

INFORMAL COMMISSION MEETING AGENDA

APRIL 3, 2017

CALL TO ORDER - Mayor Durrett

CITIZENS TO ADDRESS THE COMMISSION – None

PRESENTATION – Rebekah Norman – (How County Support Benefited Ag Extension in 2016)

PRESENTATION OF CERTIFICATES – Mayor’s Emerging Leaders

1. Caleb Anderson
2. Gavin Berlyak
3. Cheyenne Deibert
4. Jason Herlick
5. Elizabeth Mabry
6. Jessica McCall
7. Ashley Montgomery
8. TashYanna Relerford

ZONING RESOLUTIONS - None

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 (**will need to suspend the rules**)
- 17-4-6:** Resolution to Transfer Funds to Complete the Historic Courthouse and Courts Complex Renovation (**will need to suspend the rules**)

REPORTS

1. County Mayor Nominations and Appointments – Mayor Durrett

REPORTS FILED

1. Minutes from March 13, 2017
2. Building & Codes Permit and Adequate Facilities Tax Reports
3. MCSO Personnel Policy
4. Trustee's Monthly Report

OLD BUSINESS

ANNOUNCEMENTS

ADJOURN

**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**

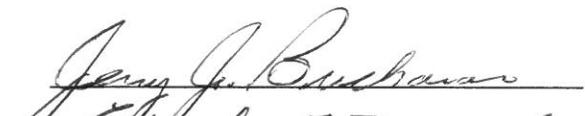
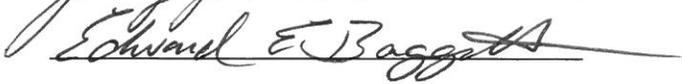
101-54490-00000-54-47235-G1650 FY 2016 Homeland Security Grant \$167,682.79

**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	_____
	County Mayor

Attested _____
County Clerk

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

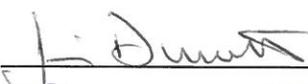
WHEREAS, Montgomery County supports the improvements to SR149 and SR13 to help provide a more efficient transportation corridor. When considering the current and projected development, area traffic volumes are expected to continue to increase and congestion on existing roadways is expected to worsen;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

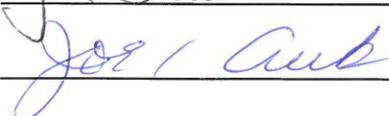
WHEREAS, the proposed project is included as a “committed project” in the Clarksville Urbanized Area Metropolitan Planning Organization’s 2040 Metropolitan Transportation Plan. The proposed project is also included as a high priority project in the Clarksville Urbanized Area Metropolitan Planning Organization’s 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 10th 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 10th day of April, 2017.

Sponsor 

Commissioner 

Approved _____
County Mayor

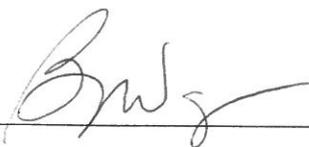
Attest _____
County Clerk

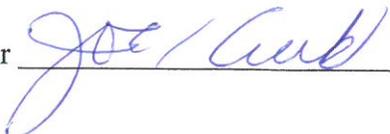
RESOLUTION OF THE MONTGOMERY COUNTY
BOARD OF COMMISSIONERS APPROVING
AMENDMENTS TO THE 2016-17
SCHOOL BUDGET

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 10th 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
Total Local Revenues	84,711,448	84,611,448	571,388	85,182,836	

Clarksville-Montgomery County School System General Purpose School Fund Budget

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
State Revenues					
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
Total State Revenues	145,096,425	144,441,175	2,650,749	147,091,924	
Federal Revenues					
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
Total Federal Revenues	3,335,000	3,335,000	(44,552)	3,290,448	
Non-Revenue Sources					
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
Total Non-Revenue Sources	513,700	513,700	(66,700)	447,000	
Total Revenues	233,656,573	232,901,323	3,110,885	236,012,208	

Clarksville-Montgomery County School System General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
<i>Beginning Reserves and Fund Balance</i>				
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
Total Reserves	10,476,286	10,480,183	-	10,480,183
Beginning Fund Balance	17,713,000	18,349,297	-	18,349,297
<i>Total Reserves and Fund Balance</i>	28,189,286	28,829,480	-	28,829,480
<i>Total Available Funds</i>	261,845,859	261,730,803	3,110,885	264,841,688

Clarksville-Montgomery County School System General Purpose School Fund Budget

CMCSS

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

Clarksville-Montgomery County School System General Purpose School Fund Budget

CMCSS

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

Clarksville-Montgomery County School System General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
72130 - Other Student Support					
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 Participation in SCOPE
Student Registration	-	-	1,096	1,096	
Total 72130 - Other Student Support	8,088,245	8,087,045	79,008	8,166,053	
72210 - Regular Instruction Support					
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	
Contracted Services	127,869	129,859	10,953	140,812	Associated benefits
Supplies and Materials	984,263	984,263	600	984,863	New Principal mentoring
Equipment	10,000	10,000	-	10,000	School allocation adjustment
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	
Total 72210 - Regular Instruction Support	12,326,086	12,383,547	500,758	12,884,305	
72215 - Alternative School Support					
Salaries	23,109	23,109	-	23,109	
Employee Benefits	10,922	10,922	-	10,922	
Total 72215 - Alternative School Support	34,031	34,031	-	34,031	

Clarksville-Montgomery County School System General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
72220 - Special Education Support					
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	
Total 72220 - Special Education Support	3,109,881	3,119,913	141,416	3,261,329	
72230 - Vocational Education Support					
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	
Total 72230 - Vocational Education Support	122,631	122,631	7	122,638	
72250 - Technology					
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	
Total 72250 - Technology	9,686,616	10,010,645	35,775	10,046,420	
72260 - Adult Education Support					
Salaries	172,512	172,512	-	172,512	
Employee Benefits	28,875	28,875	-	28,875	
Total 72260 - Adult Education Support	201,387	201,387	-	201,387	

Clarksville-Montgomery County School System General Purpose School Fund Budget

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
72310 - Board of Education					
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
Total 72310 - Board of Education	3,481,411	3,485,137	(39,596)	3,445,541	
72320 - Director of Schools					
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
Total 72320 - Director of Schools	351,263	351,263	(7,000)	344,263	
72320 - Printing and Communications					
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	
Total 72320 - Printing and Communications	791,529	791,529	64,781	856,310	

Clarksville-Montgomery County School System General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
72410 - Office of the Principal					
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	
Contracted Services	36,533	36,533	-	36,533	Health insurance participation
Equipment	25,000	25,000	-	25,000	
Staff Development	40,000	40,000	(1,000)	39,000	Based on training requirements
Total 72410 - Office of the Principal	17,067,823	17,067,823	306,299	17,374,122	
72510 - Business Affairs					
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
Total 72510 - Business Affairs	2,751,330	2,751,330	89,029	2,840,359	
72520 - Human Resources					
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	
Total 72520 - Human Resources	2,622,086	2,622,086	34,124	2,656,210	

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

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
72610 - Operation of Plant					
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	
Total 72610 - Operation of Plant	16,835,929	16,799,400	(2,291)	16,797,109	
72620 - Maintenance of Plant					
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	
Total 72620 - Maintenance of Plant	6,905,232	6,531,111	19,101	6,550,212	
73400 - Early Childhood Education					
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	
Total 73400 - Early Childhood Education	2,238,947	2,238,947	9,222	2,248,169	

Clarksville-Montgomery County School System General Purpose School Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
82230 - Debt Service					
Interest Payments	24,375	24,375	-	24,375	
Total 82230 - Debt Service	24,375	24,375	-	24,375	
99100 - Interfund Transfers					
Other Charges	4,081,500	4,081,500	1,240,000	5,321,500	
Debt Service	700,312	700,312	-	700,312	Transportation Fund for bus purchases
Total 99100 - Interfund Transfers	4,781,812	4,781,812	1,240,000	6,021,812	
Total Expenditures	243,949,478	243,996,253	3,361,225	247,357,478	
Ending Reserves and Fund Balance					
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	
Total Reserves and Fund Balance	17,896,381	17,734,550	(250,340)	17,484,210	
Total Expenditures, Reserves and Fund Balance	261,845,859	261,730,803	3,110,885	264,841,688	

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

CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
Estimated Revenues					
Local Revenues					
Tuition - Summer School	150,000	150,000	-	150,000	
Tuition - Credit Recovery	7,500	7,500	2,000	9,500	Based on projected collections
Total Local Revenues	157,500	157,500	2,000	159,500	
Total Revenues	157,500	157,500	2,000	159,500	
Beginning Fund Balance	185,385	151,686	-	151,686	Projected fund balance as of 6/30/2017
Total Available Funds	342,885	309,186	2,000	311,186	
Expenditures (Appropriations)					
71100 - Regular Instruction					
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	
Total 71100 - Regular Instruction	183,796	184,321	46,458	230,779	
72310 - Board of Education					
Trustee's Commission	1,600	1,600	-	1,600	
Total 72310 - Board of Education	1,600	1,600	-	1,600	
72410 - Office of the Principal					
Salaries	9,400	9,400	-	9,400	
Employee Benefits	1,570	1,570	-	1,570	
Total 72410 - Office of the Principal	10,970	10,970	-	10,970	

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

CMCSS

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

Clarksville-Montgomery County School System Child Nutrition Fund Budget
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	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Amended Budget
<i>Estimated Revenues</i>				
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
Total Available Funds	22,382,380	22,382,380	644,002	23,026,382

Actual fund balance as of 6/30/16

Clarksville-Montgomery County School System Child Nutrition Fund Budget
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CMCSS

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Amended Budget
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Expenditures (Appropriations)

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Amended Budget	
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	
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	
Total 73100 - Food Service	17,108,382	17,108,382	28,443	17,136,825	
Total Expenditures	17,108,382	17,108,382	28,443	17,136,825	
Ending Fund Balance	5,273,998	5,273,998	615,559	5,889,557	Projected fund balance at 6/30/17
Total Expenditures and Fund Balance	22,382,380	22,382,380	644,002	23,026,382	

Clarksville-Montgomery County School System Transportation Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<u>Estimated Revenues</u>					
<u>Local Revenues</u>					
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	
Total Local Revenues	2,081,575	2,081,575	35,000	2,116,575	
<u>State Revenues - BEP</u>					
Basic Education Program	10,055,000	10,055,000	-	10,055,000	
Total State Revenues - BEP	10,055,000	10,055,000	-	10,055,000	
<u>Federal Revenues</u>					
Educ. of the Handicapped Act	1,282,915	1,282,915	-	1,282,915	
Total Federal Revenues	1,282,915	1,282,915	-	1,282,915	
<u>Non-Revenue Sources</u>					
Operating Transfers	-	-	1,240,000	1,240,000	Funding for bus purchases
Total Non-Revenue Sources	-	-	1,240,000	1,240,000	
Total Revenues	13,419,490	13,419,490	1,275,000	14,694,490	
Beginning Fund Balance	1,830,886	2,218,775	-	2,218,775	Projected fund balance as of 6/30/17
Total Available Funds	15,250,376	15,638,265	1,275,000	16,913,265	

Clarksville-Montgomery County School System Transportation Fund Budget

	2016-2017 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<u>Expenditures (Appropriations)</u>					
72310 - Board of Education					
Trustee's Commission	41,500	41,500	-	41,500	
Total 72310 - Board of Education	41,500	41,500	-	41,500	
72710 - Transportation					
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	
Total 72710 - Transportation	14,721,247	14,703,121	1,422,729	16,125,850	
Total Expenditures	14,762,747	14,744,621	1,422,729	16,167,350	
Ending Fund Balance	487,629	893,644	(147,729)	745,915	Projected fund balance as of 6/30/17
Total Expenditures and Fund Balance	15,250,376	15,638,265	1,275,000	16,913,265	

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 10th 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 10th day of April, 2017

Sponsor 
Commissioner 
Approved 
County Mayor

Attest _____
County Clerk

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

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 trap/skeet shooting range" would be limited to the targeting of skeets, clay-targets or traps by shotguns; and

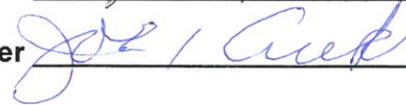
WHEREAS, an "outdoor trap/skeet-shooting range" would permit only the discharge and use of shotguns and explicitly prohibit the discharge and use of rifles and pistols; and

WHEREAS, an "outdoor trap/skeet-shooting range" shall comply with all Federal and State firearm and safety regulations; and

WHEREAS, an "outdoor trap/skeet-shooting range" 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 trap/skeet-shooting range" as a "use with conditions" in the AGC, Agricultural Commercial District, and 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.

Sponsor 
Commissioner 
Approved _____
County Mayor

Attested: _____
County Clerk

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

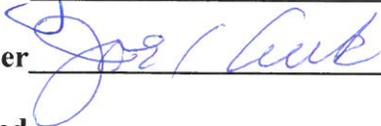
WHEREAS, bonds issued to fund the Project were not sufficient to cover the additional costs of the Project; and

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 10th 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 10th day of April, 2017.

Sponsor 
 Commissioner 
 Approved _____
County Mayor

Attested _____
County Clerk

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.

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

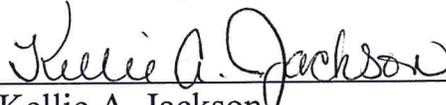
Jose Pagan Barnecett is nominated to replace Alonzo Giles (who resigned) as a part-time position; term to expire March, 2018.

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



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
 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
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

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
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



**MONTGOMERY
COUNTY**
TENNESSEE

Montgomery County Government
Building and Codes Department

Phone
931-648-5718

350 Pageant Lane Suite 309
Clarksville, TN 37040

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
 TOTAL REVENUE:	 \$523,946.30

RS/bf

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



**MONTGOMERY
COUNTY**
TENNESSEE

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
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TOTAL TAXES RECEIVED:	\$663,500.00
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<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

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.

John S. Fuson

***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*.

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.

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:

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.

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.

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.

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)

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.

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

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.

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:

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

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

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

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.

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.

- 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.

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.

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.

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

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"

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.

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.

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-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: _____

Clarksville/Montgomery County Sales Tax Distribution Monthly Comparison Report

FY 2007-2008 Totals	\$	11,068,305.39	\$	31,260,284.87	\$	2,902,417.86	\$	45,231,008.12
FY 2008-2009 Totals	\$	11,282,434.89	\$	31,923,859.91	\$	2,964,819.92	\$	46,171,114.72
FY 2009-2010 Totals	\$	11,762,260.45	\$	33,293,704.75	\$	3,092,203.01	\$	48,148,168.21
FY 2010-2011 Totals	\$	12,160,832.28	\$	34,564,521.72	\$	3,212,146.92	\$	49,937,500.92
FY 2011-2012 Totals	\$	14,489,406.12	\$	40,622,715.82	\$	3,767,656.08	\$	58,879,778.02
FY 2012-2013 Totals	\$	13,594,753.04	\$	38,301,020.55	\$	3,554,853.25	\$	55,450,626.84
FY2013-2014 Totals	\$	13,814,065.84	\$	38,862,274.65	\$	3,606,181.55	\$	56,282,522.04
FY2014-15 Totals	\$	14,858,237.03	\$	42,383,019.92	\$	3,250,983.25	\$	60,492,240.20
FY2015-16 Totals	\$	16,056,308.82	\$	46,365,733.92	\$	155,485.94	\$	62,577,528.68
FY 2016-17 by Month		City of Clarksville		School Operations		School Debt Service		Total Monthly Sales Tax
July (<i>actual</i>)	\$	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							\$	-
TOTALS	\$	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	\$ 4,969,328.68	\$ 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 Unites States already show signs of turning brown." Paul Krugman "Without a radical change in economic policy in both the Unites States and Europe, the likiest 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

FISCAL YEAR	EVENT
2007-2008	Presidential Election/Housing Crisis/Banking/Stock Market/Interest Rates Decline/"The Big
2007-2008	Operation Enduring Freedom
9/2008	\$200 Bill. Federal Bailout of Fannie & Freddie, Lehman Chap.11, Merrill bought by BofA, AIG loaned \$851