.1 Court Order – An employee may be granted civil leave when ordered by the court to appear as a witness or juror in a court of law. If jury duty is accomplished while on duty, then the employee shall turn over said compensation to this Office. If the employee is not on duty while appearing as a result of a court order, then the employee may retain the juror's fee.

6.7.2 Court Appearances – An employee involved in a personal case, either as plaintiff or defendant, in a suit not resulting from duties performed on behalf of this Office, may be granted leave, provided such leave is deducted from the employee's accrued leave or is classified as leave of absence without pay.

**E-6.8 Voting Leave** - Any person entitled to vote in an election in this state may be absent from work for a reasonable period of time, not to exceed three hours, necessary to vote while the polls are open in the county where the employee resides. The employee's supervisor may specify the time the employee may be absent. The employee shall receive regular compensation during this period and leave time shall not be affected. Voting time shall not be counted as working time for overtime computation. However, the following stipulation shall apply: Employees must request the time off before 12:00 noon the day before the election. No time off shall be granted if the polls in the county where the employee is a resident are open 3 or more hours before the employee is scheduled to begin work or if the polls close 3 or more hours after the employee's work schedule ends.

**E-6.9 Administrative Leave** - The Sheriff, Chief Deputy, or Division Supervisor may, in the incidence of an on-duty critical incident or disciplinary investigation, need to place an employee on immediate leave status. The leave may be paid or unpaid. The Sheriff, Chief Deputy, or Division Supervisor shall utilize the *Personnel Action Form* for reporting Administrative Leave with or without pay.

**E-6.10 Leave of Absence Without Pay** - Any employee, at the discretion of the Sheriff or Chief Deputy, may be granted leave without pay for sufficient reason. During this period of leave, the employee shall not accrue annual leave, sick leave, or other benefits.

**E-6.11 Holidays**

6.11.1 Days Observed – The following twelve days are scheduled days off for observance of the given holiday:

New Years Day	January 1st
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	As announced
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Holiday	Day after Thanksgiving
Christmas Eve	December 24th
Christmas Day	December 25th

6.11.2 Holiday Pay – All active employees of this Office shall receive holiday pay if on paid status the day before and the day after the holiday. Should an employee have to work on a designated holiday, the employee shall be entitled to another day off or another day's pay as compensation. In the event the holiday falls during an employee's vacation period, the holiday shall not be charged as vacation.

**E-6.12 Requesting Time Off** – Responses to requests for time off shall be made at the discretion of the approving supervisor.

## **Section E-7**

### **OVERTIME AND COMPENSATORY COMPENSATION**

**E-7.1 Statement of Purpose** – Compensatory time and overtime exist to compensate employees who worked in excess of the hours set within a seven-day tour of duty. This obligation is balanced against a need to operate within an existing budget. To meet this demand, compensation for hours worked in excess of the tour of duty should be addressed according to circumstance:

1. Overtime compensation should be used to address unplanned events or incidents occurring outside a daily tour of duty.

2. Compensatory time should be used to address planned events occurring outside a daily tour of duty.

A. Where convenience allows, the timing of a daily shift may be altered to include the planned event.

B. The use of earned compensatory time within the same pay period is preferred; so long as operations are not impaired.

### **E-7.2 Compensatory Time and Leave**

#### **7.2.1 Compensatory Time**

1. It is the policy of this Office that employees may receive compensatory time at a rate of not less than one and one-half times their regular hourly rate for which overtime compensation is required under the Fair Labor Standards Act (FLSA). The FLSA allows an employee, with the approval of the employer, to select compensatory time for a portion of any overtime which is worked.

2. Civilian employees may accrue no more than 240 hours of compensatory time and commissioned personnel may accrue no more than 480 hours of compensatory time; and granted at the discretion of the division supervisor.

3. This Office reserves the right to pay, or direct the use of, compensatory time at its discretion.

#### **7.2.2 Compensatory Leave**

1. Employees desiring to use accrued compensatory time shall submit a written request to their immediate supervisor. Use of such time will be allowed within a reasonable period following the request as long as the use does not unduly disrupt the operations of this Office.

2. Swap Time - Under limited circumstances, employees of this Office who work in the same capacity may, at their option, substitute work hours as long as such substitution has prior approval by the immediate supervisor of each employee involved. It is

understood that overtime hours generated as a result of such substitutions shall be excluded from the calculation of hours worked for overtime purposes.

3. This Office does not include in the computation of hours worked, those hours when an employee is off work on sick leave, holiday, annual leave or compensatory time off as allowed under the provisions of this policy. Such time shall not be counted as time worked for purposes of FLSA computation.

### **E-7.3 Overtime Compensation for Commissioned Employees**

7.3.1 The maximum number of allowable hours that may be worked before overtime must be compensated is 43 hours per workweek. The workweek, as defined by the FLSA, is a fixed and regularly recurring period of 168 hours or 7 consecutive 24 hour periods. Qualified law enforcement personnel, as identified by the FLSA, shall receive time and one-half consideration for hours worked over 43 hours in a seven-day tour of duty.

7.3.2 Overtime Computation - Qualified employees may receive overtime in one of two ways:

1. Employee may be paid one and one-half times their normal rate.
2. Employee may receive compensatory time off at a rate of one and one-half hours for each hour of overtime worked.

### **E-7.4 Overtime Compensation for Civilian Employees**

7.4.1 The maximum number of allowable hours that may be worked before overtime must be compensated is 40 hours per workweek. The workweek, as defined by the FLSA, is a fixed and regularly recurring period of 168 hours or 7 consecutive 24 hour periods. Qualified civilian personnel, as identified by the FLSA, shall receive time and one-half consideration for hours worked over 40 hours in a seven-day tour of duty.

7.4.2 Overtime Computation - Qualified civilian employees may receive overtime in one of two ways:

1. Employee may be paid one and one-half times their normal rate.
2. Employee may receive compensatory time off at a rate of one and one-half hours for each hour of overtime worked.

## **Section E-8 PLACEMENT**

**E-8.1 General Statement of Policy** - Appointment to a position with this Office shall be made after an applicant has complied with all pre-employment procedures required. The eligible applicant must meet the minimum qualifications prescribed for a particular position. This shall include employees who have requested transfer or promotion to a vacant position as well as new applicants for employment or reemployment.

### **E-8.2 Maintenance of the Employment Policy**

8.2.1 Employment Procedure – The following steps are to be utilized for the employment of personnel for full-time, part-time, or temporary positions:

1. Upon receiving an open position, the Personnel Officer may post, advertise, or recruit for the position; or review current applications to seek eligible candidates.
2. All applications for employment shall be processed from and through the Personnel Office of the Montgomery County Sheriff's Office.
3. Once the closing date for receiving applications has been reached, all applications shall be reviewed by the Personnel Officer as to meet job qualifications.
4. Applicants meeting the qualifications shall then be tested, interviewed and evaluated. After a potential applicant has been selected and offered employment, the following documentation shall be completed:
  - A. Conditional Job Offer
  - B. Employee Information Form
  - C. Personnel Action Form
  - D. Completed I-9 Form
  - E. Completed W-4 Form
  - F. Form DD214 if a veteran
  - G. Copy of a valid Tennessee Drivers License
  - H. Copy of Social Security Card
  - I. Copy of High School diploma or GED
  - J. A 2x2 facial picture
  - K. A personal check marked "VOID"



5. Should a temporary position become a part-time or full-time position, the person occupying the temporary position may be reclassified to that position. There is no guarantee that a person filling a temporary position shall be placed in that position should its classification be changed to part-time or full-time.

### **E-8.3 Types of Appointment**

8.3.1 Classifications of Employees – Any appointment to a position with this Office shall be classified as one of the following;

1. Regular Full-time: Employed for 12 months on a regular basis, and works in excess of 30 hours per week.
2. Temporary Full-time: Employed full-time, 30 or more hours per week, but employment does not exceed 12 months.
3. Regular Part-time: Employed on a regular schedule but days and hours may vary as needed.
4. Temporary Part-time: Employed to fill a position as needed for a limited amount of time. Hours and days may vary.

#### **8.3.2 Exempt and Non-Exempt Employees**

1. Exempt Employees - are those employees that do not fall under the Fair Labor Standards Act (FLSA) applicable to the categories of Executive, Administrative, or Professional employees as determined by the Sheriff.
2. Non-Exempt Employees - are those employees that fall under the Fair Labor Standards Act (FLSA) applicable to public works projects, and must be paid overtime for all hours in excess of 43 hours per week for Commissioned employees and 40 hours per week for Civilian (non-commissioned) employees.
3. Classification - Responsibility for classifying Office positions as exempt or non-exempt lies at the discretion of the Sheriff.

### **E-8.4 Introductory Period**

8.4.1 Time Period - Each new employee of this Office shall be required to serve an introductory period. This period allows the supervisor time to observe, and evaluate the employee to determine that a proper adjustment to the position has been accomplished. The introductory period shall be 12 months in duration, but may be extended by the Sheriff.

8.4.2 Conditions – Except in cases of discrimination relating to race, color, national origin, sex, age, disability, religious or political retaliation; an employee may be terminated, demoted, or reassigned to another position at any time during their introductory period.

8.4.3 Evaluation – Upon completion of the introductory period, an evaluation shall be completed and forwarded to the Personnel Officer. Should an extension of the introductory period be required, another evaluation must be completed for the extended time period.

8.4.4 Extensions – If unsatisfactory performance continues, the Division supervisor may recommend an extension of the introductory period rather than termination of the employee. The introductory period may be extended for any period up to 12 months. The following steps should be taken to extend an introductory period:

1. A record shall be made of the conditions of such an extension and that the employee has been counseled about the specific reasons for the extension of their introductory period.

2. In completing the written record of the conditions of the extension, the employee shall sign a statement of understanding that termination may occur if needed improvement is not made during the extension time.

8.4.5 Completion of Introductory Period - The employee shall be notified in writing when they have satisfactorily completed the introductory period.

## **E-8.5 Workweek**

8.5.1 The normal workweek for Office employees is as follows:

1. Commissioned employees - 43 hours over a one week (7 day) period.
2. Civilian employees - 40 hours over a one week (7 day) period.

8.5.2 Employees who are paid on an hourly basis shall receive compensation at their regular rate of pay for all hours worked during the normal workweek.

## **E-8.6 Transfers**

8.6.1 Lateral Transfers within this Office

1. Inter-Divisional Transfers - Employees who have been in their current division for a minimum of 18 months and in their current job assignment for a minimum of 6 months may complete the *Lateral Transfer Request Form* requesting to be transferred to a new position, shift, or job assignment outside their current division.

2. Intra-Divisional Transfers – Employees who have been in their current job assignment for a minimum of 6 months may complete the *Lateral Transfer Request Form* requesting to be transferred to a new position, shift, or job assignment within their current division.

3. The *Lateral Transfer Request Form* shall be retained in the Personnel Office for a period of 6 months from the date of submission.

8.6.2 Transfer Selection Process

1. For POST-certified positions, employees seeking transfer shall pass a physical fitness test prior to further selection. This test result shall stand for six months.

2. Employees eligible for transfer shall be selected in the following manner:

A. Longevity - One point for every six months of service to a maximum of 15 years, 30 points total. Employees with a break in service of six months or greater shall have this value calculated from the latest date of rehire. Longevity required for a transfer shall be derived from the value.

B. File Review - Review of disciplinary actions for the previous 18 months. 30 points initially assigned. One point shall be subtracted per reprimand. Two points shall be subtracted per suspension, with one point for each day beyond the first day.

C. Supervisory Review - The employee's current supervisor shall evaluate the employee's behavior and performance, e.g. – attitude, demeanor, cooperation, interaction, punctuality, work quality, communication, etc. 40 points total.

D. Final Interview - The Division supervisor shall interview the top scoring candidates to fill a vacant position. The number of personnel to be interviewed shall be two times the number of vacancies, plus one.

#### **E-8.7 Promotion**

8.7.1 Eligibility - Whenever possible, vacancies within this Office shall be filled by qualified employees of this Office. Qualifications have been established for each position in this Office. The Personnel Officer, or designee, shall notify qualified employees of vacant positions for promotion as they arise. Those employees willing to participate in the selection process shall notify the Personnel Officer, or designee, of such interest.

8.7.2 Promotion Selection Process for Supervisory Positions - Employees eligible for promotion shall be selected in the following manner:

1. Written Test – 50 test questions from the *Policies, Procedures and Guidelines Manual*. 30 points total.

2. Oral Board – Ten questions to evaluate leadership and communication skills, and the application of the *Policies, Procedures and Guidelines Manual*. 30 points total.

3. Longevity – One-half point for every year of service to a maximum of 20 years; ten points total. Employees with a break in service of six months or greater shall have this value calculated from the latest date of rehire. Longevity required for promotion shall be derived from the value.

4. File Review - Review of disciplinary actions for the previous 18 months. Ten points initially assigned. One point shall be subtracted per reprimand. Two points shall be subtracted per suspension, with one point for each day beyond the first day.

5. Supervisory Review - The employee's current supervisor shall evaluate the employee's behavior and performance, e.g. – attitude, demeanor, cooperation, interaction, punctuality, work quality, communication, etc. 20 points total.

6. The Sheriff or designee shall interview the top scoring candidates to fill a vacant position. The number of personnel to be interviewed shall be two times the number of vacancies, plus one.

7. Scores shall be retained for six months. Scores for written test, longevity, and file review shall be updated as an opening occurs.

8.7.3 Promotion Selection Process for Non-Supervisory Positions - Employees eligible for promotion shall be selected in the following manner:

1. Longevity - One point for every six months of service to a maximum of 15 years, 30 points total. Employees with a break in service of six months or greater shall have this value calculated from the latest date of rehire. Longevity required for a promotion shall be derived from the value.

2. File Review - Review of disciplinary actions for the previous 18 months. 30 points initially assigned. One point shall be subtracted per reprimand. Two points shall be subtracted per suspension, with one point for each day beyond the first day.

3. Supervisory Review - The employee's current supervisor shall evaluate the employee's behavior and performance, e.g. – attitude, demeanor, cooperation, interaction, punctuality, work quality, communication, etc. 40 points total.

4. Final Interview - The Division supervisor shall interview the top scoring candidates to fill a vacant position. The number of personnel to be interviewed shall be two times the number of vacancies, plus one.

8.7.4 Once promoted, an employee shall receive a corresponding title and wage. The employee shall function in that position for no less than 18 months before becoming eligible for transfer. Rank shall not ordinarily transfer to another division with the employee.

8.7.5 The Sheriff has the sole authority to make appointments to command-level positions, or to depart from this promotion policy in unusual circumstances where immediate action is required.

**E-8.8 Reemployment** - An employee who has been terminated shall not be considered for reemployment if the termination was due to discharge for cause, leaving without giving proper notice, or failure to meet satisfactory standards. Former employees who wish to rejoin this Office, but have been separated from its employ for a period of six months or greater must reapply and be processed as a new applicant.

## Section E-9 EMPLOYEE BACKGROUND INVESTIGATIONS

**E-9.1 General Statement of Policy** - In order to verify the qualifications and background of individuals before being hired into a permanent position with this Office, the Personnel Section shall conduct a thorough background investigation for each applicant.

**E-9.2 Purpose** – The Personnel Officer and designees shall be responsible for such investigation as employees of this Office, regardless of rank or assignment, hold positions of public trust. Therefore, postings for positions in this Office shall contain notification that appointment is contingent upon a successful background investigation.

**E-9.3 Procedure** - A background investigation shall begin only after a completed application has been received and the *Authorization for Release of Information* had been properly witnessed.

9.3.1 Initial Investigation - The initial investigation begins with, but shall not be limited to, checks of: Criminal History, Driving History, Sex Offender Status and Credit History. A continuing investigation may begin if the applicant has demonstrated an acceptable background during the initial investigation. Those applicants not demonstrating an acceptable background during the initial investigation shall not be considered for employment.

9.3.2 Continuing Investigation – Those conducting the continuing background investigation shall attempt to gain more information through the following methods:

1. Schedule initial interview with the applicant; this may reveal information useful to the background investigative process.
2. Finger Print Cards.
3. Review of Criminal History - Local and NCIC/TCIC.
4. Review of Sex Offender Status.
5. Review of Driving History.
6. Proof of a valid Tennessee drivers license.
7. Social Security Number trace.
8. Review of Military Service Record.
9. Review of Credit History.
10. T.B.I. Expungement Check.
11. Review of civil and criminal court records.
12. Local data base checks.

13. Interview of past and present employers.
14. Interview of neighbors for past 10 years.
15. Verify personal references.
16. Home visit to conduct final interview.
17. Collect letters of explanation, if needed.

**Section E-10**  
**EMPLOYEE ACKNOWLEDGEMENT**

By signing this form, I acknowledge that I have received a copy or the electronic location of the *Policies, Procedures, and Guidelines Manual* currently in effect for the Montgomery County Sheriff's Office as of this date. I understand that it is my responsibility to read and comply with the Manual. This Manual may be available in printed or electronic format.

This Manual cannot and is not intended to answer every question about my employment with this Office. I understand that I should consult with my supervisor or the Personnel Officer regarding any portion of the policies that I do not understand or any questions I may have about my employment with this Office which is not answered in the Manual. The current Manual will always be on file in the Office of the Sheriff and within each Division of this Office. I understand that I may examine it there at any time during normal business hours.

The terms within the Manual are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the Office of the Sheriff and within each Division of this Office. This Office will make every effort to provide notice of changes. I understand that changes will apply to me regardless of whether or not I receive actual notice. I understand that revised information may supersede, modify, or eliminate any or all of the policies at any time. All information contained in this Manual is subject to applicable state and federal laws, rules and regulations. I understand that, to the extent that any such laws may conflict with any provision of the Manual, such laws, rules and regulations will apply.

I have entered into my employment relationship with this Office voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time.

I acknowledge that none of the policies of this Office may be construed to create a contract of employment or any other legal obligation, express or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of this Office.

DATE: \_\_\_\_\_

EMPLOYEE NAME (PRINT): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

**Section E-11**  
**COMPUTER ACCESS SECURITY AGREEMENT**

By signing this form, I acknowledge receipt of my computer access code and agree to abide by the following guidelines when using the computer systems of Montgomery County and the Montgomery County Sheriff's Office:

1. I shall maintain confidential all computer information and resources to which I have access or control.

2. I shall take appropriate measures to safeguard and protect the information and computer resources of Montgomery County and this Office that are made available to me.

3. I shall use the information and computer resources only for authorized official business and not disclose any information or documentation obtained from, or pertaining to, the Montgomery County or Office computer system(s) to any third party, except in the routine lawful conduct of official business.

4. I shall be accountable for and accept full responsibility for all transactions performed using my computer access code.

5. I shall maintain all computer access codes in the strictest of confidence; immediately change them if I suspect their secrecy has been compromised, and report suspected misuse to the Personnel Officer.

I have read and agree to comply with the guidelines set forth above.

I understand that willful violation or disregard of any of these guidelines may result in disciplinary action up to and including the termination of my employment with this Office, and possible prosecution under the provisions of the *Computer Crimes Act* as cited in *T.C.A 39-14-601 et seq.*

DATE: \_\_\_\_\_

EMPLOYEE NAME (PRINT): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_



MONTGOMERY COUNTY TRUSTEE'S OFFICE										
INVESTMENTS-FEBRUARY, 2017 INTEREST REPORT										
FUND NAME	FUND	ACCOUNT	BANK NAME	INVESTMENT	ACCRUED	INTEREST	TOTAL INVESTED	APY%	Maturity Date	INVESTMENT INFORMATION
	CODE	NUMBER			INTEREST					
COUNTY GENERAL FUND	101	11130-003	F&M BANK/TAX RECEIPTS	\$ 1,593,782.78	\$ 300.60		\$ 1,594,083.38	0.45		
COUNTY GENERAL FUND	101	11130-006	PLANTERS BANK/TAX RECEIPTS	\$ 3,209,359.98	\$ 604.55		\$ 3,209,964.53	0.25		
COUNTY GENERAL FUND	101	11130-007	US BANK/TAX RECEIPTS	\$ -	\$ -		\$ -	0.05		Account Closed July 2016
COUNTY GENERAL FUND	101	11130-008	CUMB. BK. & TRUST/TAX RECEIPTS	\$ 1,656,216.07	\$ 773.70		\$ 1,666,989.77	0.7		
ANIMAL CONTROU/EMS	101	11130-022	PLANTERS BANK--OTHER CNT	\$ 92,045.38	\$ 0.67		\$ 92,046.05	0.01		
GENERAL OBLIGATION SCHOOL	171	11130-024	PLANTERS BANK	\$ -	\$ 32.03		\$ 32.03	0.1		Open Account 5/15/2015
CLARKSVILLE MO. CO. PUBLIC	209	11130-026	PLANTERS BANK	\$ 30,175.68	\$ 0.22		\$ 30,175.90			Account Opened February 2016
COUNTY GENERAL FUND	101	11300-001	PLANTERS BANK MMA	\$ 50,836.80	\$ 9.75		\$ 50,846.55	0.25		
2011 G.O. SCHOOL & PUBLIC IM	151	11300-001	PLANTERS BANK MMA	\$ 50,684.52	\$ 9.72		\$ 50,694.24	0.25		
COUNTY GENERAL FUND	101	11300-002	PLANTERS BANK CD	\$ 5,294,581.49	\$ 3,148.63		\$ 5,297,730.12	0.7		
BI-COUNTY LANDFILL	207	11300-004	LEGENDS BANK Business Reser	\$ 6,593,888.89	\$ 2,954.01		\$ 6,596,852.70	0.59		Acct includes daily sweeps from a non-interest bearing Bi-County User Fees Acct #10037026
COUNTY OPERATING ACCOUNT	ALL	11300-006	PLANTERS BANK	\$ 57,616,805.88	\$ 34,332.42		\$ 57,650,938.30	0.05		
COUNTY GENERAL FUND	101	11300-011	STEPHENS INC.	\$ 14,455,408.98	\$ 6,762.24		\$ 14,462,171.22	0.71	6/2/2017	8M added to principle of existing account at 0.85 APY% for 24 mths (7M on 2/18/16 & 1M on 2/25/16)
COUNTY GENERAL FUND	101	11300-014	PLANTERS BANK	\$ 1,458,723.89	\$ 299.78		\$ 1,459,023.67	0.25		
2011 G.O. SCHOOL & PUBLIC IM	151	11300-014	PLANTERS BANK	\$ 524,046.12	\$ 80.51		\$ 524,126.63	0.25		
COUNTY GENERAL FUND	101	11300-016	RAYMOND JAMES/CAPSTAR C	\$ 15,376,867.58	\$ 14,474.13	**	\$ 15,391,341.71	0.69		Includes Final Interest Pymt \$5,547.95 on 10M CD- Bond Proceeds 2015 #2
COUNTY GENERAL FUND	101	11300-019	LGIP	\$ 46,671.34	\$ 17.55		\$ 46,688.89	0.23		
COUNTY GENERAL FUND	101	11300-026	BANK OF NASHVILLE/SYNOVU	\$ 3,765,636.85	\$ 837.76		\$ 3,766,474.61	0.87		Opened March 2016
COUNTY GENERAL FUND	101	11300-027	CAPITAL BANK - CDARS	\$ 14,215,149.23	\$ 9,814.24		\$ 14,224,963.47	0.9		Opened March 2016
DEBT SERVICE FUND	151	11300-028	REGIONS BANK	\$ 3,439,467.77	\$ 7,865.25		\$ 3,447,333.02	0.35		Opened April 2016 - Interest will always post one month behind
CAPITAL PROJECTS	171	11300-028	REGIONS BANK	\$ 778,039.40			\$ 778,039.40	0.35		Opened April 2016 - Interest will always post one month behind
CAPITAL PROJECTS	171	11300-029	REGIONS BANK	\$ 2,597,639.45	\$ 4,844.35		\$ 2,602,483.80	0.35		Opened April 2016 - Interest will always post one month behind
WORKMAN'S COMPENSATION	101	11300-030	REGIONS BANK	\$ 828,081.21	\$ 1,544.29		\$ 829,625.50	0.35		Opened April 2016 - Interest will always post one month behind
E-911	204	11300-035	REGIONS BANK	\$ 424,465.71	\$ 791.58		\$ 425,257.30	0.35		Opened April 2016 - Interest will always post one month behind
COUNTY GENERAL FUND	101	11300-036	REGIONS BANK	\$ 302,400.83	\$ 563.95		\$ 302,964.78	0.35		Opened April 2016 - Interest will always post one month behind
DEBT SERVICE FUND	151	11300-037	REGIONS BANK	\$ 212,791.27	\$ 396.84		\$ 213,188.11	0.35		Opened April 2016 - Interest will always post one month behind
UNEMPLOYMENT TRUST FUND	101	11300-038	REGIONS BANK	\$ 114,141.45	\$ 212.86		\$ 114,354.31	0.35		Opened April 2016 - Interest will always post one month behind
DRUG TASK FORCE	363	11300-039	REGIONS BANK	\$ 113,433.35	\$ 220.94		\$ 113,654.29	0.35		Opened April 2016 - Interest will always post one month behind
COUNTY GENERAL FUND</										

**Clarksville/Montgomery County Sales Tax Distribution Monthly Comparison Report**

<b>FY 2007-2008 Totals</b>	\$	11,068,305.39	\$	31,260,784.87	\$	2,902,417.86	\$	45,231,008.12
<b>FY 2008-2009 Totals</b>	\$	11,282,434.89	\$	31,923,859.91	\$	2,964,819.92	\$	46,171,114.72
<b>FY 2009-2010 Totals</b>	\$	11,762,260.45	\$	33,293,704.75	\$	3,092,203.01	\$	48,148,168.21
<b>FY 2010-2011 Totals</b>	\$	12,160,832.28	\$	34,564,521.72	\$	3,212,146.92	\$	49,937,500.92
<b>FY 2011-2012 Totals</b>	\$	14,489,406.12	\$	40,622,715.82	\$	3,767,656.08	\$	58,879,778.02
<b>FY 2012-2013 Totals</b>	\$	13,594,753.04	\$	38,301,020.55	\$	3,554,853.25	\$	55,450,626.84
<b>FY2013-2014 Totals</b>	\$	13,814,065.84	\$	38,862,274.65	\$	3,606,181.55	\$	56,282,522.04
<b>FY2014-15 Totals</b>	\$	14,858,237.03	\$	42,383,019.92	\$	3,250,983.25	\$	60,492,240.20
<b>FY2015-16 Totals</b>	\$	16,056,308.82	\$	46,365,733.92	\$	155,485.94	\$	62,577,528.68
<b>FY 2016-17 by Month</b>	<b>City of Clarksville</b>		<b>School Operations</b>		<b>School Debt Service</b>		<b>Total Monthly Sales Tax</b>	
July (actual)	\$	1,325,650.01	\$	3,829,939.27	\$	12,935.50	\$	5,168,524.78
August	\$	1,318,362.24	\$	3,821,611.69	\$	13,534.25	\$	5,153,508.18
September	\$	1,376,022.57	\$	3,992,565.42	\$	14,326.74	\$	5,382,914.73
October	\$	1,288,506.03	\$	3,734,167.28	\$	13,180.46	\$	5,035,853.77
November	\$	1,370,604.04	\$	3,936,645.56	\$	12,154.66	\$	5,319,404.26
December	\$	1,826,194.33	\$	5,286,567.61	\$	18,372.60	\$	7,131,134.54
January	\$	1,208,745.57	\$	3,513,059.66	\$	12,893.15	\$	4,734,698.38
February							\$	-
March							\$	-
April							\$	-
May							\$	-
June							\$	-
<b>TOTALS</b>	\$	9,714,084.79	\$	28,114,556.49	\$	97,397.36	\$	37,926,038.64

Respectfully submitted: Brenda E. Radford, Montgomery County Trustee, MARCH 20, 2017

CLARKSVILLE-MONTGOMERY COUNTY										
SALES TAX COLLECTIONS COMPARISON REPORT										
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
July	\$ 3,851,625.57	\$ 3,807,908.75	\$ 3,944,322.43	\$ 3,973,449.15	\$ 4,368,524.95	\$ 4,969,326.68	\$ 4,610,593.54	\$ 4,852,678.91	\$ 5,168,417.10	\$ 5,108,887.39
August	\$ 4,048,062.83	\$ 3,969,101.90	\$ 4,155,944.24	\$ 4,485,348.58	\$ 4,365,279.31	\$ 4,770,982.11	\$ 4,742,043.02	\$ 5,021,678.21	\$ 5,207,421.78	\$ 5,488,585.29
September	\$ 3,697,338.74	\$ 3,591,425.40	\$ 3,765,577.37	\$ 4,044,918.09	\$ 4,687,426.40	\$ 4,458,831.11	\$ 4,419,749.47	\$ 4,702,911.95	\$ 5,180,576.80	\$ 5,168,524.78
October (August Coll.)	\$ 3,813,108.63	\$ 3,666,073.38	\$ 3,836,157.44	\$ 3,971,998.55	\$ 5,337,736.53	\$ 4,615,095.98	\$ 4,466,644.01	\$ 4,728,833.37	\$ 4,864,832.93	\$ 5,153,508.18
November	\$ 3,900,630.43	\$ 3,614,756.11	\$ 3,824,985.82	\$ 3,943,598.18	\$ 5,120,107.11	\$ 4,634,486.72	\$ 4,613,925.43	\$ 4,903,526.36	\$ 5,121,809.98	\$ 5,382,914.73
December	\$ 3,476,063.68	\$ 3,479,758.37	\$ 3,746,233.68	\$ 3,865,625.08	\$ 4,668,853.03	\$ 4,330,938.36	\$ 4,538,509.17	\$ 4,800,598.96	\$ 4,805,275.18	\$ 5,035,853.77
January	\$ 3,782,928.31	\$ 3,911,901.46	\$ 3,918,328.61	\$ 3,978,924.86	\$ 4,936,179.84	\$ 4,575,580.98	\$ 4,681,693.42	\$ 5,011,973.14	\$ 5,151,710.36	\$ 5,319,404.23
February	\$ 4,792,942.94	\$ 4,984,794.05	\$ 5,220,113.70	\$ 5,316,606.81	\$ 6,261,020.97	\$ 5,624,805.48	\$ 5,928,617.84	\$ 6,595,642.59	\$ 6,735,732.86	\$ 7,131,134.54
March	\$ 3,158,680.40	\$ 3,529,385.22	\$ 3,579,055.71	\$ 3,519,094.43	\$ 4,247,079.33	\$ 3,885,858.93	\$ 4,043,956.23	\$ 4,367,324.16	\$ 4,503,712.84	\$ 4,734,698.38
April	\$ 3,351,393.11	\$ 3,738,282.75	\$ 3,801,787.78	\$ 3,944,756.92	\$ 4,803,176.86	\$ 4,286,888.78	\$ 4,580,279.94	\$ 4,341,404.11	\$ 4,911,278.37	
May	\$ 3,814,407.26	\$ 4,044,427.55	\$ 4,305,544.93	\$ 4,527,749.91	\$ 5,310,119.72	\$ 4,751,487.50	\$ 4,933,619.42	\$ 5,157,153.72	\$ 5,522,250.32	
June	\$ 3,543,826.22	\$ 3,833,299.78	\$ 4,050,116.50	\$ 4,365,430.36	\$ 4,774,273.97	\$ 4,546,342.21	\$ 4,722,890.55	\$ 4,942,895.62	\$ 5,182,876.37	
TOTAL	\$ 45,231,008.12	\$ 46,171,114.72	\$ 48,148,168.21	\$ 49,937,500.92	\$ 58,879,778.02	\$ 55,450,626.84	\$ 56,282,522.04	\$ 59,426,621.10	\$ 62,355,894.89	\$ 48,523,511.29
Increase/Decrease	(\$525,338.19)	\$940,106.60	\$ 1,977,053.49	\$ 1,789,332.71	\$ 8,942,277.10	(\$3,429,151.18)	\$ 831,895.20	\$ 3,144,099.06	\$ 2,929,273.79	
MONTH	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
July										
August										
September										
October										
November										
December										
January										
February										
March										
April										
May										
June										
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Brenda E. Radford, Montgomery County Trustee, March 20, 2017

Events that mark Notable Change in Clarksville/Montgomery County Sales Tax Revenue

Dec., 2007-The Worst Recession since the Great Depression began

June, 2009-Official Ending of the Worst Recession since the Great Depression

October, 2010-"This is the Slowest and Feeblest Recovery in the U.S.A.'s History,"--Steve Forbes

First Quarter, 2011-4/4&13/11 WSJ called the US Economy "The Incredible Shrinking Recovery"-The US Economy appears to have grown by little more than 1.5% in the 1st Qtr., well below the 4% annualized most expected back in January.

It is no coincidence that bank earnings have been retreating as well. Inflation/Stagflation, in the 3 months ending Feb., 2011, was running at an annualized rate of 5.6% and does not come close to compensating investors with their current low interest rate of .00%-.25%.

WSJ-"Great Symbolic Blow" 8/5/11-America Gets Downgraded from AAA+ to AA+ by Standard & Poors-now 18 countries in the world have a better credit rating than the U.S.A.

Jan, 2013-THE NEW YORK TIMES Matthew Bishop "The latest green shoots of recovery in the United States already show signs of turning brown." Paul Krugman "Without a radical change in economic policy in both the United States and Europe, the likeliest outcome is a prolonged depression, perhaps not as "great" as in the 1930's but with clear similarities, above all in the immense human cost of needlessly high unemployment."

Jan, 14, 2013 Hemlock Semiconductor LLC delays the start up of the Clarksville facility.

For Calendar Year 2013-Economists are predicting a 1.4% GDP

October 14, 2013, Hankook Tire coming to Clarksville with 1,800 direct jobs and build an \$800million manufacturing facility in Clarksville/Montgomery County

December 16, 2014-Fort Campbell uncertainty and Hemlock to close permanently. Leaf Chronicle

**Montgomery County, Tennessee**  
**Office of Trustee**  
**Monthly Financial Report**  
**For the Month Ending 3/31/2017**

ASSET		Beginning Balance	Debits	Credits	Ending Balance
999-11120	CASH ON HAND	1,300.00	18,513,967.54	18,513,967.54	1,300.00
999-11130-001	CASH IN BANK-BANK OF AMERICA	2,782,120.68	120,197.38	60,062.45	2,842,255.61
999-11130-003	F & M BANK-TAX PAYMENTS	1,593,782.78	300.60		1,594,083.38
999-11130-006	PLANTERS BANK-MMA(TAX ACCOUNT)	3,209,359.98	3,054.55	3,168.00	3,209,246.53
999-11130-007	US BANK - TAX ACCOUNT	0.00			0.00
999-11130-008	CUMBERLAND BK - TAX ACCOUNT	1,666,216.07	117,743.70	58,485.00	1,725,474.77
999-11130-009	MCG HOLDING ACCOUNT	0.00			0.00
999-11130-010	SCHOOL HOLDING ACCOUNT	0.00			0.00
999-11130-022	PLANTERS BANK-OTHER CNTY GOVT CC	92,045.38	31,014.57	16,280.26	106,780.09
999-11130-024	PLANTERS BANK- GO SCHOOL BOND	0.00	32.03		32.03
999-11130-025	LEGENDS BANK - BI-COUNTY FEES	6,290.02	108,038.12	107,490.31	6,837.83
999-11130-026	PLANTERS BANK -209	30,175.68	5,618.47	302.78	35,491.37
999-11130-027	REGIONS - OPERATING	57,585,463.35	82,089,625.73	97,239,154.41	42,415,934.67
999-11130-028	REGIONS - MCG CLEARING	0.00	9,207,170.09	9,207,170.09	0.00
999-11130-029	REGIONS - SCHOOL CLEARING	0.00	9,595,069.75	9,595,069.75	0.00
999-11300-001	PLANTERS BANK MMA-101	101,521.32	19.47		101,540.79
999-11300-002	PLANTERS BANK CD-101	5,294,581.49	3,148.63		5,297,730.12
999-11300-004	LEGENDS BANK - 207	6,593,898.69	160,343.58		6,754,242.25
999-11300-006	PLANTERS BANK-DEPOSIT ACCT	57,616,605.88	4,014,920.69	20,253,887.43	41,377,639.14
999-11300-011	SYNOVUS - SHARED CD - 101	14,455,408.98	5,762.24		14,462,171.22
999-11300-014	PLANTERS BANK MMA-101	1,982,770.01	380.29		1,983,150.30
999-11300-016	CAPSTAR BANK CDARS-101	15,376,867.58	14,474.13		15,391,341.71
999-11300-019	LOCAL GOVT INVESTMENT POOL 101	46,671.34	17.55		46,688.89
999-11300-026	BANK OF NASHVILLE / SYNOVUS	3,765,636.85	837.76		3,766,474.61
999-11300-027	CAPITAL BANK - CDARS	14,215,149.23	9,814.24		14,224,963.47
999-11300-028	REGIONS - CAPITAL PROJECTS	4,217,507.17	7,733.18		4,225,240.35
999-11300-029	REGIONS - GO PUBLIC IMPROVEMENT	2,597,639.45	4,763.01		2,602,402.46
999-11300-030	REGIONS - WORKER'S COMP	828,081.21	1,518.36		829,599.57
999-11300-035	REGIONS - E911	424,465.71	778.30		425,244.01
999-11300-036	REGIONS - EMS HANKOOK	302,400.83	554.48		302,955.31
999-11300-037	REGIONS - DEBT SERVICE	212,791.27	390.17		213,181.44
999-11300-038	REGIONS - UNEMPLOYMENT TRUST	114,141.45	209.29		114,350.74
999-11300-039	REGIONS - DTF	113,433.35	207.99		113,641.34
999-11300-040	HILLIARD LYONS	15,013,909.97			15,013,909.97
999-11300-041	2016A G.O. PUBLIC IMPROVEMENT BOND	18,442,687.36	8,024.33		18,450,711.69
999-11405	CHECKS WITH INSUFFICIENT FUNDS	9,435.55	640.00	100.00	9,975.55
999-11410	STATE OF TN TAX RELIEF CURR YR	234,809.00	69,895.00	212,912.00	91,792.00
999-11515	MONTGOMERY COUNTY RELIEF	0.00	25,587.00	25,587.00	0.00
999-11890	MORTGAGE CLEARING	0.00			0.00
		228,907,167.63	124,122,852.60	155,293,637.02	197,736,383.21

LIABILITY		Beginning Balance	Debits	Credits	Ending Balance
101-21353	PLANNING COMMISSION	0.00			0.00
101-21560	DUE TO LITIGANTS HEIRS AND OTHERS	0.00			0.00
999-20040	EXCESS LAND SALE PAYMENTS 2004	25,830.63			25,830.63
999-20100	EXCESS LAND SALE PAYMENTS 2010	0.00			0.00
999-20110	EXCESS LAND SALE PAYMENTS 2011	0.00			0.00
999-20120	EXCESS LAND SALE PAYMENTS 2012	399.21			399.21
999-20130	EXCESS LAND SALE PAYMENTS 2013	138,394.12			138,394.12
999-20140	EXCESS LAND SALE PAYMENTS 2014	195,878.20		1,990.27	197,868.47
999-20150	EXCESS LAND SALE PAYMENTS 2015	104,671.21			104,671.21
999-20160	EXCESS LAND SALE PAYMENTS 2016	387,080.34			387,080.34
999-22200	OVERPAYMENTS	42,276.93	50,607.37	17,315.66	8,985.42
999-24105	CREDIT CARD FEES	494.43			494.43
999-24106	CLERK'S FEES	0.00	5,082.00	5,082.00	0.00
999-24110	CLERK'S ORDER TO SELL FEES	0.00			0.00
999-26500	STOP PAYMENTS	0.00			0.00
999-26510	ATTORNEY'S FEES	0.00	10,067.76	10,067.76	0.00
999-26515	ATTORNEY'S BILL OF COSTS	0.00	508.13	508.13	0.00
999-26520	TRANSFER TAX (REGISTER OF DEEDS)	3,859.00		24.00	3,883.00
999-27700	TRUSTEE'S HOLDING ACCOUNT	0.00			0.00
999-28310	UNDISTRIBUTED TAXES	0.00			0.00
999-29900	FEE/COMMISSION ACCOUNT	879,294.55	879,715.25	164,542.82	164,122.12
101	COUNTY GENERAL FUND	40,213,793.99	31,813,696.79	5,734,483.92	14,134,581.12
122	DRUG CONTROL FUND	131,149.61	160.40	2,549.31	133,538.52
131	GENERAL ROAD FUND	5,533,659.63	604,907.13	427,263.05	5,356,015.55
141	GENERAL PURPOSE SCHOOL FUND	63,799,432.06	20,990,444.92	19,996,371.72	62,805,358.86
142	SCHOOL FEDERAL PROJECTS FUND	3,254,231.59	2,427,094.80	1,258,016.65	2,085,153.44
143	CHILD NUTRITION FUND	2,996,439.51	1,897,405.44	952,466.37	2,051,500.44
144	SCHOOL SYSTEM TRANS FUND	3,105,678.71	1,774,931.81	1,831,136.81	3,161,883.71
146	EXTENDED SCHOOL PROGRAM FUND	142,429.03	4.60	2,860.00	145,284.43
151	DEBT SERVICE FUND	57,175,491.03	506,725.03	3,399,513.67	60,066,279.67
171	CAPITAL PROJECTS FUND	22,122,661.39	5,488,879.99	93,272.09	16,727,053.49
177	EDU CAPITAL PROJECTS FUND	1,002,666.71	187,676.22	307,420.00	1,122,409.49
204	E911 COMMUNICATION DIST.	2,409,154.43	751,111.76	58,199.44	1,716,242.11
207	BI-COUNTY LANDFILL	4,716,877.77	1,290,515.95	946,045.68	4,372,407.50
209	LIBRARY FUND	494,176.53	226,117.94	554,917.46	822,976.05
263	SELF INSURANCE TRUST FUND	19,413,857.99	4,253,042.82	6,271,271.57	21,432,086.74
266	WORKERS' COMPENSATION	62,510.53	46,557.02	28,701.12	44,654.63
267	UNEMPLOYMENT COMPENSATION	39,743.63	4,277.67	9,781.40	45,247.36
351	CITY OF CLARKSVILLE - SALES TAX	0.00	1,208,745.57	1,208,745.57	0.00
352	CITY OF CLARKSVILLE - PROP TAX	0.00	11.01	11.01	0.00
356	CITY OF CLARKSVILLE	0.00			0.00
362	MGC RAIL AUTHORITY	9,526.89	114.46	4.08	9,416.51
363	JUDICIAL DISTRICT DRUG FUND	379,577.94	45,767.30	11,881.99	345,692.63
364	DISTRICT ATTORNEY FUND	76,031.04	1,661.32	2,502.29	76,872.01
365	PORT AUTHORITY	50,000.00			50,000.00
		228,907,167.63	74,467,730.46	43,296,946.04	197,736,383.21

This report is submitted in accordance with requirements of section 5-8-505,  
and/or 67-5-1902, Tennessee Code Annotated, and to the best of my knowledge,  
information and belief accurately reflects transactions of this office for the year ended June 30, 2017

Brenda L. Radford 4/7/2017  
Signature Date

Montgomery County Trustee

\_\_\_\_\_  
Title

	A	B	C	D	TRUSTEE CURRENT	YEAR TAX COLLECTION COMPARISON REPORT 1997-2020 PAGE 2				J	K	L	M
1	MONTH/YEAR/TYPE	2009 REAL/PP*	2009 PI*	2010 REAL/PP	2010 PI	2011 REAL/PP	2011 PI	2012 REAL/PP	2012 PI	2013 REAL/PP	2013 PI	2014 REAL/PP*	2014 PI*
2	TAX AGGREGATE	\$ 85,582,737.00	\$ 2,144,663.00	\$85,609,822.00	\$ 2,200,393.00	\$ 95,675,228.00	\$ 2,409,430.00	\$ 100,803,506.00	\$ 2,395,766.00	\$ 101,983,739.00	\$ 2,405,758.00	**\$103,158,299.00	\$ 2,430,287.00
3	September	\$ 268,632.44		\$ 340,060.85		\$ 443,903.87		\$ 373,989.98		\$ 487,778.45		\$ 177,229.61	
4	October 08 CITY CHG DELQ	\$ 1,515,896.20		\$ 2,281,911.58		\$ 3,030,648.43		\$ 928,144.02		\$ 820,552.38		\$ 738,905.48	
5	November	\$ 2,346,449.55		\$ 3,055,116.25		\$ 2,600,508.13		\$ 4,948,175.21		\$ 7,398,656.65		\$ 5,111,286.57	
6	December 07-Recession Begs	\$ 36,522,841.91		\$ 38,106,329.22		\$ 43,276,367.08		\$ 44,763,151.68		\$ 44,259,356.03		\$ 48,480,386.49	
7	COLLECTION AMT.	\$ 41,653,220.10	\$ -	\$ 43,783,417.90	\$ -	\$ 49,351,427.51	\$ -	\$ 51,013,460.89	\$ -	\$ 52,966,343.51	\$ -	\$ 54,507,808.15	\$ -
8	COLLECTION %	48.67%	-	51.73% Assessor adj.		51.54% Assessor adj.		pending	pending	52.14% Assessor Adj.	pending	53.00% Assessor Adj.	pending
9	January	\$ 3,437,138.31	\$ 42,484.00	\$ 3,397,043.35	\$ 670,441.00	\$ 5,125,759.65	\$ 26,985.00	\$ 5,977,809.01		\$ 5,905,910.11		\$ 5,914,511.45	
10	February	\$ 31,066,443.79	\$ 2,028,495.00	\$ 31,498,224.47	\$ 1,482,770.00	\$ 33,551,496.81	\$ 2,218,939.00	\$ 30,717,601.53	\$ 2,297,137.00	\$ 34,055,402.58	\$ 2,246,478.00	\$ 30,221,562.21	\$ 1,862,657.00
11	COLLECTION AMT.	\$ 26,150,802.20	\$ 2,070,979.00	\$ 78,678,685.72	\$ 2,153,211.00	\$ 88,028,683.97	\$ 2,245,924.00	\$ 87,708,871.43	\$ 2,297,137.00	\$ 92,927,656.20	\$ 2,246,478.00	\$ 90,643,881.81	\$ 1,862,657.00
12	COLLECTION %	88.98%	96.57%	92.11% Assessor adj.	97.86%	91.97%	85.73%	pending	pending	pending	pending	88.36% Assessor Adj.	pending
13	March	\$ 1,867,893.86	\$ 54,230.37	\$ 1,496,127.39	\$ 19,391.42	\$ 1,702,256.06	\$ 121,564.79	\$ 4,837,938.02	\$ 71,601.00	\$ 2,782,389.45	\$ 154,752.00	\$ 5,536,778.46	\$ 551,541.30
14	April	\$ 657,885.02	\$ 2,035.63	\$ 487,787.51	\$ 3,090.58	\$ 724,135.38	\$ 7,565.84	\$ 908,665.94	\$ 174.00	\$ 840,403.52	\$ 1,038.00	\$ 645,048.55	\$ 1,964.70
15	May	\$ 880,575.87		\$ 929,178.09		\$ 810,458.67	\$ 16,054.37	\$ 540,844.48		\$ 785,268.25		\$ 419,104.84	\$ -
16	June	\$ 563,371.65		\$ 481,954.87		\$ 401,756.53	\$ 10,796.00	\$ 219,309.00		\$ 473,302.76		\$ 733,565.58	
17	July	\$ 311,831.36		\$ 378,158.82	\$ 18,366.00	\$ 376,764.66		\$ 513,475.61		\$ 114,724.84		\$ 463,457.89	
18	August	\$ 351,433.01		\$ 447,314.17		\$ 453,245.02	\$ 185.00	\$ 106,360.83		\$ 253,660.46		\$ 253,881.79	
19	COLLECTION AMT.	\$ 80,783,792.97	\$ 2,127,245.00	\$ 82,899,206.57	\$ 2,194,059.00	\$ 92,499,306.29	\$ 2,402,800.00	\$ 94,835,465.31	\$ 2,368,912.00	\$ 96,377,405.48	\$ 2,402,368.00	\$ 98,695,718.92	\$ 2,416,163.00
20	COLLECTION %	96.18% Assessor adj.	99.1878%	97.26% Assessor adj.	99.54% Assessor adj.	96.88% Assessor adj.	99.70%	96.12% Assessor adj.	99.04% Assessor Adj.	97.31% Assessor Adj.	99.85% Assessor Adj.	%	%
21													
22	MONTH/YEAR/TYPE	2015 REAL/PP	2015 PI	2016 REAL/PP	2016 PI	2017 REAL/PP	2017 PI	2018 REAL/PP	2018 PI	2019 REAL/PP	2019 PI	2020 REAL/PP	2020 PI
23	TAX AGGREGATE	\$ 108,215,418.00	\$ 2,687,277.00	\$ 111,746,986.00	\$ 2,799,129.00								
24	September	\$ 285,129.07		\$ 286,343.60									
25	October 08 CITY DELQ	\$ 333,545.46		\$ 233,363.30									
26	November DATE CHG.	\$ 3,967,717.32		\$ 5,488,528.36									
27	December 07-Recession Begs	\$ 50,285,146.70		\$ 52,741,109.09	\$ 6,332.00								
28	COLLECTION AMT.	\$ 54,871,538.55	\$ -	\$ 58,749,344.35	\$ 6,332.00	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	COLLECTION %	50.71% Assessor adj.		52.57% Assessor adj.	.22% Assessor adj.								
30	January	\$ 8,595,554.00	\$ 149,913.00	\$ 8,805,200.97	\$ 129,558.00								
31	February	\$ 32,663,586.88	\$ 2,157,783.00	\$ 35,163,592.68	\$ 2,295,306.00								
32	COLLECTION AMT.	\$ 96,130,679.43	\$ 2,307,696.00	\$ 102,718,138.00	\$ 2,431,196.00	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	COLLECTION %												
34	March	\$ 5,072,756.57	\$ 272,895.58	\$ 2,616,672.27	\$ 289,336.00								
35	April	\$ 792,807.98	\$ 24,667.26										
36	May	\$ 492,464.08	\$ 68,903.94										
37	June	\$ 821,362.24	\$ 227.16										
38	July	\$ 523,843.70											
39	August	\$ 343,124.65											
40	COLLECTION AMT.	\$ 104,177,038.65	\$ 2,674,389.94	\$ 105,334,810.27	\$ 2,720,532.00	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	COLLECTION %	96.01% Assessor adj.	99.52% Assessor adj.	%	%	%	%	%	%	%	%	%	%
42	Respectfully submitted: Brenda E. Radford, Montgomery County Trustee April 18, 2017 ***Amended							ATTN: The Total Collection Amount and Total % is not amended or updated after August of the respective year				* = Re-Appraisal Year	
43	The Tax Aggregate is the beginning Tax Year Tax Aggregate. Unless otherwise noted, the Tax Aggregate number does not reflect any changes to the Tax Aggregate due to Assessor's Office or TN Div. of Property Assessments for Assessment Appeals, Decreases, Increases, Rollbacks, Back Assessments, Re-Assessments, Prorations and Splits												
44	and Personal Property Audits												

## COMPARISON OF HOTEL OCCUPANCY TAX COLLECTIONS

<u>MONTH</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
JANUARY	\$ 27,098.84	\$ 30,533.18	\$ 48,458.76	\$50,828.98	\$ 65,230.13	\$ 72,800.02	\$ 78,874.92	\$ 63,103.00	\$ 73,675.57	\$ 80,603.04
FEBRUARY	\$ 29,909.16	\$ 30,389.03	\$ 47,751.41	\$53,770.38	\$ 68,380.09	\$ 91,527.44	\$ 67,626.09	\$ 63,689.44	\$ 71,126.97	\$ 78,321.88
MARCH	\$ 31,464.65	\$ 32,987.23	\$ 56,924.49	\$54,806.34	\$ 93,121.20	\$ 103,994.62	\$ 70,053.21	\$ 65,063.08	\$ 78,796.55	\$ 83,799.10
APRIL	\$ 36,921.57	\$ 39,278.27	\$ 64,682.11	\$75,899.40	\$ 94,829.04	\$ 92,468.13	\$ 102,342.68	\$ 99,137.03	\$ 112,761.36	\$ 122,941.33
MAY	\$ 45,431.12	\$ 40,659.75	\$ 67,111.76	\$71,882.71	\$ 91,093.92	\$ 96,224.80	\$ 90,741.56	\$ 85,506.62	\$ 103,205.69	\$ 90,117.49
JUNE	\$ 41,300.90	\$ 40,705.58	\$ 67,033.52	\$78,332.61	\$ 84,186.25	\$ 91,007.71	\$ 100,085.45	\$ 89,668.92	\$ 135,081.86	\$ 106,604.47
JULY	\$ 43,822.68	\$ 43,848.22	\$ 71,259.56	\$88,829.01	\$ 88,224.67	\$ 90,974.37	\$ 110,606.98	\$ 94,808.25	\$ 136,085.79	\$ 95,500.92
AUGUST	\$ 51,914.05	\$ 82,607.67	\$ 80,724.48	\$103,831.95	\$ 111,787.39	\$ 114,839.93	\$ 126,860.91	\$ 99,007.81	\$ 128,691.23	\$ 106,602.50
SEPTEMBER	\$ 45,085.51	\$ 77,573.12	\$ 75,928.35	\$71,760.72	\$ 89,163.84	\$ 88,227.22	\$ 103,528.65	\$ 93,998.21	\$ 122,277.00	\$ 94,452.48
OCTOBER	\$ 62,586.96	\$ 78,223.81	\$ 64,421.97	\$67,912.08	\$ 71,058.32	\$ 85,219.87	\$ 103,329.13	\$ 120,964.50	\$ 115,299.73	\$ 83,620.66
NOVEMBER	\$ 42,478.02	\$ 67,894.53	\$ 70,109.29	\$68,664.15	\$ 77,700.65	\$ 90,975.56	\$ 93,726.35	\$ 95,136.90	\$ 132,492.92	\$ 100,329.52
DECEMBER	\$ 37,644.94	\$ 54,665.88	\$ 64,491.24	\$65,970.79	\$ 71,088.08	\$ 87,086.86	\$ 88,085.13	\$ 93,788.01	\$ 89,362.16	\$ 116,462.45
YEARLY TOTAL	\$ 495,658.40	\$ 619,366.27	\$ 778,896.94	\$852,489.12	\$ 1,005,863.58	\$ 1,105,346.53	\$1,135,861.06	\$ 1,063,871.77	\$ 1,298,856.83	\$ 1,159,355.84
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
JANUARY	\$ 87,058.36	\$ 98,797.30	\$ 93,568.93	\$ 122,959.56	\$ 101,963.52	\$ 106,908.64	\$ 118,820.77	\$ 113,056.55	\$ 114,268.84	
FEBRUARY	\$ 103,484.37	\$ 122,425.01	\$ 98,617.91	\$ 130,592.70	\$ 84,950.58	\$ 111,395.05	\$ 108,102.01	\$ 105,945.34	\$ 114,189.67	
MARCH	\$ 106,133.80	\$ 97,223.36	\$ 123,655.30	\$ 130,540.42	\$ 89,897.89	\$ 107,789.42	\$ 97,758.36	\$ 122,221.56	\$ 111,730.41	
APRIL	\$ 131,183.50	\$ 147,129.46	\$ 141,216.66	\$ 166,930.70	\$ 127,011.20	\$ 172,086.66	\$ 168,753.98	\$ 154,016.56		
MAY	\$ 124,347.50	\$ 140,099.75	\$ 148,155.80	\$ 145,100.30	\$ 114,744.33	\$ 137,305.59	\$ 163,656.94	\$ 159,382.00		
JUNE	\$ 128,926.73	\$ 156,904.04	\$ 165,434.81	\$ 156,556.28	\$ 149,278.38	\$ 149,761.84	\$ 167,364.58	\$ 173,701.26		
JULY	\$ 138,948.38	\$ 155,002.42	\$ 166,721.40	\$ 142,543.24	\$ 139,764.87	\$ 155,951.38	\$ 163,931.64	\$ 182,334.33		
AUGUST	\$ 138,546.34	\$ 159,398.89	\$ 189,029.54	\$ 144,944.86	\$ 138,508.95	\$ 141,828.40	\$ 183,006.76	\$ 193,937.40		
SEPTEMBER	\$ 110,943.01	\$ 139,077.22	\$ 183,172.65	\$ 137,762.39	\$ 123,496.85	\$ 134,695.73	\$ 136,037.06	\$ 183,545.89		
OCTOBER	\$ 103,998.14	\$ 106,852.14	\$ 150,626.03	\$ 136,406.87	\$ 118,284.80	\$ 131,945.61	\$ 137,714.25	\$ 156,101.99		
NOVEMBER	\$ 117,095.86	\$ 111,906.42	\$ 169,407.63	\$ 139,934.80	\$ 133,540.36	\$ 159,367.06	\$ 162,825.42	\$ 168,948.08		
DECEMBER	\$ 107,900.37	\$ 110,667.80	\$ 151,081.34	\$ 112,969.35	\$ 124,889.36	\$ 120,067.79	\$ 148,644.37	\$ 135,623.41		
YEARLY TOTAL	\$ 1,398,566.36	\$1,545,483.81	\$ 1,780,688.00	\$1,667,241.47	\$ 1,446,331.09	\$ 1,629,103.17	\$1,756,616.14	\$ 1,848,814.37	\$ 340,188.92	\$ -

Brenda E. Radford, Montgomery County Trustee  
4/10/2017



MONTGOMERY COUNTY

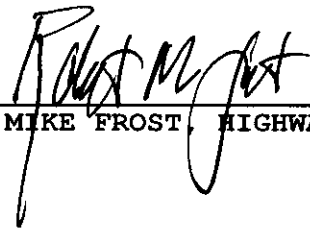
2017 COUNTY ROAD LIST

JANUARY 1, 2017 THRU MARCH 31, 2017

Zones 1,2,3,4,5

ROAD NAME	ROAD CLASS	ROAD LENGTH	DATE APPROVED	REASON FOR CHANGE
NONE THIS QUARTER			4/3/17	

RESPECTFULLY SUBMITTED,



MIKE FROST, HIGHWAY SUPERVISOR



ED GROVES, COMMISSIONER



ORVILLE LEWIS, COMMISSIONER

4-3-2017

DATE

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**MONTGOMERY COUNTY GOVERNMENT, TN**  
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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
101 COUNTY GENERAL						
40110 CURRENT PROPERTY TAX	-40,810,650	0	-40,810,650	-38,111,476.87	-2,699,173.13	93.4%
40120 TRUSTEE'S COLLECTIONS - PYR	-1,300,000	0	-1,300,000	-835,007.82	-464,992.18	64.2%
40125 TRUSTEE COLLECTIONS - BANKRUPT	-60,000	0	-60,000	-43,202.27	-16,797.73	72.0%
40130 CIRCUIT/CHANCERY COLLECT-PYR	-300,000	0	-300,000	-307,688.51	7,688.51	102.6%
40140 INTEREST & PENALTY	-350,000	0	-350,000	-273,584.52	-76,415.48	78.2%
40161 PMTS IN LIEU OF TAXES - T.V.A	-763	0	-763	-762.74	-26	100.0%
40162 PMTS IN LIEU OF TAXES -UTILIT	-1,255,000	0	-1,255,000	-1,063,804.39	-191,195.61	84.8%
40163 PMTS IN LIEU OF TAXES - OTHER	-432,372	0	-432,372	-832,713.97	400,341.97	192.6%
40220 HOTEL/MOTEL TAX	-1,891,000	0	-1,891,000	-1,248,949.61	-642,050.39	66.0%
40250 LITIGATION TAX - GENERAL	-364,000	0	-364,000	-266,801.98	-97,198.02	73.3%
40260 LITIGATION TAX-SPECIAL PURPOSES	-75,000	0	-75,000	-52,695.25	-22,304.75	70.3%
40270 BUSINESS TAX	-1,000,000	0	-1,000,000	-373,020.54	-626,979.46	37.3%
40320 BANK EXCISE TAX	-150,000	0	-150,000	-208,020.80	58,020.80	138.7%
40330 WHOLESALE BEER TAX	-420,000	0	-420,000	-230,520.43	-189,479.57	54.9%
40350 INTERSTATE TELECOMMUNICATIONS	-3,000	0	-3,000	-2,469.31	-530.69	82.3%
41120 ANIMAL REGISTRATION	-35,000	0	-35,000	-22,870.00	-12,130.00	65.3%
41130 ANIMAL VACCINATION	-6,000	0	-6,000	-5,098.00	-902.00	85.0%
41140 CABLE TV FRANCHISE	-250,000	0	-250,000	-204,778.90	-45,221.10	81.9%
41520 BUILDING PERMITS	-600,000	0	-600,000	-423,565.50	-176,434.50	70.6%
41540 PLUMBING PERMITS	-13,500	0	-13,500	-15,455.00	1,955.00	114.5%
41590 OTHER PERMITS	-136,000	0	-136,000	-124,438.30	-11,561.70	91.5%
42110 FINES	-1,550	0	-1,550	-1,573.44	23.44	101.5%
42120 OFFICERS COSTS	-28,000	0	-28,000	-13,652.48	-14,347.52	48.8%
42141 DRUG COURT FEES	-2,000	0	-2,000	-930.33	-1,069.67	46.5%
42142 VETERANS TREATMENT COURT FEES	-95	0	-95	-522.50	427.50	550.0%
42190 DATA ENTRY FEES -CIRCUIT COURT	-10,000	0	-10,000	-6,688.00	-3,312.00	66.9%
42191 COURTROOM SECURITY - CIRCUIT	-6,530	0	-6,530	-4,958.20	-1,571.80	75.9%
42192 CIRCUIT COURT VICTIMS ASSESS	-2,600	0	-2,600	-2,248.17	-351.83	86.5%
42310 FINES	-125,000	0	-125,000	-62,970.01	-62,029.99	50.4%
42311 FINES - LITTERING	-750	0	-750	-451.25	-298.75	60.2%
42320 OFFICERS COSTS	-200,000	0	-200,000	-211,315.74	11,315.74	105.7%
42330 GAME & FISH FINES	-1,000	0	-1,000	-147.37	-852.63	14.7%
42341 DRUG COURT FEES	-20,000	0	-20,000	-15,402.31	-4,597.69	77.0%
42342 VETERANS TREATMENT COURT FEES	-7,300	0	-7,300	-8,658.07	1,358.07	118.6%
42350 JAIL FEES GENERAL SESSIONS	-280,000	0	-280,000	-193,293.81	-86,706.19	69.0%
42380 DUI TREATMENT FINES	-30,000	0	-30,000	-12,394.66	-17,605.34	41.3%
42390 DATA ENTRY FEE-GENERAL SESS	-54,000	0	-54,000	-38,061.49	-15,938.51	70.5%
42392 GEN SESSIONS VICTIM ASSESSMENT	-61,000	0	-61,000	-39,511.64	-21,488.36	64.8%
42410 FINES	-750	0	-750	-343.90	-406.10	45.9%
42420 OFFICERS COSTS	-15,000	0	-15,000	-14,318.22	-681.78	95.5%

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
42450 JAIL FEES	-42,625	0	-42,625	-31,802.52	-10,822.48	74.6%
42490 DATA ENTRY FEE-JUVENILE COURT	-31,200	0	-31,200	-6,212.52	-24,987.48	19.9%
42520 OFFICERS COSTS	-30,000	0	-30,000	-24,712.10	-5,287.90	82.4%
42530 DATA ENTRY FEE -CHANCERY COUR	-4,500	0	-4,500	-3,556.00	-944.00	79.0%
42610 FINES	-2,500	0	-2,500	-918.50	-1,581.50	36.7%
42641 DRUG COURT FEES	-25,000	0	-25,000	-19,147.00	-5,853.00	76.6%
42900 OTHER FINES/FORFEITURE/PENALT	-400	0	-400	.00	-400.00	.0%
42990 OTHER FINES/FORFEITS/PENALTIE	-3,000	0	-3,000	-4,956.50	1,956.50	165.2%
43120 PATIENT CHARGES	-6,200,000	0	-6,200,000	-4,361,992.02	-1,838,007.98	70.4%
43140 ZONING STUDIES	-4,500	0	-4,500	-3,250.00	-1,250.00	72.2%
43190 OTHER GENERAL SERVICE CHARGES	-55,000	0	-55,000	-45,319.78	-9,680.22	82.4%
43340 RECREATION FEES	-10,000	0	-10,000	-9,737.50	-262.50	97.4%
43350 COPY FEES	-6,050	0	-6,050	-7,576.84	1,526.84	125.2%
43365 ARCHIVE & RECORD MANAGEMENT	-392,000	0	-392,000	-287,587.24	-104,412.76	73.4%
43366 GREENBELT LATE APPLICATION FE	-300	0	-300	.00	-300.00	.0%
43370 TELEPHONE COMMISSIONS	-105,000	0	-105,000	-48,474.47	-56,525.53	46.2%
43380 VENDING MACHINE COLLECTIONS	-85,000	0	-85,000	-71,973.55	-13,026.45	84.7%
43392 DATA PROCESSING FEES -REGISTE	-75,000	0	-75,000	-50,154.00	-24,846.00	66.9%
43393 PROBATION FEES	-27,000	0	-27,000	-11,258.00	-15,742.00	41.7%
43394 DATA PROCESSING FEES - SHERIF	-30,000	0	-30,000	-21,012.98	-8,987.02	70.0%
43395 SEXUAL OFFENDER FEE - SHERIFF	-17,100	0	-17,100	-3,900.00	-13,200.00	22.8%
43396 DATA PROCESSING FEE-COUNTY CL	-12,000	0	-12,000	-7,680.00	-4,320.00	64.0%
43990 OTHER CHARGES FOR SERVICES	-4,200	0	-4,200	-5,946.02	1,746.02	141.6%
44110 INTEREST EARNED	-225,000	0	-225,000	-311,313.10	86,313.10	138.4%
44120 LEASE/RENTALS	-580,658	0	-580,658	-425,447.97	-155,210.03	73.3%
44140 SALE OF MAPS	-1,000	0	-1,000	-1,239.40	239.40	123.9%
44145 SALE OF RECYCLED MATERIALS	0	0	0	-207.00	207.00	100.0%
44170 MISCELLANEOUS REFUNDS	-224,671	0	-224,671	-168,852.30	-55,818.70	75.2%
44530 SALE OF EQUIPMENT	0	0	0	-1,910.00	1,910.00	100.0%
44570 CONTRIBUTIONS & GIFTS	0	0	0	-8,000.00	8,000.00	100.0%
44990 OTHER LOCAL REVENUES	-716,955	0	-716,955	-444,410.09	-272,544.91	62.0%
45510 COUNTY CLERK	-1,500,000	0	-1,500,000	-1,047,272.33	-452,727.67	69.8%
45520 CIRCUIT COURT CLERK	-520,000	0	-520,000	-414,098.51	-105,901.49	79.6%
45540 GENERAL SESSIONS COURT CLERK	-1,285,000	0	-1,285,000	-1,230,280.80	-54,719.20	95.7%
45550 CLERK & MASTER	-370,000	0	-370,000	-277,164.47	-92,835.53	74.9%
45560 JUVENILE COURT CLERK	-222,000	0	-222,000	-180,102.97	-41,897.03	81.1%
45580 REGISTER	-1,000,000	0	-1,000,000	-796,628.35	-203,371.65	79.7%
45590 SHERIFF	-33,000	0	-33,000	-40,995.34	7,995.34	124.2%
45610 TRUSTEE	-3,300,000	0	-3,300,000	-2,921,486.87	-378,513.13	88.5%
46110 JUVENILE SERVICES PROGRAM	-580,011	-25,000	-605,011	-409,688.42	-195,322.58	67.7%
46210 LAW ENFORCEMENT TRAINING PROG	-65,400	0	-65,400	-56,400.00	-9,000.00	86.2%
46390 OTHER HEALTH & WELFARE GRANT	0	-102,500	-102,500	-17,112.03	-85,387.97	16.7%
46430 LITTER PROGRAM	0	-70,600	-70,600	-52,462.17	-18,137.83	74.3%
46810 FLOOD CONTROL	-330	0	-330	.00	-330.00	.0%

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
46830 BEER TAX	-17,500	0	-17,500	-9,816.22	-7,683.78	56.1%
46835 VEHICLE CERTIFICATE OF TITLE	-21,000	0	-21,000	-18,497.05	-2,502.95	88.1%
46840 ALCOHOLIC BEVERAGE TAX	-200,000	0	-200,000	-201,260.37	1,260.37	100.6%
46851 STATE REVENUE SHARING - T.V.A	-1,676,247	0	-1,676,247	-824,271.68	-851,975.32	49.2%
46880 BOARD OF JURORS	-5,000	0	-5,000	.00	-5,000.00	.0%
46890 PRISONER TRANSPORTATION	-22,000	0	-22,000	-13,849.55	-8,150.45	63.0%
46915 CONTRACTED PRISONER BOARDING	-1,580,000	0	-1,580,000	-1,421,925.00	-158,075.00	90.0%
46960 REGISTRAR'S SALARY SUPPLEMENT	-15,164	0	-15,164	-11,373.00	-3,791.00	75.0%
46980 OTHER STATE GRANTS	-3,333,102	-60,500	-3,393,602	-1,665,663.05	-1,727,938.95	49.1%
46990 OTHER STATE REVENUES	-27,000	-43,251	-70,251	-62,212.36	-8,038.64	88.6%
47235 HOMELAND SECURITY GRANTS	-74,350	-168,583	-242,933	-75,099.78	-167,833.22	30.9%
47590 OTHER FEDERAL THROUGH STATE	-20,000	-348,053	-368,053	-165,549.46	-202,503.13	45.0%
47700 ASSET FORFEITURE FUNDS	-2,000	0	-2,000	.00	-2,000.00	.0%
47990 OTHER DIRECT FEDERAL REVENUE	-20,000	-27,978	-47,978	-30,915.88	-17,062.12	64.4%
48110 PRISONER BOARD	0	0	0	-313.98	313.98	100.0%
48130 CONTRIBUTIONS	-172,000	0	-172,000	-94,989.62	-77,010.38	55.2%
48610 DONATIONS	-33,360	-25,230	-58,590	-25,813.44	-32,776.56	44.1%
49700 INSURANCE RECOVERY	0	-19,339	-19,339	-64,622.64	45,283.64	334.2%
49800 OPERATING TRANSFERS	-430,862	-317,369	-748,231	.00	-748,231.00	.0%
<b>TOTAL COUNTY GENERAL</b>	<b>-75,733,845</b>	<b>-1,208,403</b>	<b>-76,942,248</b>	<b>-63,792,779.04</b>	<b>-13,149,468.55</b>	<b>82.9%</b>
<b>131 GENERAL ROADS</b>						
40110 CURRENT PROPERTY TAX	-4,150,050	0	-4,150,050	-3,874,958.85	-275,091.15	93.4%
40120 TRUSTEE'S COLLECTIONS - PYR	-108,000	0	-108,000	-84,849.72	-23,150.28	78.6%
40125 TRUSTEE COLLECTIONS - BANKRUPT	-4,000	0	-4,000	-3,965.84	-34.16	99.1%
40130 CIRCUIT/CHANCERY COLLECT-PYR	-30,000	0	-30,000	-31,288.91	1,288.91	104.3%
40140 INTEREST & PENALTY	-30,000	0	-30,000	-28,192.25	-1,807.75	94.0%
40270 BUSINESS TAX	-102,000	0	-102,000	-32,156.94	-69,843.06	31.5%
40280 MINERAL SEVERANCE TAX	-213,229	0	-213,229	-115,737.49	-97,491.51	54.3%
40320 BANK EXCISE TAX	-13,590	0	-13,590	-21,153.71	7,563.71	155.7%
44135 SALE OF GASOLINE	-32,000	0	-32,000	-14,159.75	-17,840.25	44.2%
44170 MISCELLANEOUS REFUNDS	-26,000	0	-26,000	-11,886.30	-14,113.70	45.7%
46410 BRIDGE PROGRAM	-245,000	0	-245,000	.00	-245,000.00	.0%
46420 STATE AID PROGRAM	-323,332	-500,000	-823,332	-436,014.49	-387,317.51	53.0%
46920 GASOLINE & MOTOR FUEL TAX	-2,951,381	0	-2,951,381	-2,073,454.96	-877,926.04	70.3%
46930 PETROLEUM SPECIAL TAX	-124,345	0	-124,345	-82,896.43	-41,448.57	66.7%
48120 PAVING & MAINTENANCE	-25,000	0	-25,000	.00	-25,000.00	.0%
49700 INSURANCE RECOVERY	0	0	0	-8,504.61	8,504.61	100.0%
<b>TOTAL GENERAL ROADS</b>	<b>-8,377,927</b>	<b>-500,000</b>	<b>-8,877,927</b>	<b>-6,819,220.25</b>	<b>-2,058,706.75</b>	<b>76.8%</b>

151 DEBT SERVICE



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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
40110 CURRENT PROPERTY TAX	-33,780,750	0	-33,780,750	-31,540,332.21	-2,240,417.79	93.4%
40120 TRUSTEE'S COLLECTIONS - PYR	-600,000	0	-600,000	-688,873.29	88,873.29	114.8%
40125 TRUSTEE COLLECTIONS - BANKRUPT	-30,000	0	-30,000	-26,738.74	-3,261.26	89.1%
40130 CIRCUIT/CHANCERY COLLECT-PYR	-190,000	0	-190,000	-254,686.77	64,686.77	134.0%
40140 INTEREST & PENALTY	-230,000	0	-230,000	-229,335.31	-664.69	99.7%
40210 LOCAL OPTION SALES TAX	0	0	0	-111,029.14	111,029.14	100.0%
40250 LITIGATION TAX - GENERAL	-300,000	0	-300,000	-247,715.66	-52,284.34	82.6%
40266 LITIGATION TAX-JAIL/WH/CH	-330,000	0	-330,000	-268,579.46	-61,420.54	81.4%
40270 BUSINESS TAX	-80,000	0	-80,000	-32,156.94	-47,843.06	40.2%
40285 ADEQUATE FACILITIES TAX	-900,000	0	-900,000	-978,000.00	78,000.00	108.7%
40320 BANK EXCISE TAX	-90,000	0	-90,000	-172,187.87	82,187.87	191.3%
44110 INTEREST EARNED	-400,000	0	-400,000	-228,776.60	-171,223.40	57.2%
47715 TAX CREDIT BOND REBATE	-90,000	0	-90,000	-90,418.56	418.56	100.5%
49400 PROCEEDS OF REFUNDING BONDS	0	0	0	-10,830,000.00	10,830,000.00	100.0%
49410 PREMIUM ON DEBT SOLD	0	0	0	-465,897.10	465,897.10	100.0%
49800 OPERATING TRANSFERS	-243,000	0	-243,000	-252,229.74	9,229.74	103.8%
TOTAL DEBT SERVICE	-37,263,750	0	-37,263,750	-46,416,957.39	9,153,207.39	124.6%
171 CAPITAL PROJECTS						
40110 CURRENT PROPERTY TAX	-2,277,600	0	-2,277,600	-2,127,330.92	-150,269.08	93.4%
40120 TRUSTEE'S COLLECTIONS - PYR	-47,000	0	-47,000	-46,412.15	-587.85	98.7%
40125 TRUSTEE COLLECTIONS - BANKRUPT	-2,000	0	-2,000	-2,176.46	176.46	108.8%
40130 CIRCUIT/CHANCERY COLLECT-PYR	-16,000	0	-16,000	-17,171.57	1,171.57	107.3%
40140 INTEREST & PENALTY	-15,000	0	-15,000	-14,963.66	-36.34	99.8%
40320 BANK EXCISE TAX	-8,000	0	-8,000	-11,609.43	3,609.43	145.1%
44110 INTEREST EARNED	0	0	0	-18,586.62	18,586.62	100.0%
47590 OTHER FEDERAL THROUGH STATE	0	-7,428,584	-7,428,584	-387,484.91	-7,041,099.08	5.2%
48130 CONTRIBUTIONS	0	0	0	13,529.66	-13,529.66	100.0%
48610 DONATIONS	0	-751,500	-751,500	-150.00	-751,350.00	.0%
49100 BOND PROCEEDS	-18,492,000	0	-18,492,000	-17,600,000.00	-892,000.00	95.2%
49410 PREMIUM ON DEBT SOLD	0	0	0	-1,100,782.65	1,100,782.65	100.0%
49700 INSURANCE RECOVERY	0	-800	-800	-800.40	.00	100.0%
TOTAL CAPITAL PROJECTS	-20,857,600	-8,180,884	-29,038,484	-21,313,939.11	-7,724,545.28	73.4%

266 WORKER'S COMPENSATION

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**MONTGOMERY COUNTY GOVERNMENT, TN**  
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	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
44170 MISCELLANEOUS REFUNDS	0	0	0	-1,258.73	1,258.73	100.0%
49700 INSURANCE RECOVERY	0	0	0	-1,000.00	1,000.00	100.0%
49800 OPERATING TRANSFERS	-840,000	0	-840,000	.00	-840,000.00	.0%
TOTAL WORKER'S COMPENSATION	-840,000	0	-840,000	-2,258.73	-837,741.27	.3%
GRAND TOTAL	-143,073,122	-9,889,287	-152,962,409	-138,345,154.52	-14,617,254.46	90.4%

\*\* END OF REPORT - Generated by Mariel Lopez-Gonzalez \*\*

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**MONTGOMERY COUNTY GOVERNMENT, TN**  
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**REPORT OPTIONS**

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	11	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:  
 YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: Y

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: Y

From Yr/Per: 2017/ 1

To Yr/Per: 2017/12

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2017/ 9

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

**Find Criteria**

Field Name	Field Value
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Fund	101 131 151 171 266
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Department	
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Program	
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Function	
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Object	
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Project	
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Character code	
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Account type	Revenue
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Account status	
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Rollup Code	
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MONTGOMERY COUNTY GOVERNMENT, TN  
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 09

JOURNAL DETAIL 2017 1 TO 2017 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
101 COUNTY GENERAL							
51100 COUNTY COMMISSION	344,652	10,340	354,992	206,958.13	87,609.01	60,424.86	83.0%
51210 BOARD OF EQUALIZATION	4,841	0	4,841	220.68	.00	4,620.32	4.6%
51220 BEER BOARD	4,845	0	4,845	1,211.10	.00	3,633.90	25.0%
51240 OTHER BOARDS & COMMITTEES	5,168	0	5,168	2,260.72	.00	2,907.28	43.7%
51300 COUNTY MAYOR	497,462	0	497,462	364,861.64	7,390.93	125,209.43	74.8%
51310 HUMAN RESOURCES	383,009	3,000	386,009	277,299.98	25,049.35	83,659.67	78.3%
51400 COUNTY ATTORNEY	67,950	0	67,950	24,482.65	.00	43,467.35	36.0%
51500 ELECTION COMMISSION	737,617	0	737,617	608,874.64	9,397.36	119,345.00	83.8%
51600 REGISTER OF DEEDS	474,628	0	474,628	341,383.91	1,043.26	132,200.83	72.1%
51720 PLANNING	328,008	0	328,008	246,006.00	.00	82,002.00	75.0%
51730 BUILDING	317,392	3,500	320,892	230,122.04	3,368.46	87,401.50	72.8%
51750 CODES COMPLIANCE	844,664	0	844,664	609,562.38	3,211.30	231,890.32	72.5%
51760 GEOGRAPHICAL INFO SYSTEMS	164,740	0	164,740	96,763.14	25,795.00	42,181.86	74.4%
51800 COUNTY BUILDINGS	390,809	4,950	395,759	284,732.92	16,274.70	94,751.38	76.1%
51810 FACILITIES	2,594,351	17,800	2,612,151	1,859,173.95	75,836.62	677,140.43	74.1%
51900 OTHER GENERAL ADMINISTRATION	610,789	359,378	970,167	799,844.54	400.00	169,922.46	82.5%
51910 ARCHIVES	164,760	26,269	191,029	132,778.66	1,594.82	56,655.52	70.3%
52100 ACCOUNTS & BUDGETS	663,099	0	663,099	474,792.57	4,346.16	183,960.27	72.3%
52200 PURCHASING	313,797	0	313,797	232,533.69	2,016.02	79,247.29	74.7%
52300 PROPERTY ASSESSOR'S OFFICE	1,322,185	23,500	1,345,685	896,931.47	69,516.15	379,237.38	71.8%
52400 COUNTY TRUSTEES OFFICE	679,222	26,000	705,222	516,971.31	7,815.12	180,435.57	74.4%
52500 COUNTY CLERK'S OFFICE	2,118,766	677	2,119,443	1,595,496.00	17,238.63	506,708.46	76.1%
52600 INFORMATION SYSTEMS	2,450,423	87,242	2,537,665	2,084,624.80	61,344.27	391,695.93	84.6%
52900 OTHER FINANCE	61,300	0	61,300	21,235.84	.00	40,064.16	34.6%
53100 CIRCUIT COURT	3,124,003	0	3,124,003	2,254,184.38	23,896.93	845,921.69	72.9%
53300 GENERAL SESSIONS COURT	686,186	0	686,186	516,558.91	.00	169,627.09	75.3%
53330 DRUG COURT	70,000	0	70,000	49,479.10	.00	20,520.90	70.7%
53400 CHANCERY COURT	561,413	25,350	586,763	413,289.96	150.00	173,323.04	70.5%
53500 JUVENILE COURT	1,331,412	275,609	1,607,021	902,966.39	3,918.04	700,136.57	56.4%
53600 DISTRICT ATTORNEY GENERAL	59,750	0	59,750	31,396.47	5,086.54	23,266.99	61.1%
53610 OFFICE OF PUBLIC DEFENDER	7,313	120	7,433	6,900.63	.00	532.37	92.8%
53700 JUDICIAL COMMISSIONERS	242,100	0	242,100	161,439.60	576.88	80,083.52	66.9%
53900 OTHER ADMINISTRATION/ JUSTICE	519,333	25,000	544,333	363,538.14	.00	180,794.86	66.8%
53910 ADULT PROBATION SERVICES	1,090,780	0	1,090,780	647,117.52	30,485.77	413,176.71	62.1%
54110 SHERIFF'S DEPARTMENT	10,590,894	214,334	10,805,228	7,994,468.92	190,388.72	2,620,370.55	75.7%
54120 SPECIAL PATROLS	2,348,201	18,811	2,367,012	1,694,758.97	24,676.97	647,576.11	72.6%
54160 SEXUAL OFFENDER REGISTRY	17,100	850	17,950	10,677.39	456.00	6,816.61	62.0%
54210 JAIL	13,070,737	27,978	13,098,715	9,602,990.89	498,557.68	2,997,166.43	77.1%
54220 WORKHOUSE	1,921,382	0	1,921,382	1,430,014.46	130,157.27	361,210.27	81.2%
54230 COMMUNITY CORRECTIONS	493,802	7,000	500,802	346,558.06	23,392.15	130,851.79	73.9%

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MONTGOMERY COUNTY GOVERNMENT, TN  
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FOR 2017 09

JOURNAL DETAIL 2017 1 TO 2017 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
54240 JUVENILE SERVICES	280,767	0	280,767	199,376.27	824.27	80,566.46	71.3%
54310 FIRE PREVENTION & CONTROL	192,152	1,671	193,823	109,367.26	3,892.44	80,563.30	58.4%
54410 EMERGENCY MANAGEMENT	560,630	0	560,630	421,757.05	4,956.98	133,915.97	76.1%
54490 OTHER EMERGENCY MANAGEMENT	0	167,833	167,833	18,823.01	5,163.40	143,846.59	14.3%
54610 COUNTY CORONER / MED EXAMINER	224,700	0	224,700	117,690.00	3,960.00	103,050.00	54.1%
55110 HEALTH DEPARTMENT	205,151	226,517	431,668	242,752.69	20,250.00	168,665.31	60.9%
55120 RABIES & ANIMAL CONTROL	841,169	26,730	867,899	573,479.36	8,092.24	286,327.40	67.0%
55130 AMBULANCE SERVICE	10,686,543	0	10,686,543	7,522,194.23	289,908.46	2,874,440.31	73.1%
55190 OTHER LOCAL HLTH SRVCS (WIC)	2,787,300	60,500	2,847,800	1,776,934.18	.00	1,070,865.82	62.4%
55390 APPROPRIATION TO STATE	211,999	0	211,999	133,565.25	.00	78,433.75	63.0%
55590 OTHER LOCAL WELFARE SERVICES	20,825	0	20,825	10,050.00	.00	10,775.00	48.3%
55900 OTHER PUBLIC HEALTH & WELFARE	2,500	0	2,500	1,400.00	.00	1,100.00	56.0%
56500 LIBRARIES	2,002,996	0	2,002,996	2,002,996.00	.00	.00	100.0%
56700 PARKS & FAIR BOARDS	907,326	0	907,326	628,096.92	150,780.44	128,448.64	85.8%
56900 OTHER SOCIAL, CULTURAL & REC	9,688	0	9,688	4,422.20	.00	5,265.80	45.6%
57100 AGRICULTURAL EXTENSION SERVIC	421,545	0	421,545	173,429.00	1,903.65	246,212.35	41.6%
57300 FOREST SERVICE	2,000	0	2,000	2,000.00	.00	.00	100.0%
57500 SOIL CONSERVATION	34,890	0	34,890	29,339.45	.00	5,550.55	84.1%
58110 TOURISM	1,513,335	0	1,513,335	989,168.10	.00	524,166.90	65.4%
58120 INDUSTRIAL DEVELOPMENT	1,368,807	673,089	2,041,896	1,578,856.00	.00	463,040.00	77.3%
58220 AIRPORT	314,000	0	314,000	229,166.70	.00	84,833.30	73.0%
58300 VETERAN'S SERVICES	476,373	40,847	517,220	371,803.08	1,811.60	143,605.32	72.2%
58400 OTHER CHARGES	2,316,406	-3,500	2,312,906	1,382,264.65	.00	930,641.35	59.8%
58500 CONTRIBUTION TO OTHER AGENCIE	384,500	34,885	419,385	363,495.99	652.97	55,236.04	86.8%
58600 EMPLOYEE BENEFITS	457,900	0	457,900	273,860.56	.00	184,039.44	59.8%
58900 MISC-CONT RESERVE	15,500	0	15,500	8,464.41	1,035.70	5,999.89	61.3%
64000 LITTER & TRASH COLLECTION	121,088	17,600	138,688	92,091.53	.00	46,596.47	66.4%
99100 OPERATING TRANSFERS	0	39,000	39,000	.00	.00	39,000.00	.0%
TOTAL COUNTY GENERAL	78,038,973	2,442,880	80,481,853	57,592,306.44	1,844,222.26	21,045,324.63	73.9%

131 GENERAL ROADS

61000 ADMINISTRATION	452,848	0	452,848	342,744.86	2,868.66	107,234.48	76.3%
62000 HIGHWAY & BRIDGE MAINTENANCE	4,713,538	0	4,713,538	3,100,538.84	142,593.84	1,470,405.32	68.8%
63100 OPERATION & MAINT OF EQUIPMEN	1,186,626	7,824	1,194,450	781,859.60	56,907.09	355,682.86	70.2%
63600 TRAFFIC CONTROL	519,197	0	519,197	254,160.99	14,035.71	251,000.30	51.7%
65000 OTHER CHARGES	570,295	0	570,295	326,751.77	942.88	242,600.35	57.5%
66000 EMPLOYEE BENEFITS	35,000	0	35,000	15,846.91	.00	19,153.09	45.3%
68000 CAPITAL OUTLAY	1,631,492	916,233	2,547,725	1,210,070.87	228,307.93	1,109,346.68	56.5%
TOTAL GENERAL ROADS	9,108,996	924,057	10,033,053	6,031,973.84	445,656.11	3,555,423.08	64.6%

151 DEBT SERVICE

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151	DEBT SERVICE	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
82110	PRINCIPAL-GENERAL GOVERNMENT	8,586,205	0	8,586,205	20,000.00	.00	8,566,205.00	.2%
82130	PRINCIPAL-EDUCATION	16,926,364	0	16,926,364	1,299,574.00	.00	15,626,790.00	7.7%
82210	INTEREST-GENERAL GOVERNMENT	3,311,748	0	3,311,748	1,625,616.18	.00	1,686,131.82	49.1%
82230	INTEREST-EDUCATION	8,540,701	0	8,540,701	4,402,207.58	.00	4,138,493.42	51.5%
82310	OTHER DEBT SERV-COUNTY GOVT	267,500	0	267,500	302,934.22	.00	-35,434.22	113.2%
82330	OTHER DEBT SERV.-EDUCATION	678,000	0	678,000	505,064.75	.00	172,935.25	74.5%
99300	PYMTS-REFUND BOND ESCROW AGEN	0	0	0	11,181,571.59	.00	-11,181,571.59	100.0%
	TOTAL DEBT SERVICE	38,310,518	0	38,310,518	19,336,968.32	.00	18,973,549.68	50.5%
171 CAPITAL PROJECTS								
00000	NON-DEDICATED ACCOUNT	47,000	310,563	357,563	44,444.25	.00	313,118.35	12.4%
82310	OTHER DEBT SERV-COUNTY GOVT	0	0	0	29,406.00	.00	-29,406.00	100.0%
91110	GENERAL ADMINISTRATION PROJEC	13,622,079	1,195,917	14,817,996	4,774,262.31	2,474,606.73	7,569,126.75	48.9%
91130	PUBLIC SAFETY PROJECTS	387,545	1,032,602	1,420,147	976,990.85	253,879.00	189,277.38	86.7%
91140	PUBLIC HEALTH /WELFARE PROJEC	2,603,700	1,030,851	3,634,551	2,013,173.03	1,280,778.54	340,598.93	90.6%
91150	SOCIAL/CULTURAL/REC PROJECTS	4,150,000	2,928,241	7,078,241	980,562.44	5,376,988.98	720,689.29	89.8%
91190	OTHER GENERAL GOVT PROJECTS	0	4,267,798	4,267,798	.00	.00	4,267,797.91	.0%
91200	HIGHWAY & STREET CAP PROJECTS	0	4,914,539	4,914,539	853,633.01	141,557.06	3,919,348.54	20.2%
91300	EDUCATION CAPITAL PROJECTS	0	2,565,798	2,565,798	1,817,088.55	.00	748,709.45	70.8%
	TOTAL CAPITAL PROJECTS	20,810,324	18,246,307	39,056,631	11,489,560.44	9,527,810.31	18,039,260.60	53.8%
266 WORKER'S COMPENSATION								
51500	ELECTION COMMISSION	0	0	0	142.94	.00	-142.94	100.0%
51810	FACILITIES	0	0	0	1,079.97	.00	-1,079.97	100.0%
51920	RISK MANAGEMENT	499,186	200,000	699,186	194,330.64	21,558.92	483,296.44	30.9%
53100	CIRCUIT COURT	0	0	0	1,573.59	.00	-1,573.59	100.0%
54110	SHERIFF'S DEPARTMENT	0	0	0	253,360.70	.00	-253,360.70	100.0%
54210	JAIL	0	0	0	35,397.37	.00	-35,397.37	100.0%
54410	EMERGENCY MANAGEMENT	0	0	0	1,149.01	.00	-1,149.01	100.0%
55120	RABIES & ANIMAL CONTROL	0	0	0	535.22	.00	-535.22	100.0%
55130	AMBULANCE SERVICE	0	0	0	18,392.59	.00	-18,392.59	100.0%
55190	OTHER LOCAL HLTH SRVCS (WIC)	0	0	0	7,747.89	.00	-7,747.89	100.0%
55754	LANDFILL OPERATION/MAINTENANC	0	0	0	3,212.09	.00	-3,212.09	100.0%
56500	LIBRARIES	0	0	0	280.91	.00	-280.91	100.0%
62000	HIGHWAY & BRIDGE MAINTENANCE	0	0	0	19,809.11	.00	-19,809.11	100.0%

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MONTGOMERY COUNTY GOVERNMENT, TN  
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 09

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	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL WORKER'S COMPENSATION	499,186	200,000	699,186	537,012.03	21,558.92	140,615.05	79.9%
GRAND TOTAL	146,767,997	21,813,245	168,581,242	94,987,821.07	11,839,247.60	61,754,173.04	63.4%

\*\* END OF REPORT - Generated by Mariel Lopez-Gonzalez \*\*

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MONTGOMERY COUNTY GOVERNMENT, TN  
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# REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	2	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:  
 YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: Y

From Yr/Per: 2017/ 1

To Yr/Per: 2017/12

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2017/ 9

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

## Find Criteria

Field Name	Field Value
Fund	101 131 151 171 266
Department	
Program	
Function	
Object	
Project	
Character code	
Account type	Expense
Account status	
Rollup Code	

## **COUNTY MAYOR NOMINATION**

**APRIL 10, 2017**

### **FIRE PROTECTION COMMITTEE**

3-yr term

Commissioner David Harper nominated to fill the unexpired term of Commissioner Brandon Butts; term to expire July, 2017.

### **JUDICIAL COMMISSIONER**

1-yr term

Carolyn Kay Honholt nominated to serve another one-year term as a part-time Judicial Commissioner; term to expire April, 2018.

## **COUNTY MAYOR APPOINTMENTS**

**APRIL 10, 2017**

### **SENIOR CITIZENS BOARD**

3-yr term

**(to be confirmed by County Commission)**

Maureen Potter has been filling an unexpired term and is now eligible to serve her first three-year term to expire April, 2020.

Cynthia Johnson appointed to replace Helga Redd for a three-year term to expire April, 2020.

Mike Williamson appointed to serve another three-year term to expire April, 2020.

Doug Barber appointed to serve another three-year term to expire April, 2020.

## Mayor Nominations and Appointments

On Motion to Adopt by Commissioner Gannon, seconded by Commissioner Allbert, the foregoing Mayor Nominations and Appointments were Approved by the following roll call vote:

District	Commissioner	Vote	District	Commissioner	Vote	District	Commissioner	Vote
1	John M. Gannon	Y	8	Ron J. Sokol	Y	15	David Harper	A
2	Charles Keene	Y	9	John M. Genis	Y	16	Wallace Redd	Y
3	Ed Baggett	Y	10	Martha Brockman	Y	17	Jason A. Hodges	Y
4	Joe Weyant	Y	11	Joe L. Creek	Y	18	Monroe Gildersleeve	Y
5	Robert Gibbs	Y	12	Robert Nichols	Y	19	Garland Johnson	Y
6	Arnold Hodges	Y	13	Audrey Tooley	Y	20	Jerry Allbert	Y
7	Brandon Butts	A	14	Tommy Vallejos	Y	21	Larry Rocconi	Y

Yeses – 19 Noes – 0 Abstentions – 2

ABSENT: None