



Clarksville Gas

PUBLIC AWARENESS PRESENTATION



OUTLINE



- Bottom Line
- Who we are
- Natural Gas 101
- 5 Steps to Safer Digging - video
- What to Do
- Resources
- Gas Department Points of Contact (POCs)





BOTTOM LINE



BOTTOM LINE UP FRONT (BLUF):

- The Gas Division is required by federal regulation to establish liaison relationships and maintain open lines of communication with Stakeholders. **(YOU)**
- Recommended Occurrence: **3 year**
- Although this is a regulatory requirement, this should be a common sense engagement regardless of the regulation.





NATURAL GAS 101



HISTORICAL USES:

- 500 B.C – Gas seeping from ground, transported with bamboo in China
- 1875 – First commercially manufactured from coal for lighting in Britain
- 1816 – First manufactured use in the US, in Baltimore, MD
- 1821 – First US well dug and Distribution Company formed in Fredonia, NY
- 1836 – First municipally owned distribution company in Philadelphia, PA
- 1950s – Clarksville gets gas...





NATURAL GAS 101



TRACK RECORD:

- Today – More than 900 Public Gas Utilities operate within the US
- One of the Cleanest, Safest, AND Most Useful of all energy sources
- More than 50% of the energy consumed by residential and commercial customers
- 41% of the energy used by US industry
- 99% of natural gas used in US comes from North America
- Outstanding safety record for a 2 Million mile underground pipeline



NATURAL GAS 101

BASIC FACTS:

- Non-toxic
 - BUT** – Can cause suffocation by displacing all of the air in a room
 - Lighter than Air – Will fill room from top to bottom
- Odorless – undetectable unaided
 - An odorant called Mercaptan is added to give it a sulfur “**rotten egg**” smell
- Will not ignite without right conditions: Fuel, Air, Heat (ignition source)
 - Flammability: Fuel-to-air mixture of approx. 5% - 15%
 - **Rich** - too much gas (>15%) & **Lean** - too much air (<5%)
 - Ignition temp: **1100°F – 1200°F**
 - Sources: Pilot lights, flint sparks, matches, sparks from electronic devices/switches (**Cell Phones, Radios, Flashlights**)



NATURAL GAS 101

IDENTIFY ABNORMAL CONDITION: Threat to life or property

- SMELL:
Rotten Egg odor!
 - An odor inside or outside **MUST** be reported immediately and investigated by the proper entity
- SIGHT:
Dead vegetation out of place or bubbling in standing water above a buried gas line; dust blowing up from the ground
- SOUND:
Hissing sound near a gas line or appliance in conjunction with odor





NATURAL GAS 101



PREVENT ACCIDENTAL IGNITION:

- Smoking and open flames:
Should be prohibited:
 - In structures or areas containing Natural Gas facilities where potential leaks or presence of gas is possible
 - In the open when a combustible mixture of gas-to-air is possibility
- SPARKS: Temp range of **1500°F to 9000°F**
Hot enough to cause an accidental ignition
 - Portable electric power tools & equipment
 - Combustion engines (trucks, heavy equipment, generators)
 - Switches toggled ON or OFF
 - Static electricity (plastic pipe, shoes)

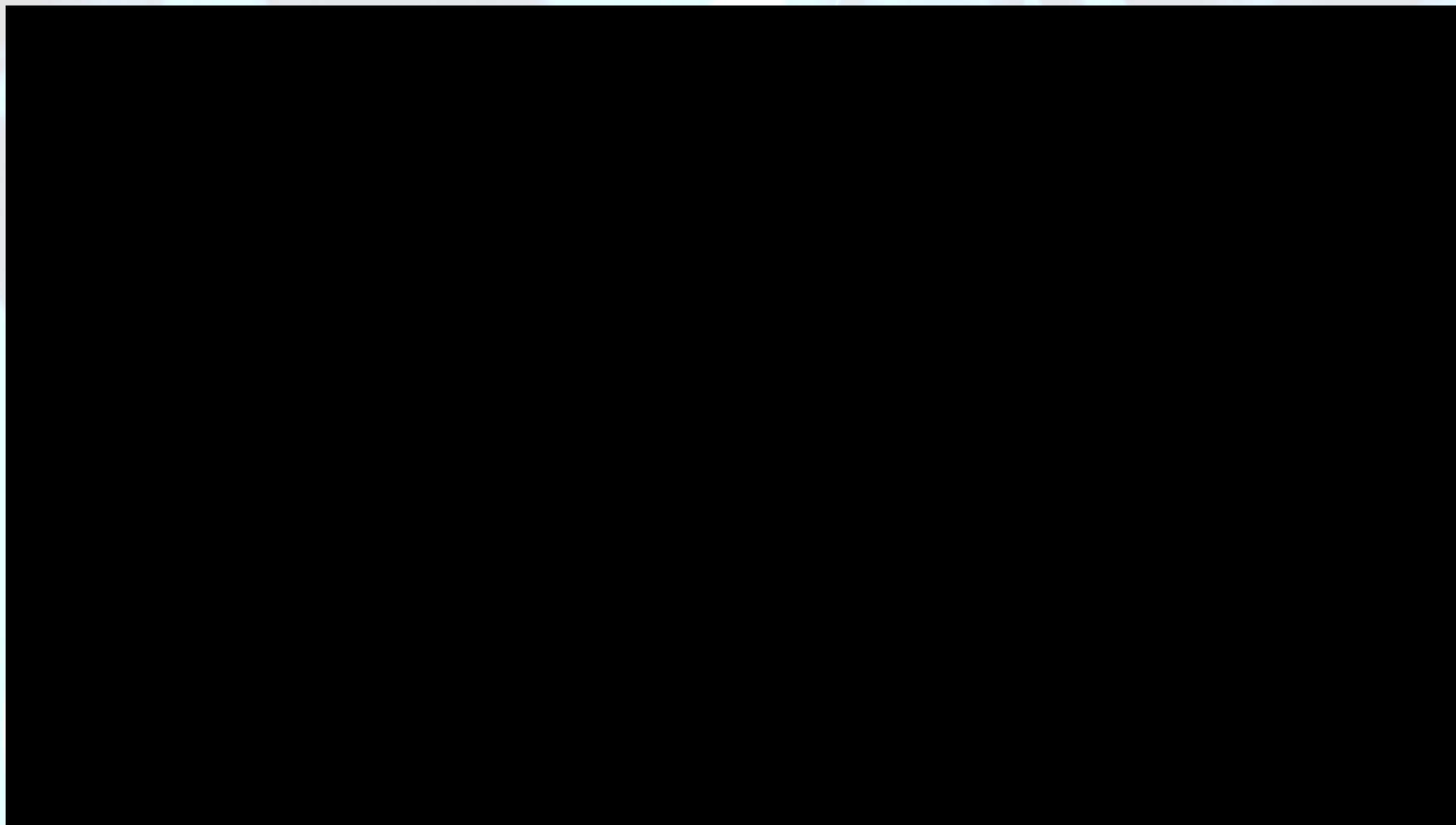




Know what's below.
Call before you dig.

VIDEO


Clarksville
Gas





Know what's below.
Call before you dig.

WHAT TO DO



HAVE A PROJECT:

- The **same procedure** applies for homeowners as contractors
 - Call **811** before you dig!
 - Wait before you **DIG**
 - Dig **CAREFULLY**

IF YOU SMELL GAS:

- **Evacuate** Area
 - Get to safety **FIRST**
- CALL **911**
- Call Gas Department:
 - **931.645.7422**
Business hours (8am-4:30pm)
 - **931.645.0116**
Holidays, weekends, etc.





Know what's below.
Call before you dig.

WEB RESOURCES



- City of Clarksville Gas Department
 - <http://www.cityofclarksville.com/index.aspx?page=515>
- APGA – American Public Gas Association
 - <https://www.apga.org/home>
- State One Call
 - <http://www.tenn811.com/>
- GPSD – Gas Pipeline Safety Division [TPUC]
 - <https://www.tn.gov/tpuc/divisions/gas-pipeline-safety-division.html>
- PHMSA – Pipeline and hazardous Material Safety Administration [USDOT]
 - <https://www.phmsa.dot.gov/>





POINTS OF CONTACT



- CLARKSVILLE GAS DIVISION: [931.645.7422]
 - Gas and Water General Manager: **Pat Hickey** [ext. 1001]
 - Gas and Water Safety Manager: **Bronson Gibbs** [ext. 1406]
 - Gas Division Manager: **Stephanie Burd** [ext. 1500]
 - Gas Division Assistant Manager: **Mark Riggins** [ext. 1502]
 - Gas Division Compliance Manager: **Brandon Thomas** [ext. 1509]



QUESTIONS



**Know what's below.
Call before you dig.**

??


**Clarksville
Gas**



INFORMAL COMMISSION MEETING AGENDA

DECEMBER 3, 2018

CITIZENS TO ADDRESS THE COMMISSION

Barry Schmittou – Regarding IDB’s Relationship to Chamber and County Government

CALL TO ORDER - Mayor Durrett

PRESENTATION

Kimberly Wiggins, Trustee – Quarterly Hotel/Motel Report

RESOLUTIONS

- 18-12-1:** Resolution to Accept from the Administrative Office of the Courts (AOC), Court Security Grant Program, Funds in the Amount of \$150,000 to Help with Renovating the Security at the Montgomery County Courts Center
- 18-12-2:** Resolution Amending the Budget of the Montgomery County Parks & Recreation Department for the Reclassification of Existing Employees

REPORTS

1. County Mayor Nominations – Mayor Durrett

REPORTS FILED

1. Minutes from November 13, 2018
2. Notary List
3. 2018 County Courtroom Security Report

OLD BUSINESS

NEW BUSINESS

ANNOUNCEMENTS

ADJOURN

Public Participation at County Commission Meetings
(Request to Appear before the Board of Commissioners)

This form must be completed and returned to the County Mayor at least 72 hours before the date of the informal monthly meeting at which you wish to speak. The informal monthly meeting is on the first Monday of each month at 7:00 p.m. unless that Monday is a holiday. If that occurs, the informal meeting will take place the following Tuesday.

Unless you are notified to the contrary, you will be placed on the agenda subject to the following rules:

1. Time limit of presentation will not exceed three (3) minutes.
2. Subject matter should be limited to issues, without reference to personalities.
3. Presentation will be in consonance with good taste and decorum befitting the occasion and dignity of the county commission meeting.
4. The chairman may interrupt or terminate a presentation when it is too lengthy, personally directed, abusive, obscene or irrelevant.
5. The chairman may limit the number of individuals who will be recognized to speak on one side of any given issue. The number of presentations to be made at any given county commission meeting may also be limited in the discretion of the chairman.
6. A brief outline of the presentation and its relationship to the business of the county commission must be included with this request form.

Name Barry Schmittou

Address 2402 Old Ashland City Rd.

Telephone 931-249-7449

Subject Matter – Trying to understand the Industrial Development Board and its relationship to the Chamber of Commerce and the County Government and does the IDB have salaried persons. If so who pays the salary, and why are their meetings with businesses they are recruiting kept secret and the public is never aware until the business decides they want to come here.

Individual or organization (if any) you represent - Self

Address - 2402 Old Ashland City Rd.

Signature Barry Schmittou

Date 11/30/18

Please email to dlgentry@montgomerycountyttn.org
or Fax to 553-5177, attention Debbie Gentry

Trustee's Hotel/Motel Occupancy Tax Audit Plan

*Kimberly B. Wiggins, MBA
Montgomery County Trustee
December 3, 2018*

Overview

- ❖ There are currently 44 establishments to be audited
- ❖ To meet requirement, 11 will be audited each quarter
- ❖ The audit cycle will be rotated so that each Hotel/Motel is audited for a full year every 4 years

First Year Audit Schedule

Audit to be Completed	Months to Audit
4 th Quarter 2018	January – September 2018
1 st Quarter 2019	January – December 2018
2 nd Quarter 2019	January – March 2019
3 rd Quarter 2019	January – June 2019

Documentation- Provided By Hotel/Motel

- ✓ Worksheets supporting preparation of returns
- ✓ Registration records and/or room rental contracts (folios)
- ✓ Lodging system records and reports (daily worksheets, monthly summary statistics)
- ✓ Balance Sheet and Profit & Loss
- ✓ Exemptions, revenue adjustments, and/or accounts receivable write-off supporting documentation
- ✓ Rooms out of service supporting documentation (renovation contractor invoices)
- ✓ Monthly franchise statements

Audit Process

- I. Verify Computations on Occupancy Tax Report Form (OTRF)
- II. Compare OTRF to State Sales Tax Report (Line 1) and indicate any variance using red, yellow, and green
- III. Compare OTRF to P & L
- IV. Compare OTRF to Hotel Statistics
- V. Internally, we will compare the monthly G/L Balance to the Excel Spreadsheet used for tracking payments



Audit Tracker

Hotel/Motel	Date of Audit	Verify OTRF Computations	OTRF to Sales Tax Report (Line 1)	OTRF to P&L	OTRF to Hotel Stats	Review Monthly Monitoring
CI	11/5/2018	x	x	X	X	X

Questions/Comments

Hotels/Motels

Hotel Code	Hotel/Motel Tax Audit Requests
CI	Comfort Inn
IS	Intown Suites
M6	Motel 6
WC	Winners Circle
AW	A&W Motel
GIS	Gateway Inn & Suites
ABVI	Americas Best Value Inn
CS	Candlewood Suites
MSS	Main Stay Suites
BI76	Baymont Inn & Suites- Hwy 76
BIHD	Baymont Inn & Suites- Holiday Dr
BWP	Best Western Plus
CRVP	Clarksville RV Park
CIS	Country Inn & Suites
CY	Courtyard
DIN	Days Inn North
DIC	Days Inn of Clarksville
EIS	Econolodge Inn & Suites
ETM	Edge of Town Motel
ER	Elite Residence
FI	Fairfield Inn
HIS	Hampton Inn & Suites
HGI	Hilton Garden Inn
H2S	Home 2 Suites
LQJ	La Quinta Inn
MSS	Mac Service
MSS	Main Stay Suites
MM	Meadow Motel
MIS	Microtel Inn & Suites
MI	Midtown Inn
OHM	Oak Haven Motel
QI4	Quality Inn Exit 4
RI	Ramada Inn
RL	Red Lion
RRI	Red Roof Inn
RI	Riverview Inn
RWIS	Rodeway Inn & Suites
SM	Skyway Motel
SCC	Spring Creek Campground
S8MH	Super 8 Motel- Holiday
S8MHU	Super 8 Motel- Huntco
TI	Travel Inn
VP	Value Place
WIS	Westgate Inn & Suites

**RESOLUTION TO ACCEPT FROM THE ADMINISTRATIVE OFFICE OF THE
COURTS (AOC), COURT SECURITY GRANT PROGRAM FUNDS IN THE
AMOUNT OF \$150,000 TO HELP WITH RENOVATING THE
SECURITY AT THE MONTGOMERY COUNTY
COURTS CENTER**

WHEREAS, Montgomery County Government would like to accept a grant from the Administrative Office of the Courts (AOC), Court Security Grant Program, to help with the renovation of security at the Montgomery County Courts Center; and

WHEREAS, the grant funds from the AOC will be used for the purpose of adding ballistic panels to the Clerk's area in the courtrooms, adding ballistic panels to one (1) bench on a 2nd floor multipurpose courtroom, and to purchase and install X-ray equipment and metal detectors to a third security lane at the main entrance to the building; and

WHEREAS, Montgomery County Government will be required to provide a 10% match to the grant, in the amount \$15,000 of which has been budgeted in the Capital Project fund 171 through the FY19 Appropriations Resolution 18-6-6; and

WHEREAS, the Montgomery County Engineer will oversee the receiving of the grant funds and renovation of security at the Montgomery County Courts Center.

NOW, THEREFORE, BE IT RESOLVED by the Montgomery County Board of Commissioners meeting in regular session on this 10th day of December, 2018, that this legislative body agrees to accept the \$150,000 grant with a 10% required match, for the specific purpose of renovating security at the Montgomery County Courts Center.

SECTION 1. Montgomery County hereby accepts the grant from the Administrative Office of the Courts, Court Security Grant Program, for the purpose herein stated and detailed below:

Other General Govt. Grants	171-91120-00000-91-46190-G0267	(\$135,000.00)
Other Capital Outlay	171-91120-00000-91-57990-G0267	\$150,000.00
Building Improvements	171-91120-00000-91-57070-TR267	(15,000.00)

Duly passed and approved this 10th day of December, 2018.

Sponsor



Commissioner



Approved

County Mayor

Attested

County Clerk

**RESOLUTION AMENDING THE BUDGET OF THE MONTGOMERY
COUNTY PARKS & RECREATION DEPARTMENT FOR THE
RECLASSIFICATION OF EXISTING EMPLOYEES**

WHEREAS, Montgomery County is one of the fastest growing communities in Tennessee and the Montgomery County Parks & Recreation Department and the County Commission wish to continue to efficiently and effectively meet the needs of the citizens of Montgomery County; and

WHEREAS, the Montgomery County Parks & Recreation Department workload has significantly increased as the size and number of parks within Montgomery County Government has increased; and

WHEREAS, Tennessee Code Annotated §5-9-407 provides a procedure for amending the budget, specifically providing that, “the budget, including line items and major categories, may be amended by passage of an amendment by a majority of the members of the county legislative body;” and

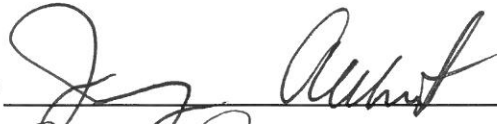
WHEREAS, the Montgomery County Parks & Recreation Department has identified a need for additional funds to balance current budget on personnel to meet the needs of the department which will cost an additional \$3,545.00.

NOW, THEREFORE, BE IT RESOLVED by the Montgomery County Board of Commissioners assembled in regular session on this 10th day of December 2018, that the Montgomery County Parks & Recreation Department’s Fiscal Year 2019 operating budget is hereby amended as follows:

101-56700-00000-56-51030	Assistant(s)	(\$23,700.00)
101-56700-00000-56-51620	Clerical Personnel	\$ 4,930.00
101-56700-00000-56-51670	Maint. Personnel	\$18,050.00
101-56700-00000-56-52010	Social Security	\$ 1,425.00
101-56700-00000-56-52010	State Retirement	\$ 2,505.00
101-56700-00000-56-52120	Employer Medicare	<u>\$ 335.00</u>
Additional Funds Needed		<u>\$ 3,545.00</u>

Duly approved this 10th day of December 2018.

Sponsor



Commissioner



Approved

County Mayor

Attested

County Clerk

COUNTY MAYOR NOMINATIONS

DECEMBER 10, 2018

PUBLIC BUILDING AUTHORITY

6-year term

Commissioner Larry Rocconi nominated to fill the unexpired term of Minerva Harris; term to expire December 2019.

REGIONAL PLANNING COMMISSION

4-year term

Bryce Powers nominated to serve another four-year term to expire January 2023.

COUNTY COMMISSION MINUTES FOR

NOVEMBER 13, 2018

SUBMITTED FOR APPROVAL DECEMBER 10, 2018

BE IT REMEMBERED that the Board of Commissioners of Montgomery County, Tennessee, met in regular session on Tuesday, November 13, 2018, 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	David Harper	Lisa L. Prichard
Joshua Beal	Arnold Hodges	Chris Rasnic
Loretta J. Bryant	Garland Johnson	Rickey Ray
Brandon Butts	Charles Keene	Larry Rocconi
Carmelle Chandler	Jason D. Knight	Joe Smith
Joe L. Creek	Rashidah A. Leverett	Tangi C. Smith
John M. Gannon	James R. Lewis	Walker R. Woodruff

PRESENT: 21

ABSENT: None

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

The minutes of the October 8, 2018, meeting of the Board of Commissioners, were approved.

The following Resolutions were Adopted:

- CZ-22-2018** Resolution of the Montgomery County Board of Commissioners Amending the Zone Classification of the Property of Thomas N. Bateman Gregory Plummer c/o Thomas N. Bateman
- CZ-23-2018** Resolution of the Montgomery County Board of Commissioners Amending the Zone Classification of the Property of Frank S. Stuard Jr.
- 18-10-13** Resolution Consenting to the Industrial Development Board of the County of Montgomery Negotiating and Accepting Payments in Lieu of Ad Valorem Tax with Respect to a Certain Project in Montgomery County, Tennessee, and Finding that Such Payments are Deemed to be in Furtherance of the Public Purposes of the Board as Defined in Tennessee Code Annotated Section 7-53-305
- 18-11-1** Resolution to Establish a Committee to Govern and Make Recommendations for the Montgomery County Public Safety Training Complex
- 18-11-2** Resolution Authorizing the Use of Funds Received from Avanti Corporation for Air Monitoring Facilities in the Industrial Park
- 18-11-3** Amended Resolution Authorizing the Clarksville-Montgomery County Industrial Development Board to Develop a Forty-Acre Pad Ready Site in the Industrial Park
- 18-11-4** Resolution to Amend the Community Corrections Budget for the Purchase of a Vehicle Not to Exceed \$25,000

The following Resolution was Deferred to the January 14th meeting:

- CZ-24-2018** Resolution of the Montgomery County Board of Commissioners Amending the Zone Classification of the Property of Maude C. Powers, Etal

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

Reports Filed:

1. Report on Debt Obligation – CMCSS Computer Lease
2. Building & Codes Monthly Report
3. Driver Safety Report – July thru September, 2018
4. MCSO's Request to Amend Budget Letter
5. Accounts & Budgets Monthly Report
6. Trustee's Report

Nominating Committee Nominations Approved:

JAIL AND JUVENILE COMMITTEE

2-yr term

Commissioner Josh Beal nominated to fill the unexpired term of Ron Sokol; term to expire January, 2019.

Commissioner Jason Knight nominated to fill the unexpired term of Joe Weyant; term to expire January, 2019.

Commissioner Chris Rasnic nominated to fill the unexpired term of Martha Brockman; term to expire January, 2020.

Commissioner Rashidah Leverett nominated to fill the unexpired term of Tommy Vallejos; term to expire January, 2020.

SCHOOL LIAISON COMMITTEE

2-yr term (max 4 yrs)

In Geographical Area (#3), Commissioner Loretta Bryant nominated to fill the unexpired term of Wallace Redd; term to expire January, 2020. (Select from Commission Districts 6, 7, 13 and 16)

In Geographical Area (#5), Commissioner Carmelle Chandler nominated to fill the unexpired term of John Genis; term to expire January, 2019. (Select from Commission Districts 8, 9, 10, 11 and 12)

Mayor Nominations Approved:

COMMUNITY CORRECTIONS ADVISORY BOARD

2 & 3-yr terms

Commissioner Garland Johnson nominated to serve another three-year term to expire November, 2021.

EMERGENCY MEDICAL SERVICES

3 yr term

Commissioner Jason Knight nominated to fill the unexpired term of Martha Brockman; term to expire July, 2021.

Commissioner Chris Rasnic nominated to replace Wallace Redd for a three-year term to expire July, 2021.

FIRE PROTECTION COMMITTEE

3 yr term

Commissioner Joe Smith nominated to replace Robert Nichols for a three-year term to expire July, 2021.

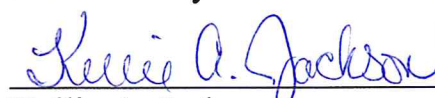
VETERANS SERVICE ORGANIZATION

4-yr term

Commissioner James Lewis has been filling an unexpired term and is now eligible to serve his first full four-year term to expire November, 2022.

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 December 10, 2018

NAME	HOME ADDRESS AND PHONE	BUSINESS ADDRESS AND PHONE
1. S G ABADIA CHAPMAN	1196 COUNTRY FIELDS LN CLARKSVILLE TN 37040 931 933 0585	330 PAGEANT LN CLARKSVILLE TN 37040 931 648 7288
2. KIM ALLEN	2088 MEMORIAL DR CLARKSVILLE TN 37043 931 551 3922	201 BRITTON SPRINGS RD CLARKSVILLE TN 37042 931 647 3814
3. PAIGE H BARBEAULD	3796 MCALLISTER DR CLARKSVILLE TN 37042 615 268 9187	109 SOUTH 3RD STREET CLARKSVILLE TN 37040 931 552 6656
4. ROBERT WESLEY BROWN	205 KATHLEEN COURT CLARKSVILLE TN 37043 931-237-4345	2204 MADISON ST CLARKSVILLE TN 37043 931 503 1921
5. CINDY A BROWNING	2200 DOTSONVILLE RD CLARKSVILLE TN 37042 931-647-8840	701 PROVIDENCE BLVD CLARKSVILLE TN 37042 931-647-8814
6. SARA CREWS	4429 IRONHORSE WAY CLARKSVILLE TN 37040 931 553 3316	2050 LOWES DR CLARKSVILLE TN 37040 931 431 2273
7. JOHN DAIGLE	1671 FT CAMPBELL BLVD APT X5 CLARKSVILLE TN 37042 931 542 8095	1598 FT CAMPBELL BLVD CLARKSVILLE TN 37042 931 552 8698
8. DIANE DELVALLE	3836 HARVEST RIDGE CLARKSVILLE TN 37040 931-561-6032	1579 FT. CAMPBELL BLVD CLARKSVILLE TN 37042 931-551-3071
9. JADA DOWLEN	3406 LAURELWOOD TRL CLARKSVILLE TN 37043 615 430 3973	3130 TOM AUSTIN HWY SPRINGFIELD TN 37172 6153842484
10. KRISTY ENGLE	2222 ROBIN DR CLARKSVILLE TN 37042 931 274 6990	1001 S RIVERSIE DR CLARKSVILLE TN 37040 931 274 6990
11. TERESA G EZELL	1 LUCY LN CLARKSVILLE TN 37043 931 801 7056	529 N 2ND ST CLARKSVILLE TN 37040 931 368 0001
12. NOELIA FERNANDEZ	300 MARYS OAK DR CLARKSVILLE TN 37042 845 287 9760	100 PROFIT DR CLARKSVILLE TN 37042 931 263 6500

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 December 10, 2018

NAME	HOME ADDRESS AND PHONE	BUSINESS ADDRESS AND PHONE
13. JOHN M GANNON	586 BRISTOL COURT CLARKSVILLE TN 37043 931-552-4691	212 MADISON ST CLARKSVILLE TN 37040 931-552-0110
14. A STARR GEARHART	1897 MADISON ST APT D55 CLARKSVILLE TN 37043 270 777 6645	2315 MADISON ST CLARKSVILLE TN 37043 931 553 4598
15. A TODD HARVEY	118 CHICKASAW DR CLARKSVILLE TN 37043 931 64245320	529 N SECOND ST CLARKSVILLE TN 37040 931 6473501
16. LATOYA JONES	621 TINY TOWN RD APT 1901 CLARKSVILLE TN 37042 847-804-0499	1430 MADISON ST CLARKSVILLE TN 37040 9319201520
17. MELISSA A KENNEDY	2903 PRINCE DR CLARKSVILLE TN 37043 931 358 9408	4235 GUTHRIE HIGHWAY CLARKSVILLE TN 37040 931 647 3308
18. MICHELE LIPINSKI	713 SUPERIOR LANE CLARKSVILLE TN 37043 412 720 7687	1430 MADISON STREET CLARKSVILLE TN 37040 931 920 1544
19. PAMELA P. MCBRIDE	205 BRITTON SPRINGS RD CLARKSVILLE TN 37042 931 542 6316	201 BRITTON SPRINGS RD CLARKSVILLE TN 37042 931 647 3814
20. WILLIAM MCCONNELL	925 TINY TOWN RD #37A CLARKSVILLE TN 37042 478-217-1575	
21. JENNIFER MILAUCKAS	3675 SANGO RD CLARKSVILLE TN 37043 931 980 1609	1249 PARADISE HILL RD CLARKSVILLE TN 37040 931 647 6333
22. AMY J ORTON	761 GHOLSON RD CLARKSVILLE TN 37043 931 358 0250	495 DUNLOP LANE CLARKSVILLE TN 37043 9316487173
23. MICHAEL PARKER	2740 TRENTON RD APT 302 CLARKSVILLE TN 37040 931 809 0023	109 S 3RD ST CLARKSVILLE TN 37040 931 552 6656
24. JACQUELINE R PERRY	1241 HUTCHESON LAND CLARKSVILLE TN 37040 931 980 9910	251 WARFIELD BLVD CLARKRANGE TN 37043 931-552-0200
25. MELLANIE D RAMSEY	119 WHITEHALL DR CLARKSVILLE TN 37042 828 390 1927	128 N SECOND ST SUITE 205 CLARKSVILLE TN 37042 931 551 9131

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 December 10, 2018

NAME	HOME ADDRESS AND PHONE	BUSINESS ADDRESS AND PHONE
26. SHARON SOFIA	1353 BLUE BONNET DR CLARKSVILLE TN 37042 973 332 0431	1598 FORT CAMPBELL BLVD CLARKSVILLE TN 37043 931 552 8699
27. WESLEY SUMNER	2903 WINN MOR DR CLARKSVILLE TN 37043 931-801-1711	400 FRANKLIN ST CLARKSVILLE TN 37043 9316487139
28. ASHLEY N WEILER	1460 DOTSONVILLE RD LOT 24 CLARKSVILLE TN 37042 931 218 5373	128 N SECOND ST CLARKSVILLE TN 37040 931 503 9089
29. JANICE M WEYANT	314 MEADOWGREEN DRIVE CLARKSVILLE TN 37040 931 401 0222	601 COLLEGE ST CLARKSVILLE TN 37044 931 221 7398
30. TAMARA L WHITESIDE	565 BRIARWOOD DR CLARKSVILLE TN 37040 931 561 1217	1770 HAZELWOOD RD CLARKSVILLE TN 37042 931 802 6790
31. PATRICIA R WILSHIRE	311 IRENE DR CLARKSVILLE TN 37043 931 542 2257	308 SOUTH SECOND ST CLARKSVILLE TN 37040 931 552 1480
32. AMANDA B WOODY	3010 OAK RIDGE RD PALMYRA TN 37142 931 206 1530	1957 MADISON ST CLARKSVILLE TN 37043 931 274 7520



Administrative Office of the Courts

Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 532-9481

DEBORAH TAYLOR TATE
Director

MEMORANDUM

TO: All Presiding Judges

FROM: Michelle Consiglio-Young
Assistant General Counsel/Legislative Liaison
Legal Division

DATE: October 10, 2018

RE: 2018 County Courtroom Security Report



Pursuant to T.C.A. § 16-2-505(d), every county legislative body shall report to the Administrative Office of the Courts each year by December 1 any action taken to meet the security needs of the courts within that county. The Administrative Office of the Courts is required to report this information to the General Assembly no later than January 15 of each year.

On September 27, 2018, a memo along with the following attached documents were sent to county mayors/executives, sheriffs, and certain court officials: a copy of the T.C.A. § 16-2-505(d), the Minimum Courtroom Security Standards (updated standards are highlighted) adopted by the Tennessee Judicial Conference and approved by the Tennessee General Sessions Judges Conference (revised February 2018), and the updated 2018 Court Security Report Form. We have asked that each county submit only one report and base their report responses on the new Minimum Courtroom Security Standards that were revised and forwarded to them in February. We ask that you work with your county mayors/executives, sheriffs, court officials, and courtroom security committees to complete the County Courtroom Security Report and return it to the AOC no later than **December 1, 2018.**

We very much appreciate your assistance. If you have questions, please contact me at (615) 741-2687 or michelle.consiglio-young@tncourts.gov. Also, in an effort to collect the most current information on this subject, please let us know if you have comments or suggestions for the content of the survey questions in the future.

Enclosures



Administrative Office of the Courts

Nashville City Center, Suite 600

511 Union Street

Nashville, Tennessee 37219

615 / 741-2687 or 800 / 448-7970

FAX 615 / 532-9481

DEBORAH TAYLOR TATE

Director

MEMORANDUM

TO: All County Mayors / Executives / Sheriffs / Court Officials

FROM: Michelle Consiglio-Young
Assistant General Counsel/Legislative Liaison
Legal Division

DATE: September 27, 2018

RE: 2018 County Courtroom Security Report



Pursuant to T.C.A. § 16-2-505(d), every county legislative body shall report to the Administrative Office of the Courts each year by December 1 any action taken to meet the security needs of the courts within that county. The Administrative Office of the Courts is required to report this information to the General Assembly no later than January 15 of each year.

As a reminder, pursuant to T.C.A. § 16-2-505(d)(2), each county shall establish a court security committee composed of the county mayor, sheriff, district attorney general, the presiding judge of the judicial district, and a court clerk from the county to be designated by the presiding judge.

To assist you in your preparation of this year's report, we have enclosed a copy of T.C.A. § 16-2-505(d), a copy of the new Minimum Security Standards (updated standards are highlighted) adopted by the Tennessee Judicial Conference and approved by the Tennessee General Sessions Judges Conference (revised February 2018), and a Court Security Report Form to complete for filing this year's report. **You may scan and return this form by email to Ceesha.Lofton@tncourts.gov, by fax to (615) 741-6285, or by mail to: Administrative Office of the Courts, Attn: Ceesha Lofton, Nashville City Center, 511 Union Street, Suite 600, Nashville, TN 37219.**

Please note that there have been significant updates to the reporting forms to coincide with the new Minimum Courtroom Security Standards that were revised and forwarded to you in February. All responses to the report questions should be based on the new Minimum Security Standards. For your convenience, we have added the corresponding standard (MCSS # X) to each subheading of the reporting forms.

T.C.A. § 16-2-505(d) requires the counties to report measures taken to meet those Minimum Security Standards; however, we request that you review your Minimum Court Security Procedures as well to assure that you are meeting the security needs in your county. Also, in an effort to collect the most pertinent information on this subject, please let us know if you have comments regarding the questions in the current survey or suggestions on the content of future surveys.

**We are requesting that this report be in our office no later than
December 1, 2018.**

It is also imperative that the representative preparing and submitting the report answers each question completely and consults all parties involved in courtroom security matters to be sure that only one (1) report is submitted per county and contains the information for all courthouses in your county. Multiple report submissions skew our results and will not portray an accurate picture of each county's security needs.

If I can be of further assistance, please contact me at (615) 741-2687.

Enclosures

cc: Presiding Judges

West's Tennessee Code Annotated
Title 16. Courts
Chapter 2. Judicial Divisions and Districts
Part 5. Trial Courts

T. C. A. § 16-2-505

§ 16-2-505. Judges; elections; staff, space, facilities and security needs

Effective: August 11, 2009

Currentness

(a) In any judicial district in which § 16-2-506 requires the election of an additional judge, the election shall occur in August of that year. The qualified voters of the judicial district in which the election is required shall elect a person to the office of judge for that district. That person shall possess the same qualifications, powers and duties and shall receive the same compensation, payable in the same manner, benefits, emoluments and dignity of office as is required or provided by law for other judges.

(b)(1) If the election occurs in 1984, 1986, or 1988, the person elected shall hold office until September 1, 1990, and until that person's successor is elected and qualified. Thereafter, a judge shall be elected for an eight-year term. At the regular August election in 1990, the qualified voters of all judicial districts required by § 16-2-506 to elect an additional judge in such year shall elect a person to such office for a full eight-year term. The person elected in 1990 as an additional judge for each such district shall possess the same qualifications, powers and duties and shall receive the same compensation, payable in the same manner, benefits, emoluments and dignity of office as is required or provided by law for other circuit court judges.

(2) If the election occurs in 1992, 1994, or 1996, the person elected shall hold office until September 1, 1998, and until the person's successor is elected and qualified. Thereafter, a judge shall be elected for an eight-year term. At the regular August election in 1998, the qualified voters of all judicial districts required by § 16-2-506 to elect an additional judge in 1992, 1994, 1996 or 1998 shall elect a person to such office for a full eight-year term. The person elected in 1998 shall possess the same qualifications, powers and duties and shall receive the same compensation, payable in the same manner, benefits, emoluments and dignity of office as is required or provided by law for other circuit court judges or chancellors.

(3) If the election occurs in 2000, 2002, or 2004, the person elected shall hold office until September 1, 2006, and until the person's successor is elected and qualified. Thereafter, a judge shall be elected for an eight-year term. At the regular August election in 2006, the qualified voters of all judicial districts required by § 16-2-506 to elect an additional judge in 2000, 2002, 2004 or 2006 shall elect a person to such office for a full eight-year term. The person elected in 2006 shall possess the same qualifications, powers and duties and shall receive the same compensation, payable in the same manner, benefits, emoluments and dignity of office as is required or provided by law for other circuit court judges or chancellors.

(4) Any vacancy occurring in the office of one (1) of the circuit court judges elected pursuant to § 16-2-506 shall be filled as provided by law.

(c) Upon the election of a judge pursuant to § 16-2-506, there is created the position of secretary for that judge. The judge shall select a suitable person to fill the position of secretary and that person shall receive the same compensation, payable in the same manner, as is provided by law for the secretary of the other judges in the district. The secretary shall perform the duties assigned by the judge.

(d)(1) It is the responsibility of the counties comprising the judicial district to provide a judge elected pursuant to § 16-2-506 with sufficient space and facilities in which to conduct the business and duties of the court.

(2) Each county shall establish a court security committee composed of the county mayor, sheriff, district attorney general, the presiding judge of the judicial district and a court clerk from the county to be designated by the presiding judge, for the purpose of examining the space and facilities to determine the security needs of the courtrooms in the county in order to provide safe and secure facilities.

(3) Upon completion of the examination of security needs, the following procedure shall be followed:

(A) The administrative office of the courts shall distribute to each court security committee a copy of the minimum security standards as adopted by the Tennessee judicial conference, and each committee shall review and consider these standards in determining court security needs.

(B) No later than May 15 each year, the court security committee shall report its findings to the county legislative body and the administrative office of the courts.

(C) The county legislative body shall review and consider the recommendations of the court security committee in the preparation of each fiscal year budget.

(D) No later than December 1 each year, the county legislative body shall report to the administrative office of the courts any action taken to meet the security needs.

(E) No later than January 15 each year, the administrative office of the courts shall report to the general assembly on the compliance by each county government with the security needs established by the court security committee.

(4) Any recommendation by the court security committee requiring county expenditures shall be subject to approval of the county legislative body.

(e) Any person who seeks election to the office of circuit court judge, criminal court judge, law and equity court judge or chancellor, whether the judgeship is created by this part or was in existence on April 1, 1984, shall qualify as provided by law with the various election commissions in the counties comprising the judicial district in which the person seeks election. At the time of qualification, the person shall designate to each such commission the court and part of the court, if any, to which that person seeks election. If properly qualified, the names of all of the judicial candidates shall appear on the official ballot by the court and part of court, if any, previously designated and the candidate who shall receive the highest number of votes cast for judge of each part of each court shall be declared elected.

Credits

1984 Pub.Acts, c. 931, § 5; 1993 Pub.Acts, c. 506, §§ 1, 2, eff. May 31, 1993; 1995 Pub.Acts, c. 225, § 1, eff. May 12, 1995; 2001 Pub.Acts, c. 268, § 1, eff. May 22, 2001; 2003 Pub.Acts, c. 90, § 2, eff. July 1, 2003.

T. C. A. § 16-2-505, TN ST § 16-2-505

Current through end of the 2017 First Regular Session of the 110th Tennessee General Assembly.

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Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

DEBORAH TAYLOR TATE
Director

MINIMUM COURTROOM SECURITY STANDARDS

The Tennessee Judicial Conference and the Tennessee General Sessions Judges Conference, being duly concerned with the health, welfare and the lives of court personnel, litigants and the general public, have adopted the following minimum courtroom security standards to promote the security and safety of the members of the judiciary, court personnel and the public:

1. Silent bench and court clerk's public transaction counter panic button connected directly to the sheriff's department or police department.
2. A bullet-proof bench and court clerk work area in courtrooms.
3. Availability of armed, uniformed guard (court officer) in each courtroom during court sessions.
4. Court security training for court officers. Court security briefing on annual basis for judicial staff and courthouse personnel.
5. Hand-held detectors (minimum of 2) and/or magnetometers in each county to assure the safety in each courthouse or courtroom.
6. Each court building shall have signage posted at each court access entrance stating that all persons are subject to search by security personnel. Prohibited items are subject to seizure and forfeiture. Prohibited items include, but are not limited to, the following: firearms, other forms of weaponry; and any item(s) that can be transformed into a weapon.
7. Hand-held inspection security mirror to be used to view under courtroom seating and other areas for safety in the courthouse and/or courtroom(s).

2018

COUNTY COURTROOM SECURITY REPORT

Please consult with your county's designee in charge of courtroom security matters and answer all of the following questions:

NOTE: All responses should be based on the New Minimum Courtroom Security Standards (revised 2/2018)

COURTHOUSE(S) AND COURTROOMS

1. How many courthouses are in your county?	1
a. If more than one, please explain how courtrooms have been designated. (ie. Which types of cases are heard in each?)	
2. Number of courtrooms used for State Trial Court(s) only.	6
3. Number of courtrooms used for General Sessions Court(s)	3
a. Does your county hold Juvenile Court in a separate courtroom?	Yes
b. If yes, how many of these courtrooms are designated for Juvenile Court only?	1
c. Are any General Sessions proceedings held in a municipal court outside of your county courthouse?	NO
Note: If you have municipal judges with General Sessions jurisdiction that hold court outside of your courthouse, do NOT count these toward the total number of courtrooms in your county.	
4. Of the above mentioned courtrooms, how many are used for both State Trial Court(s) and General Sessions Court(s)?	9
5. Total number of courtrooms in your county.	9
6. Of the total number of courtrooms in your county, how many are designated to conduct criminal proceedings only?	1

SILENT BENCH PANIC BUTTONS (MCSS #1)

1. Number of courtrooms equipped with a silent bench panic button connected to the sheriff's department or police department.	Ø*
a. How many of these were installed in 2018?	Ø
2. Number of court clerk's public transaction counter areas.	2
a. Number of court clerk's public transaction counters equipped with a silent bench panic button connected to the sheriff's department or police department.	Ø
b. How many of these were installed in 2018?	Ø

BULLET-PROOF BENCHES/WORK AREAS (MCSS # 2)

1. Number of courtrooms equipped with a bullet-proof bench.	9
a. How many of these were installed in 2018?	2
2. Number of court clerk work areas in courtrooms that are bullet-proof.	Ø
a. How many of these were installed in 2018?	Ø

COURT OFFICERS (MCSS #3 and #4)

1. Is an armed uniformed guard (court officer – i.e. sheriff's deputy, private security agent, etc.) available in each courtroom during court sessions?	Yes
a. If no, is a court officer available in the courthouse?	N/A
2. Number of court officers in your county.	34
3. Number of court officers that have attended court security training in 2018.	1
4. Do court officers in your county attend court security training annually?	Yes
a. If no, how often do court officers in your county attend training?	N/A
5. Have the judicial staff and courthouse personnel from your county attended a court security briefing in 2018?	NO
a. Does your county have the ability to perform annual judicial staff and courthouse personnel security briefings?	Yes
b. If no, please explain.	N/A

HAND-HELD DETECTORS/MAGNETOMETERS (MCSS # 5)

1. Total Number of hand-held detectors in your county courthouse(s).	8
a. How many of these were acquired in 2018?	N/A
2. Total number of stand-alone magnetometers in each county courthouse.	2
b. How many of these were acquired in 2018?	0

SIGNAGE (MCSS # 6)

1. Does each of the court buildings in your county have signage posted at each court access entrance stating that persons are subject to search by security personnel, that prohibited items are subject to seizure and forfeiture, and include a listing of the prohibited items?	Yes
a. If no, please explain.	N/A

HAND-HELD INSPECTION SECURITY MIRRORS (MCSS # 7)

1. Do you have at least one hand-held inspection security mirror per county courthouse?	Yes
a. If no, how many hand-held inspection security mirrors would be needed to equip each of your county's courthouses with at least one mirror?	N/A

GRANT INFORMATION

1. Was your county awarded any funds through the 2017 Courtroom Security Grant?	NO
a. If yes, please list all security improvements that were made or are being made using these funds. <i>N/A</i>	

Please list any security measures that you have taken <u>in addition to</u> those mentioned above to improve your facilities and/or to protect personnel between <u>December 2, 2017 and November 30, 2018 (or by the submission date of this report) only</u> . Please do not include information from the previous years' reports.
<i>N/A</i> <i>The duress ALARMS broadcast over Courthouse ★ Deputies RADIOS AND the MANNED Security OFFICE.</i>

2018

COUNTY COURTROOM SECURITY REPORT

Please include the name of the PERSON preparing this report, the COUNTY that you represent, and your full contact information.

This report was prepared by (signature): Phillip Snider

Date: 11-27-18

Please print name: Phillip Snider

Please print title: SGT

County: MONTGOMERY

Address: 120 Commerce Street Clarksville TN 37040

Telephone Number: 931-648-0611 EXT 11229

Email Address: PSNIDER761MASON@YAHOO.COM

**Please return this form by email, fax, or mail
no later than December 1, 2018 to:**

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Nashville, TN 37219
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