

AGENDA
BOARD OF COMMISSIONERS AGENDA COMMITTEE MEETING
TUESDAY, FEBRUARY 12, 2013, 6:30 P.M.
Room 430, Blount County Courthouse

- A. ROLL CALL.**
- B. PUBLIC INPUT ON ITEMS ON THE AGENDA.**
- C. APPROVAL OF AGENDA COMMITTEE MINUTES:**
 - 1. January 8, 2013 meeting.
- D. SETTING OF AGENDA.**
- E. ITEMS FOR CONSENT CALENDAR.**
 - 1. Resolutions for special recognitions.
 - 2. Appointments:
 - a. Blount Memorial Hospital Board of Directors – Carolyn Forster. (Jerome Moon)
 - b. Sheriff’s Merit Board – Danny Galyon. (Jerome Moon)
 - c. Board of Zoning Appeals – alternate – Don Munson.(Gordon Wright)
 - d. Smoky Mountain Tourism Authority. (Tab Burkhalter)
- F. UNFINISHED BUSINESS:**
 - 1. January 17, 2013 County Commission Meeting Consent Calendar: (Jerome Moon)
 - a. Minutes of December 20, 2012 regular meeting and January 8, 2013, zoning public hearing.
 - b. Approval of Deputy Sheriff and Notary Public bonds and oaths.
 - c. Election of Notaries.
 - d. Appointments:
 - i. Agriculture Extension Committee – Roy Gamble, Missy Burkhart, Dr. Andy Daugherty.
 - ii. Budget Committee – Mike Lewis, Steve Samples, Jerome Moon, and Gerald Kirby.
 - iii. Purchasing Commission – Mike Lewis, Steve Samples, Jerome Moon, and Gerald Kirby.
 - iv. Jail Inspection Committee – Sharon Hannum, Robert Mathis, Larry Shearer.
 - v. Industrial Development Board – Fred Lawson.
 - 2. January 17, 2013 Budget Transfers:
 - a. Highway/Roads & Bridges - \$26,000.00.
 - b. General Liability/Accounting - \$109,944.50.
 - c. Workers’ Compensation/Accounting – \$109,944.50.
 - d. General Liability/Accounting - \$1,352,386.00.
 - e. Workers’ Compensation/Accounting - \$551,248.00.
 - f. Health & Life Benefits/Accounting - \$15,877,800.00.
 - g. Health & Life Benefits/Accounting - \$1,520,270.00.
 - h. Health & Life Benefits/Accounting - \$54,530.00.
 - i. Health & Life Benefits/Accounting - \$35,400.00.
 - 3. January 17, 2013 Budget amendments:
 - a. Resolution to amend General Purpose School Fund Budget - \$10,556.00.
 - b. Resolution to amend General Purpose School Fund Budget - \$6,432.00.
 - c. Resolution to amend Endowment Fund Budget – (\$12,000.00.)
 - d. Resolution to amend General Liability Fund Budget - \$179,683.00.
 - e. Resolution to amend Employee Insurance Fund Budget - \$160,000.00.

4. Resolution Classifying the Roads of Blount County, Tennessee According to Tennessee Code Annotated 54-10-103 et seq.

G. NEW BUSINESS:

1. Budget transfers.
2. Budget increases.
3. Other budget items.
4. Approval of Amendments to Employee Handbook. (Gary Farmer)
5. Request from Keep Blount Beautiful for Office Space in Rooms G222 & G223 in the Blount County Courthouse. (Rick Carver)
6. Request from Congressman John J. Duncan, Jr. for District Office Space in the Blount County Courthouse. (Rick Carver)
7. Inter-local Agreements for Blount County Animal Center. (Steve Samples)
8. Setting of Public Hearing regarding Resolution to amend the zoning map of Blount County, Tennessee, from R-2 Rural District 2 to R-1 Rural District 1 for property located at 6250 Paul Boone Road, being Tax Map 126 and part of parcels 079.00 and 014.00. (Gordon Wright)
9. Resolution to Establish Ad Hoc Committee to Study Solid Waste and Recycling. (Gary Farmer)
10. Discussion regarding potential scope of work and funding avenues to repair Long Rifle Road. (Bill Dunlap)
11. Resolution regarding the addition of an additional portion of Custer Drive to the Official Roads List for Blount County, Tennessee. (Bill Dunlap)
12. A resolution to oppose the backcountry camping fee for The Great Smoky Mountains National Park, to oppose the imposition of any fee for the use of The Great Smoky Mountains National Park that is not directly associated with the use of amenities or a commercial purpose and to demand immediate repeal of the backcountry camping fee and asking all counties to join in passing this resolution and forwarding to their state delegates. (Tab Burkhalter)
13. Annual Adjustments - Financial Assurance Agreement for the Alcoa/Maryville/ Blount County Landfill – Permits SNL 05-103-0105 Original, Vertical, and Lateral Expansion (Phase 1-7); DML 05-0091 NA, DML 05-0091 SA. (County Mayor)

H. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.

I. ADJOURNMENT.



**STATE OF TENNESSEE
COUNTY OF BLOUNT**

BE IT REMEMBERED that a meeting of the Agenda Committee of the Blount County Board of Commissioners was held on Tuesday, January 08, 2013 at 6:30 pm at the courthouse in Maryville, Tennessee.

Roll call was taken by Rhonda Pitts, Deputy County Clerk/Commission Secretary:

Tonya Burchfield - present	Roy Gamble - present	Peggy Lambert - absent
Tab Burkhalter - present	Tom Greene - present	Mike Lewis - present
Rick Carver - present	Brad Harrison - present	Kenneth Melton - present
Mike Caylor - present	Mark Hasty - absent	Jerome Moon - present
Gary Farmer - present	Scott Helton - present	Monika Murrell - present
Jim Folts - present	Gerald Kirby - present	Steve Samples - absent
Ron French - present	Holden Lail - present	Gordon Wright - present

There were 18 present and 3 absent. Commissioner Hasty arrived after the roll was taken. Chairman Burkhalter declared a quorum to exist. The following proceedings were held to-wit:

IN RE: MINUTES OF DECEMBER 11, 2012 MEETING.

Commissioner Harrison made a motion to approve the minutes. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - absent
Carver - yes	Greene - yes	Lambert - absent	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - absent	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 18 voting yes, 0 voting no, 0 abstaining, and 3 absent. Chairman Burkhalter declared the motion to have passed.

IN RE: SETTING OF AGENDA.

Commissioner Melton made a motion to set the agenda. Commissioner French seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - absent
Carver - yes	Greene - yes	Lambert - absent	Wright - no
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Burkhalter declared the motion to have passed.

IN RE: APPOINTMENTS TO AGRICULTURE EXTENSION COMMITTEE – ROY GAMBLE, MISSY BURKHART, DR. ANDY DAUGHERTY; BUDGET COMMITTEE – MIKE LEWIS, STEVE SAMPLES, JEROME MOON, GERALD KIRBY; PURCHASING COMMISSION – MIKE LEWIS STEVE SAMPLES, JEROME MOON, GERALD KIRBY; JAIL INSPECTION COMMITTEE – SHARON HANNUM, ROBERT MATHIS, LARRY SHEARER; INDUSTRIAL DEVELOPMENT BOARD – FRED LAWSON.

Commissioner Lail made a motion to send the appointments to the agenda of the January County Commission meeting. Commissioner Farmer seconded the motion.

A vote was taken on the motion:

Burchfield - yes	Farmer - yes	Greene - yes	Kirby - yes
Burkhalter - yes	Folts - yes	Harrison - yes	Lail - yes
Carver - yes	French - yes	Hasty - yes	Lambert - absent
Caylor - yes	Gamble - yes	Helton - yes	Lewis - yes

Kirby - yes	Lewis - yes	Murrell - yes
Lail - yes	Melton - yes	Samples - absent
Lambert - absent	Moon - yes	Wright - yes

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Burkhalter declared the motion to have passed.

IN RE: RESOLUTION TO AMEND ENDOWMENT FUND BUDGET – (\$12,000.00.)

Commissioner Melton made a motion to send the item to the agenda of the January County Commission meeting. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - absent
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - no	Helton - yes	Moon - yes	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Burkhalter declared the motion to have passed.

IN RE: RESOLUTION TO AMEND GENERAL LIABILITY FUND BUDGET - \$179,683.00.

Commissioner Farmer made a motion to send the item to the agenda of the January County Commission meeting. Commissioner Wright seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - absent
Carver - yes	Greene - yes	Lambert - absent	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Burkhalter declared the motion to have passed.

IN RE: RESOLUTION TO AMEND EMPLOYEE INSURANCE FUND BUDGET - \$160,000.00.

Commissioner Farmer made a motion to send the item to the agenda of the January County Commission meeting. Commissioner Lail seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - absent
Carver - yes	Greene - yes	Lambert - absent	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Burkhalter declared the motion to have passed.

IN RE: RESOLUTION FOR REZONING FROM R-2 TO R-1 FOR A PORTION OF THE PROPERTY LOCATED AT 6250 PAUL BOONE ROAD, IDENTIFIED ON TAX MAP 126 AND PARCEL 079.00.

Commissioner Wright made a motion to move item G.4., Resolution for rezoning from R-2 to R-1 for a portion of the property located at 6250 Paul Boone Road, identified on tax map 126 and parcel 079.00, back to the Planning Commission. Jim Folts seconded the motion.

Commissioner Wright made a motion to amend the motion to defer the item to the agenda of the February Agenda Committee meeting. Commissioner Kirby seconded the motion.

A vote was taken on the motion to amend:

Burchfield - no	Carver - no	Farmer - yes	French - no
Burkhalter - yes	Caylor - no	Folts - no	Gamble - yes

Greene - no	Kirby - no	Melton - no	Wright - yes
Harrison - no	Lail - no	Moon - no	
Hasty - no	Lambert - absent	Murrell - no	
Helton - no	Lewis - no	Samples - absent	

There were 4 voting yes, 15 voting no, 0 abstaining, and 2 absent. Chairman Burkhalter declared the motion to amend to have failed.

A vote was taken on the original motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - absent
Carver - yes	Greene - yes	Lambert - absent	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Burkhalter declared the motion to have passed.

IN RE: APPROVAL OF 2012 ROADS LIST – A RESOLUTION CLASSIFYING THE ROADS OF BLOUNT COUNTY, TENNESSEE, ACCORDING TO TENNESSEE CODE ANNOTATED 54-10-103, ET SEQ.

Commissioner Helton made a motion to send the item to the January County Commission meeting. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - absent
Carver - yes	Greene - yes	Lambert - absent	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Burkhalter declared the motion to have passed.

IN RE: ADJOURNMENT.

Chairman Burkhalter declared the meeting to be adjourned.

January 15, 2013

The Honorable Jerome Moon
Chairman
Blount County Board of Commissioners
Blount County Commission
359 Court Street
Maryville, TN 37804-5906

Dear Commissioner Moon:

It is my understanding the Blount County Commission failed to elect Susan Keller to the Blount Memorial Hospital Board of Directors at the December 20, 2012 monthly meeting of the Commission. Ms. Keller's name was provided to the Commission by the Hospital Board Nominating Committee as set forth in the Hospital Charter Amendment of October 23, 1984.

The Nominating Committee has been reconvened to consider a new nominee to present to the Commission. After considering a number of well-qualified individuals, the Nominating Committee unanimously selected Carolyn Forster as a nominee to the Hospital Board of Directors. If elected by the Commission, Ms. Forster would serve a three year term covering the calendar years of 2013-2015. I have attached an information sheet with some background on Ms. Forster.

Thank you in advance for the Commission's consideration of this new nominee. I would appreciate notification after action has been taken by the Commission.

Sincerely,

Robert P. Redwine
Chairman
Blount Memorial Hospital Nominating Committee

Attachment

RPR:kcyj

CAROLYN D. FORSTER
1046 Nina DeLozier Road
Maryville, TN 37804

E-mail: _____

Family

Children: **Joy Carver**, owner
Dandy Lions Gifts, Maryville
Rebecca
New York, New York

Employment

Sep 2005 – present (contract)
KUB
Facilitator, PACE 10 Partners Council

Oct 1995-May 2004
Executive Director, Leadership Blount County, Inc.

(Full time stay-at-home Mom and Community Volunteer, 1985 – 1995)

Sep 72 - Feb 85:
Tennessee Air National Guard
Secretary to the Commander
McGhee Tyson Airbase

Sep 71 - Sep 72:
Teacher
Friendsville High School

Education

Graduate, Porter High School, Maryville, 1965
B.S., Business Administration, The University of Tennessee, Knoxville, 1969

Community Activities

Great Smoky Mountains Heritage Center Guild, 2012-present
Member, first class of Leadership Blount, 1991
Chairman, 'Pennies for a Purpose', fund raiser for Boys Group Home, 1992
Co-Chairman, Dogwood Arts Festival, 1993
Past Chairman, Jr. Service League Follies
Past President, GFWC Jr. Chilhowee Club
Past President, Family Support Group, 134th AREFG, McGhee Tyson Airbase
Foothills Fall Festival Committee, 1999-2009
Chair of Juried Arts and Crafts Show 2002-2009
Board of Trustees, Blount County Library, 1999-2004
Advisory Board, Pellissippi State Technical Community College, 1998-2007
Advisory Board, Mountain Challenge, 1999-2007
ALCOA Foundation Community Advisory Board, 2001-2009
Honorary Chairman, Blount Memorial Hospital Gala, 2001
Member, Mt. Lebanon Baptist Church, Maryville
Chairman, United Way Day of Caring (2 years)
Co-Chairman, United Way 1995 Fashion Show
United Way Allocations Panel (8 years)
United Way Board of Directors, 2006 – 2009
United Way Pillars Campaign Co-Chair, 2007
Co-Chair, Maryville College Community Campaign, 2004
Co-Chair, Andrea Walks, Fundraiser for Children's Advocacy Center, 2005

Co-Chair, Citizens for Civic Arts Center, 2005
Co-Chair, Relay for Life, Blount County, 2006
Blount County American Red Cross Board of Directors, 2006 - 2009
Former Board of Directors:
 Little River Watershed Association
 Child and Family Services, Blount County
 Haven House
 Sam Houston Historic Schoolhouse Association

Regional and State Activities:

Board of Directors, WUOT 91.9 Inc., 2009 - present
Board of Directors, Nine Counties.One Vision., 2000-2005,
 Member of Events and Activities Task Force, 9C1V
Board of Directors, East Tennessee Regional Leadership Association, (ETRLA)
Past President, Board of Directors, Tennessee Association of Community
 Leadership, (TACL)

Awards

(Local) Named to The Daily Times Wall of Fame, 2001
(Regional) Recipient of the 2004 Bob Gonia Leadership Award
(State) Recipient of The Adjutant General's Distinguished Patriot Medal, 2003

Ted Daniel "Danny" Galyon

Life long resident of Blount County

Education:

1981 Heritage High School

1985 Associates Degree Community College of the Air Force

1988 Bachelor's of Communications University of Tennessee Knoxville

1994 Masters of Education Lincoln Memorial University

1996 Educational Specialist Degree Lincoln Memorial University

1998 Squadron Officer School - Maxwell Air Force Base

2002 Air Command and Staff College - Maxwell Air Force Base

Work Experience:

Enlisted in the USAF fall of 1984 - Served as Security Forces for 8 years

Received my commission thru the Academy of Military Science into the Tennessee Air National Guard - April 1993 Served as Personnel Officer, Public Affairs Officer, Services Flight Commander and retired as Force Support Squadron Commander after 24 years as Lieutenant Colonel

I began substitute teaching in Blount County Schools in 1989. I was hired full time in Sevier County in 1992 where I taught grades 5-8 and all subjects. I was hired to teach in Blount County Schools in 1998 and taught at Eagleton Middle School.

I was selected to become an assistant principal at William Blount High School in 2000 and have served in an administrative capacity since that time. I currently serve as the Director of Alternative Programs for Blount County Schools.

Community Service:

Little League Baseball coach and umpire.
Habitat for Humanity

Professional Organizations:

Board of Directors for Keep Blount Beautiful
Civil Service Merit Board for Blount County Sheriff's Office
Professional Educators of Tennessee
Tennessee Education Association

**SHERIFF'S MERIT BOARD
(3 YEAR TERMS)**

**Gary Hall
2351 Riverside Drive
Maryville, TN 37804**

**984-1737 – H (appt. 2/18/10 for 2 yrs.)
(reappointed 2/16/12-2/16/15)**

**Harold Coulter
207 Swanee Drive
Maryville, TN 37804**

**983-7668 – H (appt. 2/18/10)
(reappointed 3/17/11-3/17/14)**

**Danny Galyon
313 Luther Jackson Drive
Maryville, TN 37804**

983-2658 – H (appt. 2/18/10 for 3 yrs.)

**Jerry Marrow
1802 Saddle Horn Trail
Maryville, TN 37803**

**856-0566 – H (appt. 2/18/10)
(reappointed 3/17/11-3/17/14)**

**Cecil "Buster" Saffles
1936 Montvale Station Road
Maryville, TN 37803**

**982-7985 – H (appt. 2/18/10 for 2 yrs.)
(reappointed 2/16/12-2/16/15)**

DON MUNSON
120 Fence Rail Gap Road
Walland, TN 37886
865-984-3401 – home

Home town -Kingsport,Tn. Graduated from Dobyys-Bennett HS
1966.Competed in track and participated in student government.

Attended University of Tennessee 1966-1967.Member of the track
team.

W T Grant Co. 1968-1976.Served as store manager.

JCPenney Co. 1977-1980.Served in store management

Owner operator of deli/ restaurant 1981-1982

Walmart/Sams 1983-2000.Served as store manager and district
manager

KMart Stores 2001-2003.Served as Regional Vice President

Dick's Sporting Goods 2003-2011 Served as district manager

Activities--Volunteer track coach and mentor

BOARD OF ZONING APPEALS
 (TERMS - 5 YEARS)
 Blount County Article 11.1 and T.C.A.13-7-106

<u>Name/Address</u>	<u>Phone</u>	<u>Term Expires</u>
Bruce Damrow 2044 Stonybrook Road Louisville, TN 37777	977-8057 (APPT. 02/16/12) (Jim Melton appt. 9/16/10 - resigned 1/30/12)	9/16/15
Rob Walker 237 Meadow Road Friendsville, TN 37737	995-2564	8/20/14
Stanley Headrick 3806 E. Lamar Alexander Pkwy. Maryville, TN 37804	681-1846	8/31/13
Andy Allen (ReAppt. 8/16/12) 232 Littlebrook Circle Rockford, TN 37853	380-0996 (GORDON WRIGHT APPT. 8/16/07 <u>RESIGNED 9/1/2010</u>)	8/16/17
Larry Chesney (Appt.8/18/11) 350 Martin Valley Road Walland, TN 37886	980-0824	8/18/16

Associates:

Joe Everett (Appointed 02/21/08) Term expires 2/21/13

Section 10.4. Planning Commission. In instances where the Board of Zoning Appeals does not have authority to review and approve site plans required under provisions of this Resolution, the Planning Commission shall act as an administrative review panel for review of and decision on such site plans. The Planning Commission shall have authority to review and determine for approval the compliance of the site plan with the stated purposes, intent, goals, provisions and regulations in this Resolution, and will not have authority to vary any provisions or regulations nor to require any other provisions, regulations, conditions or requirements beyond the provisions and regulations contained in this Resolution. Notwithstanding any other provisions in this Resolution, the Planning Commission may, at its discretion when reviewing and approving site plans, require buffering along side and rear lot lines in the form of solid fencing and/or vegetative growth, for any use other than single family residential use that bounds a residential use or platted residential lot. In acting as an administrative review panel, the Planning Commission shall have all building permit powers of the Building Commissioner, such that an approval of a site plan shall constitute also an approval of a building permit for such site plan. The site plan shall be submitted to the Building Commissioner for forwarding to the Planning Commission at least fifteen calendar days prior to consideration at a regular or special called meeting of the Planning Commission. The Building Commissioner shall review any site plan before the Planning Commission and shall make recommendation for approval or denial with analysis and reasons for such recommendation. The decisions of the Planning Commission shall be by majority vote of the quorum present. The decisions of the Planning Commission shall be entered in the minutes of the Commission, and any denial of a site plan shall state the reasons for denial.

Article 11. BOARD OF ZONING APPEALS.

Section 11.1. Creation and Membership. In accordance with Tennessee Code Annotated 13-7-106, the Blount County Board of Zoning Appeals, referred to elsewhere in this Resolution as Board of Zoning Appeals or Board, is hereby created with five regular members. The County Legislative Body shall appoint regular members of the Board. The terms of each regular member shall be five years, provided that the first appointments upon adoption of this Resolution shall be for staggered terms of one, two, three, four, and five years such that the term of one regular member shall expire each year thereafter. Regular members may be appointed for successive terms. Vacancies for regular members shall be filled for unexpired terms in the same manner as in the case of original appointments. The County Legislative Body may appoint and designate associate members of the Board. Such associate members are authorized to sit and act in the stead for any regular member who is temporarily unable to act owing to absence from the county, illness, interest in a case before the Board, or other cause. The term of such associate members shall be for the specific time period that a regular member is temporarily unable to act. The County Legislative Body may remove any member of the Board for cause upon written charges and after a public hearing, causes to include but not limited to absence from any three consecutive meetings of the Board, or absence from more than five meetings of the Board within any twelve calendar months.

Section 11.2. Rules and Procedures. The Board of Zoning Appeals shall elect a Chairman and a Secretary from among the regular members, such Chairman and Secretary to serve for one year terms, and may be elected to successive terms. The Chairman is authorized to call a meeting of the Board for action as needed. All meetings of the Board shall be open to the public. In the absence of the Chairman, a quorum of the Board may elect a temporary Chairman to conduct business. A quorum of the Board shall consist of no less than three regular or associate members. Minutes of meetings shall be kept, reporting the members in attendance, reporting records and



MEMORANDUM

To: Blount County Commission

From: Bryan Daniels, President & CEO

Date: January 29, 2013

Re: Board Member Appointments

The Board of Directors of the Smoky Mountain Tourism Development Authority submits for your approval, the following individuals to fill the remaining vacancy to the Board. In accordance with our guidelines, the three (3) names submitted are ranked in order of preference. We have also attached biographical information on each of the individuals.

1. Boyce Smith, Manager, Wal-Mart Stores, Inc.
2. Mary Beth West, President, Mary Beth West Consulting
3. Scott Maddux, President, Smoky Mountain Harley-Davidson

We request your selection of one of these individuals. Your consideration of this request at your next meeting is greatly appreciated.

B O Y C E S M I T H

General Manager, Wal-Mart Stores, Inc. - Hunter's Crossing, Alcoa, Tennessee

resident of Maryville, Tennessee

Board Memberships and Affiliations

Board Member - Leadership Blount

Board Member - Blount County Habitat for Humanity

Board Member - Richard Williams Leadership Development Academy

Board Member - Blount County Chamber of Commerce

Membership Vice-Chair - Blount County Chamber of Commerce

Board Chair - Blount County Chamber of Commerce

Board Member - United Way of Blount County

Board Chair - United Way of Blount County

Board Member - Great Smoky Mountains Heritage Center

Mary Beth West, APR, Principal Mary Beth West Consulting, LLC

Mary Beth West founded her public relations firm in March 2003, where she serves as the key strategist on agency accounts, leads the financial and business growth of the company, and manages the development of her team.

Mary Beth originally launched this 100-percent woman-owned business as an independent practice, with a prior 10-year career that included posts in the banking industry as well as corporate and agency sectors. She ultimately developed a client portfolio with annual billings at nearly three times the national industry average for solo public relations consultancies in the U.S.



Mary Beth and her staff manage a diverse client base in multiple industries, including the utility, construction, renewable energy, scientific, regional planning, financial services, retail, travel/tourism and education sectors. The firm also serves as one of the most vocal proponents of communications best-practices in the regional market through its award-winning blog, "In the Profession," (www.marybethwest.com/blog) and through active outreach to the business community.

For the past several years, Mary Beth West Consulting, LLC, has been ranked among the top public relations firms in the *Greater Knoxville Business Journal's* Book of Lists. In 2010 and 2011, the firm was the largest recipient of local Public Relations Society of America "Award of Excellence" recognitions for its peer-reviewed work developing effective communications campaigns and tactics. In 2011, the firm won "Best in Show."

Mary Beth's award-winning work has included creation and implementation of national media relations campaigns, employee communications programs, consumer and business-to-business marketing initiatives, and crisis preparedness systems.

Accredited in Public Relations (APR) by the PRSA Universal Accreditation Board, Mary Beth holds a bachelor's degree in communications / public relations from the University of Tennessee, where she was honored as the Sammie Lynn Puett Public Relations Student of the Year in 1994 and received the UT Chancellor's Citation for campus leadership and service.



She has served in national leadership roles throughout the past decade with the largest public relations professional organization in the world, the 32,000-member, New York-based Public Relations Society of America (PRSA), for which she led the organization's National Advocacy Advisory Board from 2007-08 in close collaboration with PRSA's Board of Ethics and Professional Standards. She has also served on PRSA's national board.

A native of Columbia (Maury County), Tenn., Mary Beth lives in Maryville, Tenn., with her husband, Charles, president of West Chevrolet, a fourth-generation, family-owned franchise dealership. They have three daughters.

Professional Experience:

- **2003-Present – Principal, Mary Beth West Consulting, LLC.** Manages all aspects of agency business development and financial management / growth. Provides account team leadership for all agency clients in developing strategic plans, execution and budgets – per client objectives and resources. Oversees account team.
 - *Current and most recent clients of note include Alcoa-Tennessee Operations, PlanET, DenTek, Blount Memorial Hospital, Red Chair Architects, Hickory Construction, Oak Ridge National Laboratory / Neutron Sciences Directorate, City of Maryville, LeConte Wealth Management, South Carolina Higher Education Foundation, Lumberjack Sports International, Maryville College, Clayton Center for the Arts, Dominion Virginia Power, Efficiency, Black Hills Energy, BP Solar, Douglas Cherokee Economic Authority, Rainscapes and the Maury County Chamber.*
- **1999-2002 – Vice President / Regional Marketing, Union Planters Bank of East Tennessee and Southeastern Kentucky** (Knoxville, Tenn.). Oversaw marketing communications for a 39-office region, including public relations, advertising, branch merchandising, sales promotions, special events and charitable giving.
- **1998-1999 – Assistant Vice President / BankFirst** (Knoxville, Tenn.). Produced award-winning work in employee communications following BankFirst's initial public offering and its acquisition of two other banking institutions in East Tennessee.
- **1996-1998 – Director of Community Relations / Corrections Corporation of America** (Nashville, Tenn.). Created and managed public relations programs for the largest international private-sector builder and manager of prisons, jails and other detention facilities worldwide; created an award-winning crisis preparedness plan that gave CCA its first full-scale communications infrastructure for managing emergency situations that were subject to local, national and/or international media attention.
- **1993-1995 – Entry-level and internship positions with Cohn & Wolfe** (New York City) in the public relations firm's health care division and **Ackermann Public Relations** (Knoxville, Tenn.)

General Areas of Expertise:

- Advertising program management
- Brand strategy and deployment
- Business development and sales-support communications plans and campaigns
- Charitable giving and strategic social responsibility planning
- Community relations / outreach plans and campaigns
- Corporate communications departmental development
- Corporate investor relations and capitalization support strategies
- Crisis communications preparedness, media training and management for business continuity
- Event concepts, planning and management
- Employee relations and internal communications / stakeholder development
- Issues monitoring, management and advocacy
- Media relations, publicity, editorial strategies and campaign implementation (local, regional, national; consumer, business-to-business)
- New product, facility or operations marketing communications plans / roll-outs
- Non-profit donor relations and fund-raising development
- Research strategies and management
- Social and interactive media strategies and content development
- Speakers bureau start-up and management
- Third-party stakeholder relationship and coalition-building
- Web, online and mobile marketing

Highlights of Leadership, Professional and Volunteer Affiliations:

- 2012 – **First Tennessee Bank**, Advisory Board (Maryville Region)
- 2012 – **Knoxville Chamber of Commerce**
- 2012 – **The Legacy Centre** / EntreVision leadership team
- 2011 – **Leadership Oak Ridge** class
- 2011-Present – **East Tennessee Economic Council**
- 2001-13 – Board of Directors, **Blount County Library**
- 2011-13 – Board of directors, **Blount County Chamber of Commerce**
- 2010 – “40 Under 40” Honoree, *Greater Knoxville Business Journal*
- 2010 – Recipient of the David Ferguson Award, a national honor from the **Public Relations Society of America (PRSA)** Educators Academy for support of public relations education
- 2010-Present – Member, **Fort Loudoun Regional Library Board**
- 2008-Present – Member, **Oak Ridge Chamber of Commerce**
- 2008 – Senior counsel / Advocacy to the national board of the 32,000-member **PRSA**
- 2007-2010 – Board of directors, **Maryville City Schools Foundation**
- 2007-2008 – Board of directors, **Girl Scouts of Tanasi (now Southern Appalachian) Council**
- 2007 – National Chair, Advocacy Advisory Board, **PRSA**
- 2006 – Recipient of PRSA Harvey I. Cobert Award for professional contributions in East Tennessee
- 2006 – Alumna of the Year, Knoxville Alumnae Chapter – **Alpha Omicron Pi**
- 2002-Present – **University of Tennessee College of Communication & Information** Board of Visitors
- 2002-07 – Instructor, University of Tennessee Personal & Professional Development Program (seminars on strategic planning and media relations)
- 2002-04 – Board of directors of the **Blount County Education Foundation**
- 2001-04 – Board of directors of **Second Harvest Food Bank of East Tennessee**
- 2001-02 – Youngest director elected to PRSA’s national board in organization’s 50-year history; two-year term
- 2001-02 – Adjunct faculty member, public relations undergraduate program / University of Tennessee-Knoxville College of Communication & Information
- 2000 – Chapter president of the 100-plus member Volunteer Chapter of **PRSA**
- 1999 – **Accredited in Public Relations (APR)** certification earned from the PRSA Universal Accreditation Board
- 1998-Present – Member, **National Investor Relations Institute**
- 1997 – Nashville Young Leaders Council
- 1997 – Board of directors, Nashville Area CrimeStoppers
- 1996-97 – Board of directors, **PRSA Nashville Chapter**

Scott Maddux

Owner

Smoky Mountain Harley-Davidson

Scott Maddux began his professional career after receiving a BS in Marketing and a Masters Degree in Business (MBA) from Tennessee Tech University. He started work as a financial analyst for the March Group, a regional merger and acquisition firm in Nashville, Tennessee. After three years as Sr. Analyst in Charge of Business Valuations, he left to pursue his own business. Scott started a marketing and advertising company (Crescent Moon Advertising) in Cookeville, Tennessee. Within six months he had opened an office in Chattanooga, a market that could better support the business and Cookeville became a secondary market.

His wife Monet eventually became Crescent Moon's general manager when he began raising venture capital for a start-up cigar manufacturer (Caribbean Cigar Company). Scott worked with the cigar company until it received its bridge capital and went public. Afterwards, he began consulting small to mid-sized companies in areas of mergers and acquisitions, venture capital, and business valuations.

In 1997, he and his wife decided it was time to move on. They sold Crescent Moon and purchased a house in his hometown (Baxter, Tennessee). At this point, Scott purchased an option to acquire a failing trucking company (Eagle Transportation). He loaned the company money to pay its outstanding payroll taxes and bring its financial obligations up-to-date. In addition, he assumed the role of President and began to organize and restructure. Within a short time, Scott negotiated an arrangement with Lowes Companies to locate a Contractors Yard (Commercial Division of Lowes) on Eagle's property. Once Lowes decided to lease the property, he exercised his option to acquire controlling interest. This was the formation of Pumpkinhead Investments. Pumpkinhead liquidated Eagle's remaining assets and now owns and leases a 40,000 square foot building on five industrial acres. This deal was instrumental in providing Scott with creditability within the local banking community.

Also in 1997, Scott became a 50% partner in Maddux Underground Communications (a company his father started). Through his banking relations, he set up a badly needed line of credit and immediately began to redirect the company from a subcontractor to a general contractor. He and his father formed a perfect partnership, with his father's strengths offsetting Scott's weakness and visa versa. From 1997, Maddux Communications grew from a five-person operation with sales under \$1 million to over 50 employees with revenues of \$10 million. In 2001, Scott sold Maddux Communications to Quanta Services, a NYSE company. This ensured the financial security for his mother and father and opened the door for the Harley-Davidson opportunity.

On September 3, 2004 Smoky Mountain Harley-Davidson (SMHD) opened in its new 47,000 square foot facility located in Maryville, Tennessee. Since its opening, SMHD has exceeded expectations and been recognized by Harley-Davidson as one of its premier dealerships. SMHD has been recognized with the Bar & Shield award for excellence every year since opening, has been recognized as the Retail Environment of the Year, and was awarded Dealer of the Year by Harley-Davidson Financial Services in 2006.

In addition to the dealership in Maryville, Tennessee, SMHD also owns Harley-Davidson retail stores in Gatlinburg and Pigeon Forge and was recently awarded a new territory in Southeast Kentucky.



**STATE OF TENNESSEE
COUNTY OF BLOUNT**

BE IT REMEMBERED that a meeting of the Blount County Board of Commissioners was held on Thursday, December 20, 2012 at 7:00 pm at the courthouse in Maryville, Tennessee.

Roll call was taken by Rhonda Pitts, Deputy County Clerk/Commission Secretary:

Tonya Burchfield - present	Roy Gamble - present	Peggy Lambert - present
Tab Burkhalter - present	Tom Greene - present	Mike Lewis - present
Rick Carver - present	Brad Harrison - present	Kenneth Melton - present
Mike Caylor - present	Mark Hasty - present	Jerome Moon - present
Gary Farmer - present	Scott Helton - present	Monika Murrell - present
Jim Folts - present	Gerald Kirby - present	Steve Samples - present
Ron French - present	Holden Lail - present	Gordon Wright - present

There were 21 present and 0 absent. Chairman Moon declared a quorum to exist. The following proceedings were held to-wit:

IN RE: SETTING OF AGENDA.

Commissioner Lambert made a motion to set the agenda, and to remove from the agenda item F. 7, resolution regarding the addition of an additional portion of Custer Drive to the Official Roads List for Blount County, Tennessee. Commissioner Carver seconded the motion.

Commissioner Burkhalter made a motion to remove from the agenda and forward to the January agenda Item F.4., a resolution authorizing an annual commitment for telephone service for the Blount County Animal Care Center under Tennessee Code Annotated § 5-14-108. Commissioner Folts seconded the motion.

A vote was taken on the motion to remove Item F.4. from the agenda:

Burchfield - no	French - no	Kirby - no	Murrell - no
Burkhalter - yes	Gamble - no	Lail - yes	Samples - no
Carver - no	Greene - no	Lambert - no	Wright - no
Caylor - no	Harrison - no	Lewis - no	
Farmer - yes	Hasty - yes	Melton - no	
Folts - yes	Helton - abstain	Moon - abstain	

There were 5 voting yes, 14 voting no, 2 abstaining, and 0 absent. Chairman Moon declared the motion to have failed.

A vote was taken on the original motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - no
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 20 voting yes, 1 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the motion to have passed.

IN RE: CONSENT CALENDAR:

- MINUTES OF NOVEMBER 15, 2012 MEETING.**
- MINUTES OF DECEMBER 11, 2012 ZONING PUBLIC HEARING.**
- APPROVAL OF NOVEMBER 6, 2012 ELECTION RESULTS.**
- APPROVAL OF DEPUTY SHERIFF AND NOTARY PUBLIC BONDS AND OATHS.**
- ELECTION OF NOTARIES.**

Commissioner Carver made a motion to approve the consent calendar. Commissioner Lambert seconded the motion.

A vote was taken on the motion:

Burchfield - yes	Farmer - yes	Greene - yes	Kirby - yes
Burkhalter - yes	Folts - yes	Harrison - yes	Lail - yes
Carver - yes	French - yes	Hasty - yes	Lambert - yes
Caylor - yes	Gamble - yes	Helton - yes	Lewis - yes

Melton - yes
Moon - yes

Murrell - yes
Samples - yes

Wright - yes

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the consent calendar to be approved.

IN RE: APPOINTMENT OF CLARENCE WILLIAMS TO THE BLOUNT MEMORIAL HOSPITAL BOARD OF DIRECTORS.

Commissioner Burkhalter made a motion to appoint Clarence Williams to the Blount Memorial Hospital Board of Directors. Commissioner Farmer seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - abstain	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 20 voting yes, 0 voting no, 1 abstaining, and 0 absent. Chairman Moon declared Clarence Williams to be reappointed.

IN RE: APPOINTMENT OF SUSAN KELLER TO THE BLOUNT MEMORIAL HOSPITAL BOARD OF DIRECTORS.

Commissioner Samples made a motion to appoint Susan Keller to the Blount Memorial Hospital Board of Directors. Commissioner Gamble seconded the motion.

A vote was taken on the motion:

Burchfield - abstain	French - yes	Kirby - no	Murrell - yes
Burkhalter - abstain	Gamble - yes	Lail - abstain	Samples - yes
Carver - abstain	Greene - yes	Lambert - yes	Wright - yes
Caylor - no	Harrison - yes	Lewis - yes	
Farmer - no	Hasty - no	Melton - no	
Folts - yes	Helton - no	Moon - abstain	

There were 10 voting yes, 6 voting no, 5 abstaining, and 0 absent. Chairman Moon declared Ms. Keller was not reappointed.

**IN RE: BUDGET TRANSFER – HIGHWAY DEPARTMENT - \$23,556.00.
BUDGET TRANSFER – HIGHWAY DEPARTMENT - \$62,372.00.**

Commissioner Burkhalter made a motion to approve the transfers. Commissioner Lail seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the transfers to be approved.

IN RE: RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET - \$102,467.23.

Commissioner Lewis made a motion to adopt the resolution. Commissioner Farmer seconded the motion.

A vote was taken on the motion:

Burchfield - yes	Folts - yes	Hasty - yes	Lewis - yes
Burkhalter - yes	French - yes	Helton - yes	Melton - yes
Carver - yes	Gamble - yes	Kirby - yes	Moon - yes
Caylor - yes	Greene - yes	Lail - yes	Murrell - yes
Farmer - yes	Harrison - yes	Lambert - yes	Samples - yes

Wright - yes

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

IN RE: RESOLUTION TO AMEND OTHER CAPITAL PROJECTS FUND BUDGET - \$57,306.76.

Commissioner Lewis made a motion to adopt the resolution. Commissioner Lail seconded the motion.

Commissioner Farmer made a motion to call for the previous question. Commissioner Melton seconded the motion. A voice vote was taken on the call for previous question. Chairman Moon declared the motion to call for the previous question carried.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - no	Helton - yes	Moon - yes	

There were 20 voting yes, 1 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

IN RE: RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET - \$17,787.47.

Commissioner Lewis made a motion to adopt the resolution. Commissioner Wright seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - no	Helton - yes	Moon - yes	

There were 20 voting yes, 1 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

IN RE: RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION FOR TOWNSEND COVERED BRIDGE PROJECT GRANT.

Commissioner Lambert made a motion to adopt the resolution. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - no	Helton - yes	Moon - yes	

There were 20 voting yes, 1 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

IN RE: RESOLUTION AUTHORIZING AN ANNUAL COMMITMENT FOR TELEPHONE SERVICE FOR THE BLOUNT COUNTY ANIMAL CARE CENTER UNDER TENNESSEE CODE ANNOTATED § 5-14-108.

Commissioner Samples made a motion to adopt the resolution. Commissioner Gamble seconded the motion.

A vote was taken on the motion:

Burchfield - yes	Caylor - yes	French - yes	Harrison - yes
Burkhalter - abstain	Farmer - yes	Gamble - yes	Hasty - yes
Carver - yes	Folts - yes	Greene - yes	Helton - yes

Kirby - yes	Lewis - yes	Murrell - yes
Lail - yes	Melton - yes	Samples - yes
Lambert - yes	Moon - abstain	Wright - yes

There were 19 voting yes, 0 voting no, 2 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

IN RE: RESOLUTION TO AMEND THE ZONING RESOLUTION OF BLOUNT COUNTY, TENNESSEE, BY ADDING A NEW SECTION 7.18 DESIGN STANDARDS FOR COMMERCIAL CAMPGROUNDS AND RECREATIONAL VEHICLE PARKS, AMEND SECTIONS 9.1B, 9.2B, 9.3B., TO INCLUDE COMMERCIAL CAMPGROUNDS AND RECREATIONAL VEHICLE PARKS, AND AMEND SECTION 13 TO INCLUDE DEFINITIONS, FOR CAMPING CABINS AND COMMERCIAL CAMPGROUNDS.

Commissioner Wright made a motion to adopt the resolution. Commissioner Kirby seconded the motion.

Commissioner Wright made a motion to refer the resolution back to the Planning Commission. Commissioner Kirby seconded the motion.

Commissioner Lail made a motion to call for the previous question. Commissioner Lambert seconded the motion. A voice vote was taken. Chairman declared the motion to call for the previous question carried.

A vote was taken on the motion to refer:

Burchfield - no	French - no	Kirby - yes	Murrell - no
Burkhalter - no	Gamble - no	Lail - no	Samples - no
Carver - yes	Greene - yes	Lambert - no	Wright - yes
Caylor - no	Harrison - yes	Lewis - no	
Farmer - no	Hasty - no	Melton - no	
Folts - no	Helton - no	Moon - no	

There were 5 voting yes, 16 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the motion to refer to have failed.

Commissioner Farmer made a motion to call for the previous question. Commissioner Greene seconded the motion. A voice vote was taken. Chairman Moon declared the motion to call for the previous question carried.

A vote was taken on the original motion:

Burchfield - no	French - no	Kirby - yes	Murrell - no
Burkhalter - no	Gamble - no	Lail - no	Samples - no
Carver - no	Greene - no	Lambert - no	Wright - yes
Caylor - no	Harrison - yes	Lewis - no	
Farmer - no	Hasty - no	Melton - no	
Folts - no	Helton - no	Moon - no	

There were 3 voting yes, 18 voting no, 0 abstaining, and 3 absent. Chairman Moon declared the resolution was not adopted.

IN RE: RESOLUTION AMENDING RESOLUTION NO. 09-08-005 REGARDING THE CONTRACT WITH EAST TENNESSEE MEDICAL GROUP.

Commissioner Farmer made a motion to adopt the resolution. Commissioner Burkhalter seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - abstain	Samples - yes
Carver - abstain	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 19 voting yes, 0 voting no, 2 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

IN RE: RESOLUTION TO APPROVE AN INTER-LOCAL AGREEMENT TO PROVIDE SMOOTH, COORDINATED TRAFFIC FLOW BETWEEN SIGNALIZED INTERSECTIONS IN BLOUNT COUNTY, MARYVILLE, AND ALCOA..

Commissioner Caylor made a motion to adopt the resolution. Commissioner Lambert seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - no	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 20 voting yes, 1 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

IN RE: SETTING OF PUBLIC HEARING FOR JANUARY 8, 2013 AT 6:30 PM FOR REQUEST FOR REZONING FROM R-2 TO R-1 FOR A PORTION OF THE PROPERTY LOCATED AT 6250 PAUL BOONE ROAD, IDENTIFIED ON TAX MAP 126 AND PARCEL 079.00.

Commissioner Lambert made a motion to set the public hearing for 6:30 pm on January 8, 2013. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the public hearing to be set.

IN RE: RESOLUTION TO ALLOW SAFE PASSAGE IN BLOUNT COUNTY, TENNESSEE, FOR A CERTAIN VISITOR FROM THE NORTH POLE.

Commissioner Farmer made a motion to adopt the resolution. Commissioner French seconded the motion.

A vote was taken on the motion:

Burchfield - yes	French - yes	Kirby - yes	Murrell - yes
Burkhalter - yes	Gamble - yes	Lail - yes	Samples - yes
Carver - yes	Greene - yes	Lambert - yes	Wright - yes
Caylor - yes	Harrison - yes	Lewis - yes	
Farmer - yes	Hasty - yes	Melton - yes	
Folts - yes	Helton - yes	Moon - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the public hearing to be set.

IN RE: ADJOURNMENT.

Chairman Moon declared the meeting to be adjourned.



**STATE OF TENNESSEE
COUNTY OF BLOUNT**

BE IT REMEMBERED that a zoning public hearing was held on Tuesday, January 8, 2013 at 6:30 pm at the courthouse in Maryville, Tennessee.

Roll call was taken by Rhonda Pitts, Deputy County Clerk/Commission Secretary:

Tonya Burchfield - absent	Roy Gamble - present	Peggy Lambert - absent
Tab Burkhalter - present	Tom Greene - present	Mike Lewis - present
Rick Carver - present	Brad Harrison - present	Kenneth Melton - present
Mike Caylor - present	Mark Hasty - absent	Jerome Moon - present
Gary Farmer - present	Scott Helton - present	Monika Murrell - present
Jim Folts - present	Gerald Kirby - present	Steve Samples - absent
Ron French - present	Holden Lail - present	Gordon Wright - present

There were 17 present and 4 absent. Chairman Moon declared a quorum to exist. The following proceedings were held to-wit:

IN RE: RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY, TENNESSEE, FROM R-2 (RURAL DISTRICT 2) TO R-1 (RURAL DISTRICT 1) FOR A PORTION OF THE PROPERTY LOCATED AT 6250 PAUL BOONE ROAD, BEING TAX MAP 126 AND PARCEL 079.00.

Chairman Moon asked for comments from the audience. There was no response.

IN RE: ADJOURNMENT.

Chairman Moon declared the public hearing to be closed.

RESOLUTION No. 13-01-001

Sponsored by Commissioners Gary Farmer and Scott Helton

A RESOLUTION TO APPROVE AND ACCEPT THE BOND AND OATHS OF DEPUTY SHERIFFS, AND THE BONDS AND OATHS OF NOTARIES OF BLOUNT COUNTY, TENNESSEE.

BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, in session assembled February 21, 2013:

WHEREAS, Roy Crawford, Jr., Blount County Clerk, has certified according to the records of his office that the persons named on the attached listing labeled "OATHS OF DEPUTY SHERIFFS" have taken their oaths of office; and

WHEREAS, said Roy Crawford, Jr. has certified according to the records of his office that the persons named on the attached listing labeled "NOTARY PUBLIC BONDS AND OATHS" have given approved bonds for the office of Notary Public and have taken their oaths of office.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE:

1. That the persons named on the attached listing labeled "OATHS OF DEPUTY SHERIFFS" are hereby approved for such and the bonds are accepted and their oaths therefor are approved as taken; and
2. That the persons named on the attached listing labeled "NOTARY PUBLIC BONDS AND OATHS" are hereby approved for such and the bonds or sureties are accepted and approved and their oaths therefor are approved as taken; and
3. That each such person named on the listing hereinabove mentioned (which listing is attached hereto and incorporated herein by reference) is hereby deemed to have been individually considered according to the particular matter relating thereto.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____
County Mayor

Date

REPORT FROM THE OFFICE OF THE COUNTY CLERK
TO THE BLOUNT COUNTY COMMISSION
NOTARY PUBLIC BONDS & OATHS
January 17, 2013

The following Notaries Public Elect of Blount County appeared in the County Clerk's Office to receive their Commissions duly signed by the Honorable William Haslam, Governor, and countersigned by approved bond of Ten Thousand Dollars and qualified as by law required:

<i>Notary Name</i>	<i>Date Qualified</i>	<i>Surety</i>
TINA M. TYLER	12/21/2012	STATE FARM FIRE & CASUALTY CO.
GARY P DANTINI	12/28/2012	WESTERN SURETY CO.
HELEN M. DIGGS	12/31/2012	STATE FARM FIRE AND CASUALTY C
SUSAN W. JENSEN	1/2/2013	MERCHANTS BONDING COMPANY
ANGELA F. STINNETT	1/7/2013	GLEN W. KEY/RALPH E. PAYNE
JENNIFER R. SISE	1/8/2013	MERCHANTS BONDING COMPANY
TERESA L. WRIGHT	1/9/2013	WESTERN SURETY COMPANY
MARILYN G. KIRCHOFF	1/9/2013	WESTERN SURETY CO.
TERESA GREGORY	1/9/2013	WESTERN SURETY CO.
CURTIS WRIGHT	1/10/2013	WESTERN SURETY COMPANY
KATHY A. JOHNSON	1/10/2013	WESTERN SURETY COMPANY
JACKIE LYONS	1/11/2013	RLI INSURANCE COMPANY
PAT C. MEEK	1/11/2013	POWELL TRUAN MEEK/BETTY I. RUSSELL
DONNA A. BOWMAN	1/11/2013	OLD REPUBLIC SURETY CO.
STEPHANIE TROST	1/11/2013	CORNELIA COOPER/MICHAEL J. TROST

REPORT FROM THE OFFICE OF THE COUNTY CLERK
TO THE BLOUNT COUNTY COMMISSION
OATHS OF DEPUTY SHERIFFS
January 17, 2013

<u>Name</u>	<u>Date of oath</u>
JACOB DEVAN GIBBONS	December 17, 2012
RYAN ROBERT MOORE.....	December 17, 2012
ERNEST KEVIN TIQUAN RAGLAND.....	December 17, 2012
THOMAS ROBERT WAGGONER.....	December 17, 2012
DEVAN E. BROWN.....	December 17, 2012
LAUREN N. FEVRIER	January 2, 2013



BLOUNT COUNTY

Office of the County Clerk

345 COURT STREET, MARYVILLE, TENNESSEE 37804-5906

Roy Crawford, Jr.
County Clerk

Telephone (865) 273-5800
Fax (865) 273-5815

NOTARIES TO BE ELECTED JANUARY 17, 2013

Deborah L. Barbra
Donna Barnes
Michael R. Belcher
Terry Bledsoe
Richard N. Borden
Laura A. Burke
Sharon Cramer
Janice F. Fowler
Heather Gallagher
J. Michael Garner
Alan E. Giles
Sharon Haggard
Debra Huskey

Denise S. Jeandron
Janice A. Keyees
Sonya D. Kibert
Jonathan A. Oakes
Charles H. Ritchey
Sheldon Carl Roddy
R. Mitchell Sullivan
Susan Upton
Sue E. Walls
Amanda L. White
Jack K. Wood
Marsha J. Wynn

Blount Co. Agriculture Ext.
219 Court Street
Maryville, TN 37804-5917
January 3, 2013

Honorable Members
Blount County Board of Commissioners
359 S. Court Street
Maryville, TN 37804-5906

Dear Commissioners:

With regard to the Blount County Agriculture Extension Committee appointments, the following recommendations are submitted for your consideration.

1. Re-appoint Commissioner Roy Gamble as Commission Representative.
2. Re-appoint Missy Burkhart as a Farm Women representative to begin a third two-year term.
3. Re-appoint Dr. Andy Daugherty as a Farm Men representative to begin a third two-year term.

I would offer the following regarding the qualifications for the Mrs. Burkhart and Dr. Daugherty to serve in this capacity. Additional biographical information can be found on the accompanying page.

- Both are residents of Blount County and are actively engaged in farming; Mrs. Burkhart in dairy production and Dr. Daugherty in beef cattle.
- Both are parents of school-age children.
- Both have a positive and enthusiastic attitude toward serving the Blount County community through agriculture related activities.
- Mrs. Burkhart, as a farm woman with experience in business and daily farm management, has a vested personal/family interest in home & farm activities related to the agriculture community.
- Dr. Daugherty, as a trained professional in veterinary medicine and farm animal management has a vested personal/family interest in home & farm activities related to the agriculture community in Blount County.

Thank you for your consideration of this request. If I may be of assistance please contact me at 982-6430 or e-mail jawilson@utk.edu.

Respectfully Yours,
John A. Wilson
John Wilson
County Director

January 2013

Proposed appointees to the Blount County Agricultural Extension Committee:

Missy Burkhart

483 Meadow Road
Greenback, TN 37742

Home: 865-995-2031

Husband: J. MacDonald Burkhart, MD

Children: five children, ages 15-29

Attended University of Tennessee, Knoxville

Previously operated John Deere tractor dealerships at Jefferson City & Maryville

Works in Sunday School Department of First Baptist Church

Thirty (32) years in Burkhart Dairy Farm business

Blount Co. Farm Bureau Women member

Andy Daugherty, DVM

2235 Stonybrook Road
Louisville, TN 37777

Home: 865-984-2145

Email: Allison@msalernoandassociates.com

Wife: Allison Daugherty

Son: Richard Andrew Daugherty II (Drew)

Alcoa High School 1988

Bachelor of Science, Animal Science, UTK 1993

Doctor of Veterinary Medicine, UTCVM 1997

Worked in a mixed animal practice

Currently Beef Producer on family Century Farm

Farm Bureau Board of Directors

Blount County Livestock Association Board of Directors

Past LRWA director, member of Maryville Rotary, Leadership Blount 2005

Attend First United Methodist Church, Maryville

Alcoa Little League T-Ball Coach 2006 to present

**AGRICULTURAL EXTENSION COMMITTEE
T.C.A. 49-50-104
TERMS ARE FOR 2 YEARS**

**Roy Gamble
4012 Davis Ford Road
Maryville, TN 37804**

appointed 3-2011 Term Expires 1/2013

**Mark Hasty
Black Sulfur Way
Maryville, TN 37803**

reappointed 1-19-12 Term Expires 1/2014

**Tonya Burchfield
Morningside Avenue
Maryville, TN 37804**

reappointed 1-19-12 Term Expires 1/2014

**Tom Bowers
4877 Bethlehem Road
Walland, TN 37886**

reappointed 1-19-12 Term expires 1/2014

**Mary Gentry
134 Ramsey Road
Maryville, TN 37801**

reappointed 1-19-12 Term expires 1/2014

**Missy Burkhart
483 Meadow Road
Greenback, TN 37742
995-2031**

appointed 3-2011 Term expires 1/2013

**Dr. Andy Daugherty
2235 Stonybrook Road
Louisville, TN 37777
984-2145**

appointed 3-2011 Term expires 1/2013



BLOUNT COUNTY MAYOR

Ed Mitchell

341 Court Street, Maryville, TN 37804-5906

Phone: (865) 273-5700

Fax: (865) 273-5705

Email: emitchell@blounttn.org



TO: Blount County Commission

FROM: Ed Mitchell, Mayor

RE: Recommendations for Budget Committee

DATE: January 3, 2013

For the consideration of the full commission, I am submitting my recommendation of the following names to be appointed to serve on the Budget Committee:

Mike Lewis (re-appointed)
Steve Samples (re-appointed)
Jerome Moon
Gerald Kirby



BLOUNT COUNTY MAYOR

Ed Mitchell

341 Court Street, Maryville, TN 37804-5906

Phone: (865) 273-5700

Fax: (865) 273-5705

Email: emitchell@blounttn.org



TO: Blount County Commission

FROM: Ed Mitchell, Mayor

RE: Recommendations for Purchasing Committee

DATE: January 3, 2013

For the consideration of the full commission, I am submitting my recommendation of the following names to be appointed to serve on the Purchasing Committee:

Mike Lewis (re-appointment)
Steve Samples (re-appointment)
Jerome Moon
Gerald Kirby

FOCUS™ Terms

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1 of 1



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Tenn. Code Ann. § 41-4-116 (Copy w/ Cite)

Pages:2

Tenn. Code Ann. § 41-4-116

TENNESSEE CODE ANNOTATED
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*** Current through the 2012 Regular Session ***

Title 41 Correctional Institutions and Inmates
Chapter 4 Jails and Jailers

Tenn. Code Ann. § 41-4-116 (2012)

41-4-116. Jail inspectors.

(a) The county legislative body may, at its January term each year, appoint three (3) householders or freeholders, residents of the county, of lawful age, to act as jail inspectors for the ensuing year, or the court may appoint inspectors at any other time to act for a shorter period.

(b) The county mayor shall be an ex officio inspector of the jail in each county.

(c) It is the duty of the inspectors appointed to:

(1) Visit and examine the county jail at least once each month;

(2) Make rules and regulations for the preservation of the health and decorum of the prisoners;

(3) Decide all disputes between the jailer and the prisoners;

(4) Provide for the restraint, by ironing or segregation of prisoners who offer violence to fellow prisoners or to the jailer or the jailer's assistants, or for attempting to break jail; and

(5) Make a report, at each meeting of the county legislative body, of the state and condition of the prisoners and the jail.

HISTORY: Code 1858, §§ 5425-5427 (deriv. Acts 1826, ch. 45, § 2); Shan., §§ 7436-7438; mod. Code 1932, §§ 12043-12045; impl. am. Acts 1978, ch. 934, §§ 7, 16, 36; modified; T.C.A. (orig. ed.), §§ 41-1116 -- 41-1118; Acts 1984, ch. 652, § 1; 2003, ch. 90, § 2.

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Tenn. Code Ann. § 41-4-116 (Copy w/ Cite)

Pages:2

In

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Sent: Friday, December 28, 2012 2:20 PM
To: Rhonda Pitts
Subject: Jail Inspection Committee

Rhonda,

Happy New Year. I am writing to express my desire to serve on the Jail Inspection Committee for the 2013 calendar year.

If you need anything else from me please let me know.

God bless,
Sharon

Sent from my iPhone=



Biographical Sketch Sharon Hannum

Sharon Hannum was born to Robert and June Hannum in Blount County, Tennessee and was educated at Hale Elementary, Maryville Jr. High and Maryville High School. She is a graduate of the Maryville High School class of 1969. She attended Draughon's Business College where she attained an Associates Degree in Business Administration.

Sharon spent seven years as an employee of the Carborundum Company, Pollution Control Division and while working as a Marketing/PR Coordinator, received a phone call from The Aluminum Company of America, now known as Alcoa, Inc. and formerly known as "The Plant", recruiting her to employment at Alcoa. Sharon is currently retired from Alcoa, Inc. with 30 years of service. Sharon began her career as a Unit Supervisor in the North Plant Ingot Department. She was recruited especially for this role, as there were no women in this traditionally male dominated position. After working 10 years in the Ingot Department and rising to the level of Shift Supervisor, she transferred into Central Services, the Maintenance, Engineering and Utilities division of Tennessee Operations. It is from this division that she retired as an Area Coordinator.

Sharon is the mother of one son, Robert Todd Hannum, who is the light and joy of her life. Todd is a Marketing and Sales Product Manger for Caterpillar, Inc. and is presently residing in Atlanta, Georgia. Sharon is devoted to her family and St. Paul A.M.E. Zion Church of Maryville where she serves as a licensed Exhorter, serves on the board of Evangelism, Class Leader, Board of Activities for the Jehovah-Jireh Food Ministry, Prayer Counselor and member her Local Church, District and Conference Intercessory Prayer Teams and is also a Sunday School Teacher.

Sharon is currently the facilitator for Sisters 4 Tomorrow girls mentoring rites of passage program which is in it's second year, and also in its second year is her appointment to the position of Tennessee Conference Director of Christian Education . Sharon also continues to serve as District Officer for the Board of Christian Education for Young Adult Ministry, and is a District Worship Leader team member.

In the community Sharon is Chair of the MLK Celebration Planning Commission, Vice-President for the Board of Trustees for the Blount County Library, Co-Chair, Blount Economic Summit for Women, Chair of the Jail Inspection Committee for Blount County Government, acting Executive Director of blountAchieves Scholarship Program; Board of Directors for Leadership Blount and is a graduate of Leadership Blount, Class of 1998 and is also a member of the Pellissippi State Community College Foundation Board of Trustees and will begin a three year term on the Board of Directors for Child and Family Tennessee in January 2012.

It is Sharon's desire to serve as God would have her to serve and love as God has called her to love...with Christ as her model.

From: rm2008@charter.net [mailto:rm2008@charter.net]

Sent: Thursday, January 03, 2013 11:51 AM

To: rpitts@blounttn.org

Subject: service

I will be wiling to serve again in 2013.
Thank you.

Robert Mathis

ROBERT T. MATHIS

821 Misty View Drive
Maryville, TN 37804

EMPLOYMENT: Semi-Retired

- D&S Vending Company

Former Small Business Owner:

- Houk Candy Company
- Display Services, Inc.

EDUCATION: Everett High School, 1954

**COMMUNITY
ACTIVITIES:** Past President, Eagleton Babe Ruth League 1988-89
Senior Outreach Program

FAMILY HISTORY: Born: August, 1936
Wife: Barbara Mathis
Sons: Barry and Danny Mathis

HOBBIES: Sports Activities
Spending time with grandchildren

From: denise shearer
Sent: Thursday, January 10, 2013 11:31 AM
To: rpitts@blounttn.org
Subject: jail inspection

I will be delighted to serve another year as jail inspector.
Rev. Larry Shearer

Rev. Larry Shearer
245 West Watt Street
Alcoa, Tennessee 37701
865-984-1233 – office

Pastor of Cumberland Presbyterian Church – 6 years

Jail Ministry – 7 years

Served the Community – 19 years

Served on the Jail Inspection Committee – 4 years

Jail Ministry Educational Classes – Lee University

Local MIC Board – 1 year



January 2, 2012

The Honorable Jerome Moon, Chair
Blount County Commission

Re: Re-Appointment of Fred Lawson

Dear Chairman Moon:

The Board of Directors of the Industrial Development Board of Blount County and the cities of Alcoa and Maryville, Tennessee, submit for your approval, the re-appointment of Fred Lawson for a six-year term.

Your consideration of this request at your next meeting is greatly appreciated. Please contact me if you have any questions or if I can be of any assistance.

Sincerely,

A handwritten signature in cursive script that reads "Bryan T. Daniels".

Bryan T. Daniels, CEcD, CCE, IOM
President & CEO

BTD/bsf

FRED R. LAWSON

*2101 Cochran Road
Maryville, Tennessee 37803
April 15, 2011*

- OCCUPATION:** Chairman of BankEast
- SPOUSE:** Sharon S. Lawson
- CHILDREN:** Terry L. Akins, Laura L. Rathbone and Kris W. Newvine
- GRANDCHILDREN:**
Corey Allen Rathbone, Dylan Lawson Rathbone,
Anna Elizabeth Akins & Matthew Harrison Newvine
- EDUCATION:** University of Tennessee
Louisiana State University School of Banking
Harvard Institute for Financial Management
- CIVIC
ACTIVITIES:** Member Blount County Economic Board;

Former Member of the following Boards:
Maryville College
Window of Opportunity Campaign Committee for Maryville
College
Chairman of the Directors Committee of Maryville College
Chairman of Advancement Committee of Maryville College
Downtown Organization, Knoxville
East Tennessee Historical Society
Knoxville Symphony Society
U.S. Department of Housing & Urban Development
Tennessee's Resource Valley
Covenant Health
Covenant Health Finance/Investment Committee
Thompson Cancer Survival Center
Bijou Theater
Junior Achievement
Metropolitan Drug Commission
Maryville City School Foundation
Knoxville Chamber of Commerce
University of Tennessee Memorial Research
East Tennessee Foundation

**Fred R. Lawson
Page Two
Biographical Data**

**Ft. Sanders Regional Medical Center
Carson Newman College Board of Trustees
Pellissippi State Foundation
Fortress Corporation**

FORMER CAREER RELATED ACTIVITIES:

**President of Tennessee Bankers Association;
President of Tennessee Bankers Assoc. Financial Products and
Services;
Board of Directors of Tennessee Bankers Association;
Tennessee Bankers Assoc. Government Relations Committee;
Conference of State Bank Supervisors;
Board of Directors of Eastern Life Insurance Co;
Board of Directors of BancInsure, Inc.;
Executive Committee of BancInsure, Inc.;
Tennessee Bankers Association Executive Committee;
Board of Directors of Tennessee Bankers Insurance Service;
Tennessee Bankers Association Tax Policy Committee;
American Bankers Association Government Relations Comm;
Vice Chairman of Tennessee Banking Board;
Board of Regents, Mid South School of Banking, Memphis;
Small Business Administration Region VI;
Director Federal Reserve Bank, Nashville, Tennessee;
Board of Directors of Advanced Computer Enterprises**

Former Director of the following Banks:

**Blount National Bank, Maryville, Tennessee
Bank of Pensacola, Pensacola, Florida
Merchants & Farmers Bank, Greenback Tennessee
First National Bank of Jefferson City, Tennessee
Citizens State Bank, McMinnville, Tennessee
Bank of Cannon County, Woodbury, Tennessee
Bank of East Tennessee, Knoxville, Tennessee
BankFirst, Knoxville, Tennessee**

**Fred R. Lawson
Page Three
Biographical Data**

Former Director, CEO and President of Tennessee National Bancshares

Former Director, President and Chief Executive Officer of Bank Of East Tennessee

CAREER HISTORY:

Began employment at Blount National Bank, Maryville, Tennessee in 1958

President of Blount National Bank in 1968 and President of Tennessee National Bancshares, Inc. 1971 – 1986

President & Chief Executive Officer of Bank Of East Tennessee 1986 – 1992

President & Chief Executive Officer of BankFirst 1993 – 2001

Commissioner of the Department of Financial Institutions for the State of Tennessee 2001-2002

RELIGIOUS AFFILIATION:

Member of Monte Vista Baptist Church, Maryville, Tennessee

BUDGET TRANSFERS
January 17, 2013
(COMMISSION ACTION NEEDED)

<u>FUND</u>	<u>AMOUNT</u>	<u>BUDGET COMMITTEE</u>	<u>VOTE</u>
131 – Hwy/Roads & Bridges	\$ 26,000.00	Recommended	4 - yes 1 - absent
263 – Gen. Liability/ Acctng.	\$ 109,944.50	Recommended	4 - yes 1 - absent
266 – Workers' Comp/ Acctng.	\$ 109,944.50	Recommended	4 - yes 1 - absent
263 – Gen. Liability/ Acctng.	\$ 1,352,386.00	Recommended	4 - yes 1 - absent
266 – Workers' Comp/ Acctng.	\$ 551,248.00	Recommended	4 - yes 1 - absent
264 – Health & Life Benefits/Acctng.	\$15,877,800.00	Recommended	4 - yes 1 - absent
264 – Health & Life Benefits/Acctng.	\$ 1,520,270.00	Recommended	4 - yes 1 - absent
264 – Health & Life Benefits/Acctng.	\$ 54,530.00	Recommended	4 - yes 1 - absent
264 – Health & Life Benefits/Acctng.	\$ 35,400.00	Recommended	4 - yes 1 - absent

File

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Hwy-Roads & Bridge

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
131-063100-500418-0	equip & parts	26,000.00
Total transferred to:		26,000.00

FROM ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
131-062000-500405-0	liquid asphalt	26,000.00
Total transferred from:		26,000.00

Justification / Explanation:

finish out year for parts

**Please attach additional sheet if necessary for additional information.

Bill Dunlap 12/12/12
Signature of Department Head Date

Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

F.I.g

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: General Liability/Accounting

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
263-99100-500590	Transfer to other Funds	109,944.50
Total transferred to:		109,944.50

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
263-0-489900	Use of Fund Balance	(109,944.50)
Total transferred from:		(109,944.50)

Justification / Explanation:

These budget amendments are establishing a budget for the current year. (FY 12/13). The effect of this is to allocate time spent on Workers' Compensation and General Liability between funds 263 & 266. The general fund will benefit by a corresponding transfer from those two funds.

I hereby certify that the information furnished on this form is true and correct to the best of my knowledge and belief, and that I am a duly authorized officer of the County of Blount, Alabama.
 I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

**Please attach additional sheet if necessary for additional information.



 Signature of Department Head

 Date 1/2/13

 Signature of County Mayor

 Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

F.I.h

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Workers' Compensation/Accounting

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
266-99100-500590	Transfer to other Funds	109,944.50
Total transferred to:		109,944.50

ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
266-0-489900	Use of Fund Balance	(109,944.50)
Total transferred from:		(109,944.50)

Justification / Explanation:

These budget amendments are establishing a budget for the current year. (FY 12/13). The effect of this is to allocate time spent on Workers' Compensation and General Liability. Between (Funds 263 & 266). The general fund will benefit by a corresponding transfer from those two funds.

Budget Manager
 Finance Director
 Finance Manager
 Finance Assistant
 Finance Clerk
 Finance Secretary
 Finance Intern

**Please attach additional sheet if necessary for additional information.



 Signature of Department Head _____ Date 1/2/13

 Signature of County Mayor _____ Date _____

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

F.I.J.

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Workers' Compensation/Accounting

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
266-0-431010	Self-Insurance Premiums	551,248.00
Total transferred to:		551,248.00

ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
266-0-431011	Workers Comp. General County	(308,000.00)
266-0-431012	Workers Comp. Highway	(34,602.00)
266-0-431013	Workers Comp. Schools	(160,000.00)
266-0-431015	Workers Comp. Library	(1,453.00)
266-0-431017	Workers Comp. Extended Daycare	(4,000.00)
266-0-431018	Workers Comp. Drug Court	(193.00)
266-0-431019	Workers Comp. Cafeteria	(43,000.00)
Total transferred from:		(551,248.00)

Justification / Explanation:

This amendment is to better conform to suggestions by the State Comptroller's office. In prior years we have identified revenue by the department paying premiums. The suggestion which is presented to you is a consolidation of revenue into one account.



*Please attach additional sheet if necessary for additional information.

[Signature] 1/2/13
Signature of Department Head Date

Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

F.I.K

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Health & Life Benefit/Accounting

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
264-0-431010	Self-Insurance Premiums	15,877,800.00
Total transferred to:		15,877,800.00

ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
264-0-431011	Self-Insurance Premiums--General County	(4,500,000.00)
264-0-431012	Self-Insurance--Highway	(670,000.00)
264-0-431013	Self-Insurance	(9,330,000.00)
264-0-431014	Self-Insurance Premiums--Schools	(415,800.00)
264-0-431015	Self-Insurance Premiums--Library	(302,000.00)
264-0-431016	Self-Insurance Premiums--Judical District	(255,000.00)
264-0-431018	Self-Insurance Premiums--Cafeteria	(270,000.00)
264-0-431019	Self-Insurance Premiums--Extended Daycare	(135,000.00)
Total transferred from:		(15,877,800.00)

Justification / Explanation:

This amendment is to better conform to suggestions by the State Comptroller's office. In prior years we have identified revenue by the department paying premiums. The suggestion which is presented to you is a consolidation of revenue into one account.

Budget Committee

**Please attach additional sheet if necessary for additional information.

M. P. [Signature] *12/13* _____ _____
 Signature of Department Head Date Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

F.A.m

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Health & Life Benefit/Accounting

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
264-0-441600	Retirees Insurance	54,530.00
	Total transferred to:	54,530.00

ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
264-0-441601	County Retirees	(50,430.00)
264-0-441602	Highway Retirees	(400.00)
264-0-441603	School Retirees	(3,600.00)
264-0-441605	Retirees	(100.00)
	Total transferred from:	(54,530.00)

Justification / Explanation:

This amendment is to better conform to suggestions by the State Comptroller's office. In prior years we have identified revenue by the department paying premiums. The suggestion which is presented to you is a consolidation of revenue into one account.

[Handwritten notes and signatures in the justification box]

*Please attach additional sheet if necessary for additional information.

[Handwritten signature]
 Signature of Department Head _____
 Date *1/4/13*

 Signature of County Mayor _____
 Date _____

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

BUDGET INCREASES/DECREASES
January 17, 2013
(COMMISSION ACTION NEEDED)

<u>FUND</u>	<u>AMOUNT</u>	<u>BUDGET COMMITTEE</u>	<u>VOTE</u>
141- GPSF/Adult Edu. Grant	\$ 10,556.00	Recommended	4 - yes 1 - absent
141 - GPSF/Arts Subsidy Grant	\$ 6,432.00	Recommended	4 - yes 1 - absent
308 - Endowment/ Childrens' Home	(\$ 12,000.00)	Recommended	4 - yes 1 - absent
263 - Gen. Liability/ Acctng.	\$179,683.00	Recommended	4 - yes 1 - absent
264 - Health & Life Benefit/Acctng.	\$160,000.00	Recommended	4 - yes 1 - absent

RESOLUTION NO. 13-01-002

Sponsored by: Commissioners Kenneth Melton and Holden Lail

A RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL FUND BUDGET.

WHEREAS, Blount County would like to amend the General Purpose School Fund Budget for an increase from Dept. of Labor and Workforce Development, Div. of Adult Education Grant for FY 12-13.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General Purpose School Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General Purpose School Fund Budget shall be amended as follows:

Increase Revenue Code:

141-0-465909	State Grant – Adult Education	\$ 2,639.00
141-0-471200	Federal Grant – Adult Education	\$ 7,917.00
	TOTAL	\$10,556.00

Increase Expenditure Code:

141-071600-500116	Teachers	\$ 900.00
141-071600-500133	Paraprofessionals	\$ 99.00
141-071600-500201	Social Security	\$ 62.00
141-071600-500212	FICA Medicare	\$ 14.00
141-071600-500429	Instructional Supplies.....	\$ 1,660.00
141-072260-500162	Clerical.....	\$ 4,348.00
141-072260-500201	Social Security	\$ 270.00
141-072260-500212	FICA Medicare	\$ 63.00
141-072260-500399	Other Contracted Services	\$ 2,000.00
141-072260-500499	Other Supplies and Materials.....	\$ 1,200.00
	TOTAL	\$10,556.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

F.1.a

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER: INCREASE/DECREASE:

DEPARTMENT: GPSF

TO ACCOUNT NUMBER	DESCRIPTION	AMOUNT
141-071600-500116	Teachers	\$900.00
141-071600-500133	Paraprofessionals	\$99.00
141-071600-500201	Social Security	\$62.00
141-071600-500212	FICA Medicare	\$14.00
141-071600-500429	Instructional Supplies	\$1,600.00
141-072260-500162	Clerical	\$4,348.00
141-072260-500201	Social Security	\$270.00
141-072260-500212	FICA Medicare	\$63.00
141-072260-500399	Other Contracted Services	\$2,000.00
141-072260-500499	Other Supplies and Materials	\$1,200.00
Total Transferred to:		\$10,556.00

FROM ACCOUNT NUMBER	DESCRIPTION	AMOUNT
141-000000-465909	State Grant - Adult Education	\$2,639.00
141-000000-471200	Federal Grant - Adult Education	\$7,917.00
Total Transferred from:		\$10,556.00

Justification / Explanation:

Increase from Department of Labor and Workforce Development, Division of Adult Education; grant for FY 12-13.

Budget Committee

_____ Approved _____

_____ Recommended for _____

_____ Declined _____

_____ Tied _____

_____ Disposed _____

Tracy Logan 12-20-12

Signature of Department Head Date

Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee Meeting.

"Approved By The Board Of Education" 1-3-13

Carol Ergenbright

From: Christy Chapman <Christy.Chapman@tn.gov>
Sent: Friday, November 30, 2012 10:48 AM
To: Carol Ergenbright
Subject: Letter of Intent to Fund



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF ADULT EDUCATION
220 French Landing Drive
Nashville, Tennessee 37243-1002
615-741-7054

BILL HASLAM
GOVERNOR

KARLA DAVIS
COMMISSIONER

MARVA DOREMUS
ADMINISTRATOR

MEMORANDUM

TO: Carol Ergenbright
carol.ergenbright@blountk12.org

FROM: Marva Doremus, Administrator

DATE: November 30, 2012

RE: **Letter of Intent to Fund**
Blount County

PLEASE READ CAREFULLY

The Department of Labor and Workforce Development, Division of Adult Education is allocating critical needs funds to your program for FY 2012-2013, these funds must be expended by **June 30, 2013.**

There will be a required 10% match (cash or in-kind) for this grant.

The approved amount allocated to your program is **\$10,556.**

No additional instructional funds for 17 year old class.

Critical Needs Funding							
Proposed Budget							
Personnel - Ad. Asst.							
	Add. Hrs.	Pay rate	#wks.	total pay	SS	Med.	TOTAL
Carrie	3.75	\$ 11.25	33	\$ 1,392.19	\$ 86.32	\$ 20.19	\$ 1,498.69
Joe	4	\$ 11.00	33	\$ 1,452.00	\$ 90.02	\$ 21.05	\$ 1,563.08
Add'l weeks							
Carrie	25	11.25	3	\$ 843.75	\$ 52.31	\$ 12.23	\$ 908.30
Joe	20	11	3	\$ 660.00	\$ 40.92	\$ 9.57	\$ 710.49
Adm. Asst. add'l time				\$ 4,347.94	\$ 269.57	\$ 63.05	\$ 4,680.55
Local Staff Dev. Hours							
10 part-time teachers	5	\$ 18.00		\$ 900.00	\$ 55.80	\$ 13.05	\$ 968.85
3 paraprof.	3	\$ 11.00		\$ 99.00	\$ 6.14	\$ 1.44	\$ 106.57
				\$ 999.00	\$ 61.94	\$ 14.49	\$ 1,075.42
Total request - Personnel							\$ 5,755.98
Non- Personnel							
Copier							\$ 2,000.00
Paper		20	\$30/box				\$ 600.00
Add'l supplies							\$ 1,000.00
Blinds		12	blinds for 3 classrooms				\$ 1,200.00
							\$ 4,800.00
Total Requested							\$ 10,555.98
Local Match 10%							\$ 1,262.24
							\$ 11,818.22

Critical Needs Request for Funding

Program Name: Blount County Adult Education

County: Blount County

Supervisor Name: Carol Ergenbright

Critical needs that cannot be met with existing budget:

Due to budget cuts this year, we were unable to fund the following critical needs with our existing budget.

- **Copier rental and copy paper/ supplies: Copier \$2000; paper and supplies \$1,600**
- **Window blinds: \$1,200**
- **Funds for local staff development: \$1,075**
- **Adequate hours for data entry personnel: \$4,680**
- **Instructional hours for young adult class: \$2,015**

Justification for request of funds:

- **Copier and paper/supplies:** Use of a copier and adequate copy paper is a necessity for both instruction and documentation. In order to adequately use the State AE Curriculum, instructors need to print out practice exercises for classwork and homework. We also need to copy orientation materials and recruitment fliers.
- **Window blinds:** We lack window blinds in three classrooms (12 windows). This is not a major problem when instruction is traditional paper and pencil, but the glare from the sun interferes with viewing Power Point presentations. In order to use this technology effectively, we need window blinds. To conform with fire codes, the blinds must be metal and fit the windows properly.
- **Funds for local staff development:** Several of our teachers are not comfortable with PowerPoint and the state curriculum. We need to have local staff development opportunities that would address their concerns and help them make the transition. We need a total of 5 hours for our 10 part time instructors to work together to learn the skills and plan how to incorporate them into our curriculum. We need 3 hours for our paraprofessionals to develop and coordinate processes to ensure the smooth flow of data.
- **Additional hours for data entry:** We are currently behind in our data entry due to personal health issues and technology problems. Our part-time administrative assistants also have additional program responsibilities that help our program with intake, GED applications, and additional required documentation. Additional hours to focus on CMATS data entry would be a tremendous help in enabling them to "catch up" and establish a systemic means of accomplishing their varied tasks.
- **Instructional hours for Young Adult Class:** Almost 1/3 (56) of our current students (170) are 18 years old or younger. To meet the needs of those who are

under 18 years old, we have a Young Adult GED class. Due to budget cuts, we eliminated 4 hrs./week from this class. Due to increased need, we need to restore that instructional time. The additional hours will enable us to provide leveled instruction to these students.

Expected Outcomes/Results if funded:

- **Copier and Paper**
 - State Curriculum will be utilized as primary instructional resource
 - Program Information, including orientation materials, syllabus, class schedule, etc. will be readily available for students
 - Homework assignments will be available for students
 - Increased enrollment as a result of fliers distributed
- **Blinds**
 - More effective use of PowerPoint in both Orientation and Instruction
- **Funds for local staff development**
 - Teachers would utilize State Curriculum as primary instructional resource.
 - Teachers would integrate Power Point and other technology into classroom instruction
- **Data entry hours**
 - Data would be entered within 10 days per state standard
 - Data entry would be accurate
 - Program operations would run smoother
- **Instructional hours for young adult class**
 - Young adult class (under 18 years old) would receive needed instruction
 - Leveled instruction would be provided to young adults
 - Increased student progress and increased GED attainment

Detailed Budget:

**Blount County Adult Education
Critical Needs Funding**

	Salary	Social Sec.	Medicare	Total
Adm. Asst. data entry time	\$ 4,347.94	\$ 269.57	\$ 63.05	\$ 4,680.56
Young Adult instructional hrs.	\$ 1,872.00	\$ 116.06	\$ 27.14	\$ 2,015.20
Rental/maintenance copier				\$ 2,000.00
Copy paper (\$750)/ supplies				\$ 1,600.00
Local Staff Development	\$ 999	\$ 61.94	\$ 14.49	\$ 1,075.42
Window blinds - 3 classrooms				\$ 1,200.00
Total Request				\$ 12571.19
In-Kind match				\$ 1,257.12

RESOLUTION NO. 13-01-003

Sponsored by: Commissioners Kenneth Melton and Holden Lail

A RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL FUND BUDGET.

WHEREAS, Blount County would like to amend the General Purpose School Fund Budget to establish a budget for the Arts Student Ticket Subsidy State Grant.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General Purpose School Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General Purpose School Fund Budget shall be amended as follows:

Increase Revenue Code:

141-0-469800 Other State Grants.....\$6,432.00

Increase Expenditure Code:

141-072410-500599 Other Charges\$6,432.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

F.L.B

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: County Trustee GPSF

TO ACCOUNT NUMBER	DESCRIPTION	AMOUNT
141-072410-500599	Other Charges	\$6,432.00
Total Transferred to:		\$6,432.00

FROM ACCOUNT NUMBER	DESCRIPTION	AMOUNT
141-000000-469800	Other State Grants	\$6,432.00
Total Transferred from:		\$6,432.00

Justification / Explanation:

Establish budget for the Arts Student Ticket Subsidy State grant.

Budget Committee
 Date _____ YES
 Approved _____ YES _____ NO
 Recommended for _____ YES _____ NO
 committee authorization
 Declined _____ YES _____ NO
 Tabled _____ YES _____ NO
 Deleted _____ YES _____ NO

"Approved By The Board Of Education" 12-6-12
Joy Logan 11-20-12

Signature of Department Head

Date

Signature of County Mayor

Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee Meeting.



STATE OF TENNESSEE

TENNESSEE ARTS COMMISSION

401 Charlotte Avenue
Nashville, Tennessee 37243-0780
www.tn.gov/arts

615-741-1701

FAX 615-741-8559

October 17, 2012

Mr. Robert E. Britt
Blount County
831 Grandview Road
Maryville, TN 37803

Dear Mr. Robert E. Britt:

The Tennessee Arts Commission is pleased to award Blount County with Student Ticket Subsidy (STS) Grant funds in the amount of \$6432.00. Student Ticket Subsidy funds will be distributed in 1-2 rounds depending upon availability of STS program funds and dates of applications received from schools in your district. Payments for Round 1 should be made to the school(s) listed on page 2 in your school district within 30 days of this award letter.

Please read the information below carefully so that you will be prepared to take the necessary steps to distribute these grant awards.

INSTRUCTIONS:

1. The STS grant award is from the Tennessee Arts Commission but payment will be made by the Tennessee Department of Education through direct deposit directly to your district's fiscal agent and will appear as Arts Student Ticket Subsidy.
2. Payment will be made within approximately 30 days of this award notice from the Tennessee Department of Education to Blount County
3. Each school accountant or bookkeeper has been notified to request payment from the school district for this grant award by referencing Arts Student Ticket Subsidy.
4. When bringing funds into the district and allocating to each local school, unless otherwise appropriate, recommended accounting codes are Revenue Code 46980 "Other State Grants" and Expenditure Code 72410 "Office of the Principal" line item 599 "Other Charges".

For questions about managing your STS grant, please contact **one** of the following Commission staff members: Nan Zierden at nan.zierden@tn.gov or 615-532-5934 or Shannon Ford at shannon.ford@tn.gov or 615-532-9796.

Sincerely,

Anne B. Pope
Executive Director

RESOLUTION NO. 13-01-004

Sponsored by: Commissioners Steve Samples and Holden Lail

A RESOLUTION TO AMEND ENDOWMENT FUND BUDGET (Children's Home)

WHEREAS, Blount County would like to amend the Endowment Fund Budget to appropriate funds to correct the current Budget Revenue and Expenditure in this Fund. This Endowment is now budgeted in 191 Fund, per State Audit.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the Endowment Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the Endowment Fund Budget shall be amended as follows:

Decrease Revenue Code:

308-0-441101 Investment Income.....(\$12,000.00)

Decrease Expenditure Code:

308-58900-500599 Other Charges(\$12,000.00)

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

F.I.d

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE: X

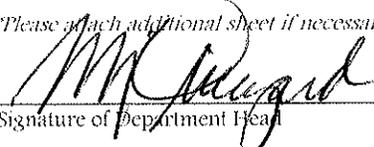
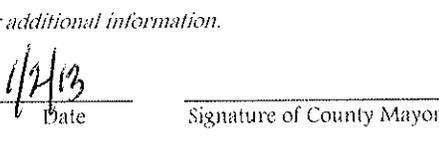
DEPARTMENT: Accounting

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
308-58900-500599	Other Charges	-12,000.00
	Total transferred to:	-12,000.00

FROM ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
308-0-441101	Investment Income	-12,000.00
	Total transferred from:	-12,000.00

Justification / Explanation: Correcting current Budget Revenue and Expenditure
(Children's Home)
in the 308 Endowment fund. This Endowment is now budgeted in 191
fund, per State Audit.

*Please attach additional sheet if necessary for additional information.

Signature of Department Head _____ Date 1/2/13
 Signature of County Mayor _____ Date _____

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

Budget File #12400
 Date _____

RESOLUTION NO. 13-01-007

Sponsored by: Commissioners Holden Lail and Steve Samples

A RESOLUTION TO AMEND GENERAL LIABILITY FUND BUDGET.

WHEREAS, Blount County would like to amend the General Liability Fund Budget to appropriate funds for correcting the FY12/13 budget.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General Liability Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General Liability Fund Budget shall be amended as follows:

Increase Revenue Code:

263-0-489990 Use of Fund Balance.....\$179,683.00

Increase/Decrease Expenditure Code:

263-58900-500331	Legal Fees	\$ 2,000.00
263-58900-500502	Bldg & Contents Insurance.....	\$ 19,288.00
263-58900-500506	Liability Insurance	\$189,932.00
263-58900-500735	Health Equipment	(\$ 31,537.00)
	TOTAL	\$179,683.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

F.L.P

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: General Liability/Accounting

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
263-58900-500331	Legal Fees	2,000.00
263-58900-500502	Building and Contents Insurance	19,288.00
263-58900-500506	Liability Insurance	189,932.00
263-58900-500735	Health Equipment	(31,537.00)
Total transferred to:		179,683.00

ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
263-0-489900	Use of Fund Balance	179,683.00
Total transferred from:		179,683.00

Justification / Explanation:

Correcting the Budget for FY 2012/13. This is based upon recommendations from Risk Management staff.

Budget Committee

*Please attach additional sheet if necessary for additional information.

 1/2/13
 Signature of Department Head Date

 Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

RESOLUTION NO. 13-01-008

Sponsored by: Holden Lail and Steve Samples

A RESOLUTION TO AMEND EMPLOYEE INSURANCE FUND BUDGET.

WHEREAS, Blount County would like to amend the Employee Insurance Fund Budget to appropriate funds to decrease revenue for Insurance recovery checks to be receipted back to Expenditure accounts rather than posting to Revenue account.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the Employee Insurance Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the Employee Insurance Fund Budget shall be amended as follows:

Decrease Revenue Code:

264-0-445200 Insurance Recovery.....(\$160,000.00)

Increase Revenue Code:

264-0-489900 Use of Fund Balance..... \$160,000.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Health & Life Benefit/Accounting

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
264-0-445200	Insurance Recovery	(160,000.00)
Total transferred to:		(160,000.00)

ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
264-0-489900	Use of Fund Balance	160,000.00
Total transferred from:		160,000.00

Justification / Explanation:

Decrease revenue for Insurance recovery checks to be receipted back to expenditure accounts. Rather than posting to the revenue account.

*Please attach additional sheet if necessary for additional information.

 1/2/13
 Signature of Department Head Date Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

RESOLUTION No. 13-01-006

Sponsored by Commissioners Scott Helton and Holden Lail.

**A RESOLUTION CLASSIFYING THE ROADS OF BLOUNT COUNTY, TENNESSEE
ACCORDING TO TENNESSEE CODE ANNOTATED 54-10-103 et. seq.**

WHEREAS, the Board of County Commissioners of Blount County, Tennessee, is required to classify the public roads of Blount County, Tennessee, and to provide for a record of said classification of public roads of Blount county, Tennessee, in the office of the County Clerk for Blount County, Tennessee, in accordance with 54-10-103 et. seq. of Tennessee Code Annotated.

WHEREAS, at the October, 1975, meeting of the Blount County Legislative Body, an Official List of County Roads was adopted and has periodically been amended since that time to reflect changes occasioned by the addition and deletion of certain roads on the List by action of the Blount County Legislative Body; and,

WHEREAS, the Official List of County Roads must be updated on a regular interval to include those new roads constructed to a standard approved by a local planning commission for addition to the Official List of County Roads; and

WHEREAS, a separate listing of those new roads constructed during the past year to a standard approved by a local planning commission for addition to the Official List of County Roads is included herein as **EXHIBIT "A"** for reference; and,

WHEREAS, the Official List of County Roads must be revised occasionally to account for changes wrought by annexations of roads or portions of roads by municipalities within the County; and,

WHEREAS, a separate listing of those roads and the changes thereto effected by annexations is included herein as **EXHIBIT "B"** for reference; and,

WHEREAS, a new revised List of Official County Roads has been prepared incorporating all the amendments, additions, deletions, and other required changes occurring to date since the adoption of the previous revision of the List of Official County Roads and is being presented in the form of a report from an electronic data base file which can be easily accessed, copied, or distributed, and the information contained therein is made conveniently available for official, public, or private use, said revised list presented here entitled "**Blount County Highway Department, Official County Road List for 2012.**"

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, in session assembled on this 21st day of February, 2013, that the County does hereby amend the list of public roads of Blount County, Tennessee to be that included herein and entitled "**Blount County Highway Department, Official County Road List for 2012,**" said List including and incorporating within the additions and other revisions noted in the hereto attached **Exhibit "A"** and **EXHIBIT "B"** and does state that all of the roads described in said List are hereby declared to be public roads and subject to proper maintenance by Blount County in accordance with their classification; and

BE IT FURTHER RESOLVED that the County Clerk of Blount County, Tennessee, shall, in accordance with the appropriate section of Tennessee Code Annotated, maintain a record book in his office of the public roads of Blount County, Tennessee, and the aforementioned roads as presented in the schedule attached to this resolution shall be included in such record book; and

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, AND THAT ANY PART OF ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED NULL AND VOID, THE PUBLIC WELFARE REQUIRING IT.

Duly passed and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

“EXHIBIT A”

**ROADS ACCEPTED BY ACTION OF LOCAL PLANNING COMMISSIONS AND PLATS RECORDED
FROM
JANUARY 1, 2012 TO DECEMBER 31, 2012**

SUBDIVISION	STREET NAME	LENGTH		WIDTH	ROW
		Added	Total		
Panorama Estates Unit 7 Map: 3023A Date Recorded: 11/14/2012 District 6	Dakota Dr.	70'	655'	22'	50'
Tall Oaks, Phase 4 Map: 3002B Date Recorded: 8/20/2012 District 14	Oak Leaf Cir.	530'	530'	18'	50'
Griffitts Mill at Mint, Phase 1 Map: 3032A & 3032B Date Recorded: 12/18/2012 District 7	Griffitts Blvd.	1,492'	1,492'	40'	80'-115"
Map: 3032A	Griffitts Mill Cir.	2,737'	2,737'	24'	50'
Date Recorded: 12/18/2012	Black Smith Ln.	745'	745'	22'	50'
District 7	Millstone Dr.	820'	820'	22'	50'

Total length of roads to be added to **“Blount County Highway Department, Official County Road List for 2012”** by action of local planning commissions during 2012 is 6,394 feet (approximately 1.21 miles).

* Note: Lengths and widths are in feet. The rights-of-way widths for all roads are 50 feet unless otherwise noted; cul-de-sac diameters are 80 feet for pavement 100 feet for right- of-ways. Boulevard pavement widths do not include medians. All unpaved landscape medians are to be maintained by the subdivision property owners association as shown on the recorded plat. Standard abbreviations for street, drive, road, circle, etc., have been used.

End of **“EXHIBIT A”**

“EXHIBIT B”
TABULATION OF CHANGES TO LENGTHS OF ROADS INCLUDED IN
“BLOUNT COUNTY HIGHWAY DEPARTMENT, OFFICIAL COUNTY ROAD LIST 2012”
RESULTING FROM ANNEXATIONS BY VARIOUS CITIES AFFECTING COUNTY ROADS UP TO
DECEMBER 31, 2012.

ROAD NAME	FORMER LENGTH	NET CHANGE	REVISED LENGTH
Byrd Dr.	480'	-480'	0'
Kendra Dr.	2,148'	-2,148'	0'
Megan Dr.	694'	-694'	0'
Mentor Rd.	16,856'	-6,616'	10,240'
Pinedale St.	2,505'	-295'	2,210'
Springdale St.	806'	-299'	507'
Ty Dr.	1,645'	-1,645'	0'
Wooddale St.	2,526'	-297'	2,229'

Total length of roads to be deleted from **“Blount County Highway Department, Official County Road List for 2012”** as a result of various annexations by action of local jurisdictions up to December 31, 2012 is 12,474 feet (approximately 2.36_miles).

End of **“EXHIBIT B”**



Blount County Highway Department

Official County Road List For 2012

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
A R DAVIS RD	17.50	17.50	2.4	21.00	21.00	A	Second
A T CRUMLEY WAY	20.00	20.00	0.1	50.00	50.00	A	First
ABBOTT RD	15.00	16.50	0.6	23.00	23.00	A	Third
ABRAMS CREEK RD	11.00	13.00	0.4	20.00	20.00	A	Fourth
ABRAMS RD	14.00	14.00	0.3	22.00	22.00	A	Third
ADAM GARNER RD	9.00	9.00	0.2	15.00	15.00	A	Fourth
ADAMS RD	10.00	12.00	0.7	16.00	16.00	A	Fourth
AGGIE DR	22.00	22.00	0.1	50.00	50.00	A	First
AIRBASE RD	24.00	24.00	2.2	30.00	30.00	A	First
AKERS ST	17.00	17.00	0.3	40.00	40.00	A	Second
ALCOVE BLVD	26.00	28.00	0.2	50.00	50.00	A	First
ALEX WAY	25.00	25.00	0.1	50.00	50.00	A	First
ALFRED MCCAMMON RD	17.00	17.00	2.1	20.00	23.00	A	Second
ALLEGHENY LOOP RD	14.00	20.00	4.9	22.00	30.00	A	Third
ALLEN CT	33.00	33.00	0.1	60.00	60.00	A	First
ALLEY DR	22.00	22.00	0.3	50.00	50.00	A	First
ALLVIEW CT	22.00	22.00	0.1	50.00	50.00	A	First
ALNWICK BLVD	17.00	17.00	0.6	50.00	50.00	A	Second
ALNWICK DR	17.00	19.00	0.9	50.00	50.00	A	Second
AMANDA DR	28.00	28.00	0.3	60.00	60.00	A	First
AMBER DR	26.00	26.00	0.1	60.00	60.00	A	First
AMBURN MEADOWS LN	22.00	22.00	0.3	50.00	50.00	A	First
AMERINE RD	18.00	18.00	1.3	22.00	36.00	A	Second
AMHURST LN	24.00	24.00	0.2	50.00	50.00		First
AMMONS RD	11.00	16.00	0.3	18.00	18.00	A	Fourth
AMY DR	28.00	28.00	0.3	60.00	60.00	A	First
ANCHOR LN	25.00	25.00	0.1	50.00	50.00	A	First
ANDERA DR	25.00	25.00	0.2	50.00	50.00	A	First
ANDREW BOYD DR	22.00	24.00	0.2	50.00	50.00	A	First
ANDY HARRIS RD	19.00	19.00	1.1	24.00	24.00	A	Second
ANDY LN	28.00	28.00	0.4	50.00	50.00	A	First
ANGUS BLVD	24.00	24.00	0.9	50.00	50.00	A	First
ANTHONY RD	9.00	9.00	0.3	15.00	15.00	A	Fourth
APPALACHIA DR	22.00	22.00	0.1	50.00	50.00	A	First
APPLE CREEK DR	28.00	28.00	0.3	60.00	60.00	A	First
ARBOR DR	23.00	23.00	0.3	50.00	50.00	A	First
ARCHER AVE	16.00	16.00	0.1	40.00	40.00	A	Second
ARDENNES DR	23.50	23.50	0.2	50.00	50.00	A	First

Based on B.C.H.D. records as of 1/4/2013 8:12:26 AM

Official County Road List - Page 1 of 34

* A = Asphalt Surface; GR = Gravel.

**Surface Width Classes - First: 20' and over; Second: 16' - 20'; Third: 12' - 16'; Fourth: 8' - 12'.

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
ARGO DR	10.00	10.00	0.1	40.00	40.00	A	Fourth
ARGYLE WAY	24.00	24.00	0.2	50.00	50.00	A	First
ARMONA RD	18.00	18.00	0.2	23.00	23.00	A	Second
ARNHEM CIR	24.00	24.00	0.1	50.00	50.00	A	First
ARNOLD ST	17.00	17.00	0.3	40.00	40.00	A	Second
ARROWHEAD DR	15.00	18.00	0.5	40.00	40.00	A	Third
ARTHUR AVE	19.00	19.00	0.1	40.00	40.00	A	Second
ARTHUR WALKER RD	15.00	20.00	0.8	20.00	20.00	A	Third
ASHLEY DR	26.00	26.00	0.2	50.00	50.00	A	First
ASHWOOD PARK DR	28.00	28.00	0.1	50.00	50.00	A	First
ATCHLEY DR	24.00	24.00	0.2	50.00	50.00	A	First
AUD ORR DR	10.00	10.00	0.3	37.00	37.00	A	Fourth
AUGUSTA AVE	11.00	12.00	0.1	40.00	40.00	A	Fourth
AUTUMN BROOK DR	22.00	22.00	0.1	40.00	40.00	A	First
AUTUMN DR	14.00	19.00	0.5	25.00	25.00	A	Third
AUTUMN OAK CIR	22.00	22.00	0.1	50.00	50.00	A	First
AUTUMN VIEW DR	24.00	24.00	0.2	50.00	50.00	A	First
AVALON BAY RD	22.00	22.00	0.1	50.00	50.00	A	First
BADGER RD	22.00	22.00	0.1	50.00	50.00	A	First
BAINBRIDGE DR	22.00	22.00	0.3	50.00	50.00	A	First
BAKER ST	18.50	18.50	0.6	50.00	50.00	A	Second
BAKERSTOWN CT	24.00	24.00	0.1	50.00	50.00	A	First
BALDWIN RD	18.00	18.00	0.3	24.00	24.00	A	Second
BALES HOLLOW RD	18.00	18.00	1.3	24.00	24.00	A	Second
BALSAM RD	12.00	12.00	0.1	20.00	20.00	A	Third
BANNER ST	16.00	16.00	0.2	24.00	24.00	A	Second
BARB HOLLOW RD	13.00	18.00	1.0	21.00	21.00	A	Third
BARBERRY CT	24.00	24.00	0.1	50.00	50.00	A	First
BARBRA ESTATES DR	18.00	18.00	0.2	50.00	50.00	A	Second
BARKER LN	11.00	13.00	0.3	40.00	40.00	A	Fourth
BARKSHED RD	17.00	19.00	1.0	23.00	50.00	A	Second
BART GIFFIN RD	16.50	17.50	1.0	23.00	23.00	A	Second
BAUMGARDNER RD	12.00	16.00	1.8	24.00	24.00	A	Third
BAXTER VIEW DR	26.00	26.00	0.2	50.00	50.00	A	First
BEANFIELD DR	22.00	22.00	0.1	50.00	50.00	A	First
BEAR HOLLOW LOOP	11.00	12.00	0.6	18.00	18.00	A	Fourth
BEATRESS CIR	17.00	17.00	0.4	22.00	22.00	A	Second
BEAUMONT AVE	23.00	23.00	0.1	50.00	50.00	A	First
BEAUS BEND RD	16.00	18.00	0.5	40.00	40.00	A	Second
BEAVER CREEK CROSSING	24.00	24.00	0.2	50.00	50.00	A	First
BEAVER DR	22.00	22.00	0.1	50.00	50.00	A	First
BECK ST	17.00	17.00	0.1	40.00	40.00	A	Second
BECKFORD DR	24.00	24.00	0.2	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
BEDFORD CT	24.00	24.00	0.1	40.00	40.00	A	First
BEECH RD	19.00	20.00	0.1	50.00	50.00	A	Second
BELL BRANCH RD	9.00	10.00	0.9	20.00	20.00	A	Fourth
BELMONT AVE	17.00	17.00	0.2	40.00	40.00	A	Second
BENJAMIN DR	26.00	26.00	0.2	40.00	40.00	A	First
BENS VIEW CT	24.00	24.00	0.3	50.00	50.00	A	First
BEREA CIR	24.00	24.00	0.1	50.00	50.00	A	First
BERKAY LN	25.50	25.50	0.2	50.00	50.00	A	First
BERRY WILLIAMS RD	11.00	15.00	0.5	18.00	18.00	A	Fourth
BERRYHILL DR	22.00	22.00	0.1	50.00	50.00	A	First
BERRYWOOD DR	24.00	24.00	0.1	40.00	40.00	A	First
BERT GARNER LN	16.50	19.00	1.5	23.00	23.00	A	Second
BEST RD	18.00	18.00	2.4	23.00	35.00	A	Second
BETHEL CHURCH RD	17.00	17.00	1.1	23.00	23.00	A	Second
BETHLEHEM CHURCH RD	14.00	14.00	1.0	20.00	20.00	A	Third
BETHLEHEM RD	16.00	16.00	1.2	26.00	26.00	A	Second
BETHVALE DR	22.00	22.00	0.1	50.00	50.00	A	First
BEXLEY DR	28.00	28.00	0.1	50.00	50.00	A	First
BIG BEND DR	26.00	26.00	0.4	50.00	50.00	A	First
BIG COVE LN	17.00	17.00	0.2	50.00	50.00	A	Second
BIG ELM RD	13.00	17.00	1.0	24.00	24.00	A	Third
BIG GULLY RD	17.00	20.00	2.1	23.00	23.00	A	Second
BIG SPRINGS RD	22.00	22.00	7.4	30.00	90.00	A	First
BIG SPRINGS RIDGE RD	17.00	18.00	2.2	23.00	35.00	A	Second
BILL ST	14.00	14.00	0.2	30.00	30.00	A	Third
BILTMORE DR	16.00	16.00	0.2	40.00	40.00	A	Second
BINFIELD RD	16.00	17.00	2.2	23.00	23.00	A	Second
BINGHAM LN	17.00	17.00	1.0	24.00	24.00	A	Second
BIRDWELL DR	26.00	26.00	0.4	40.00	40.00	A	First
BITTLE AVE	18.00	18.00	0.2	40.00	40.00	A	Second
BLACK FOREST DR	22.00	22.00	0.6	50.00	50.00	A	First
BLACK MASH HOLLOW RD	10.00	10.00	0.3	18.00	18.00	A	Fourth
BLACK OAK RIDGE RD	17.00	17.00	0.3	24.00	24.00	A	Second
BLACK POWDER CT	20.00	20.00	0.2	50.00	50.00	A	First
BLACK SMITH LN	22.00	22.00	0.1	50.00	50.00	A	First
BLACKSTOCK DR	22.00	22.00	0.1	50.00	50.00	A	First
BLAIR LP	19.00	19.00	1.4	23.00	23.00	A	Second
BLAIR RD	10.00	10.00	0.1	15.00	15.00	A	Fourth
BLAKE DR	25.00	25.00	0.1	50.00	50.00	A	First
BLANKENSHIP RD	11.00	12.00	0.5	20.00	20.00	A	Fourth
BLAZIER RD	17.00	18.00	1.0	23.00	23.00	A	Second
BLOCKHOUSE RD	18.00	18.00	5.5	23.00	23.00	A	Second
BLOOMFIELD CIR	24.50	24.50	0.2	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
BLOUNT AVE	17.00	17.00	0.4	40.00	40.00	A	Second
BLUE FOREST CT	19.50	19.50	0.1	50.00	50.00	A	Second
BLUE FOREST LN	20.00	20.50	0.3	50.00	50.00	A	First
BLUE HOLLY CIR	25.00	25.00	0.1	50.00	50.00	A	First
BLUE PHLOX LN	24.00	24.00	0.1	50.00	50.00	A	First
BLUEBELL CIR	28.00	28.00	0.1	50.00	50.00	A	First
BLUEBIRD LN	11.00	11.00	0.1	50.00	50.00	A	Fourth
BLUFF MOUNTAIN DR	24.00	24.00	0.2	50.00	50.00	A	First
BOAT GUNNEL RD	14.00	19.00	0.8	22.00	22.00	A	Third
BOB IRWIN RD	13.00	15.00	0.5	20.00	20.00	A	Third
BOB THOMPSON RD	14.00	14.00	0.3	23.00	23.00	A	Third
BOB WILSON PL	12.00	12.00	0.1	40.00	40.00	A	Third
BOLING RD	17.00	17.00	2.0	22.00	22.00	A	Second
BOLINGER RD	22.00	22.00	0.6	24.00	50.00	A	First
BONNIE BRAE DR	15.00	15.00	0.2	40.00	40.00	A	Third
BORGHILD DR	18.00	18.00	0.2	40.00	40.00	A	Second
BORING RD	10.00	16.00	0.2	16.00	16.00	A	Fourth
BRADFORD WAY	23.00	23.00	0.2	50.00	50.00	A	First
BRADLEY ST	16.00	16.00	0.1	40.00	40.00	A	Second
BRAHMAN LN	26.00	26.00	0.6	50.00	50.00	A	First
BRAMBLEWOOD DR	13.00	13.00	0.2	40.00	40.00	A	Third
BRANDI LN	26.00	26.00	0.1	50.00	50.00	A	First
BRANDON LEE DR	24.00	24.00	0.1	50.00	50.00	A	First
BRANDON PARK DR	22.00	22.00	0.8	50.00	50.00	A	First
BREEDLOVE LN	10.00	10.00	0.2	16.00	16.00	A	Fourth
BRENNA DR	21.50	21.50	0.2	50.00	50.00	A	First
BREWER RD	15.00	17.00	0.6	23.00	23.00	A	Third
BRIDGEWATER CROSSING	24.00	24.00	0.2	50.00	50.00	A	First
BRIGHTON MEADOWS DR	29.00	29.00	0.1	50.00	50.00	A	First
BRITTINGHAM DR	26.00	28.00	0.3	50.00	70.00	A	First
BROADERICK BLVD	24.00	24.00	0.4	50.00	50.00	A	First
BROADWAY CHURCH ST	19.00	19.00	0.1	40.00	40.00	A	Second
BROOK AVE	17.00	17.00	0.4	40.00	40.00	A	Second
BROOKEMEADE AVE	28.00	28.00	0.3	60.00	60.00	A	First
BROOKFIELD LN	26.00	26.00	0.2	50.00	50.00	A	First
BRUCE ST	15.00	16.00	0.4	50.00	50.00	A	Third
BRUNSWICK DR	27.00	27.00	0.1	50.00	50.00	A	First
BRYANT HOLLOW RD	13.00	15.00	0.6	22.00	22.00	A	Third
BUCHANAN RD	10.00	12.00	0.5	18.00	18.00	A	Fourth
BUCK DR	28.00	28.00	0.3	60.00	60.00	A	First
BUFORD CT	22.00	22.00	0.3	50.00	50.00	A	First
BUGLE LN	24.00	24.00	0.1	50.00	50.00	A	First
BULLEN EMERT LN	18.00	19.00	0.1	30.00	30.00	A	Second

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
BURLINGAME DR	22.00	22.00	0.1	50.00	50.00	A	First
BURNETT RD	10.00	15.00	0.5	16.00	16.00	A	Fourth
BURNETT STATION RD	18.50	19.00	4.4	29.00	29.00	A	Second
BURNSIDE DR	26.00	26.00	0.2	50.00	50.00	A	First
BURTON RD	23.00	23.00	0.1	50.00	50.00	A	First
BUTCH BAYLESS LN	14.00	14.00	1.3	23.00	23.00	A	Third
BUTLER MILL RD	16.50	19.50	2.1	23.00	23.00	A	Second
BUTLER RD	27.00	27.00	0.1	29.00	29.00	A	First
BUTTERFLY GAP LP	14.00	17.00	2.2	22.00	22.00	A	Third
BUTTERFLY GAP RD	17.00	18.00	3.6	23.00	23.00	A	Second
BUTTERFLY HOLLOW RD	10.00	10.00	0.3	16.00	16.00	A	Fourth
BUTTONWOOD CT	20.00	20.00	0.1	50.00	50.00	A	First
BYERLEY AVE	17.00	17.00	0.1	40.00	40.00	A	Second
CABLE RD	9.00	11.00	0.1	15.00	15.00	A	Fourth
CALDWELL LN	14.00	14.00	1.4	22.00	22.00	A	Third
CALEB TRL	24.00	24.00	0.5	50.00	50.00	A	First
CALLAHAN RD	16.00	23.00	1.6	25.00	25.00	A	Second
CALVERT ST	18.00	28.00	0.3	50.00	50.00	A	Second
CAMBRIDGE RD	15.00	16.00	0.8	18.00	23.00	A	Third
CAMERON RD	13.00	13.00	1.9	20.00	20.00	A	Third
CAMLEY CT	22.00	22.00	0.1	40.00	40.00	A	First
CANDLEWOOD CT	24.00	24.00	0.6	50.00	50.00	A	First
CANEY BRANCH RD	16.00	16.00	0.7	20.00	20.00	A	Second
CANNON RD	11.50	28.00	0.4	23.00	50.00	A	Fourth
CANSLER CT	25.50	25.50	0.1	50.00	50.00	A	First
CANSLER DR	27.00	28.00	0.6	50.00	50.00	A	First
CARNES RD	12.00	12.00	0.6	15.00	15.00	A	Third
CAROLYN LN	11.00	12.00	0.1	50.00	50.00	A	Fourth
CARPENTERS CAMPGROUND RD	11.00	13.50	1.9	23.00	23.00	A	Fourth
CARPENTERS GRADE RD	19.00	19.00	2.2	25.00	25.00	A	Second
CARPENTERS SCHOOL RD	12.00	16.00	0.1	18.00	18.00	A	Third
CARPENTERS VIEW DR	22.00	22.00	0.6	50.00	50.00	A	First
CARR RD	11.00	11.00	0.5	16.00	16.00	A	Fourth
CARRS CREEK RD	17.00	19.00	4.0	25.00	25.00	A	Second
CARTER DR	14.00	14.00	0.1	23.00	23.00	A	Third
CARTER SPRINGS DR	24.00	24.00	0.3	50.00	50.00	A	First
CARVER RD	17.00	18.00	0.2	20.00	20.00	A	Second
CATON ST	16.00	16.00	0.6	50.00	50.00	A	Second
CAVALIER DR	23.00	23.00	0.2	50.00	50.00	A	First
CAVE MILL RD	16.00	16.00	1.0	23.00	23.00	A	Second
CAVERN RD	14.00	20.50	1.2	18.00	20.00	A	Third
CAVET DR	26.00	26.00	0.2	50.00	50.00	A	First
CAYLOR RD	12.50	12.50	0.4	20.00	20.00	A	Third

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
CAYLORS CHAPEL RD	10.00	10.00	0.2	18.00	18.00	A	Fourth
CAYUGAS LN	30.00	30.00	0.2	50.00	50.00	A	First
CECELIA AVE	17.00	17.00	0.4	40.00	40.00	A	Second
CEDAR CHURCH LN	16.00	18.00	1.0	23.00	23.00	A	Second
CEDAR CREEK RD	17.00	17.00	1.9	16.00	24.00	A	Second
CEDAR LAWN BLVD	19.00	20.00	0.2	100.00	100.00	A	Second
CEDARGATE DR	26.00	26.00	0.3	50.00	50.00	A	First
CEDARWOOD LN	20.00	20.00	0.1	50.00	50.00	A	First
CENTENARY CHURCH RD	13.00	14.00	0.2	18.00	18.00	A	Third
CENTENARY RD	17.00	17.00	0.8	23.00	23.00	A	Second
CENTENNIAL CHURCH RD	13.00	15.00	0.7	22.00	22.00	A	Third
CENTRAL POINT RD	15.00	15.00	0.4	23.00	23.00	A	Third
CENTURY DR	24.00	26.00	0.2	50.00	50.00	A	First
CHAMBERS RD	16.00	16.00	0.6	23.00	23.00	A	Second
CHANCELLORS CT	26.00	26.00	0.1	50.00	50.00	A	First
CHANDLER STATION RD	16.00	19.00	0.3	40.00	50.00	A	Second
CHANNEL OAKS DR	21.00	24.00	0.3	50.00	50.00	A	First
CHANTAY DR	21.00	24.00	0.2	50.00	50.00	A	First
CHARLES YOUNG RD	9.00	12.50	0.3	15.00	15.00	A	Fourth
CHELSEA LN	22.00	22.00	0.1	40.00	40.00	A	First
CHEROKEE HGTS DR	18.00	18.00	0.7	40.00	40.00	A	Second
CHEROKEE INDIAN CIR	9.00	11.00	0.4	16.00	16.00	A	Fourth
CHESNEY RD	12.50	15.00	0.6	21.00	21.00	A	Third
CHESSINGHAM DR	25.00	25.00	0.2	50.00	50.00	A	First
CHESTER HILL CT	22.00	22.00	0.1	50.00	50.00	A	First
CHESTNUT LN	26.00	26.00	0.1	50.00	50.00	A	First
CHESTY PULLER CIR	24.00	24.00	0.6	50.00	50.00	A	First
CHEYENNE BLVD	26.00	42.00	0.2	60.00	60.00	A	First
CHICORY CT	22.00	22.00	0.1	50.00	50.00	A	First
CHILHOWEE HGTS RD	11.50	12.00	0.2	40.00	40.00	A	Fourth
CHILHOWEE VIEW RD	18.00	18.00	1.9	23.00	23.00	A	Second
CHIPPENDALE DR	27.00	27.00	0.2	50.00	50.00	A	First
CHOSIN TR	24.00	24.00	0.4	50.00	50.00	A	First
CHOTA HILLS	11.00	12.00	0.5	24.00	24.00	A	Fourth
CHOTA RD	18.00	18.00	1.9	24.00	24.00	A	Second
CHRIS DALE DR	18.00	18.00	0.3	50.00	50.00	A	Second
CHRIS HAVEN DR	16.00	18.00	0.5	50.00	50.00	A	Second
CHRIS HAVEN DR NORTH	18.00	19.00	0.6	50.00	50.00	A	Second
CHRIS HILL DR	18.00	18.00	0.2	50.00	50.00	A	Second
CHRIS WOOD DR	18.00	18.00	0.3	50.00	50.00	A	Second
CHRISTENBERRY DR	22.00	22.00	0.1	50.00	50.00	A	First
CHRISTIE HILL RD	15.00	17.50	1.0	28.00	28.00	A	Third
CHULA VISTA DR	26.00	26.00	0.7	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
CINEMA DR	28.00	28.00	0.2	50.00	50.00	A	First
CLAYTON CT	28.00	28.00	0.2	50.00	50.00	A	First
CLENDENEN RD	18.00	18.50	1.9	25.00	50.00	A	Second
CLOVER DOVE CIR	24.00	24.00	0.1	50.00	50.00	A	First
CLOVER HILL MILL RD	15.00	17.00	1.1	23.00	23.00	A	Third
CLOVER HILL RD	18.00	19.00	1.6	28.00	28.00	A	Second
CLOVER HILL RIDGE RD	16.00	16.00	1.7	23.00	50.00	A	Second
CLOYDS CHURCH RD	14.00	18.00	2.1	23.00	23.00	A	Third
CLOYDS CREEK RD	17.00	17.00	0.3	23.00	23.00	A	Second
CLYDE HEARON LN	9.00	9.00	0.2	16.00	16.00	A	Fourth
COBBLE WAY	24.00	24.00	0.3	50.00	50.00	A	First
COCHRAN RD	19.00	19.00	1.1	30.00	30.00	A	Second
COKER RD	26.00	26.00	0.2	50.00	50.00	A	First
COLBY COVE DR	26.00	26.00	0.6	50.00	50.00	A	First
COLBY DR	25.00	25.00	0.2	50.00	50.00	A	First
COLD SPRINGS RD	18.00	18.00	3.7	23.00	23.00	A	Second
COLEMAN ST	20.00	20.00	0.1	40.00	40.00	A	First
COLLEEN CT	17.00	17.00	0.1	50.00	50.00	A	Second
COLONEL JIM DR	26.00	26.00	0.2	50.00	50.00	A	First
COLONIAL CIR	23.00	28.00	0.9	50.00	50.00	A	First
COLONIAL HARBOR DR	24.00	24.00	0.4	50.00	50.00	A	First
COLONY DR	23.00	23.00	0.1	50.00	50.00	A	First
COLUMBIA RD	17.00	17.00	0.1	50.00	50.00	A	Second
CONCORD RD	28.00	28.00	0.2	60.00	60.00	A	First
CONGER RD	12.00	15.00	1.0	24.00	24.00	A	Third
CONING RD	20.00	20.00	1.8	23.00	23.00	A	First
COOKS HOLLOW RD	10.00	10.00	0.6	23.00	23.00	GR	Fourth
COOPER RD	8.00	9.00	0.2	23.00	23.00	A	Fourth
CORDELL AVE	18.00	18.00	0.1	40.00	40.00	A	Second
CORNELL RD	17.00	17.50	0.1	50.00	50.00	A	Second
CORNTASSEL BLVD	40.00	40.00	0.1	80.00	80.00	A	First
CORONADO CREST RD	24.00	24.00	0.2	50.00	50.00	A	First
COTTAGE GLEN LN	24.00	24.00	0.3	50.00	50.00	A	First
COULTER RD	18.00	18.00	0.7	24.00	24.00	A	Second
COUNTRY LN	22.00	22.00	1.7	16.00	16.00	A	First
COUNTRY MEADOWS LN	26.00	26.00	0.6	50.00	50.00	A	First
COUNTRYSIDE CT	24.00	24.00	0.1	50.00	50.00	A	First
COUNTY FARM RD	18.00	18.00	1.6	24.00	24.00	A	Second
COVE LN	25.00	25.00	0.1	50.00	50.00	A	First
COVE POINT DR	26.00	26.00	0.1	50.00	50.00	A	First
COVENTRY CT	22.00	22.00	0.1	50.00	50.00	A	First
COVERED WAGON LN	26.00	26.00	0.1	50.00	50.00	A	First
CREASON DR	14.00	14.00	0.2	40.00	40.00	A	Third

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
CREEKSTONE CIR	26.00	26.00	0.7	50.00	50.00	A	First
CREEKWOOD DR	23.00	23.00	0.1	50.00	50.00	A	First
CRESCENT RIDGE CT	24.00	24.00	0.1	50.00	50.00	A	First
CRESTHILL DR	26.00	26.00	0.5	50.00	50.00	A	First
CRESTVIEW CT	26.00	26.00	0.2	50.00	50.00	A	First
CRESTWOOD DR	26.00	26.00	0.7	50.00	50.00	A	First
CRICKET LN	11.00	11.00	0.1	14.00	14.00	A	Fourth
CROCKETT LN	26.00	26.00	0.1	50.00	50.00	A	First
CROMWELL DR	32.00	32.00	0.1	50.00	50.00	A	First
CRUM RD	12.00	12.00	0.1	16.00	16.00	A	Third
CRUMLEY RD	16.00	16.00	1.5	24.00	24.00	A	Second
CRYE RD	15.00	18.00	1.2	20.00	24.00	A	Third
CUB DR	12.00	18.00	0.5	50.00	50.00	A	Third
CULLEN ST	17.00	17.00	0.2	20.00	20.00	A	Second
CUMBERLAND CT	16.00	16.00	0.1	30.00	30.00	A	Second
CUNNINGHAM RD WEST	16.00	16.00	1.3	23.00	23.00	A	Second
CURRIE AVE	19.00	19.00	0.3	40.00	40.00	A	Second
CUSTER DR	20.00	20.00	0.3	50.00	50.00	A	First
CUTSHAW RD	12.00	15.00	0.2	18.00	18.00	A	Third
CYPRESS DR	28.00	28.00	0.3	50.00	50.00	A	First
DAILEY LN	10.00	12.00	0.3	20.00	20.00	A	Fourth
DAKOTA DR	22.00	26.00	0.1	50.00	50.00	A	First
DALE HOLLOW WAY	28.00	28.00	0.1	50.00	50.00	A	First
DALENE WAY	23.00	23.00	0.1	50.00	50.00	A	First
DALTON LN	9.00	13.00	0.2	15.00	15.00	A	Fourth
DANIEL BOONE TRL	26.00	26.00	0.1	50.00	50.00	A	First
DAVE COOPER RD	15.00	15.00	0.1	23.00	23.00	A	Third
DAVE LN	14.00	14.00	0.2	50.00	50.00	A	Third
DAVENPORT RD	17.00	19.00	0.3	50.00	50.00	A	Second
DAVIS ACRES DR	26.00	26.00	0.2	50.00	50.00	A	First
DAVIS FORD RD	18.00	18.00	3.6	24.00	24.00	A	Second
DAVIS RD	12.00	12.00	0.1	23.00	23.00	A	Third
DAY RD	11.00	11.00	0.4	19.00	19.00	A	Fourth
DAYBREAK DR	15.00	15.00	0.1	40.00	40.00	A	Third
DAYTON DR	20.00	20.00	0.4	50.00	50.00	A	First
DE ARMOND LN	14.00	18.00	0.3	16.00	16.00	A	Third
DEER RUN DR	26.00	27.00	0.5	50.00	50.00	A	First
DEERFIELD CIR	25.00	25.00	0.1	50.00	50.00	A	First
DEERFIELD DR	10.50	10.50	1.0	50.00	50.00	A	Fourth
DEERSTONE DR	22.00	22.00	0.1	50.00	50.00	A	First
DEFOE CIR	18.50	18.50	0.9	40.00	40.00	A	Second
DEFOE CT	18.00	18.00	0.1	40.00	40.00	A	Second
DELL CIR	23.00	23.00	0.1	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
DELL RD	23.00	23.00	0.6	50.00	50.00	A	First
DELOZIER LN	12.00	12.00	0.3	15.00	15.00	A	Third
DENTON HAYES RD	15.00	15.50	0.7	22.00	22.00	A	Third
DERBY DOWNS DR	22.00	22.00	0.7	50.00	50.00	A	First
DEVULT RD	16.00	19.00	0.7	40.00	40.00	A	Second
DEWEY DAVIS RD	10.00	10.00	0.4	16.00	16.00	A	Fourth
DISCO LOOP RD	20.00	20.00	4.3	30.00	30.00	A	First
DIXON RD	12.00	12.00	0.6	20.00	20.00	A	Third
DOC HANNAH RD	15.00	15.00	0.3	17.00	17.00	A	Third
DOC MANNING LN	13.00	13.00	0.3	17.00	17.00	A	Third
DOC NORTON RD	21.00	21.00	1.8	24.00	24.00	A	First
DOMINION DR	30.00	30.00	0.1	50.00	50.00	A	First
DORIS LN	14.50	16.00	0.3	20.00	20.00	A	Third
DOROTHY LN	20.00	20.00	0.1	50.00	50.00	A	First
DOSSER CT	14.00	14.00	0.1	50.00	50.00	A	Third
DOTSON MEMORIAL RD	15.00	16.00	1.5	23.00	24.00	A	Third
DOUGLAS AVE	17.00	17.00	0.1	40.00	40.00	A	Second
DOVEFIELD CT	24.00	24.00	0.2	60.00	60.00	A	First
DOWNEY DR	18.00	18.00	0.2	50.00	50.00	A	Second
DRAGONFLY WAY	22.00	22.00	0.1	50.00	50.00	A	First
DRAKE ST	24.00	24.00	0.1	50.00	50.00	A	First
DREIA DR	25.00	25.00	0.1	50.00	50.00	A	First
DRINNEN RD	14.50	15.50	0.4	23.00	23.00	A	Third
DRIPPING SPRINGS RD	19.00	19.00	0.8	22.00	22.00	A	Second
DRUID HILL CIR	28.00	28.00	0.1	50.00	50.00	A	First
DRUID HILL DR	29.00	35.00	0.4	50.00	50.00	A	First
DRY VALLEY RD	15.00	21.00	2.1	23.00	40.00	A	Third
DUBLIN DR	26.00	26.00	0.3	50.00	50.00	A	First
DUG GAP RD	17.00	17.00	0.4	24.00	24.00	A	Second
DUKE RD	19.50	22.00	0.4	50.00	50.00	A	Second
DUNCAN RD	18.50	19.00	1.6	30.00	30.00	A	Second
DUNKIRK DR	26.00	26.00	0.5	50.00	50.00	A	First
DUNLAP HOLLOW RD	15.00	18.00	2.2	25.00	25.00	A	Third
DUNN HOLLOW RD	15.00	15.00	1.7	20.00	20.00	A	Third
DUNN ST	16.00	16.00	0.2	40.00	40.00	A	Second
E ALCOVE DR	26.00	26.00	0.1	50.00	50.00	A	First
E BROWN SCHOOL RD	18.00	18.00	2.0	23.00	23.00	A	Second
E CLARK AVE	18.00	18.00	0.4	40.00	40.00	A	Second
E CUMBERLAND DR	12.00	17.00	0.3	17.00	17.00	A	Third
E FIRST ST	18.00	18.00	0.3	40.00	40.00	A	Second
E LEATHERWOOD DR	23.00	26.00	0.7	50.00	50.00	A	First
E MCCAMMON CT	12.00	12.00	0.1	20.00	20.00	A	Third
E MILLERS COVE RD	13.00	19.50	6.4	22.00	22.00	A	Third

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
E OLD TOPSIDE RD	20.00	22.00	2.4	30.00	30.00	A	First
E PEARLY SMITH RD	10.00	11.00	0.3	15.00	15.00	A	Fourth
E RIDGEWOOD DR	28.00	28.00	0.2	50.00	50.00	A	First
E WOODBINE CT	15.00	17.00	0.1	50.00	50.00	A	Third
E YALE CIR	22.00	22.00	0.1	50.00	50.00	A	First
EAGLE DR	21.50	28.00	0.2	50.00	50.00	A	First
EAGLETON RD	19.00	19.00	1.3	40.00	40.00	A	Second
EASEY ST	24.00	24.00	0.2	50.00	50.00	A	First
EAU CLAIR DR	28.00	28.00	0.3	50.00	50.00	A	First
ED DAVIS RD	17.50	17.50	0.4	23.00	23.00	A	Second
EDGEWOOD RD	26.00	26.00	0.1	50.00	60.00	A	First
EDINBURGH DR	26.00	26.00	0.2	50.00	50.00	A	First
EDNA GARLAND RD	15.00	15.00	0.3	23.00	23.00	A	Third
EFFLER RD	13.00	14.00	0.3	20.00	20.00	A	Third
EGGERS LN	12.50	12.50	0.1	15.00	15.00	A	Third
ELBERT LN	19.00	19.00	0.1	19.00	19.00	A	Second
ELDERBERRY RD	10.00	12.00	0.4	23.00	23.00	A	Fourth
ELEANOR DAVIS DR	16.00	16.00	0.2	23.00	23.00	A	Second
ELEANOR DR	28.00	28.00	0.1	50.00	50.00	A	First
ELKMONT CIR	17.00	17.00	0.1	40.00	40.00	A	Second
ELLEJOY RD	18.50	20.00	8.1	19.00	26.00	A	Second
ELMER LAMBERT RD	9.00	11.00	0.5	16.00	16.00	A	Fourth
ELNORA ST	26.00	26.00	0.2	50.00	50.00	A	First
ELOISE WEST RD	23.00	23.00	0.2	50.00	50.00	A	First
EMERALD AVE	24.00	24.00	0.3	50.00	50.00	A	First
EMERT WILLIAMS RD	10.00	14.00	0.7	16.00	16.00	A	Fourth
EMMA LN	24.00	24.00	0.4	50.00	50.00	A	First
EMORY AVE	19.00	19.00	0.1	40.00	40.00	A	Second
ENDSLEY LN	12.00	12.00	0.7	20.00	20.00	A	Third
ERIN LN	24.00	24.00	0.1	50.00	50.00	A	First
ERNEST KILLIAN RD	11.00	11.00	0.2	23.00	23.00	A	Fourth
ETHAN LN	24.00	24.00	0.1	50.00	50.00	A	First
EVELYN AVE	26.00	26.00	0.1	50.00	50.00	A	First
EVERGREEN FARMS LN	26.00	26.00	0.8	50.00	50.00	A	First
EVERGREEN RD	28.00	28.00	0.1	60.00	60.00	A	First
FAIRFIELD DR	26.00	26.00	0.4	50.00	50.00	A	First
FAIROAKS DR	26.00	28.00	0.8	50.00	50.00	A	First
FAIRVIEW BLVD	18.00	19.00	0.5	40.00	40.00	A	Second
FAIRVIEW DR	19.00	19.00	0.2	23.00	23.00	A	Second
FAIRVIEW SCHOOL CIR	12.00	20.00	0.3	40.00	40.00	A	Third
FALCON DR	22.00	22.00	0.1	50.00	50.00	A	First
FALLEN OAK CIR	21.00	21.00	0.1	50.00	50.00	A	First
FARMINGTON WAY	19.00	19.00	0.5	50.00	50.00	A	Second

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
FARRIS RD	16.00	18.50	0.4	24.00	24.00	A	Second
FELIX CT	22.00	22.00	0.1	18.00	18.00	A	First
FIELD CREST LN	24.00	24.00	0.6	50.00	50.00	A	First
FIELDVIEW RD	16.00	16.00	0.5	20.00	20.00	A	Second
FINN LONG RD	16.50	17.00	0.8	23.00	23.00	A	Second
FIREFLY LN	24.00	24.00	0.1	50.00	50.00	A	First
FIREWOOD LN	12.00	14.00	0.2	28.00	28.00	A	Third
FIVE OAKS LN	22.00	22.00	0.3	50.00	50.00	A	First
FLANDERS LN	26.00	26.00	0.1	50.00	50.00	A	First
FLATS RD	16.00	17.00	3.6	23.00	23.00	A	Second
FLETCHER CT	12.00	12.00	0.1	40.00	40.00	A	Third
FLETCHER ST	17.00	17.00	0.4	40.00	40.00	A	Second
FLINTLOCK CT	22.00	22.00	0.1	40.00	40.00	A	First
FLINTSTONE CT	26.00	26.00	0.1	50.00	50.00	A	First
FLORA DR	28.00	28.00	0.1	60.00	60.00	A	First
FLOYD DR	24.00	24.00	0.2	50.00	50.00	A	First
FLOYD LAMBERT RD	11.00	11.00	0.3	16.00	16.00	A	Fourth
FLOYD LEE RD	10.00	10.00	0.3	20.00	20.00	A	Fourth
FLOYD PORTER RD	16.00	18.50	1.4	22.00	22.00	A	Second
FLOYD WALKER RD	14.00	15.00	0.5	24.00	24.00	A	Third
FLYNN RD	11.00	11.00	0.5	16.00	16.00	A	Fourth
FOCH ST	20.00	48.00	0.1	50.00	50.00	A	First
FONTANA AVE	15.00	15.00	0.1	40.00	40.00	A	Third
FOREST HILL RD	20.00	20.00	1.2	23.00	23.00	A	First
FOREST HILL SCHOOL RD	13.50	13.50	0.1	15.00	15.00	A	Third
FORESTWOOD CIR	16.00	16.00	0.1	40.00	40.00	A	Second
FORK RD	15.00	16.50	0.7	23.00	23.00	A	Third
FORREST RIDGE DR	20.00	20.00	0.5	50.00	50.00	A	First
FOSS RD	25.00	25.00	0.2	50.00	50.00	A	First
FOSTER CT	24.00	24.00	0.1	50.00	50.00	A	First
FOUR MILE RD	18.00	19.00	1.6	23.00	23.00	A	Second
FOWLER DR	20.00	26.00	0.3	50.00	50.00	A	First
FOX COVE CIR	22.00	22.00	0.1	50.00	50.00	A	First
FOXDALE DR	22.00	28.00	0.2	50.00	50.00	A	First
FOXFIRE CIR	28.00	28.00	0.8	50.00	50.00	A	First
FOXGLOVE LN	18.00	18.00	0.4	50.00	50.00	A	Second
FOXHILLS DR	16.00	19.00	1.1	24.00	24.00	A	Second
FRANCE LN	10.00	18.00	0.3	30.00	30.00	A	Fourth
FRANCES ST	17.00	17.00	0.1	40.00	40.00	A	Second
FRANKLIN HILL BLVD	24.00	24.00	0.3	50.00	50.00	A	First
FRED JENNINGS RD	10.00	14.50	0.4	16.00	16.00	A	Fourth
FREEDOM DR	19.00	19.00	0.4	40.00	40.00	A	Second
FREELS RD	16.50	16.50	1.2	23.00	23.00	A	Second

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
FREEMAN RD	13.00	13.00	0.1	19.00	19.00	A	Third
FRENCH ST	16.00	16.00	0.2	18.00	18.00	A	Second
FRIENDSHIP WAY	16.50	17.00	0.4	50.00	50.00	A	Second
FROGPOND RD	18.00	18.00	0.8	23.00	23.00	A	Second
FRONTIER CIR	24.00	24.00	0.5	50.00	50.00	A	First
GADWALL LN	26.00	26.00	0.1	50.00	50.00	A	First
GALLAGHER CREEK RD	23.00	23.00	0.5	50.00	50.00	A	First
GALYON RD	14.00	17.00	1.6	28.00	28.00	A	Third
GAMBLE LN	18.00	19.00	1.3	18.00	23.00	A	Second
GARDEN VIEW DR	18.50	21.00	0.1	40.00	40.00	A	Second
GARLAND RD	17.00	19.00	1.8	24.00	24.00	A	Second
GARNER CIR	13.00	20.00	0.7	25.00	25.00	A	Third
GARNER HILLS WAY	16.00	16.00	0.3	50.00	50.00	A	Second
GARWOOD LN	17.00	18.00	0.1	23.00	23.00	A	Second
GATEWAY RD	18.00	19.00	0.6	16.00	16.00	A	Second
GEORGETOWN CT	24.00	24.00	0.1	50.00	50.00	A	First
GETHSEMANE RD	15.50	15.50	0.2	20.00	20.00	A	Third
GILBERT AVE	15.50	15.50	0.1	40.00	40.00	A	Third
GILLENWATER RD	15.00	16.00	1.4	23.00	23.00	A	Third
GILLILAND LN	16.00	16.00	0.1	40.00	40.00	A	Second
GINGER RD	13.00	15.00	0.1	50.00	50.00	A	Third
GLASOW ST	12.00	12.00	0.1	40.00	40.00	A	Third
GLEN OAKS DR	26.00	26.00	0.2	50.00	50.00	A	First
GLENN RD	18.00	18.00	0.7	20.00	20.00	A	Second
GLENORA DR	23.00	23.00	0.1	50.00	50.00	A	First
GLENWOOD DR	26.00	26.00	0.2	50.00	50.00	A	First
GLOUCESTER CT	24.00	24.00	0.1	40.00	40.00	A	First
GLOVER RD	16.00	16.00	2.4	20.00	20.00	A	Second
GOINS RD	14.00	14.00	0.2	21.00	21.00	A	Third
GOLDEN ROSE DR	24.00	24.00	0.2	50.00	50.00	A	First
GOLF VIEW DR	26.00	26.00	0.4	50.00	50.00	A	First
GORDON ST	20.00	20.00	0.1	50.00	50.00	A	First
GRACE CT	16.50	16.50	0.2	50.00	50.00	A	Second
GRACE ST	18.00	18.00	0.1	40.00	40.00	A	Second
GRADE RD	19.00	19.00	1.1	30.00	30.00	A	Second
GRAND VISTA DR	28.00	28.00	0.2	50.00	50.00	A	First
GRANT CT	24.00	24.00	0.1	50.00	50.00	A	First
GRAVELLY HILLS RD	18.00	18.00	4.1	24.00	50.00	A	Second
GRAVES RD	17.00	17.00	0.8	23.00	23.00	A	Second
GREEN CASTLE RD	26.00	26.00	0.2	50.00	50.00	A	First
GREEN RD	16.00	16.00	1.9	21.00	21.00	A	Second
GREENCREST DR	21.00	22.00	0.3	50.00	50.00	A	First
GREENFERN TRL	22.00	22.00	0.5	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
GREENFIELD CIR	26.00	26.00	0.1	50.00	50.00	A	First
GREENWAY DR	22.00	24.00	0.4	50.00	50.00	A	First
GREENWICH DR	23.00	26.00	1.1	50.00	50.00	A	First
GREENWOOD DR	22.00	26.00	0.4	50.00	50.00	A	First
GREGG RD	15.00	15.00	0.7	23.00	23.00	A	Third
GREGORY RD	15.00	17.00	0.9	34.00	34.00	A	Third
GREY ACRES LN	14.00	15.00	0.2	23.00	23.00	A	Third
GREY FOX LN	24.00	24.00	0.1	50.00	50.00	A	First
GREY RIDGE RD	19.00	19.00	3.3	30.00	30.00	A	Second
GRIBBLE RD	11.00	14.00	1.0	16.00	16.00	A	Fourth
GRIFFITTS BLVD	40.00	40.00	0.3	80.00	115.00	A	First
GRIFFITTS MILL CIR	24.00	24.00	0.5	50.00	50.00	A	First
GRISELDA DR	28.00	28.00	0.1	50.00	50.00	A	First
GROVE ST	18.00	18.00	0.2	40.00	40.00	A	Second
HAMIL RD	12.00	15.00	0.4	50.00	50.00	A	Third
HAPPY VALLEY LP	12.00	12.50	0.9	23.00	23.00	A	Third
HAPPY VALLEY RD	18.00	18.00	11.9	24.00	24.00	A	Second
HARMON RD	10.00	13.00	0.2	16.00	16.00	A	Fourth
HAROLD DR	25.00	25.00	0.2	30.00	50.00	A	First
HARRELL ST	17.00	17.00	0.1	40.00	40.00	A	Second
HARRINGTON CT	24.00	24.00	0.2	50.00	50.00	A	First
HARRISDALE ST	15.00	15.00	0.2	40.00	40.00	A	Third
HARRISON CARVER RD	10.00	11.00	0.2	18.00	18.00	A	Fourth
HARTFORD AVE	24.00	24.00	0.1	50.00	50.00	A	First
HARVARD ST	16.00	16.00	0.3	50.00	50.00	A	Second
HARVEY ST	18.00	18.00	0.3	40.00	40.00	A	Second
HARVILLE ST	18.00	18.00	0.3	40.00	40.00	A	Second
HATCHER CREEK LN	9.50	11.00	0.2	17.00	17.00	A	Fourth
HATCHER HOLLOW RD	10.00	13.00	0.3	16.00	17.00	A	Fourth
HAVENWOOD CT	25.00	25.00	0.1	50.00	50.00	A	First
HAVENWOOD DR	26.00	26.00	0.4	50.00	50.00	A	First
HAWKEN DR	20.00	20.00	0.5	50.00	50.00	A	First
HAWKS RIDGE DR	24.00	24.00	0.1	50.00	50.00	A	First
HEADRICK DR	15.00	15.50	0.1	50.00	50.00	A	Third
HEADRICK VIEW DR	19.00	19.00	0.3	50.00	50.00	A	Second
HEARTLAND DR	26.00	26.00	0.8	50.00	50.00	A	First
HEATHER GLENN DR	24.00	25.00	0.5	50.00	50.00	A	First
HEATHROW DR	24.00	24.00	0.1	50.00	50.00	A	First
HELEN CT	22.00	22.00	0.1	50.00	50.00	A	First
HELENWOOD DR	16.00	16.00	0.3	40.00	40.00	A	Second
HELTON RD	14.00	15.00	1.3	22.00	22.00	A	Third
HEMBREE HOLLOW RD	11.00	11.00	0.5	16.00	16.00	A	Fourth
HENDERSON ST	17.00	17.00	0.4	40.00	40.00	A	Second

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
HENRY LN	19.00	20.00	1.5	24.00	24.00	A	Second
HERITAGE CROSSING DR	28.00	28.00	0.4	50.00	50.00	A	First
HERITAGE VIEW DR	26.00	26.00	0.1	50.00	50.00	A	First
HERON HILL DR	12.00	13.00	0.2	22.00	22.00	A	Third
HESSES CREEK RD	10.00	13.00	0.7	18.00	18.00	A	Fourth
HICKORY LN	15.00	15.00	0.1	40.00	40.00	A	Third
HIDDEN COVE CT	22.00	22.00	0.2	50.00	50.00	A	First
HIDDEN SPRINGS DR	18.00	18.00	0.2	50.00	50.00	A	Second
HIDDEN VALLEY CIR	25.50	25.50	0.7	50.00	50.00	A	First
HIGH TOWER RD	24.00	24.00	0.1	50.00	50.00	A	First
HIGHLAND RD	18.00	18.00	1.5	40.00	40.00	A	Second
HIGHLAND SPRINGS DR	22.00	26.00	0.4	50.00	50.00	A	First
HILL CT	22.00	22.00	0.1	50.00	50.00	A	First
HILLCREST AVE	11.00	11.00	0.2	40.00	40.00	A	Fourth
HILLVALE RD	26.00	26.00	0.8	50.00	50.00	A	First
HILLVIEW DR	12.00	22.00	0.1	50.00	50.00	A	Third
HILLWOOD DR	19.00	19.00	0.1	50.00	50.00	A	Second
HINES RD	9.00	9.00	0.1	24.00	24.00	A	Fourth
HINKLE ESTATES DR	26.00	26.00	0.8	50.00	50.00	A	First
HINKLE RD	18.00	18.00	1.9	25.00	28.00	A	Second
HITCH RD	18.00	18.00	1.2	21.00	21.00	A	Second
HITCHHIKE TRL	20.00	22.00	0.5	50.00	50.00	A	First
HITCHING POST LN	9.00	12.00	0.2	20.00	20.00	A	Fourth
HITSON RD	11.00	12.00	0.6	18.00	18.00	A	Fourth
HI-VIEW LN	26.00	26.00	0.1	50.00	50.00	A	First
HOBBS RD	16.00	16.00	0.7	19.00	19.00	A	Second
HOBERT HAYES RD	11.00	11.00	0.3	15.00	15.00	A	Fourth
HODGES LN	12.00	16.00	0.3	16.00	16.00	A	Third
HOLDER RD	11.00	14.00	0.5	18.00	18.00	A	Fourth
HOLLIDAY DR	12.00	12.00	0.1	20.00	20.00	A	Third
HOLLY HILLS DR	28.00	28.00	0.1	60.00	60.00	A	First
HOLLYBROOK RD	17.00	17.00	1.4	23.00	23.00	A	Second
HOLSTON COLLEGE RD	18.00	18.00	1.3	23.00	23.00	A	Second
HOLTON RD	12.00	15.00	0.1	23.00	23.00	A	Third
HOMER AVE	12.00	12.00	0.2	18.00	18.00	A	Third
HOMER BYERLEY CT	26.00	26.00	0.1	50.00	50.00	A	First
HONEYSUCKLE RD	12.00	14.00	0.7	18.00	22.00	A	Third
HOPE ST	18.00	18.00	0.2	50.00	50.00	A	Second
HOPEWELL RD	19.00	19.00	1.2	30.00	30.00	A	Second
HORACE TAYLOR CT	11.00	11.00	0.1	20.00	20.00	A	Fourth
HORACE TAYLOR RD	12.00	17.00	0.6	20.00	20.00	A	Third
HOUSTON AVE	19.00	19.00	0.2	40.00	40.00	A	Second
HOUSTON DR	20.00	20.00	0.4	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
HOUSTON SPRINGS RD	24.00	24.00	1.3	50.00	50.00	A	First
HOWARD CUPP WAY	11.00	11.00	0.1	18.00	18.00	A	Fourth
HOWARD JONES RD	20.00	20.00	0.9	30.00	30.00	A	First
HOWARD SCHOOL RD	17.50	19.00	2.7	24.00	24.00	A	Second
HOWARD ST	14.00	14.00	0.1	40.00	40.00	A	Third
HUBBARD DR	24.00	29.00	0.1	50.00	50.00	A	First
HUBBARD SCHOOL RD	13.00	18.00	0.2	21.00	21.00	A	Third
HUBER CT	20.00	20.00	0.1	60.00	60.00	A	First
HUCKLEBERRY DR	26.00	26.00	0.2	50.00	50.00	A	First
HUFFSTETLER RD	21.00	36.00	1.8	30.00	30.00	A	First
HUGH RULE DR	15.00	19.00	0.1	40.00	40.00	A	Third
HUGHES LP	12.00	17.00	1.5	16.00	22.00	A	Third
HUMPHREYS RD	10.00	10.00	0.2	16.00	16.00	A	Fourth
HUNNICUT AVE	16.00	16.00	0.1	40.00	40.00	A	Second
HUNTERS HILL BLVD	28.00	28.00	0.2	50.00	50.00	A	First
HUNTERS RIDGE DR	24.00	24.00	0.2	50.00	50.00	A	First
HUNTERS WAY CT	24.00	24.00	0.1	50.00	50.00	A	First
HURTGEN CIR	23.00	23.00	0.4	50.00	50.00	A	First
HUSKEY VALLEY RD	17.00	17.00	0.2	24.00	24.00	A	Second
HUTTON RIDGE RD	17.00	19.00	2.2	23.00	23.00	A	Second
I C KING RD	16.00	16.00	1.4	24.00	24.00	A	Second
IDDENS DR	28.00	28.00	0.1	50.00	50.00	A	First
INDEPENDENCE DR	26.00	26.00	0.3	50.00	50.00	A	First
INDIAN WARPETH RD	17.00	18.00	2.8	23.00	23.00	A	Second
INGRID DR	23.00	23.00	0.1	50.00	50.00	A	First
INVERNESS DR	26.00	28.00	0.6	50.00	50.00	A	First
ISAAC CT	34.00	34.00	0.1	60.00	60.00	A	First
ISLAND VIEW DR	26.00	26.00	0.3	50.00	50.00	A	First
IVEY VINE DR	24.00	24.00	0.1	40.00	40.00	A	First
J RILEY WEST DR	26.00	26.00	1.2	50.00	50.00	A	First
JACKSON AVE	17.00	17.00	0.1	40.00	40.00	A	Second
JACKSON HILLS DR	26.00	26.00	1.1	50.00	50.00	A	First
JAGGER DR	34.00	34.00	0.1	60.00	60.00	A	First
JAMES AVE	12.00	12.00	0.1	40.00	40.00	A	Third
JANES RD	16.00	16.00	0.1	18.00	18.00	A	Second
JANEWAY RD	18.00	18.00	0.6	50.00	50.00	A	Second
JAY KERR RD	11.00	11.00	0.2	18.00	18.00	A	Fourth
JEANIA LN	17.00	17.00	0.4	50.00	50.00	A	Second
JEFFRIES HOLLOW RD	18.00	19.00	2.5	22.00	22.00	A	Second
JENNIFER LN	24.00	24.00	0.1	50.00	50.00	A	First
JERICO RD	16.00	18.50	2.9	23.00	23.00	A	Second
JESEPH CT	24.00	24.00	0.1	50.00	50.00	A	First
JESS CIR	22.00	22.00	0.1	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
JIM NORTON LP	14.00	14.00	1.5	18.00	18.00	A	Third
JIMMY HUGH THOMPSON DR	14.00	14.00	0.2	21.00	21.00	A	Third
JOAN DR	27.00	27.00	0.2	60.00	60.00	A	First
JODELLE LN	14.00	14.00	0.2	23.00	23.00	A	Third
JOHN ANTHONY LN	18.50	18.50	0.2	26.00	26.00	A	Second
JOHN HELTON RD	12.00	12.00	0.5	18.00	18.00	A	Third
JOHN NOAH MYERS RD	10.00	15.00	0.3	16.00	16.00	A	Fourth
JOHN SPARKS DR	24.00	24.00	0.4	50.00	50.00	A	First
JOHNATHAN CT	22.00	26.00	0.1	50.00	50.00	A	First
JOHNATHAN DR	22.00	26.00	0.7	60.00	60.00	A	First
JOHNSON RD	17.00	17.00	1.0	24.00	24.00	A	Second
JOLLY LN	12.00	12.00	0.1	15.00	15.00	A	Third
JONES BEND RD	18.00	18.00	2.1	21.00	22.00	A	Second
JONES RD	12.00	12.00	0.2	18.00	18.00	A	Third
JOROULMAN DR	14.00	14.00	0.2	50.00	50.00	A	Third
JOSEPH ST	24.00	24.00	0.5	50.00	50.00	A	First
JOY ST	14.00	14.00	0.1	24.00	24.00	A	Third
JUBILEE CIR	22.00	22.00	0.1	50.00	50.00	A	First
JUNE BUG WAY	22.00	22.00	0.1	50.00	50.00	A	First
KAGLEY CHAPEL RD	16.00	17.00	0.2	24.00	24.00	A	Second
KARENWOOD DR	28.00	28.00	0.2	60.00	60.00	A	First
KATHRYN CT	24.00	24.00	0.1	50.00	50.00	A	First
KATIE BROOK LN	21.00	21.00	0.2	50.00	50.00	A	First
KAYLA DR	9.00	9.00	0.1	30.00	30.00	A	Fourth
KEEBLE RD	17.00	17.00	1.7	23.00	23.00	A	Second
KEENELAND DR	28.00	30.00	0.2	50.00	50.00	A	First
KEENER RD	19.00	19.00	1.7	24.00	24.00	A	Second
KEITH RD	16.00	16.00	0.2	23.00	30.00	A	Second
KELLER DR	24.00	25.00	0.3	50.00	50.00	A	First
KELLY CIR	28.00	28.00	0.1	60.00	60.00	A	First
KENMARK DR	28.00	28.00	0.3	50.00	50.00	A	First
KENSINGTON BLVD	28.00	37.00	0.5	50.00	50.00	A	First
KERR RD	13.00	16.00	0.7	18.00	22.00	A	Third
KERRWAY LN	13.00	13.00	0.1	16.00	16.00	A	Third
KESSLER WAY	22.00	22.00	0.2	50.00	50.00	A	First
KEYLEE LN	22.00	22.00	0.2	50.00	50.00	A	First
KEYSTONE DR	14.00	14.00	0.1	50.00	50.00	A	Third
KIDD ST	18.00	18.00	0.2	24.00	24.00	A	Second
KILLION ST	11.00	11.00	0.1	40.00	40.00	A	Fourth
KING CIR	26.00	26.00	0.1	50.00	50.00	A	First
KING RD	14.50	14.50	0.2	24.00	40.00	A	Third
KING ST	18.00	18.00	0.3	24.00	40.00	A	Second
KINGFISHER ST	22.00	36.00	0.3	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
KINSEY DAVIS DR	27.00	27.00	0.2	50.00	50.00	A	First
KINZEL AVE	16.00	16.00	0.1	40.00	40.00	A	Second
KIRK RD	12.00	14.00	0.9	20.00	23.00	A	Third
KISER RD	13.00	14.50	0.2	25.00	25.00	A	Third
KISER STATION RD	20.00	20.00	1.2	30.00	30.00	A	First
KNOB RD	16.00	18.00	2.1	23.00	23.00	A	Second
KRISTI CT	27.00	27.00	0.1	60.00	60.00	A	First
KURSK DR	23.00	23.00	0.1	50.00	50.00	A	First
LA BLANCOS RD	12.00	12.00	0.1	16.00	16.00	A	Third
LACY LN	16.00	16.00	0.2	40.00	40.00	A	Second
LADY BUG LN	22.00	22.00	0.1	50.00	50.00	A	First
LADY LIBERTY CT	28.00	28.00	0.1	60.00	60.00	A	First
LAFOLLETTE DR	26.00	32.00	0.7	50.00	60.00	A	First
LAGER DR	22.00	22.00	0.3	50.00	50.00	A	First
LAGRANGE DR	19.00	19.00	0.3	50.00	50.00	A	Second
LAIL LN	15.00	15.00	0.4	30.00	30.00	A	Third
LAKE VISTA DR	24.00	24.00	0.2	50.00	50.00	A	First
LAKEFRONT DR	28.00	28.00	0.2	60.00	60.00	A	First
LAKESIDE DR	28.00	28.00	0.2	60.00	60.00	A	First
LAKEVIEW CIR	28.00	28.00	0.3	50.00	50.00	A	First
LAKEVIEW RD	25.00	25.00	0.4	50.00	50.00	A	First
LAMB RD	15.00	18.00	0.7	23.00	23.00	A	Third
LAMBERT RD	16.00	18.00	1.5	23.00	23.00	A	Second
LANCASTER LN	24.00	24.00	0.1	50.00	50.00	A	First
LANDING LN	27.00	27.00	0.1	50.00	50.00	A	First
LANE DR	18.00	19.00	0.1	24.00	24.00	A	Second
LANIER CROSS RD	16.00	17.00	0.3	23.00	23.00	A	Second
LANIER RD	15.00	20.00	2.4	23.00	23.00	A	Third
LANSDALE DR	26.00	27.00	0.4	50.00	50.00	A	First
LARAMIE LN	22.00	22.00	0.3	50.00	50.00	A	First
LARK CIR	28.00	28.00	0.1	60.00	60.00	A	First
LARKSPUR LN	24.00	24.00	0.2	50.00	50.00	A	First
LAUREL LN	18.00	18.00	0.1	40.00	40.00	A	Second
LAUREL RIDGE DR	20.00	20.00	0.8	50.00	50.00	A	First
LAUREL VALLEY RD	18.00	19.00	0.8	40.00	50.00	A	Second
LAVISTA CROSSROAD	19.00	19.00	0.1	50.00	50.00	A	Second
LAVISTA DR	24.00	24.00	0.4	50.00	50.00	A	First
LAW RD	16.00	17.00	0.2	20.00	20.00	A	Second
LAWS CHAPEL RD	15.00	19.00	3.0	23.00	23.00	A	Third
LAWSON RD	9.00	10.00	0.5	15.00	15.00	A	Fourth
LEATHERWOOD CT	26.00	26.00	0.1	50.00	50.00	A	First
LEATHERWOOD DR	15.00	16.00	0.2	18.00	18.00	A	Third
LEDBETTER RD	13.00	13.00	0.5	19.00	19.00	A	Third

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
LEE LAMBERT LP	9.00	11.00	0.6	17.00	17.00	A	Fourth
LEE LAMBERT RD	17.00	20.00	1.7	17.00	24.00	A	Second
LEE SHIRLEY RD	18.00	18.00	1.4	22.00	22.00	A	Second
LEE THOMPSON LN	14.00	14.00	0.5	24.00	24.00	A	Third
LEJEUNE DR	26.00	26.00	0.1	50.00	50.00	A	First
LEQUIRE RD	9.00	10.00	0.3	15.00	15.00	A	Fourth
LESLIE LN	28.00	28.00	0.2	60.00	60.00	A	First
LEVEL DR	21.00	23.50	0.8	50.00	50.00	A	First
LEVI ST	24.00	24.00	0.1	40.00	40.00	A	First
LEYTE DR	22.00	22.00	0.2	50.00	50.00	A	First
LIBERTY CHURCH RD	11.50	12.00	0.2	16.00	16.00	A	Fourth
LIBERTY HILL DR	28.00	28.00	0.3	60.00	60.00	A	First
LIMA CT	23.00	23.00	0.1	50.00	50.00	A	First
LIMOUSIN LN	26.00	26.00	0.1	50.00	50.00	A	First
LIN LN	9.50	10.00	0.1	50.00	50.00	A	Fourth
LINA ST	17.00	17.00	0.1	40.00	40.00	A	Second
LINWOOD LN	24.00	24.00	0.1	50.00	50.00	A	First
LISA ST	18.50	18.50	0.1	50.00	50.00	A	Second
LISCOM DR	20.00	20.00	0.2	50.00	50.00	A	First
LITTLE BEST RD	15.50	17.00	0.8	28.00	28.00	A	Third
LITTLE DUG GAP LN	11.00	11.00	0.3	18.00	18.00	A	Fourth
LITTLE DUG GAP RD	18.50	18.50	1.9	23.00	23.00	A	Second
LITTLE VISTA RD	26.00	26.00	0.1	50.00	50.00	A	First
LIVELY RD	12.00	16.00	0.4	18.00	18.00	A	Third
LIVERPOOL LN	24.00	24.00	0.1	50.00	50.00	A	First
LIZVISTA CT	24.00	24.00	0.1	50.00	50.00	A	First
LIZZIE LN	16.00	16.00	0.6	23.00	23.00	A	Second
LLAMA ST	22.50	22.50	0.1	50.00	50.00	A	First
LOCH LEIGH WAY	24.00	24.00	0.2	50.00	50.00	A	First
LODWICK DR	16.00	18.00	0.3	20.00	20.00	A	Second
LOGANS CHAPEL LP	13.00	13.00	0.3	15.00	15.00	A	Third
LOGANS LANDING CIR	24.00	24.00	0.4	50.00	50.00	A	First
LOLA LN	22.00	22.00	0.3	50.00	50.00	A	First
LONDONDERRY CIR	18.00	18.00	0.1	50.00	50.00	A	Second
LONG BRANCH RD	11.00	11.00	0.5	17.00	17.00	A	Fourth
LONG HOLLOW RD	18.00	20.00	1.4	24.00	24.00	A	Second
LONG HUNTER LN	24.00	24.00	0.1	50.00	50.00	A	First
LONG POWERS RD	30.00	30.00	0.3	50.00	50.00	A	First
LONG RIFLE RD	26.00	26.00	3.1	50.00	50.00	A	First
LONGVIEW DR	22.00	22.00	0.5	50.00	50.00	A	First
LORA DR	18.00	18.00	0.5	50.00	50.00	A	Second
LORENA LN	23.50	23.50	0.2	50.00	50.00	A	First
LOU GODDARD LN	17.00	18.00	1.0	20.00	23.00	A	Second

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
LOU LN	26.00	26.00	0.1	50.00	50.00	A	First
LOUDON AVE	18.50	18.50	0.2	40.00	40.00	A	Second
LOUDON VIEW DR	26.00	26.00	0.2	50.00	50.00	A	First
LOUDOUN DR	20.00	20.00	0.1	50.00	50.00	A	First
LOUISE LN	24.00	24.00	0.1	60.00	60.00	A	First
LOUISVILLE LP	17.00	19.00	0.4	50.00	50.00	A	Second
LOVECREST DR	16.00	16.00	0.3	50.00	50.00	A	Second
LOVERS LN	16.00	16.00	1.9	23.00	23.00	A	Second
LOVINGOOD WAY	19.00	19.00	0.5	50.00	50.00	A	Second
LOWES FERRY RD	17.00	17.00	1.9	24.00	24.00	A	Second
LUCY LN	24.00	24.00	0.1	50.00	50.00	A	First
LUTHER ANDERSON DR	11.00	12.00	0.1	16.00	16.00	A	Fourth
LUTHER JACKSON DR	26.00	26.00	0.6	50.00	50.00	A	First
LUTHER RD	14.00	14.00	0.3	40.00	40.00	A	Third
LYDIA LN	16.00	16.00	0.2	40.00	40.00	A	Second
LYNN DR	18.00	18.00	0.2	40.00	40.00	A	Second
LYNN VALENTINE LN	10.00	10.00	0.2	16.00	16.00	A	Fourth
MACKENZIE DR	28.00	28.00	0.3	50.00	50.00	A	First
MACON LN	14.00	14.00	0.1	24.00	24.00	A	Third
MAGILL AVE	16.00	16.00	0.4	40.00	40.00	A	Second
MAIN RD	19.00	19.00	0.9	40.00	40.00	A	Second
MAJESTIC MOUNTAINS BLVD	24.00	24.00	1.0	50.00	50.00	A	First
MAPLE LN	17.00	18.00	2.0	23.00	23.00	A	Second
MAPLE OAK DR	24.00	24.00	0.1	50.00	50.00	A	First
MAPLECREST DR	24.00	24.00	0.2	60.00	60.00	A	First
MAPLES RD	16.00	16.00	0.4	18.00	18.00	A	Second
MARBLE HILL RD	18.00	18.00	4.3	24.00	28.00	A	Second
MARCARO LN	35.00	35.00	0.2	60.00	60.00	A	First
MARK LN	28.00	28.00	0.6	50.00	50.00	A	First
MARSHALL ST	19.00	19.00	0.3	40.00	40.00	A	Second
MARTHA NEOMA ST	22.00	24.00	0.1	50.00	50.00	A	First
MARTIN MILL PKE	17.00	18.00	3.9	24.00	24.00	A	Second
MARTIN RD	15.00	15.00	0.4	20.00	23.00	A	Third
MARTIN VALLEY RD	10.50	12.00	0.8	20.00	20.00	A	Fourth
MARVIN CIR	21.00	22.00	0.9	50.00	50.00	A	First
MARY FRANCES DR	24.00	24.00	0.2	50.00	50.00	A	First
MASON CT	24.00	24.00	0.1	50.00	50.00	A	First
MATTHEWS RD	12.00	14.00	0.1	30.00	30.00	A	Third
MAXWELL LN	24.00	24.00	0.1	50.00	50.00	A	First
MAY AVE	19.00	19.00	0.1	50.00	50.00	A	Second
MAYAPPLE DR	22.00	22.00	0.1	50.00	50.00	A	First
MAYFLY WAY	22.00	22.00	0.1	50.00	50.00	A	First
MCBATH RD	14.00	18.00	0.3	21.00	21.00	A	Third

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
MCBRAYER LN	12.00	16.00	0.4	20.00	20.00	A	Third
MCCALL RD	11.00	12.00	0.3	40.00	40.00	A	Fourth
MCCARTER RD	12.00	12.00	0.1	15.00	15.00	A	Third
MCCARTY RD	16.00	16.00	0.4	24.00	24.00	A	Second
MCCONNELL RD	15.00	16.00	1.1	18.00	20.00	A	Third
MCCOSH RD	15.00	15.00	0.3	20.00	20.00	A	Third
MCGHEE RD	15.00	17.00	2.1	23.00	26.00	A	Third
MCKENRY RD	19.00	19.00	1.1	23.00	23.00	A	Second
MCPAHAN RD	15.00	15.00	0.1	24.00	24.00	A	Third
MCMURRAY RD	20.00	20.00	0.2	16.00	16.00	A	First
MCNUTT AVE	18.00	18.00	0.2	40.00	40.00	A	Second
MCSPADDEN RD	15.00	18.00	1.1	20.00	23.00	A	Third
MEADE ST	17.00	17.00	0.2	40.00	40.00	A	Second
MEADOW RD	18.00	18.00	4.7	23.00	28.00	A	Second
MEADOW RIDGE DR	24.00	24.00	0.4	50.00	50.00	A	First
MEADOWLAND LN	27.00	27.00	0.3	60.00	60.00	A	First
MEADOWVIEW RD	16.00	16.00	0.5	20.00	30.00	A	Second
MEDLIN LN	10.00	10.00	0.3	18.00	18.00	A	Fourth
MEL HALL RD	15.00	17.00	1.7	25.00	25.00	A	Third
MELANIE CT	23.00	23.00	0.1	50.00	50.00	A	First
MELANIE DR	27.00	27.00	0.3	50.00	50.00	A	First
MELISSA LN	22.00	22.00	0.7	50.00	50.00	A	First
MELODY LN	11.00	11.00	0.3	16.00	16.00	A	Fourth
MELROSE STATION RD	24.00	24.00	0.2	24.00	24.00	A	First
MEMORIAL DR	16.00	18.00	0.7	21.00	21.00	A	Second
MENTOR ALLEY RD	11.00	11.00	0.3	14.00	14.00	A	Fourth
MENTOR RD	18.00	18.00	1.9	30.00	30.00	A	Second
MENTOR SCHOOL RD	16.00	16.00	0.2	20.00	20.00	A	Second
MEREDITH CT	24.00	24.00	0.1	50.00	50.00	A	First
MERGANSE LN	26.00	26.00	0.2	50.00	50.00	A	First
MICAH ST	24.00	24.00	0.1	50.00	50.00	A	First
MICHELLE DR	24.00	24.00	0.1	50.00	50.00	A	First
MIDDLESETTLEMENTS RD	18.00	23.00	3.2	40.00	50.00	A	Second
MILES RD	24.00	24.00	0.1	50.00	50.00	A	First
MILFORD AVE	16.00	16.00	0.5	40.00	40.00	A	Second
MILL LOOP RD	8.50	11.00	0.8	17.00	17.00	A	Fourth
MILL STONE GAP RD	12.00	12.00	0.3	15.00	15.00	A	Third
MILLIGAN RD	11.50	12.00	0.2	18.00	18.00	A	Fourth
MILLITON CIR	12.00	12.00	0.1	17.00	17.00	A	Third
MILLSAPS DR	25.00	26.00	0.2	50.00	50.00	A	First
MILLSTONE DR	22.00	22.00	0.2	50.00	50.00	A	First
MIMOSA DR	26.00	28.00	1.1	50.00	50.00	A	First
MINI HUSKEY RD	9.00	10.00	0.3	18.00	18.00	A	Fourth

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
MINT MEADOWS DR	24.00	24.00	0.4	50.00	50.00	A	First
MINT RD	19.00	20.00	4.9	25.00	25.00	A	Second
MISER SCHOOL RD	18.00	18.00	0.9	23.00	23.00	A	Second
MISER STATION RD	20.00	20.00	5.4	40.00	40.00	A	First
MISHAS WAY	24.00	24.00	0.1	50.00	50.00	A	First
MISTY VALLEY RD	10.50	13.00	1.5	20.00	20.00	A	Fourth
MISTY VIEW DR	24.00	24.00	0.1	50.00	50.00	A	First
MITCHELL AVE	20.00	20.00	0.1	40.00	40.00	A	First
MIZE CIR	24.00	24.00	0.8	50.00	50.00	A	First
MONTE VISTA DR	22.00	22.00	0.3	50.00	50.00	A	First
MONTVALE RD	20.00	20.00	3.8	30.00	30.00	A	First
MORGANTON BLVD	26.00	26.00	0.4	50.00	50.00	A	First
MORGANTON RD	21.00	21.00	10.0	40.00	40.00	A	First
MORNING DEW DR	20.00	22.00	0.2	50.00	50.00	A	First
MORNING GLORY LN	25.00	25.00	0.1	50.00	50.00	A	First
MOSS LN	27.00	28.00	0.1	60.00	60.00	A	First
MOSSY GROVE LN	24.00	24.00	0.4	50.00	50.00	A	First
MOUNT LUKE RD	11.00	11.00	0.6	18.00	18.00	GR	Fourth
MOUNTAIN VIEW CIR	26.00	26.00	0.3	50.00	50.00	A	First
MOUNTAINSIDE CT	24.00	24.00	0.1	50.00	50.00	A	First
MT CARMEL LN	11.00	12.00	0.1	24.00	24.00	A	Fourth
MT LEBANON RD	16.00	16.00	1.5	22.00	22.00	A	Second
MT TABOR RD	18.00	18.00	0.7	23.00	23.00	A	Second
MULLENDORE ST	16.00	16.00	0.5	20.00	20.00	A	Second
MUNSEY HATCHER RD	20.00	20.00	1.3	20.00	26.00	A	First
MURPHY MYERS RD	11.00	20.00	1.0	18.00	23.00	A	Fourth
MURPHY RD	17.00	17.00	0.7	23.00	23.00	A	Second
MUSCADINE DR	26.00	26.00	0.3	50.00	50.00	A	First
MUSCOVY WAY	24.00	24.00	0.1	50.00	50.00	A	First
MUSTANG DR	18.00	18.00	0.6	30.00	30.00	A	Second
MUTTON HOLLOW RD	13.00	21.00	1.8	23.00	23.00	A	Third
MYERS CIR	28.00	28.00	0.1	50.00	50.00	A	First
MYERS RD	16.00	16.00	0.6	23.00	23.00	A	Second
MYSTERY WAY	18.00	18.00	0.3	50.00	50.00	A	Second
N CLOVER HILL RIDGE RD	15.00	16.00	0.4	23.00	23.00	A	Third
N COLEMAN DR	28.00	28.00	0.1	50.00	50.00	A	First
N COVE DR	17.00	17.00	0.1	50.00	50.00	A	Second
N DOGWOOD LN	10.00	13.00	0.1	18.00	18.00	A	Fourth
N EDINGTON LN	16.00	16.00	0.4	50.00	50.00	A	Second
N OAKHILL DR	20.00	20.00	0.2	50.00	50.00	A	First
N OLD GREY RIDGE RD	18.00	19.00	1.6	23.00	23.00	A	Second
N PANOSCENIC DR	27.00	27.00	0.1	50.00	50.00	A	First
N RIVER RD	11.00	14.00	0.1	20.00	20.00	A	Fourth

* A = Asphalt Surface; GR = Gravel.

**Surface Width Classes - First: 20' and over; Second: 16' - 20'; Third: 12' - 16'; Fourth: 8' - 12'.

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
N SEQUOYAH DR	18.00	18.00	0.5	50.00	50.00	A	Second
N SPRINGVIEW RD	17.00	17.00	1.3	23.00	26.00	A	Second
N UNION GROVE RD	18.00	21.00	2.2	24.00	24.00	A	Second
N WILDWOOD RD	19.00	19.00	2.5	30.00	30.00	A	Second
N WINGATE WAY	26.00	26.00	0.2	50.00	50.00	A	First
NAILS CREEK RD	17.00	18.00	6.4	22.00	22.00	A	Second
NANDINA DR	16.00	16.00	0.2	50.00	50.00	A	Second
NATHAN HILLS CIR	18.00	18.00	0.2	50.00	50.00	A	Second
NATHAN HILLS DR	18.00	18.00	1.0	50.00	50.00	A	Second
NEAN LN	11.00	11.00	0.4	15.00	15.00	A	Fourth
NEAR SHORE DR	27.00	28.00	0.2	60.00	60.00	A	First
NEBO MOUNTAIN RD	16.50	17.00	0.7	50.00	50.00	A	Second
NEBO RD	15.00	19.00	1.9	23.00	23.00	A	Third
NEELEY LN	11.00	13.00	0.1	19.00	19.00	A	Fourth
NEIGHBORS WAY	11.00	13.00	0.4	50.00	50.00	A	Fourth
NELSON LN	13.00	13.00	0.1	23.00	23.00	A	Third
NELSON WAY	12.00	12.00	0.2	50.00	50.00	A	Third
NEW BLOCKHOUSE RD	17.00	18.50	1.4	24.00	24.00	A	Second
NEWBURY LN	26.00	26.00	0.3	50.00	50.00	A	First
NEWCASTLE WAY	26.00	26.00	0.3	50.00	50.00	A	First
NEWMAN DR	12.00	13.00	0.2	18.00	18.00	A	Third
NICKLE POINT DR	13.00	16.00	0.4	40.00	40.00	A	Third
NINA DELOZIER RD	13.00	13.00	0.6	24.00	24.00	A	Third
NINE MILE RD	19.00	20.00	2.4	22.00	22.00	A	Second
NOLA VIEW DR	23.50	23.50	0.1	50.00	50.00	A	First
NOLAN DR	18.00	18.00	0.1	50.00	50.00	A	Second
NORA LEE ST	14.00	14.00	0.1	20.00	20.00	A	Third
NORCROSS RD	17.00	17.00	0.6	23.00	23.00	A	Second
NORRIS AVE	16.00	16.00	0.3	40.00	40.00	A	Second
NORWICH CT	24.00	24.00	0.1	50.00	50.00	A	First
NORWOOD VILLAGE LN	12.00	20.00	0.3	50.00	50.00	A	Third
NOVA ST	12.00	12.00	0.1	40.00	40.00	A	Third
NUCHOLS RD	17.00	17.00	0.2	20.00	20.00	A	Second
OAK HILL DR	20.00	20.00	0.1	50.00	50.00	A	First
OAK LEAF CIR	18.00	18.00	0.1	50.00	50.00	A	Second
OAK VIEW CT	28.00	28.00	0.1	50.00	50.00	A	First
OAKCREST DR	24.00	24.00	0.3	50.00	50.00	A	First
OAKDALE ST	17.00	17.00	0.4	40.00	40.00	A	Second
OAKES VISTA LN	24.00	24.00	0.2	50.00	50.00	A	First
OAKHURST DR	24.00	24.00	0.2	60.00	60.00	A	First
OAKMONT CIR	28.00	28.00	0.1	60.00	60.00	A	First
OCOEE DR	15.00	15.00	0.1	40.00	40.00	A	Third
OCONNOR RD	15.00	15.00	0.5	24.00	24.00	A	Third

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
OCTOBER LN	24.00	24.00	0.2	50.00	50.00	A	First
ODELL RD	18.00	18.00	0.9	20.00	50.00	A	Second
OLD CADES COVE RD	14.00	22.00	4.4	23.00	23.00	A	Third
OLD CEDAR CREEK RD	15.00	15.00	0.4	18.00	18.00	A	Third
OLD CHILHOWEE LP	13.00	15.00	0.9	19.00	19.00	A	Third
OLD CHILHOWEE RD	17.50	17.50	5.0	23.00	23.00	A	Second
OLD CLOVER HILL RD	16.00	17.00	0.7	22.00	22.00	A	Second
OLD COLD SPGS SCHOOL RD	10.00	10.00	0.2	15.00	15.00	A	Fourth
OLD KNOXVILLE PKE	18.00	18.00	0.8	40.00	40.00	A	Second
OLD LAWS CHAPEL RD	10.00	12.00	0.2	16.00	16.00	A	Fourth
OLD MCGINLEY DR	15.00	18.00	0.7	20.00	20.00	A	Third
OLD MIDDLESETTLEMENTS RD	17.00	17.00	0.5	20.00	20.00	A	Second
OLD MT TABOR RD	13.00	13.00	0.5	20.00	20.00	A	Third
OLD NAILS CREEK RD	16.00	17.00	0.8	22.00	22.00	A	Second
OLD NILES FERRY DR	22.00	22.00	0.1	50.00	50.00	A	First
OLD NILES FERRY RD	19.00	19.00	9.7	22.00	50.00	A	Second
OLD OLIVER RD	12.00	12.00	0.4	18.00	18.00	A	Third
OLD PINEY RD	18.00	18.00	3.9	23.00	23.00	A	Second
OLD PLANTATION WAY	28.00	28.00	1.0	50.00	50.00	A	First
OLD RAILROAD BED RD	10.00	14.50	1.1	21.00	24.00	A	Fourth
OLD RESERVOIR RD	15.00	15.00	0.3	40.00	40.00	A	Third
OLD SAM HOUSTON SCHOOL RD	16.50	16.50	0.3	23.00	23.00	A	Second
OLD SEVIERVILLE PK	18.00	18.00	0.1	32.00	33.00	A	Second
OLD TUCKALEECHIEE RD	17.00	22.00	2.1	25.00	25.00	A	Second
OLD WALLAND HWY	18.50	18.50	8.7	24.00	24.00	A	Second
OLD WEST MILLERS COVE RD	11.00	18.50	0.5	18.00	18.00	A	Fourth
OLD WHETZELL RD	10.50	12.00	0.4	18.00	18.00	A	Fourth
OLD WHITES MILL RD	13.00	19.00	2.1	19.00	23.00	A	Third
OLIVER AVE	18.00	18.00	0.3	50.00	50.00	A	Second
ORIS MILLER RD	16.00	17.00	0.9	23.00	23.00	A	Second
ORTON DR	17.00	17.00	0.2	40.00	40.00	A	Second
OSCAR BEST RD	12.00	12.00	0.2	16.00	16.00	A	Third
OSCAR HARRIS DR	10.00	10.00	0.2	16.00	16.00	A	Fourth
OSCAR MILLER RD	8.00	16.00	0.1	16.00	40.00	G	Fourth
OSTENBARKER ST	24.00	24.00	0.3	50.00	50.00	A	First
OTHA LN	19.00	19.00	0.3	50.00	50.00	A	Second
OWNBY RD	10.00	10.00	0.4	16.00	16.00	A	Fourth
OXFORD HILLS DR	28.00	28.00	0.7	50.00	50.00	A	First
OZARK ST	16.50	16.50	0.1	40.00	40.00	A	Second
PANORAMA DR	15.00	26.00	0.1	50.00	50.00	A	Third
PAR DR	26.00	26.00	0.1	50.00	50.00	A	First
PARADISE HILLS DR	21.00	21.00	0.4	50.00	50.00	A	First
PARAMOUNT CIR	28.00	28.00	0.1	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
PARKBROOK CT	14.00	18.00	0.1	50.00	50.00	A	Third
PARKBROOK DR	18.00	18.00	0.5	50.00	50.00	A	Second
PARKER RD	12.00	12.00	0.6	20.00	20.00	A	Third
PARKS FERRY RD	12.00	16.00	1.5	23.00	23.00	A	Third
PARKS LN	26.00	26.00	0.1	50.00	50.00	A	First
PARKVIEW DR	11.00	15.50	0.2	23.00	23.00	A	Fourth
PARROTT RD	12.00	14.00	0.1	18.00	18.00	A	Third
PATRICK AVE	18.00	18.00	1.2	40.00	40.00	A	Second
PATTERSON RD	18.00	18.00	1.4	23.00	23.00	A	Second
PATTY RD	14.00	19.00	0.6	15.00	22.00	A	Third
PAUL BOONE RD	9.00	11.00	0.3	18.00	18.00	A	Fourth
PAYNE HOLLOW RD	15.00	17.50	1.2	23.00	23.00	A	Third
PEA RIDGE RD	18.00	18.00	2.7	23.00	23.00	A	Second
PEABODY DR	23.00	23.00	0.4	50.00	50.00	A	First
PEACH ORCHARD RD	17.00	18.00	1.6	23.00	23.00	A	Second
PEACHTREE DR	24.00	24.00	0.2	40.00	40.00	A	First
PEARLE DR	24.00	34.00	0.1	50.00	70.00	A	First
PEARLY ANTHONY RD	10.00	12.00	0.2	16.00	16.00	A	Fourth
PEARLY SMITH RD	15.00	17.00	0.3	15.00	17.00	A	Third
PEARSON AVE	17.00	17.00	0.1	40.00	40.00	A	Second
PEMBROKE PL	24.00	24.00	0.1	50.00	50.00	A	First
PENDLETON DR	26.00	26.00	0.3	50.00	50.00	A	First
PENN DR	21.00	22.00	0.2	50.00	50.00	A	First
PENN MARYDEL WAY	24.00	24.00	0.2	50.00	50.00	A	First
PENNINGTON CIR	24.00	24.00	0.2	50.00	50.00	A	First
PENNSYLVANIA AVE	18.00	18.00	0.3	14.00	40.00	A	Second
PEPPERMINT HILLS DR	28.50	28.50	1.0	60.00	60.00	A	First
PEPPERMINT RD	18.00	18.00	1.1	26.00	26.00	A	Second
PERCUSSION CT	20.00	20.00	0.1	50.00	50.00	A	First
PERIWINKLE LN	28.00	28.00	0.3	50.00	50.00	A	First
PERKINS WAY	13.00	13.00	0.2	24.00	24.00	A	Third
PETERS RD	13.00	13.00	0.3	23.00	23.00	A	Third
PETERSON LN	18.00	21.00	1.6	24.00	24.00	A	Second
PHEASANT WALK DR	22.00	22.00	0.1	50.00	50.00	A	First
PICKENS GAP RD	11.00	11.00	1.4	18.00	18.00	A	Fourth
PIERCE LN	12.00	12.00	0.2	18.00	18.00	A	Third
PIG PEN HOLLOW RD	11.00	11.00	0.4	15.00	15.00	A	Fourth
PINE TREE RD	26.00	26.00	0.1	50.00	50.00	A	First
PINEBARK DR	19.00	19.00	0.3	50.00	50.00	A	Second
PINEDALE ST	16.00	16.00	0.4	40.00	40.00	A	Second
PINEHURST RD	26.00	26.00	0.2	60.00	60.00	A	First
PINEOAK DR	24.00	24.00	0.1	50.00	50.00	A	First
PINEVIEW RD	18.50	19.50	1.9	23.00	23.00	A	Second

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
PINEWOOD DR	26.00	26.00	0.3	50.00	50.00	A	First
PINEY LEVEL CHURCH RD	11.00	14.00	1.0	18.00	18.00	A	Fourth
PINEY LEVEL RD	12.00	14.00	0.7	18.00	18.00	A	Third
PINK DOGWOOD LN	12.00	17.00	0.4	19.00	19.00	A	Third
PINK HATCHER LN	10.00	15.00	0.4	16.00	16.00	A	Fourth
PINTAIL ST	28.00	28.00	0.1	50.00	50.00	A	First
PIONEER CIR	26.00	26.00	0.5	50.00	50.00	A	First
PLEASANT HILL RD	17.50	19.00	1.6	23.00	23.00	A	Second
PLEASANT VALLEY RD	27.00	27.00	0.3	50.00	50.00	A	First
PLEASANT VIEW AVE	23.00	28.50	0.5	40.00	40.00	A	First
PLOESTI CIR	24.00	24.00	0.1	50.00	50.00	A	First
POLLARD VALLEY DR	22.00	22.00	0.1	50.00	50.00	A	First
POLLYS WAY	22.00	22.00	0.4	50.00	50.00	A	First
POPLAR GROVE RD	22.00	22.00	0.2	50.00	50.00	A	First
PORTER ACADEMY RD	29.00	29.00	0.1	40.00	40.00	A	First
PORTER BRIDGE RD	15.00	18.00	0.6	22.00	22.00	A	Third
PORTER CIR	15.00	15.00	0.2	18.00	18.00	A	Third
PORTLAND DR	24.00	24.00	0.2	50.00	50.00	A	First
POST OAK LN	22.00	22.00	0.1	50.00	50.00	A	First
POTLEG HILL RD	14.00	14.00	0.1	23.00	23.00	A	Third
POTTER RD	13.00	15.50	0.6	20.00	20.00	A	Third
POWDER HORN TRL	22.00	22.00	0.2	40.00	40.00	A	First
PRAIRIE PL	22.00	22.00	0.1	50.00	50.00	A	First
PRATER FERRY RD	12.00	12.00	0.1	18.00	18.00	A	Third
PRIMROSE CIR	28.00	28.00	0.3	50.00	50.00	A	First
PRINCETON RD	12.00	12.00	0.1	50.00	50.00	A	Third
PRITCHARD CT	11.00	11.00	0.1	40.00	40.00	A	Fourth
PROFFITT SPRINGS RD	19.00	21.00	1.3	50.00	50.00	A	Second
PROSPECT RD	18.00	18.00	1.5	22.00	22.00	A	Second
PRYOR RD	17.00	17.00	1.0	20.00	20.00	A	Second
PUEBLO CT	26.00	26.00	0.2	50.00	50.00	A	First
PYOTT DR	22.00	22.00	0.2	50.00	50.00	A	First
QUAIL RUN DR	24.00	24.00	0.3	50.00	50.00	A	First
QUAILS NEST CT	25.00	25.00	0.1	50.00	50.00	A	First
QUANTICO DR	26.00	26.00	0.1	50.00	50.00	A	First
QUARRY HOLLOW RD	16.00	16.00	0.5	20.00	20.00	A	Second
QUEEN CIR	26.00	26.00	0.1	50.00	50.00	A	First
R L WHITEHEAD RD	10.00	10.00	0.3	20.00	20.00	A	Fourth
RAFER AVE	10.00	12.00	0.2	18.00	18.00	A	Fourth
RAHN AVE	16.00	16.00	0.4	50.00	50.00	A	Second
RAILWAY DR	9.00	9.00	0.1	18.00	18.00	A	Fourth
RALPH PHELPS RD	20.00	20.00	1.8	23.00	23.00	A	First
RAMBLING RD	26.00	26.00	0.7	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
RAMSEY RD	15.00	17.00	1.6	23.00	23.00	A	Third
RAPIDS WAY	22.00	22.00	0.1	40.00	40.00	A	First
RATLEDGE RD	17.00	19.00	1.6	23.00	23.00	A	Second
RAULSTON RD	17.50	22.00	2.1	25.00	50.00	A	Second
RAULSTON VIEW DR	27.00	27.00	0.6	50.00	50.00	A	First
RAVENCREST DR	28.00	28.00	0.1	50.00	50.00	A	First
RAVENWOOD DR	28.00	28.00	0.4	50.00	50.00	A	First
RAY LN	13.00	13.50	0.8	18.00	18.00	A	Third
RAYLEE DR	22.00	22.00	0.2	50.00	50.00	A	First
REAGAN MILL RD	12.00	17.00	1.9	23.00	23.00	A	Third
REAGAN RD	10.00	10.00	0.1	15.00	15.00	A	Fourth
RED HAWK DR	23.00	28.00	0.3	50.00	50.00	A	First
RED OAK RD	28.00	28.00	0.1	50.00	50.00	A	First
RED RD	10.00	10.00	0.1	20.00	30.00	A	Fourth
REED RD	12.00	16.00	0.3	20.00	40.00	A	Third
REGENT CT	24.00	24.00	0.1	50.00	50.00	A	First
REILEY DR	26.00	30.00	0.5	50.00	50.00	A	First
REMINGTON PARK DR	23.00	23.00	0.2	50.00	50.00	A	First
RENEA DR	34.00	34.00	0.1	60.00	60.00	A	First
RESERVOIR RD	16.00	16.00	0.3	40.00	40.00	A	Second
RHETT BUTLER DR	24.00	24.00	0.4	50.00	50.00	A	First
RICHWOOD DR	17.00	17.00	0.2	40.00	40.00	A	Second
RIDGE RD	18.00	18.00	2.1	23.00	23.00	A	Second
RIDGE VIEW RD	24.00	28.00	1.1	50.00	50.00	A	First
RIDGE WATER RD	22.00	22.00	0.3	50.00	50.00	A	First
RIDGECREST DR	15.00	17.00	0.4	40.00	40.00	A	Third
RIDGEVIEW DR	26.00	26.50	0.5	50.00	50.00	A	First
RIDGEWAY TR	26.00	26.00	0.2	50.00	50.00	A	First
RIO DR	26.00	26.00	0.4	50.00	50.00	A	First
RIO VISTA CIR	26.00	26.00	0.4	50.00	50.00	A	First
RIPLEY DR	24.00	24.00	0.1	50.00	50.00	A	First
RIVER COMMONS WAY	22.00	22.00	0.1	40.00	40.00	A	First
RIVER FORD RD	19.00	19.00	1.5	24.00	24.00	A	Second
RIVER RUN DR	26.00	26.00	0.7	50.00	50.00	A	First
RIVERPOINT WAY	11.00	11.00	0.1	50.00	50.00	A	Fourth
RIVERSEDGE RD	15.00	17.00	0.9	21.00	21.00	A	Third
RIVERSIDE DR	26.00	26.00	0.3	50.00	50.00	A	First
RIVERTRACE BLVD	34.00	34.00	0.2	60.00	70.00	A	First
RIVERTRACE LN	34.00	34.00	0.2	60.00	60.00	A	First
RIVERVIEW DR	20.00	20.00	0.3	50.00	50.00	A	First
ROBERT AVE	17.00	17.00	0.2	40.00	40.00	A	Second
ROCK HILL RD	16.00	16.00	0.6	50.00	50.00	A	Second
ROCKFORD BOYD RD	14.00	14.00	0.4	26.00	26.00	A	Third

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
ROCKFORD CEDAR ST	16.50	16.50	0.3	22.00	22.00	A	Second
ROCKFORD ST	24.00	28.00	0.5	50.00	50.00	A	First
ROCKFORD WALKER CT	18.00	18.00	0.3	22.00	22.00	A	Second
ROCKY BRANCH RD	18.00	20.00	2.6	24.00	24.00	A	Second
RODDY BRANCH RD	12.00	20.00	2.3	22.00	22.00	A	Third
RODEO RIDGE LANE	26.00	26.00	0.3	50.00	50.00	A	First
RONJO DR	22.00	22.00	0.2	50.00	50.00	A	First
ROSEBUD DR	23.00	23.00	0.1	50.00	50.00	A	First
ROSECREST DR	20.00	20.00	0.2	50.00	50.00	A	First
ROSEMONT CIR	20.00	20.00	0.1	60.00	60.00	A	First
ROUEN CT	24.00	24.00	0.1	40.00	40.00	A	First
ROY AVE	22.00	22.00	0.2	50.00	50.00	A	First
ROY GODDARD RD	13.00	13.00	0.6	20.00	20.00	A	Third
ROYAL AVE	18.00	18.00	0.2	50.00	50.00	A	Second
ROYAL DR	26.00	26.00	0.1	50.00	50.00	A	First
RUCKER CT	24.00	24.00	0.1	50.00	50.00	A	First
RUDD HOLLOW RD	15.00	15.00	2.0	23.00	23.00	A	Third
RUDD RD	11.00	11.00	0.4	16.00	16.00	A	Fourth
RUSSELL HOLLOW RD	14.50	18.00	1.3	24.00	24.00	A	Third
RUSSELL RD	20.00	20.00	1.3	25.00	25.00	A	First
RUSSELLWOOD DR	33.00	33.00	0.3	50.00	50.00	A	First
S BURCHFIELD LN	11.00	11.50	0.2	23.00	23.00	A	Fourth
S CARVER RD	20.00	23.00	0.2	18.00	20.00	A	First
S COLEMAN DR	28.00	28.00	0.3	50.00	50.00	A	First
S EDINGTON LN	16.00	16.00	0.2	50.00	50.00	A	Second
S LONG HOLLOW RD	17.00	23.00	1.3	24.00	24.00	A	Second
S ODELL RD	17.00	17.00	0.6	20.00	20.00	A	Second
S OLD GLORY RD	20.00	20.00	0.5	40.00	50.00	A	First
S OLD GREY RIDGE RD	18.00	18.00	0.6	23.00	23.00	A	Second
S PANOSCENIC DR	24.00	24.00	0.1	50.00	50.00	A	First
S SEQUOYAH DR	18.00	18.00	0.7	50.00	50.00	A	Second
S SPRINGVIEW RD	17.00	18.00	0.8	26.00	26.00	A	Second
S UNION GROVE RD	17.00	19.00	1.8	24.00	24.00	A	Second
S WINGATE WAY	24.00	24.00	0.1	50.00	50.00	A	First
SADDLE RIDGE RD	18.00	18.00	0.4	50.00	50.00	A	Second
SADIE DR	18.00	18.00	0.2	50.00	50.00	A	Second
SAGEGRASS DR	24.00	24.00	0.8	50.00	50.00	A	First
SALEM CHURCH RD	15.00	16.50	0.8	20.00	20.00	A	Third
SALEM LOOP RD	12.00	16.00	1.3	18.00	18.00	A	Third
SALEM RD	15.00	18.00	1.9	20.00	23.00	A	Third
SAM JAMES RD	16.00	16.00	1.1	22.00	22.00	A	Second
SAMPLES RD	17.00	17.00	0.5	24.00	24.00	A	Second
SAMS RD	17.00	17.00	0.3	22.00	22.00	A	Second

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
SAMUEL CIR	22.00	22.00	0.2	50.00	50.00	A	First
SANDPIPER ST	28.00	28.00	0.1	50.00	50.00	A	First
SARATOGA DR	10.00	10.00	0.2	50.00	50.00	A	Fourth
SAWGRASS WAY	22.00	22.00	0.2	50.00	50.00	A	First
SAWYER'S GREEN CT	24.00	24.00	0.2	50.00	50.00	A	First
SAWYER'S GREEN TRL	24.00	24.00	0.4	50.00	50.00	A	First
SAYNE RD	11.00	11.00	0.1	15.00	15.00	A	Fourth
SCARLET DR	27.00	27.00	0.2	50.00	50.00	A	First
SCARLET TANGER ST	24.00	24.00	0.2	50.00	50.00	A	First
SCENIC HILL DR	26.00	26.00	0.5	50.00	50.00	A	First
SCENIC POINT DR	16.00	17.00	0.5	20.00	20.00	A	Second
SCHOOL HOUSE GAP RD	12.00	15.00	1.4	20.00	20.00	A	Third
SCOTT RD	27.00	27.00	0.3	60.00	60.00	A	First
SEATON LN	9.00	9.00	0.1	15.00	15.00	A	Fourth
SECRIST SPRINGS LN	22.00	22.00	0.1	50.00	50.00	A	First
SELF HOLLOW RD	15.00	15.00	1.7	23.00	23.00	A	Third
SEMINOLE TRL	12.00	12.00	0.1	30.00	30.00	A	Third
SENTELL CIR	16.00	17.50	0.6	50.00	50.00	A	Second
SENTELL DR	18.00	20.00	0.3	50.00	50.00	A	Second
SERENITY CIR	23.00	23.00	0.1	50.00	50.00	A	First
SETTLERS LN	26.00	26.00	0.1	50.00	50.00	A	First
SETTLERS POINTE CIR	22.00	22.00	0.5	50.00	50.00	A	First
SEVEN OAKS LN	22.00	22.00	0.1	50.00	50.00	A	First
SEVIER AVE	18.00	18.00	0.3	40.00	40.00	A	Second
SEYMOUR RD	17.00	17.00	0.1	24.00	24.00	A	Second
SHADOW BROOK DR	24.00	24.00	0.3	43.00	43.00	A	First
SHADOWOOD DR	11.50	14.00	0.2	43.00	43.00	A	Fourth
SHADY CREEK RD	18.00	18.00	0.2	50.00	50.00	A	Second
SHADY LN	19.00	28.50	0.4	40.00	50.00	A	Second
SHAGONAGE TRL	21.00	21.00	0.2	50.00	50.00	A	First
SHASTA RD	17.00	17.00	0.2	40.00	40.00	A	Second
SHAWN DR	28.00	28.00	0.3	50.00	50.00	A	First
SHEETS HOLLOW RD	16.00	18.00	1.5	23.00	23.00	A	Second
SHELBY DR	11.00	11.00	0.2	30.00	30.00	A	Fourth
SHENENDOAH DR	22.00	22.00	0.4	50.00	50.00	A	First
SHIELDS RD	16.00	16.00	0.1	50.00	50.00	A	Second
SHILOH CT	24.00	24.00	0.1	50.00	50.00	A	First
SHIRD FRANKLIN RD	10.00	12.00	0.2	16.00	16.00	A	Fourth
SHULER RD	13.50	15.00	0.6	20.00	20.00	A	Third
SILVER BROOK LN	22.00	22.00	0.2	50.00	50.00	A	First
SIMS RD	26.00	26.50	0.1	50.00	50.00	A	First
SING LN	12.00	14.00	0.1	24.00	24.00	A	Third
SIR EDWARD LN	24.00	24.00	0.3	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
SIX MILE CEMETERY RD	14.00	16.00	0.5	16.00	16.00	A	Third
SKYLINE DR	16.00	16.00	0.4	40.00	40.00	A	Second
SKYVIEW DR	17.00	20.00	0.3	40.00	40.00	A	Second
SMEDELY D BUTLER DR	22.00	22.00	0.2	50.00	50.00	A	First
SMITH RD	10.00	10.00	0.1	16.00	16.00	A	Fourth
SMOKEMONT DR	18.00	18.00	0.1	40.00	40.00	A	Second
SMOKEY MOUNTAIN DR	16.00	16.00	0.1	40.00	40.00	A	Second
SMOKY VIEW CIR	18.00	18.00	0.7	50.00	50.00	A	Second
SMOKY VIEW ESTATES DR	18.00	18.00	1.1	50.00	50.00	A	Second
SMOKY VIEW LN	26.00	26.00	0.1	50.00	50.00	A	First
SOURWOOD CT	20.00	20.00	0.1	50.00	50.00	A	First
SOUTH FORK PL	26.00	26.00	0.2	50.00	50.00	A	First
SOUTH HAMPTON WAY	28.00	28.00	0.4	50.00	50.00	A	First
SOUTHERN OAKS DR	22.00	22.00	0.2	50.00	50.00	A	First
SOUTHSIDE DR	21.50	22.00	0.4	50.00	50.00	A	First
SOUTHWIND RD	14.00	16.00	0.7	22.00	22.00	A	Third
SPALDING DR	22.00	22.00	0.2	50.00	50.00	A	First
SPARKS DR	13.00	13.00	0.3	40.00	40.00	A	Third
SPARKS RD	12.00	12.00	0.3	20.00	20.00	A	Third
SPEARS RD	14.00	16.00	0.3	22.00	22.00	A	Third
SPENCE CIR	16.00	30.00	0.4	50.00	50.00	A	Second
SPENCE FIELD DR	22.00	22.00	0.2	50.00	50.00	A	First
SPENCER DR	22.00	22.00	0.3	50.00	50.00	A	First
SPRING CREEK ST	24.00	36.00	0.4	50.00	60.00	A	First
SPRING HILL RD	12.00	13.00	0.4	15.00	15.00	A	Third
SPRINGDALE ST	16.00	16.00	0.1	40.00	40.00	A	Second
SPRINGTIME TRL	26.00	26.00	0.5	50.00	50.00	A	First
SPRUCE HILL RD	13.00	13.00	0.5	21.00	21.00	A	Third
STABLES DR	20.00	20.00	0.2	50.00	50.00	A	First
STAFFORD RD	20.00	20.00	0.5	18.00	18.00	A	First
STAFFORDSHIRE CT	24.00	24.00	0.1	40.00	40.00	A	First
STAGECOACH LN	26.00	26.00	0.1	50.00	50.00	A	First
STANTON RD	14.00	14.00	0.2	22.00	22.00	A	Third
STAR DUST WAY	21.00	21.00	0.1	50.00	50.00	A	First
STARLITE RD	16.00	18.00	0.2	21.00	21.00	A	Second
STEFFNER CIR	14.00	14.00	0.3	50.00	50.00	A	Third
STEPHENS RD	14.00	14.00	0.8	20.00	20.00	A	Third
STEWART LN	17.00	17.00	1.0	18.00	60.00	A	Second
STILLWOOD RD	24.00	24.00	0.1	50.00	50.00	A	First
STOCK CREEK RD	13.00	16.00	0.4	23.00	23.00	A	Third
STONE TREE DR	28.00	28.00	0.1	50.00	50.00	A	First
STONECREST CT	22.00	22.00	0.1	50.00	50.00	A	First
STONECREST DR	26.00	26.00	0.7	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
STONECREST PL	22.00	22.00	0.1	50.00	50.00	A	First
STRANGE RD	12.00	12.00	0.2	15.00	15.00	A	Third
STUMP RD	13.50	16.00	0.9	20.00	20.00	A	Third
SUGARWOOD DR	26.00	26.00	0.3	50.00	50.00	A	First
SUMMER DR	27.00	27.00	0.1	50.00	50.00	A	First
SUMMER HILL CT	22.00	22.00	0.3	50.00	50.00	A	First
SUMMER HILL DR	22.00	22.00	0.4	50.00	50.00	A	First
SUMMERFIELD DR	26.00	26.00	0.4	50.00	50.00	A	First
SUN VALLEY DR	24.00	24.00	0.2	50.00	50.00	A	First
SUNDANCE RD	15.00	15.00	0.2	50.00	50.00	A	Third
SUNRISE TRL	25.00	25.00	0.3	50.00	50.00	A	First
SWANEE DR	28.00	28.00	0.5	50.00	50.00	A	First
SWEET BRIAR DR	28.00	28.00	0.5	50.00	50.00	A	First
SWEETGRASS CIR	22.00	28.00	0.1	50.00	50.00	A	First
SYCAMORE DR	28.00	28.00	0.1	50.00	50.00	A	First
TALIAFERRO LN	26.00	26.00	0.2	50.00	50.00	A	First
TALLASSEE RD	10.00	13.00	0.5	18.00	18.00	A	Fourth
TAMMY CIR	28.00	28.00	0.7	60.00	60.00	A	First
TANNEHILL DR	21.50	21.50	0.1	50.00	50.00	A	First
TANNERY RD	24.00	25.50	0.4	50.00	50.00	A	First
TARBETT RD	18.00	18.00	0.4	21.00	26.00	A	Second
TARKLIN VALLEY RD	14.00	14.00	0.7	22.00	22.00	A	Third
TARPLEY ST	18.00	18.00	0.4	40.00	40.00	A	Second
TATE RD	10.00	10.00	0.1	40.00	40.00	A	Fourth
TAYLOR RD	18.00	19.50	0.5	22.00	22.00	A	Second
TEAL DR	26.00	26.00	0.1	50.00	50.00	A	First
TECH AVE	21.00	22.50	0.2	50.00	50.00	A	First
TEE DELOZIER RD	11.00	12.00	0.4	18.00	18.00	A	Fourth
TEFFETELLER LN	13.00	15.00	0.5	22.00	22.00	A	Third
TELLICO ST	21.00	22.00	0.2	50.00	50.00	A	First
TEMPLE RD	18.00	18.00	1.8	23.00	23.00	A	Second
TERRACE VIEW RD	26.00	26.00	0.2	50.00	50.00	A	First
THE LOOP RD	13.00	15.00	1.3	22.00	22.00	A	Third
THOMAS DR	17.00	17.00	0.4	40.00	40.00	A	Second
THOMPSON BRIDGE RD	18.00	20.00	3.0	24.00	24.00	A	Second
THORNBURY CT	22.00	22.00	0.1	50.00	50.00	A	First
THREE BARS LN	22.00	22.00	0.4	50.00	50.00	A	First
THUNDER HEAD MOUNTAIN DR	28.00	32.00	0.4	50.00	50.00	A	First
TILLEY RD	13.00	13.00	0.1	18.00	19.00	A	Third
TIMBERCREEK DR	28.00	28.00	0.3	50.00	50.00	A	First
TIMBERLAKE DR	24.00	24.00	0.2	60.00	60.00	A	First
TIMBERLINE DR	26.50	28.00	0.6	50.00	50.00	A	First
TIMBERVIEW CT	24.00	24.00	0.1	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
TIPS WAY	26.00	26.00	0.2	50.00	50.00	A	First
TIPTON HOLLOW RD	11.00	11.00	1.0	18.00	18.00	A	Fourth
TIPTON LOOP RD	15.00	18.00	1.6	28.00	28.00	A	Third
TIPTON RD	9.00	12.00	0.1	16.00	16.00	A	Fourth
TIPTON SHOP RD	9.00	10.00	0.1	16.00	16.00	A	Fourth
TITTSWORTH RD	16.00	18.00	1.1	25.00	25.00	A	Second
TITTSWORTH SPRINGS RD	17.00	17.00	0.2	24.00	24.00	A	Second
TOM HENRY RD	14.00	14.00	0.5	20.00	20.00	A	Third
TOM MCCALL RD	17.00	19.00	1.2	22.00	22.00	A	Second
TOMAHAWK DR	24.00	24.00	0.4	50.00	50.00	A	First
TOMMY BAKER RD	9.00	9.00	0.1	15.00	15.00	A	Fourth
TOMMY PACK RD	10.00	10.00	0.2	24.00	24.00	A	Fourth
TOMOTLEY RD	16.00	21.00	2.3	23.00	23.00	A	Second
TOP HILL CIR	26.00	26.00	0.3	50.00	50.00	A	First
TOP HILL RD	26.00	26.00	0.3	50.00	50.00	A	First
TORY DR	11.00	13.00	0.1	30.00	30.00	A	Fourth
TOUCHSTONE DR	25.50	25.50	0.3	50.00	50.00	A	First
TOWER RD	12.00	14.00	0.8	40.00	40.00	A	Third
TOWNS END LN	11.00	12.00	0.1	23.00	23.00	A	Fourth
TOWNS VIEW DR	23.50	23.50	0.3	50.00	50.00	A	First
TRAIL RIDGE DR	23.00	23.00	0.1	50.00	50.00	A	First
TRAVIS CIR	26.00	26.00	0.1	50.00	50.00	A	First
TRENTON BLVD	8.00	40.00	0.1	60.00	60.00	A	Fourth
TREYVISTA CT	24.00	24.00	0.1	50.00	50.00	A	First
TRIGONIA RD	16.00	16.00	2.6	30.00	30.00	A	Second
TRILLIUM CIR	24.00	24.00	0.3	50.00	50.00	A	First
TRIPLE OAK ST	13.00	13.00	0.3	18.00	18.00	A	Third
TROY AVE	17.00	17.00	0.1	40.00	40.00	A	Second
TUCKALEECHEE PKE	18.50	21.00	2.9	26.00	30.00	A	Second
TUCKALEECHEE TR	17.00	17.50	0.7	24.00	24.00	A	Second
TURKEY PEN BRANCH RD	16.50	17.50	1.4	26.00	26.00	A	Second
TURKEY PEN RD	17.00	17.00	0.5	23.00	23.00	A	Second
TURNER ST	17.00	17.00	0.1	40.00	40.00	A	Second
TVA LAB RD	12.00	15.00	0.5	20.00	20.00	A	Third
TWIN ISLAND DR	16.00	16.00	0.4	60.00	60.00	A	Second
TWIN RIDGES DR	24.00	24.00	0.2	50.00	50.00	A	First
TWO RIVERS LN	16.00	16.00	0.2	15.00	15.00	A	Second
TYLER DR	11.00	11.00	0.1	16.00	16.00	A	Fourth
TYLER RD	10.00	10.00	0.2	16.00	16.00	A	Fourth
UNAKA AVE	11.00	11.00	0.1	18.00	19.00	A	Fourth
UNITIA RD	21.00	21.00	1.0	60.00	60.00	A	First
VADEN RD	10.00	11.00	0.1	40.00	40.00	A	Fourth
VALE CT	20.00	20.00	0.1	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
VALEMONT DR	26.00	26.00	0.3	50.00	50.00	A	First
VALENTINE RD	15.50	15.50	0.3	20.00	20.00	A	Third
VALLEY ST	24.00	24.00	0.2	50.00	50.00	A	First
VALLEYVIEW DR	15.00	18.00	0.3	50.00	50.00	A	Third
VANDERBILT CIR	16.00	17.00	0.2	50.00	50.00	A	Second
VAUGHN RD	11.00	12.00	0.3	18.00	18.00	A	Fourth
VENICE AVE	15.00	15.00	0.1	40.00	40.00	A	Third
VERNIE LEE RD	15.00	22.00	1.7	20.00	23.00	A	Third
VICUNA ST	22.50	22.50	0.1	50.00	50.00	A	First
VIKING RD	26.00	26.00	0.1	50.00	50.00	A	First
VILLA CT	18.00	18.00	0.1	50.00	50.00	A	Second
VINEGAR VALLEY RD	15.00	18.00	1.8	24.00	24.00	A	Third
VINEYARD HILL WAY	15.00	15.00	0.1	30.00	30.00	A	Third
VIOLET LN	18.00	18.00	0.1	50.00	50.00	A	Second
VIRGINIA DR	28.00	28.00	0.1	50.00	50.00	A	First
VISTA RD	14.00	16.00	0.6	40.00	40.00	A	Third
W ALCOVE DR	24.00	24.00	0.1	50.00	50.00	A	First
W COVE DR	18.00	18.00	0.2	50.00	50.00	A	Second
W CUMBERLAND DR	15.00	16.00	0.4	20.00	20.00	A	Third
W FAYE DR	28.00	28.00	0.1	50.00	50.00	A	First
W LAKEVIEW CIR	34.00	34.00	0.2	50.00	50.00	A	First
W MACON LN	20.00	20.00	0.1	20.00	20.00	A	First
W MCCAMMON CT	21.00	21.00	0.2	50.00	50.00	A	First
W MILLERS COVE RD	17.00	20.00	3.7	23.00	23.00	A	Second
W ODELL LN	12.00	12.00	0.3	16.00	16.00	A	Third
W OLD MILLERS COVE RD	13.00	13.00	0.4	20.00	20.00	A	Third
W OLD TOPSIDE RD	17.00	17.00	0.6	30.00	30.00	A	Second
W PATRICK RD	11.00	11.00	0.1	40.00	40.00	A	Fourth
W RIDGEWOOD DR	28.00	28.00	0.1	50.00	50.00	A	First
W VINEGAR VALLEY RD	16.00	18.00	1.8	24.00	24.00	A	Second
W WOODBINE DR	18.00	22.00	0.2	50.00	50.00	A	Second
WADSWORTH DR	25.00	25.00	0.1	25.00	25.00	A	First
WAGON WHEEL RD	13.00	15.00	0.2	20.00	20.00	A	Third
WALKER AVE	17.00	17.00	0.5	50.00	50.00	A	Second
WALKER RD	18.00	18.00	2.2	26.00	26.00	A	Second
WALKER SCHOOL RD	18.00	18.50	1.8	23.00	23.00	A	Second
WALLACE HARRIS AVE	16.00	16.00	0.5	30.00	30.00	A	Second
WALLAND GAP DR	22.00	22.00	0.1	50.00	50.00	A	First
WALNUT LP	10.00	10.00	0.2	23.00	23.00	A	Fourth
WALTER DAVIS RD	13.00	13.00	1.0	21.00	21.00	A	Third
WARD DR	16.00	16.00	0.5	50.00	50.00	A	Second
WARRIOR PATH	24.00	24.00	0.3	50.00	50.00	A	First
WATER OAK DR	24.00	24.00	0.7	50.00	50.00	A	First

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
WATERS WAY	16.00	16.00	0.1	50.00	50.00	A	Second
WATERSHAW DR	26.00	26.00	0.6	50.00	50.00	A	First
WAYCROSS AVE	13.00	16.00	0.1	40.00	40.00	A	Third
WAYNE BRYANT RD	10.00	10.00	0.9	16.00	16.00	A	Fourth
WEAVER HILL DR	16.00	17.00	0.2	50.00	50.00	A	Second
WEBB RD	20.00	20.00	1.9	18.00	23.00	A	First
WEBSTER CT	15.00	20.00	0.1	40.00	40.00	A	Third
WELLS CT	23.00	23.00	0.1	50.00	50.00	A	First
WELLS RD	14.00	21.00	0.3	16.00	16.00	A	Third
WENDY LN	26.00	26.00	0.2	50.00	50.00	A	First
WEST HILLS DR	28.00	28.00	0.8	50.00	50.00	A	First
WEST LAKEVIEW CIR	34.00	34.00	0.2	50.00	50.00	A	First
WESTCHESTER CT	24.00	24.00	0.1	40.00	40.00	A	First
WESTCOVE CT	20.00	20.00	0.1	50.00	50.00	A	First
WESTERN SPRINGS DR	20.00	20.00	0.1	50.00	50.00	A	First
WESTMINSTER DR	22.00	22.00	0.1	50.00	50.00	A	First
WESTMORLAND DR	18.00	22.00	0.6	40.00	50.00	A	Second
WESTON RIDGE DR	25.00	25.00	0.5	50.00	50.00	A	First
WESTOVER DR	16.00	16.00	0.1	40.00	40.00	A	Second
WESTSIDE DR	19.00	19.00	0.4	50.00	50.00	A	Second
WESTSIDE PARK DR	14.00	16.00	0.2	50.00	50.00	A & GR	Third
WHEATFIELD DR	22.00	22.00	0.1	50.00	50.00	A	First
WHEATGRASS POINT DR	22.00	22.00	0.1	50.00	50.00	A	First
WHEELER RD	14.00	16.00	1.8	22.00	24.00	A	Third
WHIPPOORWILL CIR	26.00	26.00	0.9	50.00	50.00	A	First
WHISPER CREEK DR	24.00	28.00	0.6	50.00	50.00	A	First
WHITE ELM CIR	26.00	26.00	0.1	50.00	50.00	A	First
WHITE OAK LN	12.00	12.00	0.1	40.00	40.00	A	Third
WHITE ROSE AV	24.00	24.00	0.2	50.00	50.00	A	First
WHITECREST DR	20.00	20.00	0.3	40.00	40.00	A	First
WHITES MILL RD	16.00	21.00	2.8	24.00	24.00	A	Second
WHITNEY RAYE CIR	33.00	33.00	0.1	50.00	50.00	A	First
WHITTENBURG DR	24.00	24.00	0.4	50.00	50.00	A	First
WILAWAY RD	24.00	24.00	0.3	50.00	50.00	A	First
WILDERNESS RD	26.00	26.00	0.2	50.00	50.00	A	First
WILDWOOD HILLS DR	26.00	26.00	0.1	50.00	50.00	A	First
WILDWOOD RD	20.00	20.00	6.1	30.00	30.00	A	First
WILDWOOD SPRINGS RD	15.00	15.00	0.5	18.00	18.00	A	Third
WILKINSON PKE	18.00	19.00	3.5	25.00	25.00	A	Second
WILLIAMS HILL DR	10.00	10.00	0.2	18.00	18.00	A	Fourth
WILLIAMS MILL RD	18.00	18.00	0.7	26.00	26.00	A	Second
WILLIAMS RD	18.00	18.00	0.2	24.00	24.00	A	Second
WILLIAMSON CHAPEL RD	16.00	18.00	1.5	25.00	25.00	A	Second

ROAD NAME	Surface (Nominal)			ROW (Nominal)		Surface Type*	Surface** Width Class
	Min Width	Max Width	Length	Min Width	Max Width		
WILLINGHAM LN	24.00	24.00	0.2	50.00	50.00	A	First
WILLIS DR	13.00	14.00	0.1	16.00	16.00	A	Third
WILLIS RD	14.50	16.00	0.3	21.00	21.00	A	Third
WILLOCKS AVE	18.00	18.00	0.2	40.00	40.00	A	Second
WILLOW BRANCH CIR	24.00	24.00	0.4	50.00	50.00	A	First
WILLOW POND DR	24.00	24.00	0.3	50.00	50.00	A	First
WILLOW RD	10.00	10.00	0.1	18.00	18.00	A	Fourth
WILSON RD	16.00	16.00	0.4	40.00	40.00	A	Second
WINCHESTER DR	20.00	20.00	0.2	50.00	50.00	A	First
WINDING CREEK WAY	22.00	22.00	0.1	50.00	50.00	A	First
WINDSTREAM DR	21.00	21.00	0.2	50.00	50.00	A	First
WINSTON DR	25.00	25.00	0.4	50.00	50.00	A	First
WINTERGREEN LN	24.00	24.00	0.1	50.00	50.00	A	First
WOLF CREEK RD	10.00	12.00	0.4	16.00	16.00	A	Fourth
WONDERLAND DR	18.00	26.00	0.6	50.00	50.00	A	Second
WOODBINE RD	26.00	26.00	0.1	50.00	50.00	A	First
WOODCREST DR	20.00	20.00	0.1	40.00	40.00	A	First
WOODDALE ST	15.00	15.00	0.4	40.00	40.00	A	Third
WOODHAVEN WAY	20.00	20.00	0.1	50.00	50.00	A	First
WOODLAND ACRES RD	13.00	13.00	0.3	40.00	40.00	A	Third
WOODLAND DR	22.00	22.00	0.2	40.00	40.00	A	First
WOODLAND TRACE	26.00	26.00	0.3	50.00	50.00	A	First
WOODSIDE PARK DR	23.00	23.00	0.1	50.00	50.00	A	First
WOODVIEW RD	26.00	26.00	0.1	50.00	50.00	A	First
WRIGHTS FERRY RD	12.00	19.00	2.3	22.00	28.00	A	Third
WYNBERRY CT	24.00	24.00	0.1	40.00	40.00	A	First
YALE ST	16.50	18.00	0.2	50.00	50.00	A	Second
YEARLING LN	24.00	24.00	0.1	50.00	50.00	A	First
YELLOW ROSE LN	24.00	24.00	0.1	50.00	50.00	A	First
ZENITH DR	11.00	11.00	0.1	16.00	16.00	A	Fourth
ZION CHAPEL RD	16.00	16.00	0.1	20.00	20.00	A	Second

Total number of Roads Listed : 1,445
Total Miles of County Roads Listed : 831.5

BUDGET TRANSFERS

(COMMISSION ACTION NEEDED)

<u>FUND</u>	<u>AMOUNT</u>	<u>BUDGET COMMITTEE</u>	<u>VOTE</u>
101 – Gen. County Chancery Court/ Clerk & Master	\$ 2,461	Recommend	4 – yes, 1 – absent
101 – Gen. County Soil Conservation	\$ 576	Recommend	4 – yes, 1 – absent
101 – Gen. County Records Management	\$ 1,273	Recommend	4 – yes, 1 – absent
101 – Gen. County Trustee	\$26,000	Recommend	4 – yes, 1 – absent
141 – GPSF Fiscal Services	\$13,290	Recommend	4 – yes, 1 – absent

RESOLUTION NO. 13-02-009

Sponsored by: Commissioners Steve Samples and Mike Lewis

A RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET.

WHEREAS, Blount County would like to amend the General County Fund Budget to appropriate funds to Chancery Court – Clerk & Master to correct the budget for increases given to all employees for FY 12/13. This will be funded by a transfer from Account #051710 (Developmental Services).

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General County Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General County Fund Budget shall be amended as follows:

Increase Expenditure Code:

101-053400-500162-00420	Clerical Personnel	\$2,062.00
101-053400-500201-00420	Social Security	\$ 127.00
101-053400-500204-00420	State Retirement.....	\$ 234.00
101-053400-500206-00420	Employee Insurance – Life	\$ 5.00
101-053400-500212-00420	Employee Insurance – Medicare.....	\$ 29.00
101-053400-500513-00420	Workers Compensation.....	\$ 4.00
	TOTAL	\$2,461.00

Decrease Expenditure Code:

101-051710-500189-9	Other Salaries and Wages	\$2,461.00
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Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Chancery Court - Clerk & Master

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-053400-500162-00420	Clerical Personnel	2,062.00
101-053400-500201-00420	Social Security	127.00
101-053400-500204-00420	State Retirement	234.00
101-053400-500206-00420	Employee Insurance - Life	5.00
101-053400-500212-00420	Employee Insurance - Medicare	29.00
101-053400-500513-00420	Workers Compensation	4.00
Total transferred to:		2,461.00

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-051710-500189-0	Other Salaries and Wages	2,461.00
Total transferred from:		2,461.00

Justification / Explanation:

Correcting budget for increase given to all employees for FY12/13.

**Please attach additional sheet if necessary for additional information.

Stephen A. Ogle 7-8-13
 Signature of Department Head Date Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

RESOLUTION NO. 13-02-010

Sponsored by: Commissioners Mike Lewis and Steve Samples

A RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET.

WHEREAS, Blount County would like to amend the General County Fund Budget to appropriate funds to Soil Conservation to increase the Communications line. This will be funded by a transfer from Account #051710 (Developmental Services).

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General County Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General County Fund Budget shall be amended as follows:

Increase Expenditure Code:

101-057500-500307-0 Communications\$576 .00

Decrease Expenditure Code:

101-051710-500435-0 Office Supplies.....\$576.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

- F2b -

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Soil Conservation/Development

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-057500-500307-0	Communication	576.00
Total transferred to:		576.00

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-051710-500435-0	Office Supplies	576.00
Total transferred from:		576.00

Justification / Explanation:

Soil Conservation communications line was decreased in FY12/13 to cover salary increase. The total annual communications is approximately \$984.

**Please attach additional sheet if necessary for additional information.


Signature of Department Head

1-16-13
Date


Signature of County Mayor

1-16-13
Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

RESOLUTION NO. 13-02-011

Sponsored by: Commissioners Holden Lail and Mike Lewis

A RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET.

WHEREAS, Blount County would like to amend the General County Fund Budget to appropriate funds to Records Management to cover utility cost for the rest of the year for Records Department at Hubbard. This will be partially funded by a transfer from Account #051710 (Developmental Services).

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General County Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General County Fund Budget shall be amended as follows:

Increase Expenditure Code:

101-051910-500452-0 Utilities.....\$1,273 .00

Decrease Expenditure Code:

101-051910-500330-0 Lease Payments.....\$1,138.00

101-051710-500599-0 Other Charges\$ 135.00

Total\$1,273.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Records Management

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-051910-500452-0	Utilities	1,273.00
Total transferred to:		1,273.00

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-051910-500330-0	Lease Payments	1,138.00
101-051710-500599-0	Other Charges	135.00
Total transferred from:		1,273.00

Justification / Explanation:

To cover utility cost for the rest of the year for Records Department at Hubbard.

Budget Committee
Discussed
 - Approved
 - Forwarded for
 - Forwarded
 - Filed
 - Dated

**Please attach additional sheet if necessary for additional information.

Jackie Glenn 2/12/13
Signature of Department Head Date

[Signature] 2-7-13
Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

RESOLUTION NO. 13-02-012

Sponsored by: Commissioners Holden Lail and Steve Samples

A RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET.

WHEREAS, Blount County would like to amend the General County Fund Budget to appropriate funds to the Trustee's Office for software/hardware upgrade including computer equipment replacements. This will be funded by a transfer from Account #051710 (Developmental Services).

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General County Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General County Fund Budget shall be amended as follows:

Increase Expenditure Code:

101-091110-500709-52400 Data Processing Equipment\$26,000.00

Decrease Expenditure Code:

101-051710-500189-0 Other Salaries and Wages\$26,000.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

- F2d -

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Trustee

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-091110-500709-52400	Data Processing Equipment	26,000.00
Total transferred to:		26,000.00

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-051710-500189-0	Other Salaries and Wages	26,000.00
Total transferred from:		26,000.00

Justification / Explanation:

Transfer for software/hardware upgrade including computer equipment replacements for Trustee's office.

**Please attach additional sheet if necessary for additional information.

Scott Graves HC 2-7-13
 Signature of Department Head Date

 2-7-13
 Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

Dana West

From: Randy Vineyard <rvineyard@blounttn.org>
Sent: Thursday, February 07, 2013 11:16 AM
To: dwest@blounttn.org
Cc: Scott Graves; jherron@blounttn.org; Ed Mitchell; tjohnson@blounttn.org; 'Pat James'
Subject: Software and Hardware upgrades for Trustee's Office

Dana,
I have had individual conversations with Scott and John about the estimates for changing systems in the Trustee's Office.

Prepare a budget amendment for the following to be placed on the Budget Committee agenda for its meeting on Feb. 11.

The estimated software/licensing cost is around \$15,000.

The estimated hardware costs are around \$11,000. This should cover workstation replacements and fund a server for the office.

The Mayor has approved transferring appropriation from Development Services to fund this amendment.

This will be one-time expenditures for the current budget year.

If approved by the Committee, bid specs will be developed and Purchasing will handle the process.

Thanks

Randy

Randy Vineyard, IOM
Blount County Finance Director

341 Court Street

Maryville, TN 37804

865-273-5719 (office)

rvineyard@blounttn.org

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RESOLUTION NO. 13-02-013

Sponsored by: Commissioners Holden Lail and Steve Samples

A RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL FUND BUDGET.

WHEREAS, Blount County would like to amend the General Purpose School Fund Budget to transfer funds to hire Payroll Clerk from April 1 to June 30 to replace current person who is retiring June 30. This time will be used to train new employee on the job. Surplus funds in Account 72410 are the result of budgeting for 43 employees with dependent insurance and only 41 have actual insurance.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General Purpose School Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General Purpose School Fund Budget shall be amended as follows:

Increase Expenditure Code:

141-072510-500119	Accountants.....	\$10,000.00
141-072510-500201	Social Security	\$ 620.00
141-072510-500204	State Retirement.....	\$ 1,140.00
141-072510-500206	Employee Insurance – Life	\$ 30.00
141-072510-500207	Employee Insurance – Health	\$ 1,275.00
141-072510-500208	Employee Insurance – Dental	\$ 75.00
141-072510-500212	FICA Medicare	\$ 150.00
	Total	\$13,290.00

Decrease Expenditure Code:

141-072410-500205	Employee Insurance - Dependent	\$13,290.00
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Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

- F2e -

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: GPSF

TO ACCOUNT NUMBER	DESCRIPTION	AMOUNT
141-072510-500119	Accountants	\$10,000.00
141-072510-500201	Social Security	\$620.00
141-072510-500204	State Retirement	\$1,140.00
141-072510-500206	Employee Insurance - Life	\$30.00
141-072510-500207	Employee Insurance - Health	\$1,275.00
141-072510-500208	Employee Insurance - Dental	\$75.00
141-072510-500212	FICA Medicare	\$150.00
Total Transferred to:		\$13,290.00

FROM ACCOUNT NUMBER	DESCRIPTION	AMOUNT
141-072410-500205	Employee Insurance - Dependent	\$13,290.00
Total Transferred from:		\$13,290.00

Justification / Explanation:

Transfer funds to hire Payroll Clerk from April 1 to June 30 to replace current position who is retiring June 30.
 This time will be used to train new employee on-the-job. Surplus funds in cost center 72410 are result of budgeting for 43 employees with dependent insurance and only 41 have actual insurance.

Mary Logan 1-30-13 [Signature] 7-3-13
 Signature of Department Head Date Signature of County Mayor Date

2-7-13

APPROVED: [Signature] By [Signature] Director of Education
 This request must be approved by the County Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee Meeting.

BUDGET INCREASES/DECREASES

(COMMISSION ACTION NEEDED)

<u>FUND</u>	<u>AMOUNT</u>	<u>BUDGET COMMITTEE</u>	<u>VOTE</u>
101 – Gen. County Register of Deeds	\$12,058	Recommend	4 – yes, 1 – absent
101 – Gen. County Register of Deeds	\$63,202	Recommend	4 – yes, 1 – absent
115 – Library Technology Grant	\$ 7,998	Recommend	4 – yes, 1 – absent

RESOLUTION NO. 13-02-003

Sponsored by: Commissioners Mike Lewis and Steve Samples

A RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET.

WHEREAS, Blount County would like to amend the General County Fund Budget to appropriate funds for the Register of Deeds' office to move a part-time position to full-time position due to increase in Blount County recording activities and potentially beginning the process of active succession planning. The aim is to initiate a productive transition with an employee who can be in place to continue without an identifiable drop in skills, knowledge or production by the time retirement occurs for a current employee.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General County Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General County Fund Budget shall be amended as follows:

Increase Revenue Code:

101-0-455803-0 Excess Fees Register of Deeds 2.5%\$12,058.00

Increase Expenditure Code:

101-051600-500162-0	Clerical Personnel	\$ 6,613.00
101-051600-500201-0	Social Security	\$ 534.00
101-051600-500204-0	State Retirement.....	\$ 978.00
101-051600-500206-0	Employee Insurance – Life	\$ 8.00
101-051600-500207-0	Employee Insurance – Health	\$ 1,700.00
101-051600-500208-0	Employee Insurance – Dental	\$ 100.00
101-051600-500212-0	Employee Medicare	\$ 125.00
	TOTAL.....	\$ 12,058.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Register of Deeds

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-051600-500162-0	Clerical Personnel	8,613.00
101-0-51600-500201-0	Social Security	534.00
101-051600-500204-0	State Retirement	978.00
101-051600-500206-0	Employee Insurance - Life	8.00
101-051600-500207-0	Employee Insurance - Health	1,700.00
101-051600-500208-0	Employee Insurance - Dental	100.00
101-051600-500212-0	Employee Medicare	125.00
Total transferred to:		12,058.00

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-0-455803-0	Excess Fees Register of Deeds 2.5%	12,058.00
Total transferred from:		12,058.00

Justification / Explanation:

Moving a part-time position to full-time position due to the increase in Blount County recording activities and potentially beginning the process of active succession planning. The aim is to initiate a productive transition with an employee that can be in place to continue without an identifiable drop in skills, knowledge or production by the time retirement occurs for a current employee.

**Please attach additional sheet if necessary for additional information.

Phyllis Lee Crisp 2.7.13
 Signature of Department Head Date

 Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.



Blount County Register of Deeds

Phyllis Lee Crisp

349 Court Street

Maryville, TN 37804-5906

Phone: (865) 273-5880 Facsimile (865) 273-5890

Fund Number 101

Cost Center Number 51600

Account Title 500162

Fund Name General County

Cost Center Name Register of Deeds

To: Budget Committee

Office Restructuring

Special Request:

Justify need for the request:

Due to the increase in Blount County recording activities and potentially begin the process of active succession planning. The aim is to initiate a productive transition with an employee that can be in place to continue without an identifiable drop in skills, knowledge or production by the time retirement occurs.

The mission of the Blount County Register of Deeds office is to :

Provide accurate official records of documents of property history and title for the public and professional use.

The Goals of the Blount County Register of Deeds is to:

Maintain precise records while maintaining a professional and customer friendly office. Keeping up with technology by introducing scanning and CD storing of documents, which will enhance efficiency and utilize limited vault storage space.

The performance measurements are:

Precision and accuracy of 99.99%

Motivated employees who are dedicated to improving the quality and effectiveness of their performance.

Budget 2012-2013: \$575,034

County Fees July-June 2011-2012

\$644,429.52

Six months difference: \$206,609.95

County Fees July-Dec 2012

\$437,819.57

Jan 2012 Fees

State \$161,888.00

County \$53,178.48

Instruments: 1734

Misc. Receipts: 3883 (Year)

Total Instruments: 24,567

Jan 2013

State \$199,203.00

County \$64,150.04

Instruments: 1914

Misc. Receipts: 2,233 (7mos)

Total Instruments: 16,826 (7mos)

Total Deposits 12-13: \$3,206,968.57

State: \$2,769,240.00

County: \$ 437,819.57

RESOLUTION NO. 13-02-004

Sponsored by: Commissioners Steve Samples and Holden Lail

A RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET.

WHEREAS, Blount County would like to amend the General County Fund Budget to appropriate funds for the Register of Deeds' office for upgrade to the Progress scanning system. This increase is from Data Processing Reserves for Register of Deeds which has a balance of \$233,664.80.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General County Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General County Fund Budget shall be amended as follows:

Increase Revenue Code:

101-0-433920-0 Fees Data Processing – Register\$63,202.00

Increase Expenditure Code:

101-091110-500709-51600 Gen. Admin Project – Data Processing
Register\$63,202.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Register of Deeds

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-091110-500709-51600	General Admin Project - Data Processing - Register	63,202.00
Total transferred to:		63,202.00

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-0-433920-0	Fees Data Processing - Register	63,202.00
Total transferred from:		63,202.00

Justification / Explanation:

This increase is for upgrade to the Progress scanning system. Total upgrade cost is \$75,000. There is \$11,798 in account (709) that can be used toward this system. This increase is from Data Processing reserves for Register of Deeds which has a balance of \$233,664.80.

**Please attach additional sheet if necessary for additional information.

 2-7-13
Signature of Department Head Date

 2-7-13
Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

Blount County, Tennessee
Analysis of Reserves
As of June 30, 2012
Date Completed - August 18, 2012

Reserve for Register's Data Processing

Balance, 7/1/11	\$ 192,828.77
Revenues (#43392)	41,916.00
Expenditures:	-
Expenditures: 101-51600-500709	(959.88)
Current Year Outstanding Encumbrances	(120.09)
Prior Year Encumbrances	
Ending Reserve, 6/30/12	<u>\$ 233,664.80</u>

Adjustments to bring reserves to current:	<u>Per Books</u>	<u>Per Above</u>	<u>Adjustment</u>
Register's Data Processing (#345100)	192,828.77	233,664.80	40,836.03

RESOLUTION NO. 13-02-005

Sponsored by: Commissioners Steve Samples and Mike Lewis

A RESOLUTION TO AMEND PUBLIC LIBRARY FUND BUDGET.

WHEREAS, Blount County would like to amend the Public Library Fund Budget to appropriate funds for 2012-13 LSTA Technology Grant to purchase PC's and laptops for use by the public totaling \$7,998. Friends of the Blount County Public Library have agreed to match those funds with \$4,000.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the Public Library Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the Public Library Fund Budget shall be amended as follows:

Increase Revenue Code:

115-0-461900-0	Other State Grant	\$3,998.00
115-0-486100-0	Donations – Friends of Library	<u>\$4,000.00</u>
	TOTAL.....	<u>\$7,998.00</u>

Increase Expenditure Code:

115-56500-709	Data Processing Equipment.....	\$7,998.00
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Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

- File -

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Blount County Public Library

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
115-56500-709	Data Processing Equipment	7,998.00
Total transferred to:		7,998.00

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
115-0-461900-0	Other State Grant	\$ 3998.00
115-0-486100-0	Donations - Friends of Library	4000.00
Total transferred from:		\$ 7998.00

Justification / Explanation:

The Library received a 2012-12 LSTA Technology Grant to purchase PC's and laptops for use by the public. These computers will replace older versions of PC's and laptops. Since the grant is matching, the LSTA funds are in the amount of \$3998.00 and the Friends of the Blount County Public Library have agreed to match those funds with \$4000 (see their documentation attached).

The Friends will make available a check for deposit once the budget increase is approved. The LSTA funds will be accessed by providing paid invoices for reimbursement. All invoices must be dated before May 31, 2013 and a final report submitted by July 15, 2013. As in the past, the equipment will be purchased off state bids, the cost of PC's not to exceed \$700 each and laptops not to exceed \$800 each.

**Please attach additional sheet if necessary for additional information.

Kathryn E. Pyles 1/24/2013
 Signature of Department Head Date Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

Blount County, Tennessee Grant (Contract) Worksheet

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant - Dana West at dwest@blounttn.org

Requesting Department: Blount County Public Library
Contact Persons Name, email, phone # (person applying for grant): Kathy Pagles, kpagles@blounttn.org, 273-1406
Reporting Persons information (if different than contact): Kathy Pagles
Name of Granting Agency: State of TN - TN State Library of Archives
Grant Name: LSTA Technology Grant
Is a grant application required? YES NO
Is this a one-time grant? YES NO If no, is the grant recurring?

Grant Funds Requested: \$ 3,998.00

Are County Funds Required (Match)? If so when approved, a budget amendment for match will need to be included with this form
\$ 4,000

Total Amount of Grant: \$ 7,998

Brief Description for Use of Grant Funds:
(Equipment, Gear, Personnel, etc.)

Replacement of older PC's and laptops for use by the Public.
The match will be funded by the Friends of the Library.

If the grant is in the application processes, what is the submission deadline?

Worksheet reviewed by -

Grant Accountant and/or Finance Director:

Date of Commission approval:

Please provide the remaining information once the Grant is approved.

Grant CFDA# (Catalog of Federal Domestic Assistance): _____

Date of Grant Award: _____

Grant Period: (such as: Oct 1 - Sept 30) _____

Expiration Date of Grant, as established by the Granting Agency: _____

Anticipated Closing Date of Grant Project: _____

How will we receive the Grant Funds? (direct deposit, check, other) _____

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other) _____

**** Attach Budget Amendment(s) to this form when grant approved ****



**BLOUNT COUNTY
PUBLIC LIBRARY**

508 North Cusick Street
Maryville, TN 37804

TO: Dana West, Budget Manager
FROM: Kathy Pagles, Library Director
DATE: January 24, 2013
RE: Budget Increase

Attached is a budget increase request based on an LSTA Technology Grant award from the State Library and Archives. This grant must be matched and the Friends of the Blount County Public Library approved an appropriation of \$4000 as matching funds. (I will forward a copy of their latest minutes just as soon as I receive them.) When the budget increase has been approved, the Friends will give me a check for deposit. The state monies will be forthcoming upon presentation of invoices.

Let me know if you need any other information from me. Thank you.

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
OFFICE OF THE SECRETARY OF STATE,
TENNESSEE STATE LIBRARY AND ARCHIVES
AND
BLOUNT COUNTY PUBLIC LIBRARY**

This Grant Contract, by and between the State of Tennessee, Office of the Secretary of State, Tennessee State Library and Archives, hereinafter referred to as the "State" and Blount County Public Library, hereinafter referred to as the "Grantee," is for the provision of personal computers, peripherals, networking equipment, and/or library management software, as further defined in the "SCOPE OF SERVICES."

Grantee Edison Vendor ID # 15

A. SCOPE OF SERVICES:

- A.1. The Grantee shall provide all service and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Grant Contract.
- A.2. The Grantee will use funds to purchase computers for use by library patrons and staff; library management software for increased efficiency in access to library collections and services; networking equipment; and/or peripheral computer devices and software for library use.
- A.3. The Grantee will follow the Hardware Standards grant guidelines when purchasing computer and peripheral hardware. Desktop computer purchases will meet or exceed the minimum requirements as designated in Platform I-1 for the low-bid desktop on http://tss.state.tn.us/3Q08%20Refresh_desktop_homepage.html. Laptop computer purchases will meet or exceed the minimum requirements as designated in Platform 1 for the low-bid notebook on <http://www.tss.state.tn.us/PS-Group%20%20Notebook%20Portal.html>.
- A.4. The Grantee will use computer devices and/or software purchased with grant funds to offer additional services to library patrons or to increase the efficiency of current services.
- A.5. The Grantee agrees to maintain adequate funding for the proper maintenance and support for hardware purchased with grant funds.
- A.6. The Grantee agrees to allow onsite visits by Tennessee State Library and Archives personnel to monitor use of grant funds.

B. CONTRACT PERIOD:

This Grant Contract shall be effective for the period beginning December 1, 2012, and ending on June 30, 2013. The Grantee hereby acknowledges and affirms that the State shall have no obligation for Grantee services or expenditures that were not completed within this specified contract period.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Three Thousand Nine Hundred Ninety-Eight Dollars (\$3998.00). The Grant Budget, attached and incorporated hereto as Attachment One, shall constitute the maximum amount due the Grantee for all service and Grantee obligations hereunder. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

- C.2. Compensation Firm. The maximum liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the maximum liability established in section C.1. Upon progress toward the completion of the work, as described in section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Jennifer Cowan-Henderson
Tennessee State Library and Archives
403 7th Avenue North
Nashville, TN 37243

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
 - (1) Invoice/Reference Number (assigned by the Grantee).
 - (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: Office of the Secretary of State, Tennessee State Library and Archives.
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, and/or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
 - (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.

- (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
 - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
- C.6. Budget Line-Items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (1%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date and in form and substance acceptable to the State.
 - a. The Grant Budget specifies a Grantee Match Requirement and the final grant disbursement reconciliation report shall detail all Grantee expenditures recorded to meet said requirement.
 - i. No Grantee expenditure shall be recorded and reported toward meeting a Grantee Match Requirement of more than one grant contract with the state of Tennessee.
 - ii. The final grant disbursement reconciliation report shall specifically detail the exact amount of any Grantee failure to meet a Match Requirement, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the Grant Budget column "Grant Contract," shall be reduced by the amount that the Grantee failed to contribute to the Total Project as budgeted.
 - b. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract (including any adjustment pursuant to subsection a.ii. above), the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.
 - c. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - d. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
 - e. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect cost, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency and the State. The Grantee will be reimbursed for indirect cost in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the

Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the contract period. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency and the State. If the indirect cost rate is provisional during the period of this agreement, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.

- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the contract period.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Unallowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment theretofore made, which are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, not to constitute allowable costs.
- C.12. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Grantee under this or any contract between the Grantee and the State of Tennessee any amounts, which are or shall become due and payable to the State of Tennessee by the Grantee.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following documentation properly completed.
- a. The Grantee shall complete, sign, and present to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once said form is received by the State, all payments to the Grantee, under this or any other contract the Grantee has with the State of Tennessee shall be made by Automated Clearing House (ACH).
 - b. The Grantee shall complete, sign, and present to the State a "Substitute W-9 Form" provided by the State. The taxpayer identification number detailed by said form must agree with the Federal Employer Identification Number or Social Security Number referenced in this Grant Contract or the Grantee's Tennessee Edison Registration.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. Except as specifically provided herein, this Grant Contract may be modified only by a written amendment signed by all parties hereto and approved by both the officials who approved the base contract and, depending upon the specifics of the contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a breach of contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service which has not been rendered. The final decision as to the amount, for which the State is liable, shall be determined by the State. Should the State exercise this provision, the Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate the Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall be the prime contractor and shall be responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, *U.S. Code*.

- D.8. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.9. Public Accountability. If the Grantee is subject to *Tennessee Code Annotated*, Title 8, Chapter 4, Part 4, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program, and the Grantee shall display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least twelve inches (12") in height and eighteen inches (18") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454

- D.10. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee shall include the statement, "This project is funded under an agreement with the State of Tennessee." Any such notices by the Grantee shall be approved by the State.
- D.11. Licensure. The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.12. Records. The Grantee (and any approved subcontractor) shall maintain documentation for all charges under this Contract. The books, records, and documents of the Grantee (and any approved subcontractor), insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the state agency, the Comptroller of the Treasury, or duly appointed representatives. The records of not-for-profit entities shall be maintained in accordance with the *Accounting and Financial Reporting for Not-for-Profit Recipients of Grant Funds in Tennessee*, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/finreptmanual.asp>. The records for local governments shall be maintained in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities*, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/citymanual.asp> and in accordance with GFOA's publication, *Governmental Accounting, Auditing and Financial Reporting*.
- D.13. Prevailing Wage Rates. All grants and contracts for construction, erection, or demolition or to install goods or materials that involve the expenditure of any funds derived from the State require compliance with the prevailing wage laws as provided in *Tennessee Code Annotated*, Section 12-4-401 *et seq.*

- D.14. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.15. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.16. Annual Report and Audit. The Grantee shall prepare and submit, within nine (9) months after the close of the reporting period, an annual report of its activities funded under this Grant Contract to the commissioner or head of the Granting agency, the Tennessee Comptroller of the Treasury, and the Commissioner of Finance and Administration. The annual report for any Grantee that receives five hundred thousand dollars (\$500,000) or more in aggregate federal and state funding for all its programs shall include audited financial statements. All books of account and financial records shall be subject to annual audit by the Tennessee Comptroller of the Treasury or the Comptroller's duly appointed representative. When an audit is required, the Grantee may, with the prior approval of the Comptroller, engage a licensed independent public accountant to perform the audit. The audit contract between the Grantee and the licensed independent public accountant shall be on a contract form prescribed by the Tennessee Comptroller of the Treasury. Any such audit shall be performed in accordance with generally accepted government auditing standards, the provisions of OMB Circular A-133, if applicable, and the *Audit Manual for Governmental Units and Recipients of Grant Funds* published by the Tennessee Comptroller of the Treasury. The Grantee shall be responsible for reimbursement of the cost of the audit prepared by the Tennessee Comptroller of the Treasury, and payment of fees for the audit prepared by the licensed independent public accountant. Payment of the audit fees of the licensed independent public accountant by the Grantee shall be subject to the provisions relating to such fees contained in the prescribed contract form noted above. Copies of such audits shall be provided to the designated cognizant state agency, the State Granting Department, the Tennessee Comptroller of the Treasury, and the Department of Finance and Administration and shall be made available to the public.
- D.17. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, and/or contracted services, such procurement(s) shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for such decision and non-competitive procurement. Further, and notwithstanding the foregoing, if such reimbursement is to be made with funds derived wholly or partially from federal sources, the determination of cost shall be governed by and reimbursement shall be subject to the Grantee's compliance with applicable federal procurement requirements.
- The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.
- D.18. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- D.19. Independent Contractor. The parties hereto, in the performance of this Grant Contract, shall not act as employees, partners, joint venturers, or associates of one another. It is expressly acknowledged by the parties hereto that such parties are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one

party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Grantee, being a political subdivision of the State, is governed by the provisions of the Tennessee Government Tort Liability Act, *Tennessee Code Annotated*, Sections 29-20-101 *et seq.*, for causes of action sounding in tort. Further, no contract provision requiring a Tennessee political entity to indemnify or hold harmless the State beyond the liability imposed by law is enforceable because it appropriates public money and nullifies governmental immunity without the authorization of the General Assembly.

- D.20. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.
- D.21. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, natural disasters, riots, wars, epidemics, or any other similar cause.
- D.22. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract.
- D.23. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under *Tennessee Code Annotated*, Sections 9-8-101 through 9-8-407.
- D.24. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.25. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.26. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, these special terms and conditions shall control.
- E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

The State:

Jennifer Cowan-Henderson, Bibliographic Services Coordinator
Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, TN 37243
Jennifer.Cowan-Henderson@tn.gov
Telephone # 615-585-6029
FAX # 615-532-9904

The Grantee:

Kathryn Pagles, Director
Blount County Public Library
508 North Cusick Street
Maryville, TN 37804
kpagles@blounttn.org
Telephone # 865-273-1406

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- E.3. Subject to Funds Availability. The Grant Contract is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate the Grant Contract upon written notice to the Grantee. Said termination shall not be deemed a breach of contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- E.4. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- E.5. No Equipment Acquisition. This Grant Contract does not involve the acquisition and disposition of equipment acquired with funds provided under this Grant Contract.
- E.6. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.
- E. 7. Grantee Participation. Grantee Participation amount(s) detailed in the Grant Budget are intended as a goal for the total project, and the amount of actual Grantee Participation expenditures will not impact the maximum amounts reimbursable to the Grantee as detailed by the Grant Budget column, "Grant Contract."

IN WITNESS WHEREOF,

BLOUNT COUNTY PUBLIC LIBRARY:

W. E. Beatty

JAN. 24, 2013

GRANTEE SIGNATURE

DATE

WILLIAM E. BEATTY

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

TENNESSEE STATE LIBRARY AND ARCHIVES:

CHARLES A. SHERRILL, STATE LIBRARIAN AND ARCHIVIST

DATE

TENNESSEE DEPARTMENT OF STATE, OFFICE OF THE SECRETARY OF STATE

4pc
TRE HARGETT, SECRETARY OF STATE

DATE

GRANT BUDGET				
Library Name: Blount County Public Library				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: 12/01/2012 END: 06/30/2013				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH.	TOTAL PROJECT
1.2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4.15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	3998.00	3998.00	7996.00
11.12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	0.00	0.00	0.00
26	GRAND TOTAL	3998.00	3998.00	7996.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*, (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

**Blount County Friends of the Library
Board Meeting Minutes
Jan 22, 2013**

1) The meeting was called to order at 4:02pm by President Jerry Wagner.

Name	Position	Report Accountability	Present At Meeting
Jerry Wagner	President		Yes
Larry Moore	Treasurer	Treasurer Report	Yes
Diane Martin	Secretary	Secretary's Report	Yes
Jim Byrd	At-Large		Yes
Garry Ernsberger	At-Large		No
Karl Gombert	At-Large		Yes
Sandy Goodson	At-Large	Book Sale Report	No
Sally Gross	At-Large		Yes
Cristy Mowery	At-Large	Newsletter	Yes
Denise Robertson	At-Large	Membership Report	Yes
Jane Smith	At-Large	Volunteer Coordinator	Yes
Marie Stefonovic	At-Large		Yes
Cindy Stuart	At-Large		Yes
Kathy Pagles	Library liaison	Library Report	Yes
Joan Van Sickle Sloan	Library liaison	Program Updates	Yes
Jane Bennett	Publicity	PR Committee Report	Yes

Jerry welcomed Cristy Mowery to the Board. She will be assuming accountability for the quarterly newsletter. He also noted that Regina Greene resigned from the board due to time conflicts with her work.

2) **Secretary's Report (Diane Martin):** The minutes for the November meeting were approved as written.

3) **Treasurer's Report (Larry Moore and Garry Ernsberger):** The treasurer's report for 11/19/12 to 01/08/13 was approved.

Cash on Hand	\$202,704.37
Funds Committed	\$ 33,377.08
Quick Cash Available	\$ 82,751.05

4) **Public relations Committee (Jane Bennett):** Jane will be visiting the schools to determine how to increase teacher participation at our book sales. She will increase her focus on the PR aspects of the BCFOL now that Cristy is assuming accountability for the newsletter.

5) **Book Sale Committee (Sandy Goodson):** Larry reported preliminary sales of \$11,119.37 plus \$100 for Tues late sales. The book sale was cut short due to inclement weather on Thursday afternoon and all day Friday. The new iPad worked well with \$2235 in credit card sales. The totals are gross sales.

Sallie suggested that the Book Sale committee investigate shortening future sales since we did well with a 1.5 day sale. An action item was added.

6) **FOTL/Web Site Committee (Sandy Goodson):** It was noted that Walt Smith died. An action was added to search for a new web master. The web site refers questions to webmaster@bcfol.org. We may need to disable that email address unless someone has access to it.

7) **Library Report (Kathy Pagles):** Kathy apologized for the closure of the library during the inclement weather. If Maryville City schools close, the courthouse closes which triggers closure of the library. This is also due to liability if a patron falls.

Kathy stated that \$3000 allocated for upholstery cleaning was no longer needed since the cleaning is being done internally. She requested that \$1500 of that money be moved to increase the LSTA match and the other \$1500 be used for a Sound System.

~~The board approved a \$1500 increase to the 2013 LSTA computer grant moving it from \$2500 to \$4000.~~

The board also approved deleting the \$120 request for 4 microphone stands and adding a new line item for "Sound System" with a total approved amount of \$1500.

The \$3000 upholstery cleaning line item will be deleted.

Kathy mentioned that Emotional Strategy Training will be conducted for library employees. Breakfast will be provided from the Employee Appreciation funding.

8) **Library Programs (Joan Van Sickle Sloan):** The library introduced ed2go. Ed2go provides access to more than 100 online continuing education courses free of charge. Cost through other education resources is \$99 to \$199. Class duration is 6 weeks. The classes are interactive and include assignments and testing.

8) **Membership Committee (Denise Robinson):** Only half of the expiring memberships for the 1st quarter have renewed. One year memberships were the largest fall-off. Several members are also switching from Family to Individual memberships.

9) **Old Business:**

The meeting time will remain at 4PM, 4th Tues of each month. This is more convenient for people that work.

Kathy stated that Doug Overbey believes there is no sunset clause on the *No Sales Tax Bill* for non-profits. She is checking with State attorneys.

Denise looked at Constant Contact as a possible alternative to WorldCast. Jerry is concerned that it is too labor intensive. The cost is based on the number of people in the data base. Denise will research further.

Diane's CPA, Lynn Youngs will meet with Larry, Garry, Jerry and Diane on Feb 12 to review self-auditing procedures.

10) **New Business:**

The Blount County jail requested that we consider donating soft cover books to the inmates. Jerry will call and get more information. The Board agreed that books leftover from the sale be considered for donation.

The Board approved adding a line item for Support to Café for \$10,000. A new Manager has been hired. As sales improve our support amount may be reduced.

Jane mentioned that someone told her that some of the library staff did not know how to use eBooks and additional staff training be considered. Kathy said eBooks is device dependent and it is difficult to know how to download books on every device. The web site was recently redesigned and staff was not notified. Anyone requesting help should be referred to the Reference desk. A training class open to the public may be considered.

Jerry mentioned that the annual BCFOL meeting is scheduled for Tues June 18, 2013 due to room availability. Jennie Ivie will be the highlighted speaker. Cost will be \$300 to cover her travel expenses.

The Board voted not to renew membership in the Chamber of Commerce due to increasing cost and lack of benefit.

The meeting was adjourned at 5:43pm.

The next Board meeting is Tuesday, Feb 26, 2013, 4:00pm in the Library Board Room.

Action Items

Action	SPA	By-When
Contact state attorneys regarding sunset clause for sales tax bill for Non-Profits	Kathy Pagles	26-Feb
Research Constant Contact	Denise Robertson	26-Feb
Meet with CPA to develop self-audit procedures	Diane Martin	26-Feb
Call Blount Co Jail and obtain requirements for donated books. Carolyn Ryan 865-982-8079 or vcryan@charter.net	Jerry Wagner	26-Feb
Determine if we can access webmaster@bcfol.org email	Sandy Goodson	26-Feb
Identify new web master for web site	Jerry Wagner	26-Mar
Find out if ed2go classes can be used for teachers continuing education credit	Cristy Mowery	26-Mar
Look at impact of holding a 2 day vs. 3 day book sale	Sandy Goodson	23-Apr
Research more effective ways to communicate Book Sales to teachers such as a teacher visit to see what we have	Jane Bennett	1-Jun-13

OTHER BUDGET ITEMS

(COMMISSION ACTION NEEDED)

<u>ITEM</u>	<u>BUDGET COMM</u>	<u>VOTE</u>
Blount County Highway Dept. authorization to apply for a grant	Recommend	4 – yes, 1 – absent
Records Mgt. Consideration of State & National Archival Partnership grant - \$5,000	Recommend	4 – yes, 1 - absent
Interlocal Agreements for Blount County with City of Maryville and City of Alcoa regarding Blount County Animal Shelter	Recommend	3 – yes, 1 – absent 1 – no
Grant Procedures & Grant Worksheet	Recommend	4 – yes, 1 – absent

Blount County, Tennessee Grant Information Worksheet

Please provide the information below for any Grant being applied for or recently awarded.
Once completed, return the worksheet via e-mail to the Grant Accountant: dwest@blounttn.org

Requesting Department: Highway

Contact Persons Name, email, phone #: BMI Duhlap

Name of Granting Agency: State of Tennessee

Grant Name: unknown

Grant Number: (if known) _____

Is the grant you are applying for received annually? no

Grant Funds Requested: _____

County Funds Required (Match Requirement): When approved, a budget amendment for match will need to be included with this form _____

Total Amount of Grant: \$ unknown at this time

Brief Description for Use of Grant Funds:
(Equipment, Gear, Personnel, etc.)

Requesting permission to apply for a grant to work on Long Rifle Road from the Budget Committee.

If the grant is in the application processes, what is the submission deadline? n/a

Worksheet reviewed by - _____

Grant Accountant and/or Finance Director: _____

Date of Commission approval: _____

Please provide the remaining information once the Grant is approved.

Grant CFDA#: _____

Date of Grant Award: _____

Expiration Date of Grant, as established by the Granting Agency: _____

Anticipated Closing Date of Grant Project: _____

This date may be earlier than the Expiration Date of the Grant

How will we receive the Grant Funds?
Direct Deposit, Check, Other (Please describe) _____

How often will the Grant Funds be sent?
Monthly, Quarterly, 1 Payment, Other (Please describe) _____

Attach Budget Amendment(s) to this form when grant approved

RESOLUTION NO. 13-02-014

Sponsored by: Commissioners Holden Lail and Mike Lewis

A RESOLUTION TO AMEND GENERAL COUNTY FUND BUDGET.

WHEREAS, Blount County would like to amend the General County Fund Budget to appropriate funds for State and National Archival Partnership Grant to be used for architect and engineering fees to design the HVAC system for the new records storage area located in the Operations Center.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the General County Fund Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February, 2013 that the General County Fund Budget shall be amended as follows:

Increase Revenue Code:

101-0-475900-006 Other Federal thru State\$5,000.00

Increase Expense Code:

101-051910-500308-0 Consultant Fees\$5,000.00

Duly authorized and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

BLOUNT COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
FY 12/13

TYPE OF AMENDMENT

TRANSFER:

INCREASE/DECREASE:

DEPARTMENT: Records Management

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-051910-500308-0	Consultant Fees	5,000.00
Total transferred to:		5,000.00

TO ACCOUNT NUMBER:	DESCRIPTION	AMOUNT
101-0-475900-0006	Other Federal thru State	5,000.00
Total transferred from:		5,000.00

Justification / Explanation:

State and National Archival Partnership grant - to be used for Architect & Engineering fees to design the HVAC system for the new records storage area located in the Operations Center.

**Please attach additional sheet if necessary for additional information.

Jackie Glenn 11/14/12
Signature of Department Head Date

Signature of County Mayor Date

Important Note: This form is due to the Budget Manager's Office by 10:00 a.m. on the Tuesday before the Budget Committee meeting.

BLOUNT COUNTY TRUSTEE

Miscellaneous Receipt# 00071002

Clerk: ASTORIE

Date: 12/14/12

PAGE 1 OF 1

Received of: STATE OF TN

Amount: \$5,000.00

Fund	CC	Object	Proj	Amount	Fund	CC	Object	Proj	Amount
101-000000		461900	00000	5,000.00					

Comments: SNAP GRANT/RECORDS MANAGEMENT

www.edison.tn.gov/psc/suprd/SUPPLIER/ERP/c/ROLE_VEND...

Payment Details

Blount County Records Management Dept
0000345459

Invoice Number: 30004-00413-02 Payment Date: 12/13/2012
 Method: EFT Pay Status: Paid
 Amount: \$5,000.00 USD
 Paid To: Blount County Records Management Dept

Country: USA United States
 Address 1: 341 Court St
 Address 2:
 Address 3:
 Room #: Room Quadrant:
 City: Maryville
 County: Postal: 37804
 State: TN Tennessee
 From: First Tennessee Bank

Invoice Number	Amount	Currency	Amount	Currency	Amount	Category
30004-00413-02	5,000.00	USD	0.00	USD	5,000.00	SNAP GRANT
30004-00413-02	0.00	USD	0.00	USD	0.00	SNAP GRANT

Amount: \$5,000.00 USD

Blount County Animal Shelter
 Annualized Revenue based on
 estimated increased animal collection and boarding

CITY	ANNUAL OPERATION COSTS	ANNUAL CAPITAL ALLOCATION	TOTAL EST. COST TO CITIES
Maryville	\$66,000	\$8,070	\$74,070
Alcoa	\$17,250	\$2,100	\$19,350
Rockford	\$2,000	\$1,220	\$3,220
Friendsville	\$3,000	\$245	\$3,245
Louisville	\$10,000	\$365	\$10,365
TOTAL	\$98,250	\$12,000	\$110,250

Note: Estimated Annual Capital Replacement - \$12,000/year

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT is made and entered into pursuant to the provisions of T.C.A. §12-9-108 by and between BLOUNT COUNTY, a public subdivision of the State of Tennessee (hereinafter "County") and the CITY OF MARYVILLE, a municipal corporation organized and existing under the laws of the State of Tennessee and located in Blount County, Tennessee, (hereinafter "City").

WITNESSETH:

WHEREAS pursuant to T.C.A. §5-1-120 and pursuant to Resolutions of the Blount County Commission, the County operates an animal shelter to stray or abandoned animals found within the incorporated areas of Blount County, Tennessee; and

WHEREAS to Title 3 of the Maryville Municipal Code, the City maintains animal control and enforcement services to the citizens and residents of the City; and

WHEREAS the City no longer provides an animal shelter and desires to contract with the County for the use of the County's animal shelter; and

WHEREAS the County is agreeable to receiving the City's animals into its animal shelter and managing said animals pursuant to existing rules and regulations of the County's animal shelter; and

NOW, THEREFORE, and in consideration of the premises and mutual covenants and agreements contained herein, it is agreed by and between the parties hereto as follows:

1. The City will continue to enforce the animal control laws applicable within the City of Maryville and the County will not enforce or participate in any way in the enforcement of the animal control laws in the City.
2. The County and City do hereby agree that the City may deliver any animals found within the City of Maryville to the County's animal shelter and the County will accept said animals and manage said animals pursuant to the existing County rules, regulations and state law applicable to the County's animal shelter.
3. **Consideration.** The County and City agree to payment terms and conditions as specified in Appendix A.
4. The County agrees to receive as one full member of the Blount County Animal Center Advisory Board a representative of the City to be appointed by City Council. The appointed representative shall be a resident of the City of Maryville and serve a term of _ years.

5. The parties agree and understand that the County will not provide any animal control services of any type to the City and that the City will be responsible for enforcing any animal control laws applicable to the City by regulations of the State of Tennessee or Maryville Municipal Code.

6. The parties further agree that upon delivery of an animal by the City to the County's animal shelter, the animal shall then immediately be considered and treated as if it were a stray animal located within the County and treated as such pursuant to the current animal control laws in place in the County as established by the Blount County Board of Commissioners and applicable state laws.

7. The County agrees to provide a monthly shelter operational report to the City Manager, including such pertinent information as number of total animals received by the Center, number of animals received from within the City, the disposition of animals by category of receipt and number of animals spayed/neutered.

8. **Grant of Authority.** City hereby grants to the County the authority to manage all animals delivered by the City to the County animal shelter pursuant to current control laws in place in the County set forth by the Blount County Board of Commissioners and applicable Tennessee State Law.

9. **Term.** The initial term of this agreement shall begin upon approval of the same by all the governing bodies of the parties and shall end on June 30, 2013. Thereafter, this agreement will automatically renew on a fiscal year basis beginning on July 1 and ending on June 30 of the following year, provided the parties agree upon the annual consideration to be paid by the City to the County in accordance with the sections above.

10. **Termination.** This agreement can be terminated by either party upon giving six (6) months written notice to the opposite party of their intention to terminate said agreement.

IN WITNESS WHEREOF, the parties have executed this agreement with the understanding that the same will be effective upon approval by the legislative bodies of the City and County.

BLOUNT COUNTY, TENNESSEE

By: _____
ED MITCHELL, MAYOR

Attest: _____
ROY CRAWFORD, COUNTY CLERK

CITY OF MARYVILLE

By: _____
TOM TAYLOR, MAYOR

Attest: _____
DEBORAH P. CAUGHRON, CITY RECORDER

DRAFT

APPENDIX A

Operating Costs

The City shall pay to the County an annual operating payment calculated in a manner as shown below:

Annual Payment =

Total Fiscal Year Expense
For Animal Shelter Operations x $\frac{\text{Number of City Animals (Fiscal Year Basis)}}{\text{Total Number of Animals Received (Fiscal Year Basis)}}$

The County will submit an invoice to the City Manager within 30 days after the fiscal year end due for payment by the City within 15 days of receipt.

To assist in budget planning purposes, the County agrees to provide to the City Manager an estimated operating budget no later than February 15th for the upcoming fiscal year. Furthermore, the County agrees to provide to the City Manager a final budget within 15 days of adoption by the County Commission. Approval of operating funds by the City is subject to annual appropriation of City Council.

Capital and Equipment Replacement Costs

In order to adequately maintain the animal shelter facility and its related operations, it will be necessary to repair and replace certain fixed assets in a timely manner. Examples of capital and equipment replacement costs include significant facility improvements such as a replacement roof and HVAC system. Typically, capital costs for the facility 1) extend the life of the asset and 2) cost in excess of \$5,000. Other capital items include replacement of surgical equipment, cages and equipment. Similarly, replacement of capital equipment exceeds a cost of \$5,000.

The City agrees that Capital and Equipment Replacement Costs not exceeding 15% of the previous fiscal year operating payment may be incorporated into the fiscal year operating budget of the animal shelter. The County agrees to provide to the City Manager a list of all capital and equipment replacement items on an annual basis that includes the description of each item and its cost.

Any pro-rata share of capital and equipment replacement costs that exceed 15% of the previous fiscal year operating payment must be requested separately from the operating budget proposal and submitted to the City manager no later than February 15th for the upcoming fiscal year. The request should include a description of the requested improvement or equipment and an estimated cost. Approval of pro-rata capital funds is subject to appropriation of City Council. The City Manager agrees to provide the County a notification of such appropriation within 15 days of adoption.

The City agrees to remit a pro-rata share of capital and equipment costs at the percentage of the most recent fiscal year capacity usage percentage. For capital costs exceeding 15% of the previous year's operating payment, the City's pro-rata payment may be made at any time during the fiscal year upon receipt of an invoice from the County based upon actual cost of capital. All requests for payment are due no later than 30 days after the fiscal year end date.

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT is made and entered into pursuant to the provisions of T.C.A. §12-9-108 by and between BLOUNT COUNTY, a public subdivision of the State of Tennessee (hereinafter "County") and the CITY OF ALCOA, a municipal corporation organized and existing under the laws of the State of Tennessee and located in Blount County, Tennessee, (hereinafter "City").

WITNESSETH:

WHEREAS pursuant to T.C.A. §5-1-120 and pursuant to Resolutions of the Blount County Commission, the County operates an animal shelter to stray or abandoned animals found within the incorporated areas of Blount County, Tennessee; and

WHEREAS to Title 10 of the Alcoa Municipal Code, the City maintains animal control and enforcement services to the citizens and residents of the City; and

WHEREAS the City no longer provides an animal shelter and desires to contract with the County for the use of the County's animal shelter; and

WHEREAS the County is agreeable to receiving the City's animals into its animal shelter and managing said animals pursuant to existing rules and regulations of the County's animal shelter; and

NOW, THEREFORE, and in consideration of the premises and mutual covenants and agreements contained herein, it is agreed by and between the parties hereto as follows:

1. The City will continue to enforce the animal control laws applicable within the City of Alcoa and the County will not enforce or participate in any way in the enforcement of the animal control laws in the City.

2. The County and City do hereby agree that the City may deliver any animals found within the City of Alcoa to the County's animal shelter and the County will accept said animals and manage said animals pursuant to the existing County rules, regulations and state law applicable to the County's animal shelter.

3. **Consideration.** The County and City agree to payment terms and conditions as specified in Appendix A.

4. The County agrees to receive as one full member of the Blount County Animal Center Advisory Board a representative of the City to be appointed by City Council. The appointed representative shall be a resident of the City of Alcoa and serve a term of _ years.

5. The parties agree and understand that the County will not provide any animal control services of any type to the City and that the City will be responsible for enforcing any animal control laws applicable to the City by regulations of the State of Tennessee or Alcoa Municipal Code.

6. The parties further agree that upon delivery of an animal by the City to the County's animal shelter, the animal shall then immediately be considered and treated as if it were a stray animal located within the County and treated as such pursuant to the current animal control laws in place in the County as established by the Blount County Board of Commissioners and applicable state laws.

7. The County agrees to provide a monthly shelter operational report to the City Manager, including such pertinent information as number of total animals received by the Center, number of animals received from within the City, the disposition of animals by category of receipt and number of animals spayed/neutered.

8. **Grant of Authority.** City hereby grants to the County the authority to manage all animals delivered by the City to the County animal shelter pursuant to current control laws in place in the County set forth by the Blount County Board of Commissioners and applicable Tennessee State Law.

9. **Term.** The initial term of this agreement shall begin upon approval of the same by all the governing bodies of the parties and shall end on June 30, 2013. Thereafter, this agreement will automatically renew on a fiscal year basis beginning on July 1 and ending on June 30 of the following year, provided the parties agree upon the annual consideration to be paid by the City to the County in accordance with the sections above.

10. **Termination.** This agreement can be terminated by either party upon giving six (6) months written notice to the opposite party of their intention to terminate said agreement.

IN WITNESS WHEREOF, the parties have executed this agreement with the understanding that the same will be effective upon approval by the legislative bodies of the City and County.

BLOUNT COUNTY, TENNESSEE

By: _____
ED MITCHELL, MAYOR

Attest: _____
ROY CRAWFORD, COUNTY CLERK

CITY OF ALCOA

By: _____
DON MULL, MAYOR

Attest: _____
JOHN TROYER, CITY RECORDER

DRAFT

RESOLUTION NO. 13-02-015

Sponsored by: Commissioners Holden Lail and Mike Lewis

A RESOLUTION TO IMPLEMENT GRANT PROCEDURES AND WORKSHEET

WHEREAS, Blount County recognizes the need for additional funding, and

WHEREAS, various departments seek supplemental funding from state and local agencies, and

WHEREAS, most state and federal grants require a local match, and

WHEREAS, local governments are required to comply with the Single Audit Act, and

WHEREAS, recognizing a need to standardize an application process, a Grant Procedures and Grant Worksheet was developed with input from county office holders and department heads, and

WHEREAS, these procedures were reviewed by the Blount County Budget Committee.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 21st day of February 2013 that the request made by the Blount County Finance Director for approval of the Grant Procedures and Worksheet is granted.

Duly Authorized and approved this 21st day of February 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

- G5 -

BLOUNT COUNTY GOVERNMENT

341 COURT STREET
MARYVILLE, TN 37804-5906
PHONE (865) 273-5700
FAX (865) 273-5705

RANDY VINEYARD
FINANCE DIRECTOR



MEMO

TO: Budget Committee
FROM: Randy Vineyard
RE: Grant Procedures and Grant Worksheet
DATE: January 3, 2013

As I mentioned last month, I am attaching a draft grant procedures policy for your consideration. I would like you to have time to review and provide comments before the matter comes in February for your approval.

As background, we solicited input from all departments and elected office holders who have benefited from grants. Their suggestions and input have been incorporated in this draft proposal.

If you have any questions or comments, I welcome them. Please contact me at your convenience.

Blount County Government

Grant Procedures

The purpose of the Grant Procedures is to have a uniform process which all departments of Blount County Government follow in applying and accounting for grants. The procedures approved by the Commission will be effective February 1, 2013 and will remain in effect unless an amendment to the procedures is approved by the Commission.

The following is a list of procedures that will be followed by ALL county departments requesting grant funding for any grant which once approved will be assigned a CFDA # (Catalog of Federal Domestic Assistance):

- 1 – Grant Worksheet to be filled out and submitted to the grant accountant before grant is applied for – (Grant Worksheet is included at the end of this packet).
- 2 – The Grant Worksheet will be reviewed by the grant accountant and finance director.
- 3 – After the worksheet has been reviewed, it will be forwarded to the Budget Committee for approval.
- 4 – The department will be contacted by the grant accountant once the Grant Worksheet has been approved. At this time, the department can proceed to apply for the grant.
- 5 – When the department has been notified by the grant agency that the grant has been awarded, the Grant Worksheet will be updated by the department and returned to the grant accountant along with the award sheet which includes the CFDA (Catalog of Federal Domestic Assistance) number.
- 6 - The grant accountant will assign the project number and account numbers to use for the budget amendment (increase). If there is a County match involved, a budget amendment will need to be included for the match amount from the department's budget requesting the grant unless Budget Committee approves a different funding source. It is the department's responsibility to fill out the budget amendment forms and send to the grant accountant for verification. The grant accountant will then forward to the budget manager and payroll manager if funds includes personnel being paid from the grant.
- 7 - The updated worksheet will be sent to the Budget Committee along with budget amendment(s) for the awarded amount.

- 8 – After the Budget Committee/Commission approves the budget amendment, the grant accountant will “set up” the grant project number along with the awarded date, amount of the grant, funding source (federal, state, local), percentages of funding, and the description of the grant in the “project” screen in the accounting system. The Information Technology department will need to “set up” all general ledger accounts for the new project.
- 9 - Funds will not be available to encumber or spend until the Commission has approved the amendment.
- 10 - Funds should be requested on a monthly or quarterly basis, whichever the grant requires. This report will be sent to the grant accountant at the same time it is sent to the funding agency for reimbursement.
- 11 – Once the department is notified the funds have been direct deposited, the information will be sent via email to the grant accountant. The grant accountant will send the Trustee the information along with the revenue account that should be credited for the funds.
- 12 –The grant accountant will monitor the grant funding via a spreadsheet which will be sent to the department, Trustee, purchasing, budget manager and payroll manager (if needed).
- 13 –For each budget season, the grant accountant, department in which the grant was awarded and the budget manager will work closely to insure the accuracy of the budget requested for grants that have not be expended fully in the previous budget year.
- 14 –Some grants may not be fully spent in the budget year approved; therefore, the balance left to spend on the grant will need to be approved in the next budget year. If a department is aware of a new grant they will be applying for or receiving before the budget process is complete, the new grant will need to be included during the budget process. This may differ for operating grants and discretionary grants.
- 15 –In emergency situations, there may be a need for approval of the application before the budget committee meets. If this is the case, the finance director and/or the Mayor may approve the application with information for the approval sent to the Budget Committee members via email.

Comments regarding individual grants:

Emergency Management grants will have individual balance sheets (Assets, Liabilities and Equity) for each grant applied for.

In other departments/funds, if a grant is a one-time grant, the grant will be assigned a project number for the expense and revenue accounts only and will not have separate balance sheet accounts.

Instructions for the Grant Worksheet:

Before a grant is applied for, the following is required to be filled out on the Grant Worksheet:

Requesting department, contact person (person applying for grant) and the reporting persons (person responsible for reimbursement request, reporting of expenses, etc) information with a phone number and email address; name of granting agency, grant name, answer yes or no if a grant application is required; answer yes or no if it is a one-time grant; total amount of grant funds requested; input county match if required; description for use of grant funds; and the application deadline.

Please keep a copy of the grant worksheet and email the worksheet to the grant accountant – Dana West at (dwest@blounttn.org).

Once the grant is approved, the following needs to be filled out on the copy of the Grant Worksheet and turned back into the grant accountant:

Date of grant award, expiration of the grant established by the granting agency, anticipated closing date of the grant, required reporting – monthly/quarterly, how funds will be received, and how often the grant funds will be sent.

Please note: If this is a grant that is received every year and no application process is required, please state this on the grant worksheet in the space provided along with description such as: annual contract with state, etc.

If you have questions regarding the worksheet or the procedures, please contact Dana West at dwest@blounttn.org or 273-5717.

Blount County, Tennessee Grant (Contract) Worksheet

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant - Dana West at dwest@blountfn.org

Requesting Department: _____

Contact Persons Name, email, phone # (person applying for grant): _____

Reporting Persons information (if different than contact): _____

Name of Granting Agency: _____

Grant Name: _____

Is a grant application required? YES ___ NO ___

Is this a one-time grant? YES ___ NO ___ If no, is the grant recurring? _____

Grant Funds Requested:

Are County Funds Required (Match)? If so when approved, a budget amendment for match will need to be included with this form

Total Amount of Grant: \$ _____

Brief Description for Use of Grant Funds:
(Equipment, Gear, Personnel, etc.)

If the grant is in the application processes, what is the submission deadline?

Worksheet reviewed by - _____

Grant Accountant and/or Finance Director: _____

Date of Commission approval: _____

Please provide the remaining information once the Grant is approved.

Grant CFDA# (Catalog of Federal Domestic Assistance): _____

Date of Grant Award: _____

Grant Period: (such as: Oct 1 - Sept 30) _____

Expiration Date of Grant, as established by the Granting Agency: _____

Anticipated Closing Date of Grant Project: _____

How will we receive the Grant Funds? (direct deposit, check, other) _____

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other) _____

**** Attach Budget Amendment(s) to this form when grant approved ****

Updates to Blount County Employee Handbook 2013 for adoption from County Commission:

- Updated Code of Ethics Policy (pg.5)
- Added Severance Package (pg.10)
- Added Workers' Compensation Policy (pg.22)
- Under Annual Leave/Vacation changed wording to anniversary date (pg.23)
- Added under Sick Leave Accrual any employee may be paid up to 30 days of accumulated sick leave prior to retirement (pg.23)
- Updated wording in the Flexible Spending Accounts (pg.33)

Human Resources/Insurance Committee Meeting Minutes
Tuesday January 15, 2013 – 5:00 P.M.
County Commission Room

Committee Members Present:

Holden Lail	Ron French
Gary Farmer	Phyllis Crisp
Ed Mitchell	David Murrell

Committee Members Absent:

James Berrong	Tonya Burchfield	Bill Dunlap	Mike Lewis
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Others Present:

Jodie King	Drew Mann	Ginger Whitehead
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Minutes

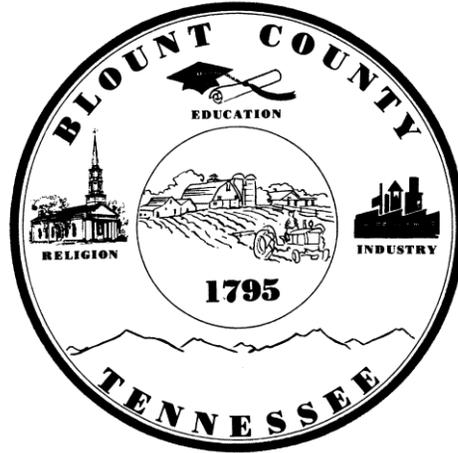
- 1.) Approval of November 26, 2012 minutes. Holden Lail made the motion, Ron French second, all in favor.
- 2.) Human Resource presented to the Committee updates regarding the Blount County Government Employee Handbook. The employee handbook needs to be adopted by the County Commission. Motion was made by Holden Lail for the updated handbook to be presented to the County Commission in February to be adopted. Phyllis Crisp second, all in favor.
- 3.) Insurance rates for 2013 were submitted to the Committee per the guidelines of the HR Committee, all insurance rates are to be approved and submitted to the County Commission. Motion was made by Ed Mitchell to submit the 2013 rates to the County Commission in February for approval. Holden Lail second, all in favor.
- 4.) Drew Mann with Trinity Benefits will be getting projected rates for medical and dental benefits for 2014 and present to the Committee at the April meeting. Drew also discussed with the Committee, that Blount County has had a few high dollar claims the last six months of 2012 putting the County in a deficit in the medical benefits.
- 5.) Holden Lail asked Commissioner Rick Carver to speak regarding the past issues on the employee clinic. Commissioner Carver discussed the clinic is in

process of hiring additional staff and support staff. The clinic has added a weekend provider and has hired Disney Consultants for customer service training. They are also talking with engineers about reconfiguring the registration and possibly adding more space.

6.) Adjourned 5:30 p.m.

BLOUNT COUNTY

Employee Handbook



Blount County Government
Maryville, TN

Revision Date: January 2013

Original Policy & Procedure Handbook Adopted: January 1996

Modification: Adopted 02/20/97 Effective 03/13/97

Modification: Adopted 04/17/97 Effective 05/08/97

Revision Date: March 200

Revision Date: April 30, 2010

Adopted February 2013

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Introduction

We are pleased to introduce the revised Blount County employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities, and employee rights. This handbook is intended to be useful for all Blount County employees.

Blount County is committed to providing a quality workplace for employees. It is our goal to:

- Provide management that is skilled, fair, and concerned about the welfare of our employees.
- Equitably compensate each employee in accordance with our classification and compensation plan.
- Fill vacancies or new positions, where appropriate, by transfer or promotion from within the County.
- Discuss willingly and frankly any problems, complaints, or questions on County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Blount County Government's policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment, or revocation by Blount County Government at any time, without advance notice.

It is the intention of Blount County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments to the handbook may be made periodically and communicated to all Blount County employees.

All questions pertaining to information found in this handbook should be referred to the Human Resources Department.

Policies for Employees of Elected Officials

Elected Officials have the jurisdiction to create, maintain, and administer additional personnel policies and procedures. In these cases, the Elected Officials will provide the additional policies for their employees **as required by T.C.A 5-23-103.**

State and Federal Policies

Equal Employment Opportunity Policy

Blount County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Blount County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy.

Equal Employment Opportunity Grievance Procedure

Any employee who has a concern regarding discrimination or harassment should utilize the following procedure:

1. If you are not able to resolve the matter with your supervisor, or if you are not comfortable addressing the matter with your supervisor for any reason, bring your concern to the attention of your Department Head. If this does not resolve the matter address the situation with the Director of Human Resources.
2. If you are not able to resolve the matter with your supervisor, or if you are not comfortable addressing the matter with your supervisor for any reason, bring your concern to the attention of the Director of Human Resources.
3. You may be able to resolve the matter via meeting with the Director of Human Resources. Where an investigation is in order, one will be conducted. You will be advised of the results and proposed solution. Also, the complaint, investigation and findings will become part of the investigation record, which will be maintained separately from your personnel file.
4. If you are not satisfied with the results or proposed solution via meeting with the Director of Human Resources, you may request a meeting with the appropriate Department Head/Elected Official. The decision of the Elected Official will be final.

No one will be retaliated against for using this procedure to bring a good faith concern to the attention of management. Of course, intentionally making a false complaint or otherwise misusing this procedure can subject the offender to discipline.

No Harassment

The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved
- Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Our supervisors and managers also are covered by this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management or the human resources department.

Employees who believe that our No Harassment policy may have been violated should immediately report the matter to their immediate supervisor. If the matter involves your immediate supervisor or another manager, or if you believe that a previously reported matter was not handled to your satisfaction, you should immediately contact the Director of Human Resources, or the Department Head. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and, where appropriate, take prompt remedial action including disciplinary action up to and including immediate termination. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy to the extent possible consistent with our investigation and applicable law.

You will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that you sincerely believe violate this policy.

We are serious about enforcing our policy against harassment. However, we cannot resolve a potential policy violation unless we know about it. You are responsible for bringing your concerns about possible policy violations to our attention so that we can take appropriate actions to address your concerns.

Reasonable Accommodations/Modified Job Duties

To assist our employees who are or become disabled and those employees who suffer on-the-job injuries, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the County we would be unable to make the particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would cause the employee to be a direct threat to the employee or others, we may be unable to place the employee in a particular position.

If you need to request a reasonable accommodation because of a disability or on-the-job injury, please follow the procedure set forth in our EEO Grievance Procedure. We will discuss the matter with you, investigate your request and attempt, to the extent possible, to reasonably accommodate you.

Title VI of the Civil Rights Act of 1964

Blount County Government complies with Title VI of the Civil Rights Act of 1964. This Act requires that agencies receiving federal money develop and implement plans to ensure that no one receiving benefits under a federally funded program is discriminated against on the basis of race, color, or national origin.

To report any complaints or to receive additional information about Title VI, contact the Compliance Coordinator at [273-5772](tel:273-5772).

HIPAA (Health Insurance Portability and Accountability Act)

Blount County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows guidelines involving the protected health information of employees and dependents.

Code of Ethics

Ethical Conduct

It is the policy of Blount County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their county position or powers for improper personal gain.

You are required to maintain the highest ethical standards in the conduct of your duties. This also applies to non-work situations when you identify yourself as a County employee (i.e. wearing a County identification badge, distributing a County business card, wearing a County uniform, driving a County vehicle, etc.). In order to fulfill this requirement, the following will apply:

- Personal characteristics such as honesty, courtesy, dependability, and use of sound judgment are required for all employees in all classes of work in County government.
- There shall be no activity which is in conflict with the interest of your official duties.
- You cannot use your position with the County for private interest.
- You must comply with the County's Code of Ethics Policy.

Conflict of Interest

Employment with Blount County Government is a public trust. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of your duties. If the circumstances would cause a reasonable person to believe that a conflict of interest may exist, you must file a conflict of interest form with the County Clerk's Office as instructed by the County's Code of Ethics Policy.

Code of Ethics Policy

Definitions

(1) "County" means Blount County, which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the county or an official of the county, and specifically including the county school board, the county election commission, and the county health department.

(2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the county.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Disclosure of personal interest in voting matters

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Disclosure of personal interest in non-voting matters

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure form and file the disclosure form with the county clerk. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Acceptance of gifts and other things of value

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the county:

- For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or
- That a reasonable person would understand was intended to influence the vote, official action, or judgment of the official or employee in executing county business.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of county government officials or by an umbrella or affiliate organization of such statewide association of county government officials. It shall not be considered a violation of this policy for an official or employee to receive an occasional meal or other items of nominal value.

Ethics Complaints

Questions and complaints regarding violations of this Code of Ethics should be directed to the Human Resources Department. Complaints shall be in writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.

All complaints will be first referred to an Attorney hired by the County for the sole purpose of reviewing the complaints and advising on the complaint. The attorney will then respond in writing to the Human Resources Department the course of action to be taken, if any, for each complaint. The Human Resources Department shall forward the findings to the Elected Official/Department Head overseeing the department whose employee is in question. In the case of an Elected Official, the findings shall be forwarded to the County Commission, if further action is warranted.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

Applicable State Laws

In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of county officials and employees in the performance of their duties. Officials and employees should familiarize themselves with the state laws applicable to their office or position and the performance of their duties.

Additional information on the Ethics Policy is located on the blounttn.org/hr web site.

Political Activity

You may join or affiliate with civic organizations of a partisan or a political nature and may attend political meetings. You may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

However, you may not:

1. Engage in any political activity while on duty;
2. Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
3. Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes;
4. Coerce or compel contributions for political or partisan purposes from another employee of the County; or
5. Use any supplies or equipment of the County for political or partisan purposes.

Secondary Employment

You shall not engage in any outside employment which adversely affects your work performance as an employee of the County or creates a conflict of interest.

If you engage in other employment, you must notify your supervisor in writing stating the name of the employer, the nature of work or business, specific duties, and hours worked per week. Your supervisor will send a copy of these statements to the Human Resources Director for placement in your personnel file. If your supervisor believes there may be a potential incompatibility between the outside employment and County employment for any reason, he/she shall submit appropriate recommendations to the Human Resources Director. The final decision will be made jointly by the Human Resources Director and your Department Head/Elected Official.

You shall at all times give first priority to the performance of your Blount County job. County work schedules will not be adjusted to accommodate non-County work schedules.

Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- 1) Create a relationship whereby one immediate family member is within the chain of command of another,

- 2) Have the potential for creating an adverse impact on work performance; or
- 3) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, members of household.

Employees who become immediate family members may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the County to which one of the employees will transfer. If employees become immediate family members, Blount County Government will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the County will decide in its sole discretion who will remain employed, if either.

This policy does not apply to "immediate family" who already are employed by Blount County as of the effective date of this policy; this waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

Policy effective date 12/2006

County Equipment

County equipment, materials, vehicles, and/or other resources assigned to you shall be used with care and economy, and shall be used only for County purposes. Waste or misuse of County resources may result in disciplinary action, up to and including discharge.

Gifts and Contributions

You may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything of monetary value from any person who:

- has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Blount County by which you are employed; or
- conducts operations or activities that are regulated by the department of Blount County which you are employed; or
- has an interest that may be substantially affected by the performance or non-performance of your official duties.

Classification and Compensation

Introductory Period

All new employees will be considered on “introductory” status for the first six (6) months of employment. At the end of the regular introductory period, the Department Head can elect to remove the introductory status, or extend the introductory period. During the introductory period, the full-time employee will accrue sick days at the stated rate, but will not be eligible for vacation days until successfully completing six (6) months of consecutive employment. Successful completion of an introductory period does not alter the employee’s at-will status.

EMPLOYMENT TERMS

- **“Full-Time Regular Employee”** is defined as an employee who works at least thirty seven and one half (37.5) hours per week on a regular and continuous basis throughout the calendar year. The single word “employee” will be used to designate a full-time or regular employee on leave policies.
- **“Part-Time Regular Employees”** are defined as an employee who works fewer than twenty nine (29) hours per week on a regular and continuous basis throughout the calendar year.
- **“Temporary Employee”** is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be “exempt” or “non-exempt” as defined below.
- **“Exempt Employee”** is defined as an employee who is not required to be paid overtime, or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt. However, classifying a position as exempt is made on the basis of comparing actual job duties with criteria established by the Department of Labor.
- **“Non-exempt Employee”** is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.

Employment at-Will

Blount County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the County may terminate your employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Blount County.

Pay Periods

All General County employees are paid on a semi-monthly basis, the 15th and 30th except the Highway Department and **Library**. They are paid bi-weekly on every other Friday. Some pay dates may occur earlier due to holidays.

Overtime Compensation/Compensatory Time

No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the work period.

- A. **Overtime/Compensatory Time:** All eligible employees may be paid overtime or given compensatory time for all work performed over 40 hours during the workweek.
- B. **Overtime Rate:** Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular hourly pay. Salaried employees who are eligible will receive overtime pay at a rate of time and one-half their equivalent hourly rate (the salaried employee's equivalent hourly rate is calculated by dividing his/her annual salary by 52 weeks and dividing that number by the number of hours in a normal workweek.) The overtime rate for both hourly and salaried employees applies only to those hours worked over 40 during a week. For salaried employees, no additional compensation will be paid for hours worked under 40. For hourly rate employees, the overtime rate will apply only to hours worked over 40 and the regular rate will apply to hours worked up to 40 hours.
- C. **Selection of Compensatory Time:** Employees who are required to work in excess of 40 hours per week may request to receive compensatory time off in lieu of overtime. Such compensatory time shall be earned at a rate of one and one-half hours for each hour of employment worked over 40 hours per week. An employee cannot accrue more than 240 hours of compensatory time. Any employee who has accumulated 240 hours of compensatory time shall be paid for any additional overtime that is worked. An employee who has accrued compensatory time upon termination of employment will be paid the greater of the average regular rate the employee received during the last three years, or the final regular rate of pay received by the employee. The use of compensatory time is subject to approval by the Officeholder/Department Head.

Working during Lunch Periods

Lunch period is time set aside for eating. The time is not considered part of the basic workday and no pay is earned during this period.

A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis. Eliminating or reducing your lunch period requires prior approval from your immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an on-going solution for scheduling issues.

Working Before/After Regular Hours

You may not voluntarily begin work early, work after hours, or extend your workday for the purpose of accumulating compensatory time. Prior approval from your immediate supervisor is required for any adjustment to the work schedule.

Severance

An employee may receive a severance package due to an involuntary termination upon approval of the Elected Official/Department.

General Personnel Policies

Attendance

You are an important member of the Blount County Government team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required.

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to speak directly to your supervisor. If your supervisor is unavailable, you are required to speak directly to the next-level manager or director, or to the person designated by your supervisor.

Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed not eligible for rehire.

Work Hours and Time Records

The normal workweek consists of 37.5 hours or 40 hours depending on the job classification and work location. Core business hours are 8:00 am to 4:30 pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform you of your work hours.

You will be responsible for completing a Blount County time sheet with your beginning and ending work times, including lunch. This is necessary for payroll calculation of your earnings.

Anyone who willfully falsifies a time record will be subject to immediate dismissal. A workday may not be shortened by “working through” or reducing the lunch period on a voluntary basis, nor may you voluntarily begin work before or after your regularly scheduled hours for the purpose of accumulating compensatory time. Every adjustment to the work schedule requires advance approval from your immediate supervisor.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Blount County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Blount County employees made to other Blount County employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms, or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods, and approved breaks.

Employees or outside charitable organizations who wish to solicit Blount County employees for charitable purposes or to schedule activities in Blount County offices, must submit a written request and must be approved by the County Mayor.

Inclement Weather

Inclement weather usually does not warrant closing of County offices. Absence due to inclement weather requires you to make a personal judgment pertaining to your safety in traveling to and from

work. Loss of work time for this reason is charged to your accrued compensatory time or annual leave. If you have no compensatory time or annual leave, then the time is charged as leave without pay. If you make the effort to report on time and actually report within a reasonable period of time (based on the circumstances of the event), you will not be required to use leave for the absence. Your supervisor will determine if you must use accrued leave for late arrival. If the decision is made to close Blount County Offices, full time employees will be paid for such time off and part time employees will only be paid for the hours they were scheduled to work that day.

In the event of inclement weather, Blount County Government will follow the City of Maryville School System. If the inclement weather closure or delay announcement is made by Maryville Schools before the open of business, then Blount County Government offices will also be closed or delayed. In the event of inclement or dangerous weather occurring after Blount County Government office are open on any given day, then a determination of whether or not to close will be made by the Blount County Mayor after consultation with as many of the Elected Officials as possible. In this scenario, the determination to close will not necessarily follow the decision of the Maryville City Schools System.

Closing information will be given to the major media outlets including WIVK (fm 107.7) and WNOX (fm 99.1, am 990) radio stations, and WATE, WBIR, and WVLT television stations. Department Heads or their designees may determine closing for departments that work evenings and/or weekends (i.e. Library). If you have any questions about an official closing, you should contact your immediate supervisor.

As always, the safety of our employees as well as citizens coming into our different offices will be of paramount importance. The determination relative to closing will be made as soon as it is deemed to be reasonably necessary.

Revised 01/19/2011

Personnel Files

Tennessee law requires that "all state, county, and municipal records ... shall at all times, during business hours, be open for ... inspection by any citizen of Tennessee." The statute applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information. The following records of government employees will not be open for inspection by members of the public:

- unpublished telephone numbers;
- bank account information;
- social security numbers;
- driver's license information - unless driving a vehicle is part of the employee's duties or incidental to the performance of the job;
- the same information about an employee's immediate family

The personnel files are maintained in the Human Resources Department. To review a file, contact the Human Resources Office. A sign-out sheet will be in each file showing who reviewed the file and the date. An employee of the Human Resources Department will remain in the room while the file is being reviewed.

It is important that you promptly report any change in personal information to the Human Resources Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

1. Your correct address and contact numbers such as telephone, cellular phone, pager, etc.;
2. your marital status;
3. any increase or decrease in number of dependents;
4. any change affecting Social Security records; and
5. your correct beneficiary.

Performance Evaluations

The performance evaluation is a systematic method of appraising and strengthening your performance. On a semi-annual basis your supervisor makes a rated evaluation based on the following performance variables:

Job Knowledge	Quality of Work
Quantity of Work	Organization
Communication	Dependability
Safety	Attitude
Attendance/Punctuality	Appearance/Professional Image

Your supervisor reviews your job description for any necessary changes and provides you feedback about your performance. Together you may develop goals to improve your job skills and enhance your performance. Forms are provided so each employee's performance can be effectively evaluated and compared against standardized performance variables. These are measurable in the duties and responsibilities of all positions and are used to evaluate the quality of total job performance during a defined period.

Bonus Policy

From time to time, and depending on the availability of funds and other factors, the County may provide incentive compensation to certain employees. To be eligible for the bonus payment, an employee must have completed the introductory period and be on the payroll at the time the bonus is paid.

All bonus award recipients must meet the following general criteria:

- The employee's accomplishments exceed the normal standards/expectations for the job.
- The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal.
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc...
- Length of service. A commitment to the County by their long-term service.

Decisions about the amount of a lump-sum bonus should be dependent upon the nature and complexity of the accomplishment and the ability of the department to fund the payout. Managers should clearly communicate to the recognized employees what outstanding achievements led to the bonus recognition. The payment will be taxed at the Federal withholding rate established by the IRS in addition to other required taxes.

The Bonus Plan is provided at the discretion of Blount County Government. Both the fact and amount of any incentive compensation are within the sole and absolute discretion of the County.

Promotions, Transfers and Reassignments

Promotions: Blount County continually strives to promote employees and fill job vacancies on an equal opportunity basis. Promotions are based on an objective evaluation of each vacancy and the candidates involved. Vacancies will be advertised and, where appropriate, Blount County will promote from within. Outside recruitment may be necessary based on the qualifications and skills of internal applicants.

Job postings may be viewed on the job position bulletin boards outside Human Resources, on various bulletin boards throughout the County system and on the Blount County web site www.blounttn.org/hr.

Transfers and Reassignments: It is the policy of Blount County Government that it may, at its discretion, initiate or approve employee job transfers.

You may request a voluntary job transfer by applying for a posted open position. However, to be eligible for a voluntary transfer, you must be able to meet the requirements of the new position, must have satisfactory performance, must have held your current position for at least six months, and must have no adverse disciplinary actions during the same time period.

Progressive Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance - and the circumstances do not warrant prompt dismissal from employment-Blount County generally employs a progressive discipline process. Although the county typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers appropriate under the circumstances.

- Verbal - The first step is often a verbal warning from the supervisor which identifies the issue and the corrective action needed from the employee. The supervisor documents this step by providing appropriate documentation to the Human Resources Director for review and placement in the employee's personnel file. The employee may submit a statement for the file, if desired.
- Written - The second step is often a written warning, which appropriately describes the issue and the corrective action needed. The written warning will be discussed with the employee, and a copy of the warning will be sent to the Human Resources Director for review and placement in the employee's file. The employee may submit a statement for the file, if desired.
- Adverse Action - If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion, or termination. Adverse actions must be approved in advance by the Department Head/Elected Official and/or Human Resources.

Basic Work Rules

The County has certain policies and rules to govern the conduct and performance of our employees. Our most important rule is to use "good sense" at all times. We also have established some other basic work rules that should not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more difficult for us to serve our citizens. Every employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled work day.

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures or of our confidential relationships.

County Premises: Except for areas that are open to the general public, you are allowed on County premises only during your scheduled work hours, unless otherwise authorized by your supervisor.

Damage to Property: We have made a tremendous investment in our facilities, and equipment to better serve our citizens and to make your job easier. Deliberate, reckless, or careless damage to the County's property, or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: We expect all employees to be courteous, polite, and friendly to our citizens and others, and to their fellow employees. No one should use profanity or show disrespect to a citizen or co-worker, or engage in any activity which could harm our reputation.

Fighting, Threats, or Weapons: We do not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind on County premises, with the exception of authorized law enforcement officials.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, time card, or any other document. If you observe such a violation, please report it to your supervisor immediately.

Gambling: Employees may not engage in any form of gambling on County premises.

Harassment: Our No Harassment Policy, which we have set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be immediately reported to your supervisor for first aid treatment or medical care. If you have a job-related injury/accident, you must choose a provider from the County's panel of physicians. We may require that you present a doctor's release before returning to work.

Insubordination: We all have duties to perform and everyone, including your supervisor, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor or member of management.

Leaving Early and Returning Late: Leaving early or returning late from breaks or lunch is prohibited. Leaving your work assignment before quitting time to change clothes or make preparations to leave before the end of your scheduled shift is also prohibited.

Misuse of Property: Employees may not misuse or use without authorization any equipment, vehicle, or other property of customers, vendors, other employees, or the County.

Poor Performance: We expect all employees to make every effort to learn their job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

Shortages: Employees who handle cash as a part of their job duties will be held accountable and may be required to pay for all shortages. Employees who handle cash as a part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

Sleeping or Inattention: To protect the safety of all employees and to properly serve our customers, everyone needs to be fully alert while on the job. We cannot tolerate sleeping or inattention on the job.

Solicitation or Distribution: We prohibit solicitation by an employee of another employee during the working time of either employee for any reason. Distribution of advertising materials, handbills, or other literature is prohibited in all working areas at all times. We also prohibit solicitation and distribution by non-employees on County premises at all times.

Substance Abuse: We will not tolerate substance abuse. Employees who test positive for the presence of drugs or alcohol may be subject to immediate termination.

Theft: Our society has laws against theft and so do we. Stealing or attempting to steal County property or property belonging to others is strictly prohibited. If you wish to remove any County property from the premises, you must obtain written permission in advance from your supervisor.

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, since such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

Unsafe Work Practices: We are committed to providing a safe place for you to work, and we have established a safety program to ensure that everyone understands the importance of safety. This program requires all of us to exercise good judgment and common sense in our day-to-day work. Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. If you have any questions about these rules, or what we expect of our employees, please discuss them with your supervisor.

Resignations

If you choose to resign your position, you should notify your immediate supervisor or the department head in writing no less than ten (10) working days before your expected termination date. Failure to provide such a notice will be recorded in your personnel file and may constitute deeming you not eligible for re-hire.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, the County will make decisions based on the needs of the Department(s) affected and the job knowledge, skills, work performance and seniority of the employees.

Safety

Blount County is concerned for your health and safety in the performance of your job. You must observe all safety rules and report any unsafe activity to the Risk Management Department. Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Risk Management Department. If you are injured and unable to report the incident immediately, then you should report the incident as soon as possible.

For additional information about any safety concern, please consult the Risk Management Department or the web site www.blounttn.org/risk.

Workplace Chemicals

The County maintains a Hazard Communication Program which includes lists of all chemicals with which you work which may in any way be hazardous. We also maintain copies of Material Safety Data Sheets (MSDSs) on each chemical, which explain how to safely work with that chemical, and a written description of our program. We will provide training before you are assigned to work with or be exposed to a chemical that OSHA has declared "hazardous" in any way. Before you start a job using chemicals, you should always read container labels or consult with your supervisor about the MSDS, including what, if any safety equipment you should use. You should evaluate any unusual or non-routine task for chemical hazards and approach your supervisor or manager if necessary. Immediately notify your supervisor of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical. If you buy new chemicals, always obtain a copy of the MSDS and give it to your supervisor before you use the chemical.

Garnishments and Levies

In the event that garnishment or similar proceedings are instituted against an employee, Blount County Government will deduct the required amount from the employee's paycheck.

Alcohol and Drugs Policy

Blount County Government has the responsibility to maintain a safe and efficient working environment. Employees who use drugs or who work while under the influence of drugs or alcohol presents a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. The purpose of this policy is to ensure employees the right to work in a drug and alcohol

free environment. Blount County Government will make an ongoing effort to maintain a drug free workplace. Employees are prohibited from being under the influence of drugs or alcohol, while on duty or on County property. Employees may not possess, sell, solicit, or receive illegal drugs or alcohol while on duty or on County property. The violation of this policy is grounds for immediate discharge.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including discharge.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- An applicant for employment
- Where an employee has been involved in an accident on the job that resulted in, or could have resulted in, substantial injury to person or property
- Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be given. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to and including discharge. If an employee refuses to submit to a drug test when requested, the County may discipline the employee up to and including discharge.

Certain employees are subject to federally required DOT drug and alcohol testing. For those employees, compliance with the federally mandated testing program is a condition of employment.

This policy is for the benefit of all employees and cooperation with the policy is required. We believe the policy is necessary to ensure a safe and secure working environment for everyone at Blount County.

Tobacco Use

Pursuant to the Non-Smoker Protection Act, Tennessee Code, smoking is prohibited in enclosed areas of County property, including but not limited to, cafeteria, employee lounges, hallways, meeting rooms, offices, restrooms, and company vehicles (unless occupied solely by the operator). Smoking may take place only in designated unenclosed areas. Any violation of this provision may result in disciplinary action, up to and including termination.

Electronic Communications

This policy contains guidelines for the use, access, monitoring and disclosure of Electronic Communications created, sent, received, transmitted, or stored by employees using any County-provided communication system or equipment and employee-provided systems or equipment used either in the workplace or during working time. "Electronic Communications" include, among other things, messages, images or any other information contained in e-mail, voice mail, fax machines, computers, personal digital assistants, pagers, telephones, cellular and mobile phones, Intranet, or Internet. (In the remainder of this policy, all of these communication devices are collectively referred to as "Systems.")

Acceptable Uses of Our Systems: Employees may use Our Systems to communicate internally with co-workers or externally with constituents, suppliers, vendors, advisors, and other business acquaintances for business purposes. The County provides employees with access to our Systems to facilitate these business communications and to enhance productivity.

Management's Right to Access Electronic Communications: All Electronic Communications contained in County Systems are County records. Although each employee may have an individual password to access these Systems, the Systems belong to the County and the contents of the Systems and Electronic Communications conducted on the Systems are accessible by the County at all times for any business purpose. These Systems will be subject to periodic unannounced inspections and should be treated like other shared filing systems. The contents of our Systems will also be monitored by and disclosed to the County without further notice to employees. Thus, employees should not assume that Electronic Communications are confidential or private. Back-up copies of Electronic Communications in our Systems also will be maintained and referenced.

Personal Use of Our Systems: The County provides Systems to assist employees in the performance of their jobs. The County reserves the right and employees agree to permit the County to use, access, monitor and disclose all Electronic Communications on our Systems without regard to content. Since employees' personal communications and information can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want discussed with or known to third parties. For example, employees should not use the Systems for gossip; personal information about themselves or others; for forwarding messages under circumstances likely to embarrass themselves or others; or for emotional responses to business correspondence or work situations. Employees also should not use these Systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related situations.

Although incidental and occasional personal use of our systems that does not interfere or conflict with the County's business is permitted, personal communications in our Systems are treated the same as all other Electronic Communications, and will be used, accessed, monitored, and disclosed by the County at any time without further notice.

Employees may not install any software on any County-provided System or copy software from any County-provided System without the prior written permission of our Systems Supervisor. Involving the Systems Supervisor ensures that the County can manage the software on its Systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law. The unauthorized copying or use of computer software exposes the County and individual employees to substantial fines and/or imprisonment.

Forbidden Uses of Our Systems: Employees may not use our Systems in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, or other County policies. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of forbidden transmissions include, among other things, sexually-explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of our No Harassment policy.

In addition, employees may not use our Systems:

- to carry any defamatory, discriminatory or obscene material;
- in a manner that violates the terms of any telecommunications license or any laws governing transborder data flow including but not limited to laws dealing with data collection, protection, privacy, confidentiality and security;
- in connection with any attempt to penetrate computer or network security of any County or other system, or to gain unauthorized access or attempted access to any other person's Electronic Communications systems or equipment;
- in connection with any infringement of another person's intellectual property rights, including but not limited to copyrights; and,
- in connection with the violation or attempted violation of any law.

Electronic Forgery: Electronic forgery is defined as misrepresenting, disguising, or concealing your identity or another's identity in any way while using Electronic Communications; making changes to Electronic Communications without clearly indicating that you have made such changes; or using another person's account without prior written approval of the account owner and without identifying that you are the author. Electronic forgery is not allowed for any purposes.

Intellectual Property Rights: Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Even when software is labeled "freeware" or "shareware" there may be retained licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact the Systems Supervisor. The County will cooperate with the copyright holder and legal officials in all copyright matters.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available to the County and employees may not use passwords that are unknown to the County. Employees may not install password or encryption programs without the written permission of our Systems Supervisor and without turning over encryption keys to their supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

Consequences of Violations of the County's Electronic Communications Policy: Violations of this Policy may result in disciplinary action up to and including **immediate termination of an employee's employment, as well as possible civil liabilities or criminal prosecution.** Where the County deems it appropriate, we may advise legal officials or other appropriate third parties of any illegal violations. The County will cooperate in investigations conducted by legal officials or appropriate third parties. We will not, of course, retaliate against anyone who reports violations or assists with our investigation of possible violations of this policy.

Workplace Violence Prevention Policy

Blount County Government is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Blount County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. No one other than law enforcement officials, carrying a weapon while in the course of their duties, may bring firearms, weapons, or other dangerous or hazardous devices of substance on the premises of Blount County Government.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in danger. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

Blount County Government will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Blount County Government encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resources Department before the situation escalates into potential violence. Blount County is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Personal Appearance

Our professional atmosphere is maintained, in part, by the image we present to our constituents and vendors. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and your fellow workers. You should avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable. Employees should dress in a businesslike manner. Good personal hygiene is also important in terms of our constituents' favorable opinion and in terms of your respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Employees are expected to observe our Personal Appearance Policy at all times while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time off from work will be without pay for non exempt employees.

Managers are responsible for insuring that employees project a professional image and adhere to our Personal Appearance Policy.

Workers' Compensation Policy

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive Workers' Compensation leave. This leave shall not be counted against any accrued sick leave that the employee has accumulated. The employee is not permitted to substitute any other paid leave. Benefits that are receivable by the employee will be determined by the provision of the Workers' Compensation Law.

Leave Policies

Annual Leave / Vacation

If you are a Full-Time Regular Employee (including your introductory period), you are eligible for annual leave. The following guidelines currently apply:

- During the first year of employment five (5) days vacation leave may be taken after successfully completing the six (6) month introductory period, with supervisor approval.
- Upon the one year **anniversary date**, two (2) weeks vacation leave may be given to be taken with supervisor approval.

Example

Date of Hire ----- March 5, 2008
6 Months of Employment-----September 5, 2008
Eligible Vacation Days-----5 days (1 week)
Anniversary Date of Hire ----- 10 days (2 weeks)

1 – 10 years of Service
10 days or 2 weeks

11 – 15 years of Service
15 days or 3 weeks

16 plus years of Service
20 days or 4 weeks

Vacation leave is not accumulative and is not carried over into the following calendar year unless approved in writing by your supervisor due to operational demands.

Upon termination of employment, employees will be paid for the balance of their unused annual leave.

Annual Leave Scheduling

You must submit your annual leave request to your supervisor and receive approval prior to taking the leave. Check with your Department Head regarding the procedure for requesting use of annual leave.

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave, however it is non-compensable upon the employee's termination of employment. In the event of death, a maximum of up to 30 days accumulated sick leave will be paid to the employee's estate. **An employee may be paid up to 30 days of accumulated sick leave *immediately* prior to retirement without the need for a doctor's statement.**

A. Earning and Accumulating Sick Leave

1. Employees will earn one sick day per month of employment, beginning on the 31st day of employment.
2. There is no maximum on the accumulation of sick days.

Use of Sick Leave

An employee may use sick leave for absence due to his or her own illness or injury or that of an immediate family member defined as:

1. The employee's spouse

2. The employee's parents
3. The spouses' parents
4. Children or children under legal guardianship of the employee and/or spouse

Sick leave may also be used for appointments with a licensed doctor, dentist or recognized practitioner.

Documentation of sick leave

Employees are required to notify their immediate supervisor prior to their scheduled start time of their need for sick leave. After three (3) consecutive days of absence, a doctor's excuse may be required. The Department Head may also request a doctor's statement anytime they deem necessary.

Exhaustion of sick leave

Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay unless the employee has vacation or comp time available. The employee may request the additional sick leave be credited against the vacation or comp time.

Sick Leave Bank Guidelines/Procedures

The purpose of the Employee Sick Leave Bank is to provide sick leave to full-time employees of Blount County Government who have suffered a qualifying personal illness, injury or disability. All full-time employees of Blount County Government who are entitled to sick leave under the Sick Leave Policy will be eligible to participate in the Sick Leave Bank provided they meet the requirements:

1. Worked for one (1) continuous year.
2. Have a minimum of six (6) accumulated sick leave days.
3. Three (3) days of sick leave will be deducted from his or her personal accumulation and deposited to the Sick Leave Bank.

Employees electing to participate will do so during the month of November with the effective date of January 1st. Donations of sick leave to the Sick Leave Bank are non-refundable and non-transferable.

If at any time the number of hours in the Sick Leave Bank is less than one (1) day per member, the Trustees will assess each member one (1) or more (up to a maximum of 3) days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day(s) will be donated as they are accrued by the employee.

By written notice to the Trustees, a member may withdraw from the Sick Leave Bank participation on December 31st. Membership withdrawal, however, will result in the forfeiture of all days contributed. Members of the Sick Leave Bank will be eligible to apply to the Bank for sick leave, only after having been a member of the Bank for thirty (30) calendar days.

Use of the Sick Leave Bank is restricted to illness, surgery or accident resulting in an absence of ten or more consecutive working days. A member must first utilize accumulated vacation or sick leave per the following schedule, before receiving leave from the Sick Leave Bank:

Vacation-	Member's available time must be reduced to forty hours
Sick leave-	Member's available leave must be reduced to three days

After utilizing the Member's available vacation and sick leave as indicated above, and any available comp time and personal days, receipt of leave from the Sick Leave Bank may begin.

Granted leave from the Bank, approved by the Trustees, will be awarded as needed not exceeding twenty (20) working days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for an extension of such leave grants before or after prior grants expire. The maximum number of days any participant may receive in any fiscal year, which presently begins on July 1 and ends on June 30, is sixty (60). In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, any member of the immediate family or agent may file the request.

A physician's statement stating that the illness or accident will require more than a ten (10) day absence is **required** as a part of the application to receive sick leave days from the Sick Leave Bank. Also, a physician's statement of condition is required from any member requesting additional leave beyond the first twenty (20) days. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

Sick leave granted to a member from the Sick Leave Bank need not be repaid by the individual except at such time as it is deemed necessary to uniformly assess all members.

Grants of sick leave from the Sick Leave Bank will not be made to any members on account of elective and or cosmetic surgery, or illness of any member of the participant's family, or during any period the member is receiving workers' compensation.

A member will lose the right to obtain the benefits of the Sick Leave Bank by:

- (a) Resignation or termination of employment with Blount County Government;
- (b) Cancellation of participation which is effective on January 1st next;
- (c) Refusal to honor such assessment as may be required by the Trustees;
- (d) Retirement;
- (e) Any documented proof of fraud or misrepresentation of facts in making application for use of sick leave from the Sick Leave Bank; or
- (f) Changing to part-time employment status. (29 hours or less per week)

Sick leave used from the Sick Leave Bank shall not constitute creditable service for sick and annual leave accrual or for longevity purposes. The Board of Trustees may vote to expel any member if the member is found to have violated any of the provisions set forth herein.

Any member who receives Sick Leave Bank benefits through the use of fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the bank. In the event the Sick Leave Bank is dissolved, the total number of days on deposit shall be returned to the participating members and credited to their personal sick leave accumulated in proportion to the number of days each has contributed individually. Days returned under this section and credited to the individual participants accumulation shall be rounded to the nearest one-half (1/2) days.

Personal Leave

After successful completion of the 6 month introductory period, all full-time regular employees may be entitled to three (3) days of paid personal leave per year. Personal leave may not be used to extend vacation or holiday time and all three days may not be taken at one time. Personal leave is not accumulative and may not be carried over into the following calendar year. The only exception is during the first year of employment (defined as anniversary year) up to 3 days of personal leave time may be carried over, if approved, into the following calendar year.

Example

<u>Date of hire</u>	<u>Completion of introductory period</u>	<u>Eligible</u>
March 2, 2008	September 5, 2008	3 days

You will be eligible for three (3) days personal leave after six (6) months of employment and then the following January, the employee is entitled to three days personal leave annually.

Earned but unused personal days are not paid upon separation of employment.

Bereavement Leave / Funeral Leave

In the case of death in the employee's immediate family, (immediate family defined as the spouse, parents, spouses' parents, children, brother, sister, grandparents, grandchildren, and spouses' grandparent) the employee can be given up to three (3) working days paid bereavement leave. If additional leave is needed up to two (2) sick days may be used. The Department Head may request the employee to provide written documentation indicating the name of deceased, relationship to employee and dates of bereavement leave.

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head to avoid interruption of a public service. Full-time, regular and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. Non-exempt employees required to work the holiday will be compensated with holiday pay, (time and a half) unless otherwise specified or provided for. A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday, unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay.

Leave of Absence

All full-time regular employees may be granted a period of personal leave without pay wholly at the discretion of the Officeholder or Department Head.

- Leave of absence must be requested in writing to your Department Head. This request should be made long enough in advance to provide the supervisor time to assess workload and consider planned leave of other employees. Your Department Head reserves the right to deny or cancel leave of absence.
- Officeholders may elect not to allow leave of absence within their department. Check with your supervisor first to find out whether leave of absence is allowed within your department. Where leave of absence is allowed, it must be approved in writing, and the written approval must be given to the Payroll Department along with the employee's time sheet.

Family Medical Leave Act (FMLA)

Blount County offers leave under the Family Medical Leave Act (FMLA) for eligible employees.

Eligibility: If you have worked for at least one year and for 1,250 hours during the twelve (12) month period preceding the request, you are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter;
- your own serious health condition that prevents you from performing the essential functions of your job; or
- the serious health condition of a son or daughter, parent, or spouse if you are needed to help provide care.

Applications: Applications (available in the Human Resources Department) for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. You should provide the County with an appropriate medical certification when you request FMLA.

Certification: If you request leave for your own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, you may be required to provide Blount County with certification by a treating healthcare provider. Healthcare Provider Certification Forms are available from the Human Resources Department.

Measuring: Blount County has chosen the "measured forward" method that entitles you to 12 weeks of leave during the year beginning on the first date the FMLA leave is taken after the previous 12-month period ends.

Example: The 12-month period begins Sept. 1, 2007 if that is the first day of FMLA leave. If you exhaust all of your FMLA leave, the next date when you could again take FMLA leave would be Sept. 1, 2008.

Intermittent or Reduced-Time Leave: FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. You may request intermittent or reduced leave for the following reasons:

- When medically necessary to care for a seriously ill family member, or because of your own serious health condition.
- For the birth or placement of a child for adoption or foster care. Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County.

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If you need intermittent/reduced schedule leave for planned medical treatment, you should work with your supervisor to schedule the leave so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious Health Condition: "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work that also involves continuing treatment by (or under the supervision of) a healthcare provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, stroke, terminal diseases, dialysis, etc.), or,
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.).

Medical/Dental Insurance Premiums: During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums and you must continue to pay your portion of the premium. Your contribution of insurance premiums should be paid continually according to your pay periods (i.e. semi-monthly).

If you do not return to work at the end of FMLA leave, you may be required to reimburse the County for payment of insurance premiums, unless you do not return because of the presence of a serious health condition which prevents you from performing your job or circumstances beyond your control. You may then choose to elect COBRA coverage. Sufficient notice will be given to you at the end of FMLA when and if this event occurs. You will be responsible for any other elected contributions while out on FMLA.

Accrued Leave: You are required to use your available vacation time during FMLA leave, and available sick days will be used when family leave is taken because of serious health conditions. Accrued leave and FMLA leave are used at the same time; you do not take your accrued leave first and then take FMLA.

During FMLA leave; if unpaid, you will not accrue employment benefits, such as vacation pay, sick pay, pension, etc. Employment benefits accrued up to the day on which the family leave of absence begins will not be lost.

Return to Work: Upon returning from a family and medical leave, eligible employees will normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee does not continue to accrue additional benefits such as personal leave and vacation, for example, while on family and medical leave.

Use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

When you are on FMLA leave, you must periodically report (if possible) to your supervisor or Department Head on your status and indicate when you intend to return to work. Appropriate forms must be submitted to Human Resources to initiate FMLA leave or to return to active status.

Extensions: Family and medical leave is available for up to 12 weeks. The County may, in its discretion, approve an extended personal leave without pay beyond that time. Any such leave will not be job protected. Requests for extended personal leave should be submitted to the Human Resources Department, and whenever possible, should be submitted two weeks in advance of the previously scheduled return to work date.

Maternity Leave

Pregnancy, childbirth, and related conditions will be treated the same as any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed four (4) months which is counted as part of Family Medical Leave (*see Family Medical Leave*)

1. the employee must have been employed by the County for at least twelve (12) consecutive months as a full-time employee;
2. in cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement;
3. the employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement, and ends six weeks thereafter.

Parental Leave

An employee who has been employed by Blount County Government for at least twelve (12) consecutive months as a full-time employee, may be absent from employment for a period not to exceed four (4) months in connection with pregnancy and childbirth. If you become eligible for leave under this policy and the Family and Medical Leave policy, the leave counts against your entitlement under both laws. The specific content of the Tennessee Parental Leave Act found at T.C.A. § 4-21-408 is reproduced as follows:

Leave for adoption, pregnancy, childbirth and nursing an infant:

Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave" in this section. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child.

Employees who give at least three (3) months' advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.

Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.

Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of any benefits, plans or programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part-time or full-time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.

Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

Nothing contained within the provisions of this section shall be construed to:

- Affect any bargaining agreement or County policy that provides for greater or additional benefits than those required under this section;
- Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location; or
- Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave.

Military Leave

The County allows employees who require time off from work to fulfill military duties to meet those commitments. Employees with such commitments are expected to notify their immediate supervisor and to provide the County with a copy of the orders as soon as possible. We ask that you be sensitive to the County's needs when scheduling military duty or training.

Jury Duty or Court Appearance

When you must miss work due to jury or witness duty, you will be excused from your job. Notice must be given to your direct supervisor. Witness duty must pertain to job-related business for excused absence with regular pay. This also includes if subpoenaed to court on non-work related issues.

If you are paid your regular salary, you are required to submit to the Payroll Department any pay you receive from the court for jury duty. This does not include witness fees and expenses paid from other sources.

Employees who work day shift, and whose jury service was under three hours, are expected to return to work upon being released from service. Employees who work second or third shift are excused from the shift before their first day of jury duty, and if they have served for 3 hours or more on the day they are released, are also excused from the first shift that follows their release from jury duty.

Voting Leave / Elections

In accordance with Tennessee State Law, if you are entitled to vote in an election held in this state, you may be absent from work on the day of the election for a reasonable amount of time, not to exceed three (3) hours.

If your shift begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the polls close in the county in which you live, this leave does not apply to you.

If you need to take leave for voting, the leave must be arranged with your direct supervisor before 12:00 noon of the day before the election. Your supervisor may select the hours during which you may be absent for voting.

Employee Benefits

Benefits Eligibility

You are currently eligible for benefits when you work a minimum of thirty (30) hours per week. These benefits include: medical coverage, dental coverage, and supplemental benefit options.

If your hours drop below thirty (30) hours per week on a regular basis you will lose eligibility for medical/dental and other insurance coverage. You and all covered dependents will be offered COBRA.

You are responsible to list only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is your responsibility to notify Human Resources immediately.

Benefits Effective and Termination Dates

Currently benefits begin the 31st day of continuous employment. For example, if you were hired on January 18th your medical and dental benefits will start on February 17th. Benefits terminate the last day which you are actively at work.

Medical/Dental Coverage

Currently you must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical/dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Human Resources.

Information about the current medical/dental plan and premiums is available from Human Resources or on the web site www.blountn.org/hr.

Identification Cards

If you enroll in medical or dental benefits, identification cards will be mailed to your home address.

Annual Open Enrollment Period

Medical/dental plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during the annual open enrollment period each fall. You are required to review your notices, home mailings, and department memos for information about the benefits for the upcoming year.

Human Resources conduct sessions at various locations to accommodate those needing assistance and information regarding benefit changes. Typically, the enrollment/change period is from September until October. It is your responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

You are responsible for reviewing your paycheck to ensure the appropriate benefit deductions have been taken. Deductions from your paycheck will begin the first pay period of the month in which your coverage starts. Your medical and dental deductions will be taken out of 24 pay periods per year. If you miss a paycheck due to work absence or unpaid time, it is your responsibility to contact Human Resources to make payment arrangements.

COBRA

If you lose insurance coverage due to termination of employment, a reduction in work hours, or other qualifying event, you and your covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the "General COBRA Notice" received at time of enrollment.

Employee Assistance Program (EAP)

Blount County Government is very concerned with the physical and emotional well-being of its employees and their families. The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and their immediate families who are dealing with difficult issues.

If you have questions about the EAP or would like more information regarding any of the programs, contact Human Resources.

Flexible Spending Accounts

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent day care expenses to be paid with "before tax" dollars. If you elect this benefit, you choose a dollar level based on your individual or family needs and a portion of this amount is deducted from each paycheck. The maximum is \$2,500 on FSA and \$5,000 on dependant daycare annually.

You do not have to be enrolled in Blount County's medical plan in order to participate in a flexible spending account. You may enroll during the annual open enrollment period. Re-enrollment is required each year to continue participation.

Change in Status

You are required to report personal changes and/or changes in work status to Human Resources within thirty (30) days of any status change. This includes:

- dependent status change,
- address change,
- divorce,
- marriage,
- birth or adoption,
- reduction in work hours, or
- any other change that could affect benefit plan eligibility.

Supplemental Benefits

Currently Blount County offers supplemental voluntary benefits you may purchase such as: long term disability, short term disability, accident, term life, cancer, critical care, vision. Along with 457 and 403(b) plans. These additional benefit options can be administered through payroll deduction. Information on these products is provided at orientation and during the annual open enrollment period. For more information on these products contact Human Resources.

Workers' Compensation

If you experience an on-the-job injury or illness you are required to:

- Report the incident to your supervisor immediately.
- Ensure that your supervisor completes the First Report of Injury form provided by the State of Tennessee.
- Select a physician by completing the County's panel of Physician form.

When notified, Risk Management will schedule the appointment with the medical service provider you selected. You or your supervisor are not authorized to schedule the initial appointment with a medical provider for Workers' Compensation injuries.

You are required to attend all scheduled appointments with your physician. If you need an appointment rescheduled, notify Risk Management and they will reschedule it for you.

It is your responsibility to notify Risk Management and your supervisor if the physician instructs you not to return to work, or to return to work with restrictions. It is also your responsibility to notify Risk Management and your supervisor when the physician releases you to full duty.

Copies of all paperwork, including return to work forms, must be turned into your supervisor and Risk Management.

If you require emergency medical treatment you should go to the nearest emergency room of your choice. If the situation is warranted contact the local ambulance service for transport. Notification to Risk Management should be made as soon as possible. If there is a follow up appointment required after the initial visit to the emergency room, you need to choose a physician from the County's Panel of Physicians. You are not authorized to return to the emergency room for follow up treatment (i.e. removal of stitches, change of injury dressing, etc.).

If you are released to return to work with restrictions from your physician, and Blount County is able to provide you with a job that meets those restrictions, you are required to return to work and complete the assigned tasks.

Life insurance

Currently Blount County provides Life Insurance to employees who work at least 30 hours per week on a regular basis. The County provides (1) one times the employee's salary, up to a maximum benefit of \$50,000; the coverage is two (2) times the amount for accidental death.

The plan document is available in the Human Resources Office or on the HR web site at www.blounttn.org/hr.

Tennessee Consolidated Retirement Systems (TCRS)

Membership:	Employed six months (full-time) to be a member
Contribution Requirement:	Five percent of salary
Vesting:	Vesting rights after 5 years of service

A vested member is one who has accrued enough years of service to guarantee a retirement benefit once age requirements are met.

Refunds:	Upon separation of employment, participants may apply for a refund of account balance.
Federal withholding tax requirements	apply to early withdrawals.
Benefit Eligibility:	Age 60 or 30 full years of service for unreduced benefits Age 55 for reduced benefits.
Benefit Eligibility (Sheriff's Office-Post Certified Personnel):	Age 55 with 25 years of creditable service.
Average Final Compensation:	The average of the five highest consecutive years of salary, which cannot exceed 75% of average final compensation.

Contact the Human Resources Department for additional information.

Tuition Reimbursement

Tuition reimbursement is a plan which offers financial assistance to an employee who takes college-level courses directly related to his/her work or to a position the employee might conceivably be considered for in the future and which is likely to increase his/her value to the County. This program is not specifically intended to support a full-time course of study, but is designed to enhance the quality of work that the individual brings to the job. It is provided to those employees classified as regular full-time who have satisfactorily completed one year of continuous service.

To receive reimbursement under this policy, an employee must agree to continue in employment with Blount County for at least one year from the date of completion of the course(s) being reimbursed and to return the reimbursement if the employee does not continue employment for at least one year. Tuition Reimbursement is available when the following requirements have been met:

- A. Courses are job-relevant, college-level courses taken at an institution that is accredited (as recognized by the US Department of Education, Office of Postsecondary Education), found at <http://www.ope.ed.gov/accreditation/search.asp>, and must be on a for-grade basis and printed out and attached to the approval form. Courses taken on a pass/fail or audit basis that are job-relevant, or are required for a degree program that is job relevant, may be eligible for tuition reimbursement; however, such courses must be presented to his/her immediate supervisor and then to the Department Head/Elected Official of the employee for consideration and approval. It is the responsibility of the employee making the request to make it clear on his/her pre-approval form that the course is pass/fail or is on an audit basis.
- B. Employee has submitted a Tuition Reimbursement Form for pre-approval to his/her immediate supervisor. The Department Head/Elected Official will review the pre-approved form to determine whether or not the course is eligible for reimbursement. Tuition Reimbursement Forms are available on the Blount County web site/Human Resources Department. Failure to obtain pre-approval from his/her immediate supervisor may result in denial of the tuition reimbursement request.
- C. Upon completion of the course, the employee must submit proof that he/she has received a grade of C or better if a course was taken on a for-grade basis, or the employee must submit written proof from the instructor and/or sponsor that the employee satisfactorily completed a course on a pass/fail and/or audit basis. Proof must be submitted by official transcript, delivered unopened by the employee or sent directly from the school. The employee must also submit the itemized tuition receipt verifying cost and payment of

tuition. This receipt must show a listing of all costs by item (e.g. maintenance/tuition, activity fee, etc.) must show the dates the fees were assessed and paid, must show payment amount(s) and method of payment (e.g. check, credit card, financial aid, etc.), and must indicate a zero balance on the account. Submission for completed course will be returned to the Department Head/Elected Official of the employee for review and forwarded to the Accounting Department for reimbursement. Copies of completed course work will be placed in the employee's training and/or personnel file.

D. The employee affirms that he/she has not been totally reimbursed for this approved educational training by some other funding source. Persons being supplemented under any other program(s) (e.g. state supplements, G.I. Bill, scholarships including the Tennessee Education Lottery Scholarship program, government funding, etc.) are only eligible for benefits under Blount County Government's reimbursement program for the difference between the cost of the approved training and any other funding source(s) up to the maximum reimbursement cap of \$1,800 per fiscal year, \$600 per semester or \$450 per quarter.

E. Employees will not be reimbursed for late fees, cost of books, service fees, technology fees, athletic fees. Employees will be reimbursed for maintenance/tuition fees upon submission of a transcript as follows:

<u>For Grade Basis</u>	<u>% Reimbursement</u>
A	100%
B	90%
C	80%
Below C	No Reimbursement
Pass/Fail or Audit	50% Undergraduate Coursework 100% Graduate Coursework

By January, an employee who intends to take courses must have forms in before the start of the next fiscal year. Approval forms must be completed prior to the start of each semester. Each approval must have the authorization of the Department Head/Elected Official to ensure funds are available for reimbursement. The Elected Official may suspend tuition reimbursement at any point due to lack of funding. Any violation of this policy or procedure will result in the employee refunding all tuition back to Blount County and will be considered a serious violation.

Professional Development Courses

Professional development courses paid by Blount County will follow the same procedure for pre-approval by the immediate supervisor and the Department Head/Elected Official. Completed course documentation (certifications, transcripts, etc.) will also be placed in the training/personnel file.

To encourage all employees to become more computer literate, Blount County will reimburse employees under this policy for the successful completion of up to one non-accredited computer course per year taken during non-work hours. The course must be approved in advance on the Tuition Reimbursement Form by the Department Head/Elected Official as cost effective and appropriate for education in standard computer software skills. This provision does not apply to or have any effect on computer training that a department may approve and fund during work hours.

Employee Handbook Acknowledgment Form

I acknowledge I have received, read, and understand the policies outlined in the Blount County Government Employee Handbook. I agree to conform to the rules and regulations of Blount County Government as described in the handbook which is intended as a guide to human resources policies and procedures.

I understand the County has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in this handbook does not constitute an employment contract between Blount County Government and me, and that either I or Blount County may terminate our employment relationship at any time, with or without cause.

I understand no manager or representative of Blount County has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I hereby acknowledge that neither this manual nor any of the policies or statements contained herein constitutes a contract or guarantee of employment and that I am an employee-at-will.

Employee Signature: _____

Date: _____

Employee Name (please print): _____

Witness: _____

Rick Carver
1216 Redwood Avenue
Maryville, TN 37803



Dear Commissioner Carver,

Keep Blount Beautiful (KBB) is requesting office space in G222 & G223 located in the basement of the Blount County Courthouse located on Court Street in Maryville.

KBB's original office was located in this general location, as referenced above, from 1992 until 1998. In 1998, due to a mold problem, KBB was forced to move. The office moved to the Thompson-Brown House, with a motion passed by the Blount County Commission on December 18, 1997 where it remained until 2007. Due to the creation of the Cades Cove museum at this location, KBB was faced with another move. At that time the current KBB Director, Kristi Falco, opted not to take advantage of the offered office space in the Blount County Courthouse. The reason for this decision is not known.

Due to funding issues and a slow economy KBB must cut budget items. We currently pay the Foothills Land Conservancy \$400 per month in rent, \$4,800 a year. Being able to eliminate this large expense would help KBB to continue to service the community in our current capacity. Our organization employees' one full time director and one 10-month service AmeriCorps Member.

KBB offers a wide range of free services to Blount County residents. First and foremost are the Landfill Fieldtrips. The landfill currently funds KBB for education services, and we run all of the landfill tours. Our main tours are given to elementary school age children. The program includes a trip to the landfill, which is followed by a visit to the new KBB EcoCenter Education Pavilion, located in DENSO's EcoPark. We educate on waste reduction, litter prevention, composting and stormwater pollution prevention. KBB educated 2,917 students last year through landfill tours or in-school presentations.

Other programs and services offered by KBB are the Adopt-a-Mile program, Annual Clean Up Events (Great American CleanUp & Big Orange Trash Bash), two Recycling Days, BRAVO Beautification Awards, bulb plantings along Pellissippi Parkway, School Telephone Book Recycling Contest and a new Blount Event Recycling Program. All of our events and programs are offered free to residents of Blount

Improving our community by encouraging litter prevention, waste reduction, and beautification.

Keep Blount Beautiful Inc. 373 Ellis Ave. Maryville, TN. 37804

Office Phone (865) 681.4809 Office Fax (865) 681.1436 e-mail: keepblo@earthlink.net www.keepblountbeautiful.org



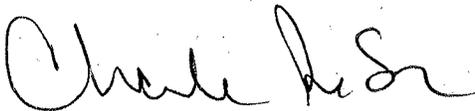
County. We are also the only informational resource for local recycling, household hazardous waste disposal and host a local litter hotline.

KBB is also funded by the TDOT Litter Grant Program which is managed by the Blount County Sheriff's Office. We work very closely with the Sheriff's Office Litter Crew to help keep our roadsides clean and litter free. Part of the program includes offering residents free litter clean up supplies 365 days a year.

Thank you for taking time to consider being able to help Keep Blount Beautiful. I have attached the original agreement when KBB located to the Thompson-Brown House, a letter from Sheriff Berrong expressing how important he believes KBB is to the community and a letter from a student who attended the landfill tour this year!

Our programs are one of a kind, we believe Blount County is better off having Keep Blount Beautiful's programs and services. Please visit www.keepblountbeautiful.org to see all that we do.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlene DeSha". The signature is fluid and cursive, with the first name being the most prominent.

Charlene DeSha
Keep Blount Beautiful
Director/Coordinator

BLOUNT COUNTY SOLID WASTE AUTHORITY

240 LONG POWERS ROAD, FRIENDSVILLE, TENNESSEE 37737 (865) 995-2998 / FAX (865) 995-2959

January 7, 2013

Rick Carver
Blount County Commission Space Allocation Committee
1216 Redwood Ave.
Maryville, TN 37803

Re: Keep Blount Beautiful Office Space

Dear Mr. Carver:

This letter is being sent in support of Keep Blount Beautiful (KBB), Charlene DeSha, Coordinator, being considered for available office space in the Blount County Courthouse.

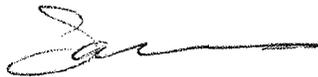
KBB is contracted with the Blount County Solid Waste Authority to provide the solid waste education component of the Blount County Solid Waste Plan. The solid waste/recycling education component of a county's solid waste plan is required by the Solid Waste Management Act of 1991 and KBB has provided continued excellent community education programs over the past 20 years in Blount County to fulfill this requirement.

Providing available office space to this organization will allow KBB to use funds for renting office space to be allocated for additional enhancement of local solid waste education programs. Being located at the courthouse will further maintain and support visibility of the KBB solid waste programs, as well as attracting volunteers, which KBB relies on to carry out the community wide programs and events.

Please consider allowing KBB to occupy any available office space at the Blount County Courthouse to further the organization's goals, which are in effect supporting the Blount County Solid Waste Region goals in providing safe, economical, and long disposal capacity for the county's residents.

Thank you for your consideration of this request and please give me a call if you have any questions regarding KBB and solid waste programs they conduct.

Sincerely,



Sam Holloway
Solid Waste Manager
Blount County Solid Waste Board



OFFICE OF SHERIFF JAMES L. BERRONG

January 4, 2013

I am writing this letter in support of Keep Blount Beautiful, KBB coordinator Charlene DaSha, and the good work KBB does in our community. It is my understanding the organization would like to move into some unoccupied space in the Blount County Courthouse.

I am in support of this move. KBB is an integral part of Blount County, with the mission of improving the community through litter prevention, waste reduction, and beautification. They stay true to their mission statement by way of offering free programs to the community, such as educating our young people through classroom presentations, field trips with school children and adults to the Blount County Landfill, and presentations at the KBB eco-center at Denso Manufacturing. KBB is instrumental in promoting recycling and hosting recycling events in our community, as well as sponsoring litter clean-up days in Blount County year-round. KBB receives annual funding through a litter grant the Sheriff's Office receive, and we work closely with KBB by way of the Sheriff's Office litter crew, which in 2011 picked up almost 200,000 pounds of trash and more than 3,300 pounds of recyclables from the county's roadways. Citizens in our community rely on KBB for information on recycling, composting, and litter removal.

A move to the Blount County Courthouse will allow KBB to save \$4,800 a year in rent, which they can allocate to programs that help to beautify Blount County in so many ways. It will also allow them to maintain their AmeriCorps program. A move to the courthouse will be of a great benefit to maintaining and attracting volunteers from Maryville College, as well as Blount County's citizens who volunteer and utilize the services of KBB.

I hope you will consider allowing Keep Blount Beautiful to move into the courthouse. For more than 20 years, this organization has become woven in to the fabric of Blount County, and the services they offer are irreplaceable. A move to the courthouse would be beneficial to everyone. Please do not hesitate to contact me at 273-5000 should you have any questions.

Sincerely yours,


Sheriff James Lee Berrong

AGREEMENT

THIS AGREEMENT is made and entered into by and between BLOUNT COUNTY, a political subdivision of the State of Tennessee, (hereinafter "County"); BLOUNT COUNTY HISTORIC TRUST, INC., a Tennessee not-for-profit corporation doing business in Blount County, in the State of Tennessee, (hereinafter "Trust"); and KEEP BLOUNT BEAUTIFUL, INC., a Tennessee not-for-profit corporation doing business in Blount County, in the State of Tennessee, (hereinafter "KBB").

WITNESSETH:

WHEREAS, County owns certain real property upon which is located at historic, log residence known as the Thompson-Brown House (hereinafter "House"), which real property is more particularly described as follows:

SITUATE in District Nine (9) of Blount County, Tennessee within the corporate limits of the City of Maryville, and being more particularly described as follows:

BEGINNING in the northwestern corner of the premises at an iron pin in the southern right of way line of State Highway 73 (U. S. Highway 321) and at the eastern edge of a road to the Blount County Health Department; thence (1) with said right of way line, N. 85-47-00 E. 179.81 feet to an iron pin, said iron pin being 20 feet from the common corner of Blount County and Maryville College; thence (2) a divisional line between these premises and the remaining property of Blount County, S. 04-13-00 E. 172.63 feet to an iron pin at the edge of a parking lot; thence (3) a divisional line between these premises and the remaining property of Blount County and with the northern edge of said parking lot, S. 83-59-14 W. 177.01 feet to an iron pin at the eastern edge of the road to the Blount County Health Department; thence (4) a divisional line between these premises and the remaining property of Blount County and the eastern edge of said road N. 05-08-42 W. 178.20 feet to the beginning, containing 0.718 acre, and being according to a survey of Blount County Engineering Department dated October 26, 1979; and

WHEREAS, by Resolution adopted October 18, 1976, County's Quarterly Court authorized and directed the County Judge, now the County Executive, "...to enter into a contract with a non-profit corporate entity organized to oversee the restoration and maintenance of said Thompson-Brown Log House and charging said corporation with responsibility for said restoration for its future use and maintenance..."; and

WHEREAS, Trust is a Tennessee not-for-profit corporation, which was organized to discover, procure, preserve, improve and maintain structures, sites, artifacts and records which are architecturally, historically or culturally significant in Blount County, Tennessee; and

AGREEMENT

THIS AGREEMENT is made and entered into by and between BLOUNT COUNTY, a political subdivision of the State of Tennessee, (hereinafter "County"); BLOUNT COUNTY HISTORIC TRUST, INC., a Tennessee not-for-profit corporation doing business in Blount County, in the State of Tennessee, (hereinafter "Trust"); and KEEP BLOUNT BEAUTIFUL, INC., a Tennessee not-for-profit corporation doing business in Blount County, in the State of Tennessee, (hereinafter "KBB").

WITNESSETH:

WHEREAS, County owns certain real property upon which is located at historic, log residence known as the Thompson-Brown House (hereinafter "House"), which real property is more particularly described as follows:

SITUATE in District Nine (9) of Blount County, Tennessee within the corporate limits of the City of Maryville, and being more particularly described as follows:

BEGINNING in the northwestern corner of the premises at an iron pin in the southern right of way line of State Highway 73 (U. S. Highway 321) and at the eastern edge of a road to the Blount County Health Department; thence (1) with said right of way line, N. 85-47-00 E. 179.81 feet to an iron pin, said iron pin being 20 feet from the common corner of Blount County and Maryville College; thence (2) a divisional line between these premises and the remaining property of Blount County, S. 04-13-00 E. 172.63 feet to an iron pin at the edge of a parking lot; thence (3) a divisional line between these premises and the remaining property of Blount County and with the northern edge of said parking lot, S. 83-59-14 W. 177.01 feet to an iron pin at the eastern edge of the road to the Blount County Health Department; thence (4) a divisional line between these premises and the remaining property of Blount County and the eastern edge of said road N. 05-08-42 W. 178.20 feet to the beginning, containing 0.718 acre, and being according to a survey of Blount County Engineering Department dated October 26, 1979; and

WHEREAS, by Resolution adopted October 18, 1976, County's Quarterly Court authorized and directed the County Judge, now the County Executive, "...to enter into a contract with a non-profit corporate entity organized to oversee the restoration and maintenance of said Thompson-Brown Log House and charging said corporation with responsibility for said restoration for its future use and maintenance..."; and

WHEREAS, Trust is a Tennessee not-for-profit corporation, which was organized to discover, procure, preserve, improve and maintain structures, sites, artifacts and records which are architecturally, historically or culturally significant in Blount County, Tennessee; and

WHEREAS, Trust has heretofore by written agreement undertaken responsibility for the preservation, restoration, use and maintenance of House and House's grounds and by entering into this agreement, will continue to undertake such responsibility; and

WHEREAS, by motion passed December 18, 1997, County's Board of County Commissioners authorized and approved KBB relocating its office to House; and

WHEREAS, KBB has agreed to act as Trust's designated representative to allow Trust to keep House open to the public from 8:00 a.m. until 3:00 p.m., Monday through Friday of each week.

NOW THEREFORE, for and in consideration of the premises and the mutual benefits to the respective parties, the parties hereby contract, covenant and agree as follows:

1. Trust shall have the right and license to enter upon, use, supervise and control the aforescribed premises for the purposes of preservation, restoration, public use and maintenance of house and House's surrounding grounds; however, County shall retain fee simple ownership of the premises and all improvements thereon.
2. Trust shall have responsibility for the preservation, restoration, use and maintenance of House and premises. Specifically, Trust shall plan the restoration, shall execute and let contracts for the restoration, and shall disburse funds for the restoration and maintenance, provided the disbursement of funds shall at all times comply with the provisions of any grants.
3. County, as owner of the premises, will fully cooperate in the preservation, restoration, use and maintenance of house and shall join in the application for any grants.
4. Trust shall provide a Trust member or designated representative to be present when House is open to the public.
5. KBB shall have the right and license to use one room of House, i.e., the room located on the first floor nearest U. S. Highway 321, for its office. KBB and Trust shall share use of the room located on the opposite end of the first floor for meeting purposes.
6. KBB's office hours shall be from 8:00 a.m. until 3:00 p.m., Monday through Friday of each week, subject to KBB's schedule. During such time as KBB is maintaining its regular office hours, KBB shall be Trust's designated representative to be present and responsible for House being open to the public.
7. County shall pay all utilities for house and shall make its maintenance staff available to Trust for the maintenance of House.

8. Trust and KBB shall have the common use with County of the road from East Lamar Alexander Parkway (U. S. Highway 321) to the Blount County Health Department and also the parking lot adjacent to the premises, so long as their use of the parking lot does not interfere with the use thereof by the Blount County Health Department.

9. Trust and KBB, jointly and severally, shall indemnify and hold harmless County from any and all claims and demands, for injury to person, loss of life or damage to property, including attorney fees, arising out of Trust's and KBB's use of house and the surrounding premises.

10. This agreement may be amended or modified at any time by the parties in writing.

11. County may terminate this Agreement at any time upon giving Trust and KBB sixty (60) days written notice thereof. Either Trust or KBB may terminate its participation under this Agreement upon giving County sixty (60) days written notice of its intention to withdraw. KBB's withdrawal from this Agreement shall not affect Trust's rights and participation hereunder. Trust's withdrawal from this Agreement shall not affect KBB's rights and participation hereunder; however, in such event, KBB shall cease acting as Trust's representative.

12. No party shall assign its rights under this Agreement without the written consent of the other parties.

13. The term of this Agreement shall be March 16, 1998, through and including March 16, 1999. Thereafter, this Agreement shall renew itself from year to year automatically subject, however, to termination under section 11 hereof.

IN WITNESS WHEREOF, the parties have executed triplicate counterparts of this agreement, each of which shall be deemed an original, as of the 16th day of March, 1998.

BLOUNT COUNTY

By: Bill Crisp
County Executive

Attest: [Signature]
County Clerk

BLOUNT COUNTY HISTORIC TRUST, INC.

By: [Signature]
President

Attest: [Signature]
Secretary

KEEP BLOUNT BEAUTIFUL, INC.

By: [Signature]
President

Attest: [Signature]
Secretary



WHAT CAN KEEP BLOUNT BEAUTIFUL DO FOR YOU?

*****All of our programs are free of charge*****

- Landfill Tours: Includes tour of landfill on bus, lunchtime hour, program and activities.
 - Starts at 9am ends at 1pm
 - 2nd to 4th grade is the best age for the tour but we will accept any age group
 - Keep Blount Beautiful's goal is to have each school assign a grade for the tour each year and to have each student in Blount County attend by the 6th grade.
 - 60 students limit per day
 - Check out www.keepblountbeautiful.org for more information
- In school programs: Keep Blount Beautiful can create a program specifically for your school or group pertaining to the following topics.
 - Reducing, Reusing, Recycling
 - Litter
 - Fred the Fish Program (Enviroscape for Middle/High School)
 - Ladybug Mascot
- Classroom Programs for all ages:
 - Papermaking - small classroom size any age
 - Waste in Place - Elementary Curriculum Guide for teaching litter prevention and solid waste management.
 - Clean Sweep USA - Online Middle School Environmental Education www.cleansweepusa.org
 - Trash Your Mind Trivia game CD - The Lean Green Environmentally Safe Trivia Machine for high school students
 - Keep Blount Beautiful can also speak in your classroom concerning any topic related to our field of expertise.
 - Environmental Videos Available

To schedule contact: Charlene DeSha 865-681-4809 or email keepblo@earthlink.com

Improving our community by encouraging litter prevention, waste reduction, and beautification.

Keep Blount Beautiful Inc. 373 Ellis Ave. Maryville, TN. 37804

Office Phone (865) 681.4809 Office Fax (865) 681.1436 e-mail: keepblo@earthlink.net www.keepblountbeautiful.org



September 17, 2012



Dear Mrs. Chartene,
Thank you for letting us come to
the land fill. I saw big tracks,
and the landfill was so big.
And I learned that something
like nature or a plant can go in a
compost pile, and I learned that

Welcome to EcoPark

A wetland learning environment created by DENSO Manufacturing Tennessee, Inc. and Keep Blount Beautiful

Collecting. Polishing. Creating. Protecting.

EcoPark is a small space where some big natural wonders are taking place. Water from the adjacent rooftops, parking lots, and road is collected and polished here before it enters Culliton Creek. Nutrients from the water help create a healthy habitat where native plants, trees, and wildlife can thrive.

Outdoor Classroom: The wooden pavilion, constructed by Keep Blount Beautiful (KBB), will be used for environmental education. About 2,000 Blount County residents will visit the pavilion throughout the year as part of their local education.

1 Welcoming the Water

The water in EcoPark is stormwater—the rain, ice, and snow melt that runs off rooftops and parking lots. Stormwater cannot soak into surfaces that are nonporous (made from materials that don't have pores or holes), so EcoPark created a safe, natural place for the water to go. Water enters from three sources: a concrete trough leading to the wetland area, plus two large pipes carrying water directly into the retention wetland. This area may retain water, and, if ever filled to the brim, could reach a depth of six to seven feet.

2 Managing Water Flow & Controlling Erosion

The retention wetland pond is the first step in our stormwater treatment process. First, it de-energizes or slows down the water. Slowing the water also causes the sand, grit and other "particulate matter" (fine particles) that washes off the paved surfaces to sink to the bottom. The insects and wildlife attracted to the area feed on additional particles floating on the surface. This combination helps clean the stormwater before it continues on its journey.

This slowing also helps prevent flooding and erosion (moving soil from one location to another) due to a more gradual water flow rate. To further prevent soil erosion, water entering the EcoPark is met by concrete energy dissipaters and then it flows across an erosion control product made from recycled materials named *Shoretex*™ mat. The combination of *Shoretex*, the energy dissipaters and the retention wetland help prevent erosion.

3 Where's the Weir?

When the water level in the retention wetland exceeds its banks, water spills over into a secondary wetland area. An underground pipe connects the two sections of the wetland and maintains a balanced water level. All of the water moving from the retention wetland into the secondary wetland flows across a broad-crested weir covered with riprap (a layer of protective rocks). A weir is a water control device that helps direct water flow. The weir beyond the wetland acts as an additional pollution screen. It also prevents access for recreational activities and the public.

Wildlife: Creating a natural habitat for native plants, trees, and wildlife is one of the goals of EcoPark. And the plants and animals that live here will help keep the water clean and clear.

4 One Last Step

When rainfall causes the water in the wetland areas to overflow, it moves across the rocky field area and on to the north end of the retention pond. This area detains or holds the water for a short time to ensure a gradual water flow into Culliton Creek. In a significant rain event, the rocky field area could be wet or even underwater temporarily as the water journeys through EcoPark. Thanks to the natural cleaning and polishing processes, the stormwater is much cleaner when it enters Culliton Creek than when it originated at the gate.

Native Plant: The plants and trees that live in EcoPark are native to the area. They help clean the water and provide a natural habitat for wildlife. The plants and trees also help prevent erosion and keep the water clean and clear.

Water: The water in EcoPark is stormwater—the rain, ice, and snow melt that runs off rooftops and parking lots. Stormwater cannot soak into surfaces that are nonporous (made from materials that don't have pores or holes), so EcoPark created a safe, natural place for the water to go. Water enters from three sources: a concrete trough leading to the wetland area, plus two large pipes carrying water directly into the retention wetland. This area may retain water, and, if ever filled to the brim, could reach a depth of six to seven feet.

In celebration of their 25th anniversary, DENSO Manufacturing Tennessee and Keep Blount Beautiful partnered to create EcoPark as a lasting legacy gift to the community. The wetland learning environment honors DENSO's commitment to responsible ecological stewardship and Keep Blount Beautiful's mission to improve our community by encouraging litter prevention, waste reduction practices, recycle, reuse and beautification.

6 x 10 Trailer

- 60 Clearstream wire recycling containers
- 120 Clear recycling bags
- Event Recycling signage
- Instruction manual
- Temporary tattoos
- Cornhole bag game
- KBB household recycling guide
- Stop Litter Information
- Fold out table
- Tablecloth

5 x 8 Trailer

- 20 Clearstream wire recycling containers
- 40 Clear recycling bags
- Event recycling signage
- Instruction manual
- Temporary tattoos
- KBB household Recycling guides
- Stop Litter Information
- Fold out table
- Tablecloth

Guidelines

- Must be a Blount County Event
- Proof of insurance required
- Previous knowledge of pulling trailers
- Report number of event attendees
- Report pounds of recyclables



Keep Blount Beautiful
373 Ellis Ave. Maryville, TN 37804
865-681-4809
www.keepblo@earthlink.net



Would you like your outdoor event to
be earth friendly?

Blount Event Recycling is a new program
available to Blount County residents,
businesses and organizations.

Trailers are available free of charge with
everything you need to recycle at your
event!

Program details

- Two (2) trailer sizes available
- Everything included to recycled at your event
- Borrower must reserve, pick up and drop off trailer. Delivery service not available
- Instructions & guidance provided on how to start/increase recycling at your event



Contact Us:
373 Ellis Avenue
Maryville, TN 37803
Phone: 865-681-4809
Email: keepblo@earthlink.net

Informational Website:
www.keepblountbeautiful.org



Keep Blount Beautiful is an award winning 501 (c) (3) non-profit organization located in the Foothills of the Great Smoky Mountains. Our mission is to improve our community by encouraging litter prevention, waste reduction, and beautification.

What we do?

Up-to-Date Local Recycling Information
Household Hazardous Waste Disposal Information
Year Round Clean-Up Events and Supplies
Landfill Tours for Groups of all Ages
Adopt-a-Mile/Highway
Speakers for Groups/Organizations
Cigarette Litter Prevention Programs
Litter Hotline

All of our programs/events are FREE of charge!

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 2 - 113th Congress)

Pursuant to 2 U.S.C. § 57, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, _____

BLOUNT COUNTY GOVERNMENT

311 Court Street, Maryville, TN 37804

(Landlord's name)

(Landlord's street address, city, state, ZIP code)

("Lessor"), and JOHN J. DUNCAN, JR., _____, a Member/Member-Elect of the U.S. House of Representatives ("Lessee"), agree as follows:

1. Location. Lessor shall lease to Lessee 780 square feet of office space located at 331 Court Street (Office street address) in the city, state and ZIP code of Maryville, TN 37804 (Office city, state and ZIP)

2. Parking. The Lease includes (please check any and all that apply):

- checkbox parking spaces that are assigned
checkbox parking spaces that are unassigned
checkbox General off-street parking on an as available basis
checkbox No off-street parking

3. Term. Lessee shall have and hold the leased premises for the period beginning January 3, 2013 and ending January 2, 2015. The term of this District Office Lease ("LEASE") may not exceed two years and may not extend beyond January 2, 2015, which is the end of the constitutional term of the Congress to which the Member is elected.

4. Rent. The monthly rent shall be \$400.00, and is payable in arrears on or before the last day of each calendar month. Rent payable under this LEASE shall be prorated on a daily basis for any fraction of a month of occupancy.

5. Early Termination. This Lease may be terminated by either party giving 30 days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.

6. Payments. During the term of this Lease, rent payments under Section 4 shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives ("CAO") on behalf of the Lessee.

7. District Office Lease Attachment for 113th Congress. The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 113th Congress.

8. Counterparts. This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 2 of 2 – 113th Congress)

9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.
10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

Print Name (Lessor/Landlord)

Print Name (Lessee)

Lessor Signature

Lessee Signature

Date

Date

This District Office Lease must be accompanied by an executed District Office Lease Attachment.

District Office Lease Attachment

(Page 1 of 4 – 113th Congress)

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (“House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (“CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing on page 4 of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a) terminate the Lease by giving thirty (30) days’ prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee’s successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

District Office Lease Attachment

(Page 2 of 4 – 113th Congress)

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 113th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel, Office of the Chief Administrative Officer, U.S. House of Representatives, 217 Ford House Office Building, Washington, D.C. 20515.
11. **Notification upon Occurrence of Certain Events.** Lessor agrees to promptly notify Lessee in writing in the event Lessor sells, transfers, or otherwise disposes of the leased premises; in the event Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily); in the event the leased premises is foreclosed upon; or in the event of any similar occurrence. Lessee shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515.
12. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall not require the review and approval of the Administrative Counsel.
13. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
14. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.
15. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 13 and 14.
16. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
17. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.

District Office Lease Attachment

(Page 3 of 4 – 113th Congress)

18. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
19. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
20. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
21. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
22. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.
23. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
24. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
25. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.
26. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
27. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

[Signature page follows.]

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment
(Page 4 of 4 – 113th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

_____	_____
Print Name (Lessor)	Print Name (Lessee)
_____	_____
Lessor Signature	Lessee Signature
_____	_____
Date	Date

From the Member's Office, who is the point of contact for questions? Name <u>Denise Lambert</u> Phone (<u>865</u>) <u>523-3772</u> E-mail <u>Denise.Lambert</u> @mail.house.gov
--

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____.
(Administrative Counsel)

<i>Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515. Copies may also be faxed to 202-225-6999</i>
--

Blount County Animal Shelter
 Annualized Revenue based on
 estimated increased animal collection and boarding

CITY	ANNUAL OPERATION COSTS	ANNUAL CAPITAL ALLOCATION	TOTAL EST. COST TO CITIES
Maryville	\$66,000	\$8,070	\$74,070
Alcoa	\$17,250	\$2,100	\$19,350
Rockford	\$2,000	\$1,220	\$3,220
Friendsville	\$3,000	\$245	\$3,245
Louisville	\$10,000	\$365	\$10,365
TOTAL	\$98,250	\$12,000	\$110,250

Note: Estimated Annual Capital Replacement - \$12,000/year

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT is made and entered into pursuant to the provisions of T.C.A. §12-9-108 by and between BLOUNT COUNTY, a public subdivision of the State of Tennessee (hereinafter "County") and the CITY OF ALCOA, a municipal corporation organized and existing under the laws of the State of Tennessee and located in Blount County, Tennessee, (hereinafter "City").

WITNESSETH:

WHEREAS pursuant to T.C.A. §5-1-120 and pursuant to Resolutions of the Blount County Commission, the County operates an animal shelter to stray or abandoned animals found within the incorporated areas of Blount County, Tennessee; and

WHEREAS to Title 10 of the Alcoa Municipal Code, the City maintains animal control and enforcement services to the citizens and residents of the City; and

WHEREAS the City no longer provides an animal shelter and desires to contract with the County for the use of the County's animal shelter; and

WHEREAS the County is agreeable to receiving the City's animals into its animal shelter and managing said animals pursuant to existing rules and regulations of the County's animal shelter; and

NOW, THEREFORE, and in consideration of the premises and mutual covenants and agreements contained herein, it is agreed by and between the parties hereto as follows:

1. The City will continue to enforce the animal control laws applicable within the City of Alcoa and the County will not enforce or participate in any way in the enforcement of the animal control laws in the City.

2. The County and City do hereby agree that the City may deliver any animals found within the City of Alcoa to the County's animal shelter and the County will accept said animals and manage said animals pursuant to the existing County rules, regulations and state law applicable to the County's animal shelter.

3. **Consideration.** The County and City agree to payment terms and conditions as specified in Appendix A.

4. The County agrees to receive as one full member of the Blount County Animal Center Advisory Board a representative of the City to be appointed by City Council. The appointed representative shall be a resident of the City of Alcoa and serve a term of _ years.

5. The parties agree and understand that the County will not provide any animal control services of any type to the City and that the City will be responsible for enforcing any animal control laws applicable to the City by regulations of the State of Tennessee or Alcoa Municipal Code.

6. The parties further agree that upon delivery of an animal by the City to the County's animal shelter, the animal shall then immediately be considered and treated as if it were a stray animal located within the County and treated as such pursuant to the current animal control laws in place in the County as established by the Blount County Board of Commissioners and applicable state laws.

7. The County agrees to provide a monthly shelter operational report to the City Manager, including such pertinent information as number of total animals received by the Center, number of animals received from within the City, the disposition of animals by category of receipt and number of animals spayed/neutered.

8. **Grant of Authority.** City hereby grants to the County the authority to manage all animals delivered by the City to the County animal shelter pursuant to current control laws in place in the County set forth by the Blount County Board of Commissioners and applicable Tennessee State Law.

9. **Term.** The initial term of this agreement shall begin upon approval of the same by all the governing bodies of the parties and shall end on June 30, 2013. Thereafter, this agreement will automatically renew on a fiscal year basis beginning on July 1 and ending on June 30 of the following year, provided the parties agree upon the annual consideration to be paid by the City to the County in accordance with the sections above.

10. **Termination.** This agreement can be terminated by either party upon giving six (6) months written notice to the opposite party of their intention to terminate said agreement.

IN WITNESS WHEREOF, the parties have executed this agreement with the understanding that the same will be effective upon approval by the legislative bodies of the City and County.

BLOUNT COUNTY, TENNESSEE

By: _____
ED MITCHELL, MAYOR

Attest: _____
ROY CRAWFORD, COUNTY CLERK

CITY OF ALCOA

By: _____
DON MULL, MAYOR

Attest: _____
JOHN TROYER, CITY RECORDER

DRAFT

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT is made and entered into pursuant to the provisions of T.C.A. §12-9-108 by and between BLOUNT COUNTY, a public subdivision of the State of Tennessee (hereinafter "County") and the CITY OF MARYVILLE, a municipal corporation organized and existing under the laws of the State of Tennessee and located in Blount County, Tennessee, (hereinafter "City").

WITNESSETH:

WHEREAS pursuant to T.C.A. §5-1-120 and pursuant to Resolutions of the Blount County Commission, the County operates an animal shelter to stray or abandoned animals found within the incorporated areas of Blount County, Tennessee; and

WHEREAS to Title 3 of the Maryville Municipal Code, the City maintains animal control and enforcement services to the citizens and residents of the City; and

WHEREAS the City no longer provides an animal shelter and desires to contract with the County for the use of the County's animal shelter; and

WHEREAS the County is agreeable to receiving the City's animals into its animal shelter and managing said animals pursuant to existing rules and regulations of the County's animal shelter; and

NOW, THEREFORE, and in consideration of the premises and mutual covenants and agreements contained herein, it is agreed by and between the parties hereto as follows:

1. The City will continue to enforce the animal control laws applicable within the City of Maryville and the County will not enforce or participate in any way in the enforcement of the animal control laws in the City.

2. The County and City do hereby agree that the City may deliver any animals found within the City of Maryville to the County's animal shelter and the County will accept said animals and manage said animals pursuant to the existing County rules, regulations and state law applicable to the County's animal shelter.

3. **Consideration.** The County and City agree to payment terms and conditions as specified in Appendix A.

4. The County agrees to receive as one full member of the Blount County Animal Center Advisory Board a representative of the City to be appointed by City Council. The appointed representative shall be a resident of the City of Maryville and serve a term of _ years.

5. The parties agree and understand that the County will not provide any animal control services of any type to the City and that the City will be responsible for enforcing any animal control laws applicable to the City by regulations of the State of Tennessee or Maryville Municipal Code.

6. The parties further agree that upon delivery of an animal by the City the County's animal shelter, the animal shall then immediately be considered and treated as if it were a stray animal located within the County and treated as such pursuant to the current animal control laws in place in the County as established by the Blount County Board of Commissioners and applicable state laws.

7. The County agrees to provide a monthly shelter operational report to the City Manager, including such pertinent information as number of total animals received by the Center, number of animals received from within the City, the disposition of animals by category of receipt and number of animals spayed/neutered.

8. **Grant of Authority.** City hereby grants to the County the authority to manage all animals delivered by the City to the County animal shelter pursuant to current control laws in place in the County set forth by the Blount County Board of Commissioners and applicable Tennessee State Law.

9. **Term.** The initial term of this agreement shall begin upon approval of the same by all the governing bodies of the parties and shall end on June 30, 2013. Thereafter, this agreement will automatically renew on a fiscal year basis beginning on July 1 and ending on June 30 of the following year, provided the parties agree upon the annual consideration to be paid by the City to the County in accordance with the sections above.

10. **Termination.** This agreement can be terminated by either party upon giving six (6) months written notice to the opposite party of their intention to terminate said agreement.

IN WITNESS WHEREOF, the parties have executed this agreement with the understanding that the same will be effective upon approval by the legislative bodies of the City and County.

BLOUNT COUNTY, TENNESSEE

By: _____
ED MITCHELL, MAYOR

Attest: _____
ROY CRAWFORD, COUNTY CLERK

CITY OF MARYVILLE

By: _____
TOM TAYLOR, MAYOR

Attest: _____
DEBORAH P. CAUGHRON, CITY RECORDER

DRAFT

APPENDIX A

Operating Costs

The City shall pay to the County an annual operating payment calculated in a manner as shown below:

Annual Payment =

Total Fiscal Year Expense
For Animal Shelter Operations x $\frac{\text{Number of City Animals (Fiscal Year Basis)}}{\text{Total Number of Animals Received (Fiscal Year Basis)}}$

The County will submit an invoice to the City Manager within 30 days after the fiscal year end due for payment by the City within 15 days of receipt.

To assist in budget planning purposes, the County agrees to provide to the City Manager an estimated operating budget no later than February 15th for the upcoming fiscal year. Furthermore, the County agrees to provide to the City Manager a final budget within 15 days of adoption by the County Commission. Approval of operating funds by the City is subject to annual appropriation of City Council.

Capital and Equipment Replacement Costs

In order to adequately maintain the animal shelter facility and its related operations, it will be necessary to repair and replace certain fixed assets in a timely manner. Examples of capital and equipment replacement costs include significant facility improvements such as a replacement roof and HVAC system. Typically, capital costs for the facility 1) extend the life of the asset and 2) cost in excess of \$5,000. Other capital items include replacement of surgical equipment, cages and equipment. Similarly, replacement of capital equipment exceeds a cost of \$5,000.

The City agrees that Capital and Equipment Replacement Costs not exceeding 15% of the previous fiscal year operating payment may be incorporated into the fiscal year operating budget of the animal shelter. The County agrees to provide to the City Manager a list of all capital and equipment replacement items on an annual basis that includes the description of each item and its cost.

Any pro-rata share of capital and equipment replacement costs that exceed 15% of the previous fiscal year operating payment must be requested separately from the operating budget proposal and submitted to the City manager no later than February 15th for the upcoming fiscal year. The request should include a description of the requested improvement or equipment and an estimated cost. Approval of pro-rata capital funds is subject to appropriation of City Council. The City Manager agrees to provide the County a notification of such appropriation within 15 days of adoption.

The City agrees to remit a pro-rata share of capital and equipment costs at the percentage of the most recent fiscal year capacity usage percentage. For capital costs exceeding 15% of the previous year's operating payment, the City's pro-rata payment may be made at any time during the fiscal year upon receipt of an invoice from the County based upon actual cost of capital. All requests for payment are due no later than 30 days after the fiscal year end date.

Memo

To: Blount County Planning Commission

From: Building Commissioner

CC: Other commission members and staff.

Date: 2/8/2013

Re: Rezoning request.

Background:

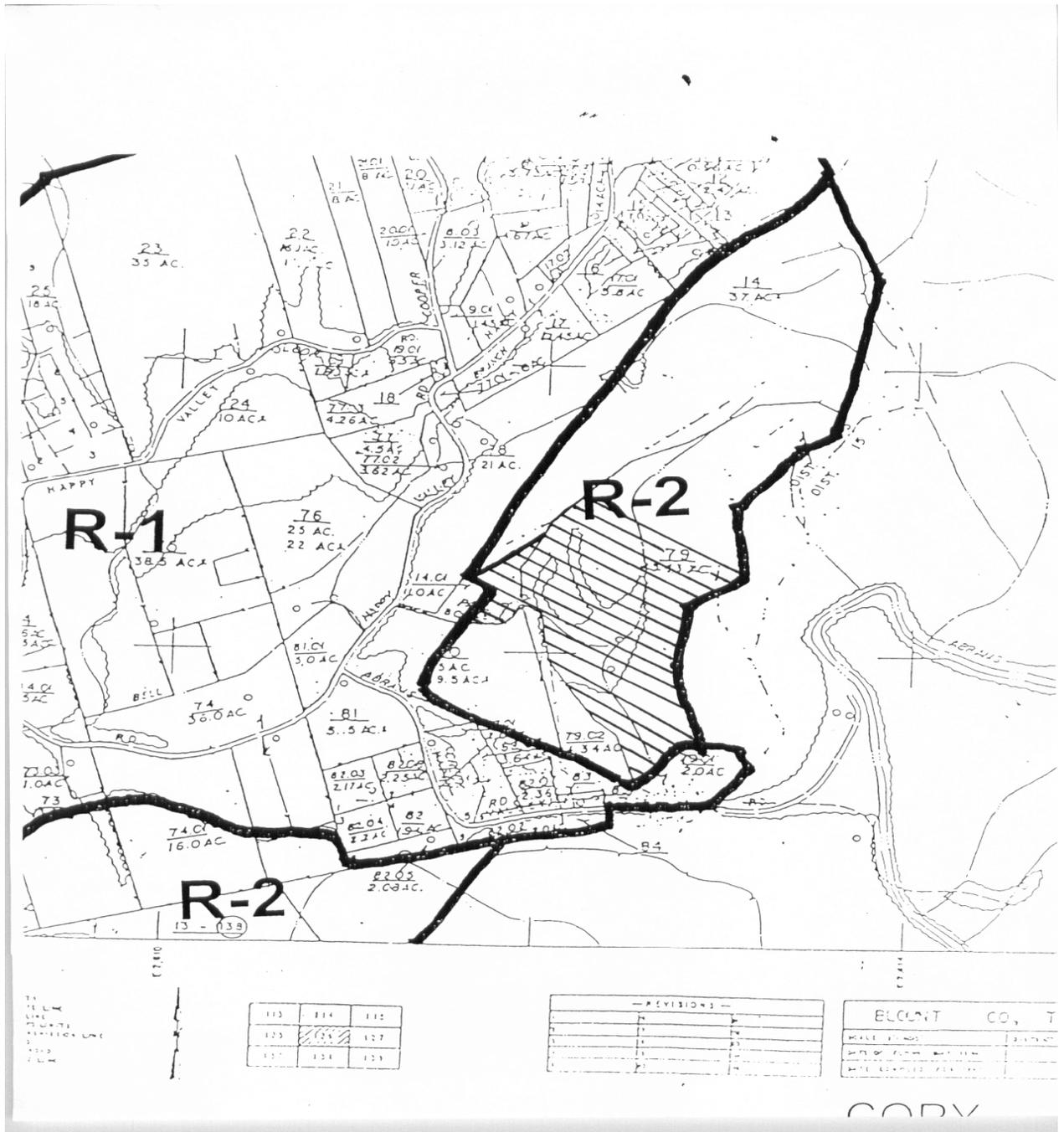
This is a revised map for the rezoning of property located at 6250 Paul Boone Road being Tax Map 126 part of Parcel 079.00, and part of adjacent parcel 014.00.. The request came before you in November, the County Commission met on January 3 and made a motion to send the request back to have corrections made to the map and wording in the resolution. This property is identified on tax map 126 and part of parcels 079.00 and 014.00. The rezoning would be for the Southern 2/3 of parcel 079.00 and approximately one acre of parcel 014.00, which comes out to approximately 32 acres. The one acre of parcel 014.00 ties parcel 079.00 to the existing R-1 zone.

The correction to the map is the deletion of parcel 079.02 and part of parcel 080.00. I had inadvertently hatched them on the previous map and they were not requested to be rezoned. The new map reflects the removal of those two properties.

There was a conflict in the wording on the final resolution which has been corrected and is reflected on the resolution that I have included in this packet.

The property that abuts this property along the Western and Southern borders is currently zoned R-1, so this rezoning would be a continuation of the R-1 zone. Based on a site visit and a slope analysis the average slope for these 32 acres is less than 30%, which normally defines the R-2 zone. The primary differences in the R-1 and R-2 zone are density and minimum lot size. The R-2 has an overall density of one dwelling unit per 5 acres verses 1.2 dwelling units per acre in the R-1 zone. The minimum lot size in the R-2 is 5 acres verses 30,000 square feet in the R-1 zone. The applicant is primarily interested in the benefit from the smaller lot sizes if this rezoning is approved.

Below you will find a map showing the slopes with 40' contour intervals taken from the TVA quad map. The second map is the zoning map that reflects the proposed changes.



74
75
76
77
78
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80
81
82
83
84

123	124	125
126	127	128
129	130	131

REVISIONS	
1	
2	
3	
4	
5	

ELCOTT CO., T	
SCALE	
DATE OF SURVEY	
DATE REVISION MADE	

COPY

RESOLUTION No. _____

Sponsored by Commissioners _____ and _____

A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY, TENNESSEE, from R-2-Rural District 2 to R-1-Rural District 1 for the property located at 6250 Paul Boone Road, being Tax Map 126, and part of Parcels 079.00 and 014.00.

BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, in session assembled this _____, 2013:

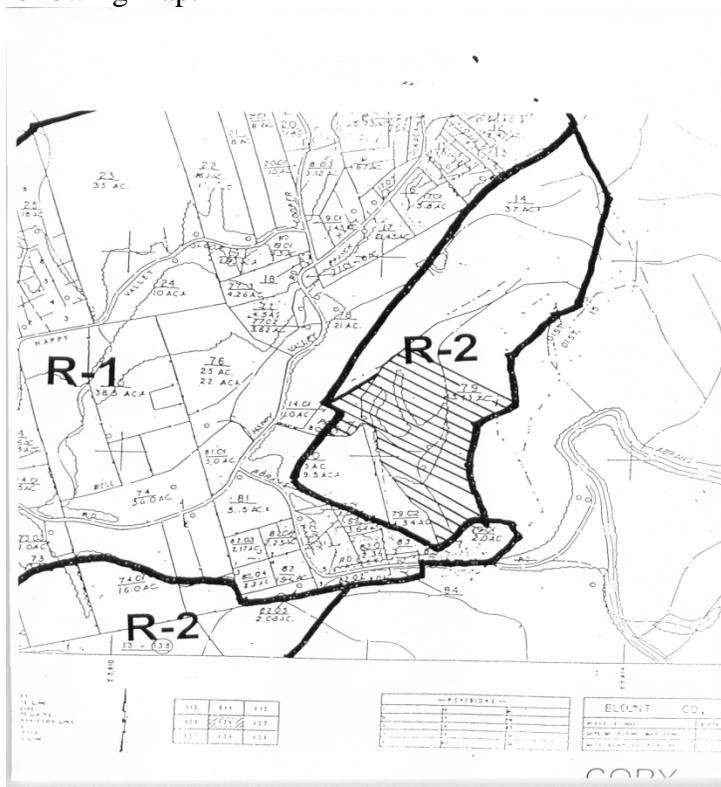
WHEREAS, the legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations, including a zoning map, in Tennessee Code Annotated Section 13-7-101, *et seq.*, and

WHEREAS, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations, including the Zoning Map of Blount County, Tennessee in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7-101, ET SEQ., OF THE TENNESSEE CODE ANNOTATED**, and

WHEREAS, it is desired to amend the Zoning Map of Blount County, Tennessee.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE, to adopt the following:

That the Zoning Map of Blount County, Tennessee, be amended by rezoning land from R-2-Rural District 2 to R-1-Rural District 1 for a portion of the property located at 6250 Paul Boone Road, being Tax Map 126, and part of Parcels 079.00 and 014.00, shown hatched on the following map.



BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

RESOLUTION NO. 13-02-006

Sponsored by Commissioners Gary Farmer and Scott Helton

RESOLUTION TO ESTABLISH AD HOC COMMITTEE TO STUDY SOLID WASTE AND RECYCLING

WHEREAS, the Blount County Legislative Body finds it to be in the best interest of Blount County to establish an Ad Hoc Committee to study the handling of solid waste and recycling in Blount County, Tennessee; and

NOW THEREFORE BE IT RESOLVED by the Blount County Legislative Body, meeting this 21st day of February, 2013, that:

SECTION 1. The Blount County Legislative Body does hereby establish an Ad Hoc Committee to study Solid Waste and Recycling.

SECTION 2. The Ad Hoc Committee to Study Solid Waste and Recycling shall consist of the following members:

- (1) Tab Burkhalter County Commissioner - District 1
- (2) Gary Farmer County Commissioner - District 4
- (3) Mike Caylor County Commissioner - District 3
- (4) Holden Lail..... County Commissioner - District 6
- (5) Jodie King County Government Human Resources Department
- (6) Pursuant to T.C.A. 5-6-106, Mayor Ed Mitchell-Ex-Officio member

SECTION 3. The Ad Hoc Committee shall report back to the full Commission with recommendations as to findings concerning Solid Waste and Recycling.

Adopted this 21st day of February, 2013.

CERTIFICATION OF ACTION:

ATTEST:

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date





















RESOLUTION No. 13-02-007

Sponsored by Commissioners Ron French and Monika Murrell

A RESOLUTION REGARDING THE ADDITION OF AN ADDITIONAL PORTION OF CUSTER DRIVE TO THE OFFICIAL ROADS LIST FOR BLOUNT COUNTY, TENNESSEE.

WHEREAS, the Blount County Quarterly Court in regular session on October 20, 1975, did classify the public roads in Blount County and adopt a "List of Official Roads of Blount County", sometimes referred to as the "List"; that said "List" has been amended on occasion to include new roads approved by the various Planning Agencies having jurisdiction within the boundaries of Blount County; that said "List" is of record in the Office of the County Clerk of Blount County; that such roads included on the "List" are declared to be the public roads and subject to proper maintenance according to their classification; and

WHEREAS, it is unlawful for the Blount County Highway Department to maintain any road not on the List; and

WHEREAS, it has been enacted by the General Assembly of the State of Tennessee and confirmed by a two-thirds majority of the members of the Blount County Legislative Body in regular session, that Blount County may add such roads meeting the conditions set forth in the said Act hereinafter referred to in this Resolution as the "Act", whereby it may be lawful then for the Blount County Highway Department to maintain roads accepted for addition to the List under the terms of the Act; and, Blount County has accepted roads by the exercise of a Policy pursuant to some terms of the Act and to other General Highway Laws of the State of Tennessee; and,

WHEREAS, a private section of "**CUSTER DRIVE**" located in the Thirteenth Civil District of Blount County, Tennessee, being adjacent to various properties shown on Tax Map 21 of record in the Office of the Assessor of Property for Blount County, Tennessee, and said road providing sole access to the several properties along said road, and said road being in need of maintenance; and

WHEREAS, the Blount County Highway Superintendent has met with property owners along said private section of **Custer Drive**, and determined that said road meets the conditions for consideration under the terms of the Policy;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, in session assembled this 21st day of February, 2013: that said section of "**CUSTER DRIVE**" consisting of approximately 450 feet of additional roadway shall be added to the "List of Official Roads of Blount County."

SECTION 1.) It is intended that this Resolution embrace the terms and conditions of the Policy herein referred to above in the adding of "**CUSTER DRIVE**" to the "List of Official Roads of Blount County."

SECTION 2.) That the proposed asphalt surface treatment and related subgrade improvements contemplated are those which have been reviewed and approved by the Blount County Legislative Body; the estimate of costs for which is determined to be \$ 9,000.00.

SECTION 3.) That appropriate budgetary consideration be given to the Blount County Highway Department for the expenditure of Blount County's share of the costs to upgrade the condition of "**CUSTER DRIVE**", said county share is estimated to be approximately \$ 3,000.00.

SECTION 4.) That the appropriate administrative procedures to accomplish the collection of funds representing the participation of the various property owners in the expenses of upgrading "**CUSTER DRIVE**" said total amount to be paid by the property owners collectively shall be two-thirds of the total estimated costs of the improvements to "**CUSTER DRIVE**", said total amount due from the property owners being \$ 6,000.00, shall be implemented in cooperation with such other Blount County Government Departments as might be necessary.

SECTION 5.) That this Resolution shall become effective upon completion of all the terms of the Act and of this resolution.

Duly passed and approved this 21st day of February, 2013.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

RESOLUTION NO. 13-02-008

Sponsored by Commissioners Tab Burkhalter and Tonya Burchfield

A RESOLUTION TO OPPOSE THE BACKCOUNTRY CAMPING FEE FOR THE GREAT SMOKY MOUNTAINS NATIONAL PARK, TO OPPOSE THE IMPOSITION OF ANY FEE FOR THE USE OF THE GREAT SMOKY MOUNTAINS NATIONAL PARK THAT IS NOT DIRECTLY ASSOCIATED WITH THE USE OF AMENITIES OR A COMMERCIAL PURPOSE AND TO DEMAND IMMEDIATE REPEAL OF THE BACKCOUNTRY CAMPING FEE AND ASKING ALL COUNTIES TO JOIN IN PASSING THIS RESOLUTION AND FORWARDING IT TO THEIR STATE DELEGATES

WHEREAS, a significant portion of the Great Smoky Mountains National Park is situated in Blount County;

WHEREAS, the history and culture of the Great Smoky Mountains National Park is an integral part of the history and culture of Blount County;

WHEREAS, the people of Blount County have a deep connection with the history and culture of the Great Smoky Mountains National Park in that many Blount County residents descend from the original inhabitants of the land that is now known as the Great Smoky Mountains National Park;

WHEREAS, many Blount County residents use the backcountry campsites to visit the cemeteries wherein their ancestors are buried and to explore the home places that their ancestors occupied;

WHEREAS, the Great Smoky Mountains National Park has 8 to 10 million visitors per year, making it the most visited national park in the United States of America;

WHEREAS, the small businesses in Blount County enjoy the revenue that is realized through visitation to the Great Smoky Mountains National Park and Blount County government derives direct benefit from the sales tax revenue that is collected from the purchases made by those visitors;

WHEREAS, the current administration of the Great Smoky Mountains National Park has arbitrarily decided to impose a fee in the amount of \$4.00 per person, per night, for the activity of backcountry camping for all of the backcountry campsites and shelters in the Great Smoky Mountains National Park;

WHEREAS, backcountry camping is differentiated from front country camping in that no amenities are provided to campers other than the metal cables that are constructed to raise campers' gear and food above the level at which bears can access said gear and food;

WHEREAS, the imposition of the backcountry camping fee marks the first time in the history of the Great Smoky Mountains National Park that a fee has been imposed upon a select group of individuals who are not provided any amenities and who are not using the park grounds for a commercial purpose;

WHEREAS, significant questions have arisen with regard to the necessity of the backcountry camping fee, the allocation of the fees collected and the lawful implementation of the backcountry camping fee;

WHEREAS, the administration of the Great Smoky Mountains National Park initially stated that the primary purpose of the imposition of the backcountry camping fee was to cover the administrative costs of placing the backcountry campsites and shelters on the National Recreation Reservation System, but has since stated that the National Recreation Reservation System may not be used at all and that a stand-alone software program tailored specifically to the Great Smoky Mountains National Park may be implemented instead;

WHEREAS, the administration of the Great Smoky Mountains National Park has failed to provide adequate proof for its justification of the necessity of the backcountry camping fee or the allocation of the

backcountry camping fee and has otherwise refused to directly address the concerns of those individuals who have presented valid arguments as to the necessity and allocation of such fees;

WHEREAS, the Blount County Commission has a genuine concern that the imposition of the backcountry camping fee and backcountry reservation system may hinder the use of the backcountry campsites by Blount County families who engage in backcountry camping to strengthen familial bonds and reflect on the history and culture of their ancestors;

WHEREAS, the Blount County Commission has a genuine concern that the imposition of this unique fee may lay the groundwork for the imposition of other fees for the use of the Great Smoky Mountains National Park, which may reduce park visitation to the detriment of Blount County's small businesses and government.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, meeting in regular session on this, the 21st day of February, 2013, that this body formally opposes the imposition of the backcountry camping fee for the Great Smoky Mountains National Park set to take effect on February 13, 2013; that this body further opposes the imposition of any fee for the use of the Great Smoky Mountains National Park that is not directly associated with the use of amenities or a commercial purpose; and that this body demands an immediate repeal of the backcountry camping fee imposed upon the use of backcountry campsites and shelters in the Great Smoky Mountains National Park;

BE IT FURTHER RESOLVED, that the Board of Commissioners of Blount County, Tennessee does hereby ask our delegates to the Tennessee General Assembly to carefully investigate this matter and to join in formally opposing the imposition of the backcountry camping fee for the Great Smoky Mountains National Park set to take effect on February 13, 2013; that our delegates further formally oppose the imposition of any fee for the use of the Great Smoky Mountains National Park that is not directly associated with the use of amenities or a commercial purpose; and that our delegates demand an immediate repeal of the backcountry camping fee imposed upon the use of backcountry campsites and shelters in the Great Smoky Mountains National Park;

BE IT FURTHER RESOLVED, that the Board of Commissioners of Blount County, Tennessee hereby directs the office of the County Mayor to provide a copy of this resolution to all Tennessee counties and to encourage their legislative bodies to join in passing this resolution and forwarding it to their state delegations;

BE IT FURTHER RESOLVED, that this Resolution shall take effect from and after its passage the public welfare requiring it.

Duly authorized and approved on this 21st day of February, 2013.

CERTIFICATION OF ACTION:

ATTEST:

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

Great Smoky Mountains

National Park
NC, TN

Explore This Park

There are park alerts in effect.

[HIDE ALERTS »](#)



[Park Home](#)

[Plan Your Visit](#)

[Photos & Multimedia](#)

[History & Culture](#)

[Nature & Science](#)

[For Teachers](#)

[For Kids](#)

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Newfound Gap Road Closed to Through Traffic Due to Landslide

Newfound Gap Road (US-441) is closed to through traffic between Gatlinburg, TN and Cherokee, NC due to a landslide at Mile Marker 22 on the North Carolina side of the park. [More »](#)

Smokies Backcountry Camping Fee Approved

Date: March 7, 2012

Contact: Public Affairs Office, (865) 436-1207

[Subscribe](#) | [What is RSS](#)

Great Smoky Mountains Superintendent Dale A. Ditmanson has announced that the Park's proposal to begin collecting for the use of the Park's backcountry campsites and shelters has been approved by the National Park Service. This approval clears the way for the Park to move forward with developing an on line system to collect fees beginning in 2013 for reserving and use of the Park's backcountry by overnight hikers and equestrians.

The Park developed the plan in order to improve its trip-planning and reservation services to users and to expand its backcountry Ranger presence to better protect park resources through enforcement of food-storage and other regulations and improved visitor education regarding Leave-No-Trace principles.

The proposal was open for public comment last summer and some 230 written comments and two petitions were received during the comment period. According to Ditmanson, the public comments provided a great deal of constructive input on the concerns Park backcountry users had about the fee plan. "Many commenters were under the misconception that the Smokies is legally prohibited from charging user fees. The Park is prohibited from charging a toll or license fee from motorists crossing Park roads, by language in a 1951 deed under which the ownership of some park roads was transferred from the State of Tennessee to the National Park Service. But, we have long been authorized to collect user fees for specific activities such as front country camping, weddings, and commercial filming."

"There was also a significant amount of concern about our initial plan to utilize the same computerized federal reservation system, www.recreation.gov that virtually all national parks use to reserve drive-in sites in front country campgrounds. We acknowledge that some of the policies, such as the lead time for making reservations and cancellations, are not a good fit for more spontaneous backcountry users. We will not use that system unless we are convinced that it can provide the level of service we want to offer, and are exploring the alternative of developing a stand-alone software program tailored specifically to the Smokies. The system developed will also need to be practicable for Appalachian Trail thru hikers whose itineraries evolve from day-to-day."

"Concern was also raised about the range of fee amounts that were under consideration and that the resulting revenues may be diverted to other programs. We have decided to focus our plans around the lowest and simplest of the fees under study: \$4 per night per person. Most importantly, 100% of the revenue from this program will be invested in improving back-country services through extended hours of the back-country office, trip-planning assistance, on-line reservations, and protection of park resources through increased ranger staff. "

Now that the proposal has been approved, Park managers plan to provide periodic updates as plans for the reservation system evolve.

Did You Know?



Between 8-10 million people visit Great Smoky Mountains National Park each year, making it the most visited national park in the country.

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Last Updated: 01/22/2013



IN REPLY REFER TO:

A7221

April 2012

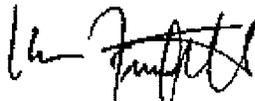
Mr. John Quillen
3701 Lancaster Drive
Knoxville, TN 37920

Dear Mr. Quillen:

In response to your Freedom of Information Act Request dated March 12, 2012 with Tracking Number NPS-2012-00394 we are enclosing all the documents which you asked for as follows:

"...please provide copies of all such approvals, requests for such approvals, correspondence, rules, administrative promulgations, email, memoranda, communications, administrative adjudications or documents of any kind within or between the Great Smoky Mountains National Park, Dale Ditmanson or anyone else on its behalf, and the National Park Service seeking permission and granting permission to collect fees or charges for use of backcountry campsites and shelters."

Sincerely,


for Dale A. Ditmanson
Superintendent

United States Department of the Interior

NATIONAL PARK SERVICE
Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, Tennessee 37738



TAKE PRIDE[®]
IN AMERICA 



Clayton Jordan/GRSM/NPS
03/25/2011 03:55 PM

To: Richard Devenney/Atlanta/NPS@NPS
cc: Melissa Cobem/GRSM/NPS@NPS
bcc:
Subject: Request for New Fee Memo

Rich:

Thanks for your last minute assistance on this. Please give me a yell if you need anything else.

Thanks,

Clay



Fee Increase Approval Request GRSM BC Reservations.docx

Clay Jordan
Chief Ranger
Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, TN. 37738
Direct: (865) 436-1225
Cell: (865) 202-6725
Fax: (865) 436-1244



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, Tennessee 37738



OFFICIAL ELECTRONIC CORRESPONDENCE
No Hard Copy to Follow

F5419 (GRSM-S)

March 25, 2011

To: Fee and Special Park Use Program Manager, Southeast Region
From: Assistant Superintendent, Great Smoky Mountains National Park
Subject: Request for New User Fee

With the goal of increasing customer service for our backcountry users, Great Smoky Mountains National Park is currently exploring putting our backcountry campsites and shelters on the National Recreation Reservation Service (NRRS).

We do not currently charge a fee for backcountry permits or reservations and are developing plans to proceed with civic engagement for the purposes of considering the use of the NRRS beginning in 2012.

The primary purpose of the permit reservation fee would be to cover the cost of administrating an improved permit system that significantly enhances visitor convenience and experience.

GRSM is one of the highest backcountry use parks in the System with approximately 13,000 permits issued every year. We expect that using the NRRS would improve customer service for backcountry campers securing a reservation over the current reservation system. Currently, making an advanced reservation requires a phone call into the Park's communications center on a single line with limited hours and no visual aids to assist with trip planning. Instead, visitors would be able to make a reservation by phone (12 hours a day with no busy signals) or 24/7 on the internet where they can more easily check campsite availability and plan their trips. They can then have their permit in hand when they arrive at the park without the necessity of going out of their way to a backcountry permit station to secure a permit.

In short, we believe that proceeding with civic engagement to explore this option would be in the best interests of maintaining a positive visitor experience. If you have any questions please contact Chief Ranger Clay Jordan at (865) 436-1225.

/s/ Kevin FitzGerald



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Southeast Regional Office
Atlanta Federal Center
1924 Building
100 Alabama St., S.W.
Atlanta, Georgia 30303



F5419 (5072)

Memorandum

To: Acting Associate Director, Business Services, Washington Office

From: Regional Director, Southeast Region

Subject: Exception Requests for New/Increased Fees in the Southeast Region

This memorandum is provided in response to the Fee Program Manager Jane Moore's May 20, 2011 e-mail requesting re-submission of a list of recommended parks to proceed with civic engagement activities to investigate increasing or establishing fees under the Federal Lands recreation Enhancement Act (FLREA).

The Southeast Region is recommending that Castillo de San Marcos National Monument (CASA), Chattahoochee River National Recreation Area (CHAT), Great Smoky Mountains National Park (GRSM) Fort Sumter National Monument (FOSU), and Big Cypress National Preserve (BICY) all be granted permission to proceed with the necessary civic engagement process to investigate the public response to increasing fees at each site.

The region has also approved and is recommending that Canaveral National Seashore (CANA) be granted approval of their completed implementation plan to move forward with a change in their fee structure.

CHAT and CASA are both requesting increases to their entrance fees. FOSU is requesting the establishment of an entrance fee at both Fort Sumter National Monument and Charles Pinckney National Historic Site. BICY is requesting to increase the per night fee for the primary park campgrounds and establishing a new fee to cover the costs of putting their backcountry permits on the National Recreation Reservation System (NRRS). Like BICY, GRSM is requesting to establish a fee to cover the costs of putting their backcountry permits on the NRRS.

TAKE PRIDE
IN AMERICA 

CANA has completed a thorough civic engagement process in conjunction with the neighboring Merritt Island National Wildlife Refuge (MINWR). The primary reason for the proposed change in the park's fee structure is the MINWR's plan to implement a new fee program. The park is proposing to change from a \$3 per person to \$5 per vehicle. Under the new structure, the park and the refuge will honor each other's daily and annual passes, making it a seamless trip for visitors who wish to experience both sites. This plan will result in a lower cost per visit for most visitors. The park's proposal was well received during the civic engagement process. This change is projected to result in an annual decrease of approximately \$45,000-\$50,000 in the park's fee revenue. The park has completed internal plans to update the comprehensive fee plan to adjust the balances accordingly. The MINWR has published a notice in the Federal Register announcing the new fee area as required by FLREA. The refuge's current plan is to implement the new fee beginning in July 2011. Once approved, CANA plans to implement the fee change at the same time.

CASA is seeking to increase the daily entrance fee from \$6 to \$8 per adult. CASA currently transfers \$1 from each \$6 fee for funding of the transportation system. The park has requested (under separate cover) increasing this transfer to \$2 per adult entrance fee per the terms outlined in the Alternative Transportation System (ATS) review conducted by Booz Allen Hamilton, working for WASO. While this change will allow the park to continue the ATS without additional funding, this change in the transportation fee structure will result in a significant reduction in available revenue for visitor services and facility projects at the park. CASA has exclusively used fee revenue and has not requested funding from any other fund source for visitor facility rehabilitation for more than a decade. The park is preparing for the 450th anniversary of the park beginning in 2012. In preparation for this multi-year event, the park plans to execute numerous high visibility projects to better serve the visitors and continue to showcase the park as a main visitor destination in an area whose principal economic support is generated through tourism. Without the requested increase and with the proposed change in the transportation allotment, the park's annual fee revenue is expected to decrease by approximately 20% or \$311,000. As a result of this decrease, the park will likely have to rely on other funding sources to continue to maintain and rehabilitate its visitor facilities. The proposed increase will provide a similar increase (15-20%) in annual revenue. The park has plans in place to utilize this additional revenue and remain below the 35% unobligated balance target each year.

GRSM is proposing to institute a new fee for backcountry camping and shelter reservation and use. The park currently does not charge for these reservations and is proposing to begin charging a fee to cover the service charges and related costs of putting these sites onto the NRRS. The final actual fee will be determined through the civic engagement process and is likely to align with the total fees charged to the NPS by the NRRS. Having these sites on the NRRS will improve customer service for the visitors wishing to reserve these sites as they will now have 24/7 access to reserve and/or change reservations rather than having to call the park during normal business hours. There will be no increase in overall annual revenue as the result of this proposed increase as this will simply be a new fee to cover the recreation.gov service fees.

BICY is re-submitting their previously approved request to begin civic engagement activities to increase the fees at 2 front country campgrounds, start charging fees at an additional 4 front country and 2 back country campgrounds, and implement a charge for the park's backcountry permit system. Direct comparison between the BICY campgrounds and local private campgrounds is not available due to a wide variance in available amenities, but the park campgrounds have been improved with additional amenities so that they now meet NPS standards to charge fees. The primary reason for the increase and establishment of these campground fees is to somewhat reduce the undercutting of the private campgrounds adjacent to the park. These private campground owners have petitioned the

County Commission on several occasions to issue a resolution condemning the park due to this undercutting of their rates. The new fee for the backcountry permit will allow the park to add the permitting system to the NRRS. As is true at GRSM, the primary reasoning for adding the permits to the NRRS is to increase customer service by making use of available, proven electronic methods of conducting business operations. Having the permits on the NRRS will increase the visitors' knowledge of, and ease the process of getting, backcountry permits. The park plans to charge only the NRRS provider service fee charged to the NPS.

CHAT is requesting increases of \$3 to \$4 per day and from \$25 to \$35 for an annual pass. The primary justification for this increase is to somewhat better align the park fees with the NPS tier structure and with surrounding state and federal parks, which are currently much higher than the fee at CHAT. CHAT has experienced an increase of over 18% in visitation since 2004. This visitation primarily affects the developed areas including trails, boat ramps, picnic shelters and restrooms. The park has historically used fee revenue to fund the rehabilitation of these developed facilities to better serve the public. The projected increased revenue (approximately \$195K in 2012) will be used to replace two restroom units, replace roofs on picnic shelters and rehabilitate the environmental education facility where the park hosts its youth programs. While the proposed rates do not completely align with the NPS tier structure, the park completed civic engagement activities in 2007 and found that increases to the daily rate primarily affected a diverse, lower income population, many of which are from the urban areas of Atlanta and increases to the annual pass primarily affected the mostly white, upper income suburban visitors that use the park on a regular basis for exercise activities. The civic engagement activities conducted in 2007 proposed increases to a \$5 daily rate and a \$35 annual pass rate. These rates were viewed favorably by the public and provided some valuable visitor information. Armed with this visitor demographic knowledge, the park is asking that the increase to the daily rate be minimal with a larger increase to the annual pass.

FOSU is requesting to implement an entrance fee at Fort Sumter NM and Charles Pinckney NHS. The park currently charges an entrance fee of \$3 per person at the Fort Moultrie unit of FOSU. The park is proposing to charge an entrance fee of \$5 at each site that would be valid for any of the three sites for a period of at least 3 days. The park would work with the concessionaire to make this a seamless fee to the visiting public by means of a fee management agreement. Charging a fee at each site would encourage visitation at the other park units and discourage inappropriate uses at these sites. This new fee will allow for significantly increased visitor services project funding at the park, resulting in lower impacts on other shrinking fund sources, and will put FOSU in line with the NPS Tier pricing models established in 2009. FOSU's initial estimate of the increase in annual revenue ranges from \$500,000 to as much as \$1 Million. FOSU is completing internal plans to update its Fee Comprehensive Plan to obligate these funds as they are received.

Once these parks complete the civic engagement process outlined in RM-22, Appendix L, each park will submit a completed implementation plan to the regional office for review and regional approval. Upon receiving regional approval, these completed plans will be forwarded to your office for final approval. Each park plans to implement the increased fee in January 2012 or later.

A copy of the completed implementation plan for CANA is attached to this memo.

Any questions can be directed to the Regional Fee Program Manager, Richard Devenney, at 404-507-5640, or by e-mail at Richard_Devenney@nps.gov.

Attachments



United States Department of the Interior

NATIONAL PARK SERVICE
1849 G Street, N.W.
Washington, D.C. 20240

IN REPLY REFER TO:

F5419 (2608)

AUG 26 2011

Memorandum

To: Regional Director, Southeast Region
Attention: Superintendent, Canaveral National Seashore
Superintendent, Big Cypress National Preserve
Superintendent, Great Smoky Mountains National Park
Superintendent, Castillo de San Marcos National Monument
Superintendent, Fort Sumter National Monument
Superintendent, Chattahoochee River National Recreation Area

From: Acting Associate Director, Business Services *J. M. acting*

Subject: Approval to Implement Fee Change at Canaveral National Seashore;
Initiate Public Participation for Fee Rate Changes in 2012 at Big Cypress
National Preserve, Great Smoky Mountains National Park and Castillo de
San Marcos National Monument and Denial of Initiating Public
Participation for Fee Rate Changes at Fort Sumter National Monument
and Chattahoochee River National Recreation Area

The Deputy Director, Operations has reviewed and approved your request to implement a \$5 per-vehicle entrance fee instead of \$3 per-person fee and maintain the current \$35 park annual pass at Canaveral National Seashore to align with the same fees at Merritt Island National Wildlife Refuge. Please notify Jane Anderson with the actual date of implementation.

You are also approved to begin public participation about fee rate changes at Big Cypress National Preserve, Great Smoky Mountains National Park, and Castillo de San Marcos National Monument (See Attachment 1). Once public participation events have been completed and analyzed, the region should submit their completed implementation plans including complete descriptions of public participation (See Attachment 2) to Jane Anderson via e-mail at: jane_anderson@nps.gov, by October 31, 2011. The WASO Fee

Office will submit your responses to the Associate Director, Business Services and the Deputy Director, Operations for approval. Once the region receives final approval, any changed fees may be implemented no earlier than January 1, 2012.

Your request for initiating public participation for fee rate change at Fort Sumter National Monument and Chattahoochee River National Recreation Area has been denied. If you would like to discuss it further with the Deputy Director, Operations please contact her office at (202) 208-3818.

If you have any questions about this memo, please contact Jane Anderson, WASO Deputy Fee Program Manager, via e-mail, or by telephone at (303) 987-6902.

cc: Regional Fee Manager, Southeast Region

Attachments (2)

Attachment 1

Region	Priority	Park	<i>Request APPROVED to proceed with Public Participation for FLREA Fee Changes</i>	<i>Compelling Reason</i>
SER	#2	Big Cypress	Increase fees at two front-country campgrounds; start charging for four front-country campgrounds, two backcountry campgrounds and charge for backcountry permit	Private campgrounds have petitioned County Commission to issue a resolution to condemn park due to undercutting rates (serious comparability issue).
SER	#3	Great Smoky Mountains	New fee for backcountry camping/shelter reservation	Recover contract line item number costs associated with joining Recreation.gov. Price to be determined during civic engagement.
SER	#4	Castillo de San Marcos	Increase entrance fee to \$7 per person from \$6 per person	Recover lost FLREA revenue resulting from increased transportation fee (\$1 to \$2) approved in 2011. This rate change will align the per person rate with the Servicewide pricing model.

Summary of GRSM Civic Engagement Process and Outcome

Public Scoping Process

- During the weeks of July 25th and August 1st a detailed briefing of the fee proposal, including instructions for submitting comments, was widely distributed to all potentially interested park partners and other NGO's, CUA holders, local Congressional delegations, and state and local elected representatives and government officials. This briefing was also posted by a recipient onto a popular local public blog site.
- Phone calls were made to the delegations, CUA holders, partners and local officials.
- A press release on the proposal, including information on public meetings and instructions for submitting comments, was distributed during the week of July 25, 2011. This was followed up with a second press release the week of August 8th to remind the public of the scheduled public meetings.
- Numerous media interviews were granted with television, radio, internet, and print media during late July and August.
- Two scheduled public open houses were attended by the general public: August 16, 2011, Cherokee, North Carolina (attended by 35 citizens); August 18, 2011, Gatlinburg, Tennessee (attended by 45 citizens).
- Responded to an invitation to address membership at a partner NGO meeting on the proposal.
- Written public comments were received through August 26, 2011.
- Park staff monitored several public blog threads addressing the proposal.

Outcome of Public Scoping

Feedback of Congressional Delegation and Nearby Federal, State, & County Officials: No written comments were received, though verbal comments were generally positive with the exception of the Swain County, NC commissioners (one of seven counties neighboring the park) who were opposed to any backcountry camping fees in principle.

Feedback of Stakeholder Organizations: No written comments were received from local Chambers of Commerce, tourism boards, Commercial Use Authorization holders, concessioners, or Friends groups. Verbal comments, however, from these stakeholders were generally positive. Opposition, however, was expressed by the Southern Appalachian Backcountry Horsemen on the basis that while they agree the current reservation system needs improvement, they are against any fee and that adding two backcountry rangers will not be worth the expense. Reaction from the Appalachian Trail Conservancy membership was mixed and, as such, no formal position was received from the NGO within the time constraints but Park and NGO staffs continue to engage to resolve specific areas of concern. Other partners and organized stakeholders either expressed support or a desire to work with the park to address their particular concerns if the proposal were to move forward.

Feedback of General Public: Of the approximate 33,000 backcountry campers expected to benefit or be impacted by the proposal, a total of 230 written comments and two petitions were received from the general public. Of the responders, more expressed specific concerns than support for the proposal. However, a significant number of responses received either showed support for the proposal or offered substantive comments toward improving it. Based upon discussions at the open houses, reviews of the local blogs, and statements contained within the written comments, it appears that most respondents are likely to be relatively local, frequent overnight users, who are well familiar with the park's backcountry. A less represented stakeholder group appears to be the less-frequent backcountry users who travel from outside the area. These stakeholders, though substantial in number, are less likely to have learned of the proposal, are less familiar with the park, and as such, would be expected to be the major benefactors of improved backcountry trip planning services, an important component of this proposal.

Two petitions were received expressing opposition to the proposal. However, it is unclear for one petition what information signers received about the proposal other than the possibility of a fee. A second petition, coordinated online, lists as its most important tenant the misperception that the Park cannot collect an expanded amenity fee for backcountry camping due to a belief that there exists a deed restriction that prohibits the park from charging an entrance fee. There is no such limitation nor is there any other legal impediment to implementing a new user fee.

Most substantive respondent comments tended to fall into one of several categories and the commonly expressed points are summarized as follows:

- **General principle of charging a fee for overnight backcountry users:** Though a number of respondents supported the concept that such a fee is appropriate to be collected and used as proposed, the majority of respondents were opposed to any new fee. Some of the opposition seems to be philosophically based; some based on the perception that visiting the park was intended to be "free" by its founders; some based on the objection that overnight backcountry users would have to pay a fee while many other park users would not; some based on the opinion that the Park should be able to absorb the increased costs with existing funding allocations; and some based on the perception that some users cannot afford the fee.



David Vela/Atlanta/NPS
02/22/2012 04:30 PM

To Peggy O'Dell/WASO/NPS@NPS
cc "Jane Moore" <Jane_Moore@nps.gov>, "Lena McDowall"
<Lena_McDowall@nps.gov>, Dale
Dit/manson/GRSM/NPS@NPS, Gordon
bcc

Subject Re: Back Country Fee/Congressional Contacts

Hi Peg,
Excellent, and thanks for all of your assistance and support with this matter.

Have a great day.

David Vela
Regional Director
National Park Service
Southeast Region
(404) 507-5603

CONFIDENTIALITY NOTICE: This message (including any attachments) is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

Peggy O'Dell--02/22/2012 03:53:20 PM--Thanks David and Dale, with this message I am authorizing you



Peggy O'Dell/WASO/NPS
02/22/2012 03:53 PM

To David Vela/Atlanta/NPS@NPS, "Jane Moore"
<Jane_Moore@nps.gov>, "Lena McDowall"
<Lena_McDowall@nps.gov>
cc

Subject Re: Back Country Fee/Congressional Contacts

Thanks David and Dale, with this message I am authorizing you to move forward with this fee proposal.

Sent from my BlackBerry Wireless Handheld
David Vela

----- Original Message -----

From: David Vela
Sent: 02/22/2012 01:09 PM EST
To: Peggy O'Dell
Subject: Fw: Back Country Fee/Congressional Contacts

Hi Peg,
Please find the latest update from Dale regarding their civic engagement efforts (to include Congressional contacts) involving GRSM's back-country fee proposal interests. Thanks again for your assistance with this matter.

Have a great day.

David Vela
Regional Director

-
- **Fee rate and structure:** General concern was expressed about keeping any fees reasonable. The greatest support was shown was for a fee of \$4 per person, per night fee structure, one of many options forwarded to the public for consideration. This rate and structure was perceived as having the least financial impact to the average GRSM backcountry permit holder and seemed to many responders to be the most equitable (i.e. cost directly equates to extent of use). Many responders, though, felt that stock users should pay more, while others were in support of a frequent user pass.
 - **Reservation system:** Some respondents thought an expanded reservation system was appropriate and that Recreation.gov or another online system would be a worthwhile improvement. Other respondents objected to the use of Recreation.gov due to their perception that it is cumbersome to use or that the revenues should be used to employ local call handlers familiar with the resource. Other opponents disagreed with the premise altogether that overcrowding of campsites occur and that any reservation system is necessary at all.
 - **Thru hikers:** Some respondents had a philosophical issue with incurring any fee along the Appalachian Trail, while others were concerned with the logistics of thru-hikers acquiring advanced reservations and permits. Some respondents offered constructive suggestions for handling the logistical challenges associated with thru-hikers.
 - **Desired outcome if the proposal is implemented:** Some respondents expressed distrust that funds would be used as proposed, while others were supportive of the fee as long as used as indicated. Many agreed that more backcountry rangers and/or improved camping conditions are needed in the backcountry, though some expressed doubt that two rangers would make much of a difference.

Management Position: After evaluating all comments received, park management feels that the benefits from the services proposed outweigh the concerns expressed over imposing a new fee. It appears that most issues of concern that go beyond the philosophical issue of imposing any fee can be satisfactorily addressed in the design of a reservation system and its subsequent implementation. The Park has learned much by engaging the public in this process and that many real concerns and constructive recommendations came out of it. The Park plans to work closely with partners to ensure continued input into the evolution of the proposal if this Fee Plan is approved.



Molly Schroer/GRSM/NPS
03/23/2012 04:12 PM

To: Kevin Fitzgerald/GRSM/NPS@NPS
cc
bcc
Subject: Fw: Approval to Implement Fee Changes at CASA and GRSM

History: This message has been forwarded.

Not sure if you received this...

Molly Schroer
Public Affairs Office
Great Smoky Mountains National Park
(865) 436-1203
(865) 436-1204 (fax)

— Forwarded by Molly Schroer/GRSM/NPS on 03/23/2012 04:12 PM —

Linda Thum/WASO/NPS
03/16/2012 03:39 PM

To: David Vela/Atlanta/NPS@NPS, Gordon
Wilson/CASA/NPS@NPS, Lindsey
Phillips/CASA/NPS@NPS, GRSM Superintendent@NPS, J
D Lee/BICY/NPS@NPS, Susan Rossi/BICY/NPS@NPS,
Pedro Ramos/BICY/NPS@NPS
cc: Richard Devenney/Atlanta/NPS@NPS
Subject: Approval to Implement Fee Changes at CASA and GRSM

Please see subject memorandum with attachment below signed by Lena McDowall, Associate Director, Business Services and Victor Knox, Associate Director, Park Planning, Facilities and Lands.



SER Fee Change Approval Letter-Final.pdf

If you have any questions regarding this memo, please contact Jane Anderson, Deputy Fee Program Manager, at 303.987.6902, or via e-mail at jane_anderson@nps.gov

LT for JANE MOORE
WASO Recreation Fee Program
1201 Eye Street, NW, Org Code: 2608
Washington, DC 20005
WASO Recreation Fee Program Website (InsideNPS):
<http://www.inside.nps.gov/waso/waso.cfm?prg=87&ly=2>



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, D.C. 20240

F5419-10(2608)

MAR 12 2012

Memorandum

To: Regional Director, Southeast Region
Attention: Superintendent, Castillo de San Marcos National Monument
Superintendent, Great Smoky Mountains National Park
Superintendent, Big Cypress National Preserve

From: Associate Director, Business Services *[Signature]* MAR 08 2012
Associate Director, Park Planning, Facilities and Lands *[Signature]*

Subject: Approval to Increase Entrance Fee at Castillo de San Marcos National Monument,
and Implement Backcountry Camping/Shelter Fee at Great Smoky Mountains
National Park

This office received the request for the increased entrance fee for Castillo de San Marcos National Monument for Calendar Year 2012. Castillo de San Marcos is approved to increase the entrance fee from \$6 to \$7, which aligns the park with other Group 2 parks. Two dollars of this fee will be deposited to Primary Work Element (PWE) 623, transportation, per the June 14, 2011 approval. The increased fee was implemented January 1, 2012. The Interagency Annual, Senior, Access, Golden Age and Golden Access Passes will be accepted for the entrance fee.

Great Smoky Mountains was approved for civic engagement to propose a \$4 per-person, per-night fee for Backcountry Camping/Shelters to be added to the Recreation.gov website. They have completed the process, but need time to coordinate with Recreation.gov, which probably will not occur until fall of 2013. The new \$4 fee is approved for implementation in 2013. Great Smoky Mountains National Park should contact Jane Anderson via electronic mail at: jane_anderson@nps.gov, with the actual date that the new fee is implemented.

Big Cypress National Preserve was approved for civic engagement to increase and implement new camping fees, but decided to delay their civic engagement activities until 2012. If the park receives support from civic engagement for the fee increase, then they should resubmit their proposal in response to the fee change request for 2013.

The attached spreadsheet shows the specific approved fee rates for each park. If you have any questions about this memo, please contact Jane Anderson, Deputy Fee Manager, at (303) 987-6902.

Attachment

cc: Regional Fee Manager, Southeast Region

Park Name	Requested Fee Rate Changes CY 2012	2011 Rate	2012 Requested Rate	Fee Authority	NRRS	Approval For Civil Engagement	Completed Civic Engagement	Approved For Implementation	Proposed Implementation Date	New Fee	Eliminate Fee	Deposit to FWE 623	Deposit to FWE 709
South East Region													
Castillo de San Marcos NM	<i>Entrance Fee 2012 Request</i>												
	Increase Per Person Entrance Fee	\$8	\$7	FLREA		YES	YES	YES	1/1/2012			\$2	\$5
Great Smoky Mountains NP	<i>Expanded Amenity 2012 Request</i>												
	Backcountry Camping/Shelters (Per Person Per Night)	\$0	\$4	FLREA	X	YES	YES	YES	1/1/2013	X			



Kevin Fitzgerald/GRSM/NPS
03/27/2012 04:51 PM

To Jane Anderson/WASO/NPS@NPS
cc
bcc Dale Ditmanson/GRSM/NPS@NPS; Melissa
Cobem/GRSM/NPS@NPS
Subject Approval to Implement Fee Changes at CASA and GRSM

Good afternoon Jane,

We received the attached Approval Memorandum this past Friday (3/23) which formalized the notification made by Deputy Director O'Dell to regional Director Vela and Superintendent Ditmanson in early March. Since that earlier notification, Melissa Cobem of our staff has been in further discussions regarding Recreation.Gov. Our understanding, following a discussion on March 14 is that Recreation.Gov will not be able to develop what we are looking for, specifically in regards to a web based interactive map component that we believe is essential for visitors to be able to make informed decisions when planning their backcountry trip. Following the civic engagement piece, where we were clear that we would not implement this proposal unless we could ensure that it would improve visitor service and understanding, we are now beginning to have discussions with other vendors regarding what our needs are and what their capabilities are to meet them. Current policy stipulates that authorization is needed if a superintendent wishes to participate in a different reservation system and a determination is made that the NRRS will not accommodate the park's reservation needs. Please consider this our request for such authorization.

In addition, the attached specifically mentions fall of 2013 as a date for implementation of the new reservation and permit system. In our March 7, 2012 press release, which followed the approval notification identified above, we informed the public that we would move forward with implementation beginning in 2013. Our intentions remain that we will implement as soon as possible next year and when we are satisfied that we have the ability to achieve our stated goals.

Give me a call if you have any questions.

Sincerely,

Kevin

Kevin Fitzgerald
Deputy Superintendent
Great Smoky Mountains National Park
865-436-1202 Office
865-712-3040 Cell
865-436-1204 Fax

Linda Thum/WASO/NPS
03/16/2012 03:39 PM

To David Vela/Atlanta/NPS@NPS, Gordon
Wilson/CASA/NPS@NPS, Lindsey
Phillips/CASA/NPS@NPS, GRSM Superintendent@NPS, J
D Lee/BICY/NPS@NPS, Susan Rossi/BICY/NPS@NPS,
Pedro Ramos/BICY/NPS@NPS
cc Richard Devenney/Atlanta/NPS@NPS
Subject Approval to Implement Fee Changes at CASA and GRSM

Please see subject memorandum with attachment below signed by Lena McDowall, Associate Director, Business Services and Victor Knox, Associate Director, Park Planning, Facilities and Lands.



SER Fee Charge Approval Letter-Final.pdf

If you have any questions regarding this memo, please contact Jane Anderson, Deputy Fee Program Manager, at 303.987.6902, or via e-mail at: jane_anderson@nps.gov

LT for JANE MOORE

WASO Recreation Fee Program
1201 Eye Street, NW, Org Code: 2608
Washington, DC 20005

WASO Recreation Fee Program Website (InsideNPS):
<http://www.inside.nps.gov/wasof/waso.cfm?prg=87&lv=2>



Richard
Devenney/Atlanta/NPS
11/08/2011 06:05 PM

To Clayton Jordan/GRSM/NPS@NPS
cc Melissa Coburn/GRSM/NPS@NPS
bcc
Subject Re: New Fee Implementation Plan: GRSM

Thanks Clay-

I've been in touch with Jane in WASO about this one. I plan to submit the request to the RD for approval of yours and CASA's tomorrow. These should go forward to WASO on Thursday afternoon.

I'll let you know when its been accepted by WASO.

Rich Devenney
Regional ~~500~~ and Special Park Use Program Manager
National Park Service
Southeast Regional Office
(404) 507-5640-voice-~~500~~ Program
(404) 227-3927-cell/blackberry
(404) 562-3200-fax-Region
Richard_Devenney@nps.gov

Clayton Jordan/GRSM/NPS



Clayton Jordan/GRSM/NPS
11/08/2011 05:53 PM

To Richard Devenney/Atlanta/NPS@NPS
cc Melissa Coburn/GRSM/NPS@NPS
Subject New ~~500~~ Implementation Plan: GRSM

Hello Richard:

This is ready to go. Please reach out to me with any questions or concerns. Melissa has been in regular touch with Rick and he knows we're working on it. If you would confirm with us when it moves forward to WASO we would appreciate it. Thanks much for your patience.

Clay



GRSM 2012 Fee Implementation Plan FINAL.doc

Clay Jordan
Chief Ranger
Great Smoky Mountains National Park
107 Park Headquarters Road
Gatlinburg, TN, 37738
Direct: (865) 436-1225
Cell: (865) 202-6725
Fax: (865) 436-1244

NATIONAL PARK SERVICE
Recreation Fee Implementation Plan Effective CY 2012

Region: SER

Park: Great Smoky Mountains

Superintendent: Dale Ditmanson

Designated Park Contact for Recreation Fees: Bob Wightman

Phone: 865-436-1251 Fax: 865-436-1244

ENTRANCE FEES

Pricing Model >

	Annual Pass	Vehicle	Per Person	Motorcycle
Group/Tier 1	\$ 20	\$ 10	\$ 5	\$ 5
Group/Tier 2	\$ 30	\$ 15	\$ 7	\$ 10
Group/Tier 3	\$ 40	\$ 20	\$ 10	\$ 15
Group/Tier 4	\$ 50	\$ 25	\$ 12	\$ 20

List your Parks Pricing Model Group/Tier (Above Chart) NA _____

CURRENT Entrance Fees

Annual Pass \$	Vehicle \$	Per Person \$	Motorcycle \$	Current Revenue \$	Agreement/Contract? Y or N	Passes Honored	<input type="checkbox"/>
NA	NA	NA	NA	NA		Annual	
						Senior	
						Access	
						Volunteer	
						Other-LIST:	

PROPOSED Entrance Fee Increases

Effective Date: NA

Annual Pass \$	Vehicle \$	Per Person \$	Motorcycle \$	Current Revenue \$	Agreement/Contract? Y or N <small>(If Y, attach a copy to this request)</small>	Passes Honored	<input type="checkbox"/>
NA	NA	NA	NA	NA		Annual	
						Senior	
						Access	
						Volunteer	
						Other-LIST:	

Will you be changing the length of stay for the entrance fee? NA

If yes please list your change from current _____ days to _____ days. Current length of stay _____

PUBLIC PARTICIPATION—REQUIRED ACTIVITIES

You are required by the Federal Lands Recreation Enhancement Act (REA) to gain input about your proposed increased or new fees from local officials and the public prior to requesting approval through this implementation plan process. Please see *Fee Program Guidelines for Public Participation and Notification Guidelines* for detailed explanation. **If you have not engaged the public about the proposed fee change, then you cannot request the change until the following is completed.** If you have engaged the public by survey, or are awaiting comments please allow adequate time for response before submitting this request.

Group Engagement	Method Used	Date Occurred	Comments Received – Both Positive & Negative
Section I Congressional Delegation <i>Examples include National Delegation, State Delegation, and Local Delegation</i>			
See Attached Summary			
Section II Nearby Federal, State, and County Officials <i>Examples include Federal Agency Staff, State Park Officials, City Government, County Commissioner, and Town Mayor</i>			
See Attached Summary			
Section III Stakeholders: <i>Examples are Chamber of Commerce, Rotary Clubs, Concessioners, Friends Groups, Local Business, or Special Emphasis Groups.</i>			
See Attached Summary			
Section IV Commercial Tour Operators – One year in advance if the per person fee increase will impact their operation.			
No written comments were received, though no special effort was made to contact this group as they are not expected to be impacted from this proposal.			
Section V Public Involvement: <i>At a minimum, one or more of these activities <u>must</u> occur. These might include: public meetings/open house; soliciting opinions through local media or internet; surveys/comment cards; radio "community news" programs; charrettes – consensus building; workshops; interpretive walks; publication on park website; park newspaper</i>			
See Attached summary			

1. How was the proposed new fee rate determined? List details for each new fee included in this plan. [Was it through comparability, i.e., comparison to like facilities/services offered in your area? Was it set by cost recovery, i.e., to recover the direct costs of providing the program/service for which you are charging a fee?] Provide details for each proposed fee, such as actual prices at other sites if using comparability, etc.

The proposed fee was determined to recover the direct costs for providing a reservation system with both internet and phone-in reservation capability, increased public access to trip planning assistance and permit compliance monitoring.

A comparability study of other NPS sites was also performed. Rates at other large parks with similar backcountry characteristics are as follows:

- o ROMO, YELL: \$20.
- o GRTE: \$25.
- o YOSE: \$5+ \$5/person.
- o GLAC: \$30+ \$2.50-\$7/person (depending on age).
- o OLYM: \$5/group+ \$2 person/night.
- o GRCA: \$10+ \$5/person/night.

Based on comments received during the civic engagement process, \$4 per person per night is the fee rate and structure most preferred for GRSM. This rate and structure provides for cost recovery and is more equitable for all users than a flat fee. That is, customers who stay for shorter periods of time are not penalized by having to pay the same as those staying longer. Based on GRSM user statistics, this fee structure benefits the majority of backcountry users, as the average length of stay is two days.

Please advise us if this is a:

******* NEW FEE AREA******* (you have never collected a FLREA fee at this site before) WASO will initiate the Federal Register Process through a call for new fee areas. *****

2. Please provide the following PMIS project numbers:

- a. Cost of Collection -- Operations: _____
- b. Cost of Collection -- Fee Management Agreements _____
- c. Reservation System Operations: _____
- d. Fee Management Agreements: _____
- e. Transportation Project: _____

ELIMINATION OF CURRENT FEE:

If you are proposing to eliminate a current fee provide the following information:

- 1. Name, type of fee, rate, and authority used to establish fee.**

- 2. Reasons for eliminating fee.**

- 3. Estimated loss of annual revenue due to elimination of fee.**

Revised 1/7/2011

Great Smoky Mountains National Park Expanded Amenity Fees

Family Campgrounds

Abrams Creek	\$14
Balsam Mt.	\$14
Big Creek	\$14
Cades Cove	\$17 - \$20
Cataloochee	\$20
Cosby	\$14
Elkmont	\$17 - \$23
Look Rock	\$14
Smokemont	\$17 - \$20

Group Campsites

Big Creek	\$44
Cades Cove	\$35 - \$65
Cataloochee	\$35
Cosby	\$26
Deep Creek	\$35
Elkmont	\$26 - \$53
Smokemont	\$35

Horse Camps

Anthony Creek	\$20
Big Creek	\$25
Cataloochee	\$20
Round Bottom	\$20
Tow String	\$20

Picnic Areas

Big Creek	
Cades Cove	
Chimneys	
Collins Creek	\$20
Cosby	\$20
Deep Creek	\$20
Greenbrier	\$10
Heintooga	
Look Rock	
Metcalf Bottoms	\$20
Twin Creeks	\$35 - \$75

Appalachian Clubhouse \$400 - \$600



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Southeast Regional Office
Atlanta Federal Center
1924 Building
100 Alabama St., S.W.
Atlanta, Georgia 30303



F5419 (5072)

NOV 22 2011

Memorandum

To: Associate Director, Business Services, WASO

From: Regional Director, Southeast Region 

Subject: Exception Requests for New/Increased Fees in the Southeast Region

This formal approval is provided in response to the Director's January 31, 2011, memo requiring a Regional Director's approval of implementation plans for parks that plan on increasing or establishing new fees under the Federal Lands Recreation Enhancement Act (FLREA).

The Southeast Region is recommending that Castillo de San Marcos National Monument (CASA) and Great Smoky Mountains National Park (GRSM) both be granted final approval to proceed with the implementation of increasing fees at each site.

The request for CASA is to increase their daily entrance fee from \$6 to \$7 per adult. CASA currently takes \$1 from each \$6 fee to fund the transportation system. The park proposed and received approval to increase the amount to \$2 per adult entrance fee per the terms outlined in the Alternative Transportation System review conducted by Booz Allen Hamilton, working for WASO. The park is requesting the fee increase to offset the change in the transportation system funding. The park has completed extensive reviews of the surrounding private tourist facilities and even considering the increased pricing model, the park would still remain lower than the local community by more than half for a family of four.

GRSM is proposing to institute a new fee for backcountry camping and shelter reservation and use. The park currently does not charge for these reservations and is proposing to begin charging a fee to cover the service charges and related costs of including these sites on the National Recreation Reservation Service (NRRS). Having these sites on the NRRS will improve customer service for visitors wishing to reserve these sites as they will now have 24/7 access to make and/or change reservations rather than having to call the park during normal business hours.

Big Cypress National Preserve (BICY) received approval to move forward with civic engagement activities; but due to the date of receipt of this approval, has delayed their civic engagement activities until late this calendar year and early in calendar year 2012. This will allow the park to conduct very

TAKE PRIDE
IN AMERICA 

thorough civic engagement processes and will engage all prospective user groups. The park will submit their implementation plan in calendar year 2012 with plans to implement in January 2013.

Copies of both park's implementation plans are attached to this memo. Each park has identified the reasons for their request and have included projections for the additional revenue expected and proposed uses for this new revenue. Both park plans have been reviewed and approved by the Southeast Region. Each park will implement the increased fee in January 2012 or later.

Any questions can be directed to the Regional Fee Program Manager, Richard Devenney, at 404-507-5640, or by e-mail at Richard_Devenney@nps.gov.

Attachments

Backcountry Fees Will Not:

Provide an enhanced backcountry presence with the hiring of two additional rangers

Eliminate overcrowding at shelters on the AT, as concessionaires are reserving over 300 nights per year.

Provide a solution to an issue that is not a problem.

The Facts Have Not Been Shared With the Public:

There have been misrepresentations and manipulation of data from public forums and communications to congressional representatives and federal agencies by concerned citizens from the GSMNP Superintendent.

Elected, not appointed, Swain County NC Commissioners have formally protested these fees., as well as the Appalachian Long Distance Hikers Association, The Appalachian Trail Conservancy, and the Southern Appalachian Back Country Horsemen.

The most ardent supporters of this fee are from concessionaires who will pass along the fee to their clientele. They are profiting from a resource that has been donated to our nation!

KEEP THE SMOKIES FREE

AXE THE ENTRANCE TAX



A FEE FOR BACKPACKERS TODAY
EQUALS

A FEE FOR YOUR FAMILY TOMORROW

HELP STOP SMOKIES ENTRANCE FEES
BEFORE THEY START

WWW.SOUTHERNFORSTWATCH.ORG

WHAT CAN YOU DO?

Contact Your Local, State, and Federal
Representatives And:

Subcommittee on National Parks, Forests,
& Public Lands Members:

Congressman John J. Duncan
(202) 225-5435

Congressman Chuck Fleischmann
(202) 225-3271

Senator Mark Udall, Chair Subcommittee
on National Parks
(202) 224-5941

John Jarvis, NPS Director
nps_director@nps.gov

David Vela, NPS Regional Director
david_vela@nps.gov

Ken Salazar, Interior Secretary
feedback@ios.doi.gov

Doc Hastings, Natural Resources
Committee Chair
(202) 225-3251

For More Information Contact:

Southern Forest Watch
3701 Lancaster Drive
Knoxville, TN 37920
john@southernhighlanders.com

Axe The
Entrance Tax

Our Purpose Is
To Provide True
Information
Regarding The
Approved Back
Country Use Fee

Southern Forest Watch was formed in response to the proposed back country use fee in 2011.

After being censored on more popular internet forums/blogs, the need arose for a forum for those concerned about the process to approve this unprecedented user fee.

There are two websites available, which share information obtained through multiple Freedom of Information Act requests (www.southernforestwatch.org) and a social networking site that is uncensored and does not allow anonymous postings, (www.gotsmokies.ning.com)

Southern Forest
Watch

NO TAX ON OUR BACKS!



Those of us who use the back country of the Great Smoky National Park are the most responsible, environmentally conscious folks who trod the trails.

We take our children and families into the park to enjoy the wonders of creation, and to teach future generations to care for and preserve this national treasure..

While a nominal fee may not seem like a big issue at this time, how can we place a monetary figure on what it may cost future generations if they are never exposed to the wonders of our region?

It is because of the sacrifices and generosity of our ancestors in North Carolina and Tennessee that the GSMNP exists. Do not charge people to enjoy what has been given to the nation.

A fee for back country use today could mean a fee to day hike tomorrow! STOP THIS NOW!



Front Country versus Back Country



If you do not take it in, you will not have it!

Back Country sites are maintained by volunteers and those who use them.

Front Country camping is a great way to introduce people to camping. There are amenities such as tent pads, grills, fire rings, garbage collection, picnic tables, stores and heated restrooms.



DOWN THE RABBIT HOLE!

While fees generated from the use of front country sites are used for the maintenance of campgrounds, the back country fees that have been proposed WILL NOT be dedicated for the sole purpose of maintaining sites in the back country. Those fees will be placed in the general coffers and will be available to be used at the discretion of the National Park Service and their appointed personnel.

Based upon correspondence obtained through multiple Freedom of Information Act Requests, we do not believe in the integrity of the current administration of the GSMNP.

If you want more information concerning the misrepresentations surrounding the back country use fee, please visit us at www.southernforestwatch.org



Getting The Message Out

We would like to hear from you concerning the approved fee for back country use. We invite you to follow what is happening by visiting southernforestwatch.org

How often do you visit the GSMNP?

- 1-10 times per year
- 11-25 times per year
- 25 or more times per year

How often do you visit the back country?

- 1-10 times per year
- 10 or more times per year
- Never

Were you aware of the proposed fee? If so, how?

- No, I was not aware
- Yes, through National Park Service Information
- Yes, through other media

Would you like to be included in future releases regarding this issue?

- Yes, via E-Mail
- Yes via mail

Comments

Name _____

Address _____

Phone _____

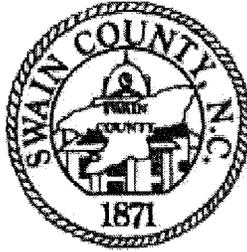
E-Mail _____



Southern Forest Watch

3701 Lancaster Drive
Knoxville, TN 37920
john@southernhighlanders.com

WHAT CAN YOU DO!
Contact Your Local, State, and Federal Representatives And:
Subcommittee on National Parks, Forests, & Public Lands



Board of Commissioners

Phil Carson, Chair
Robert White, Vice-Chair
David Montelth, Member
Donnie Dixon, Member
Steve Moon, Member

Clerk to the Board

Cindi C. Woodard
c_woodard@swaincountync.gov

Swain County

101 Mitchell Street
P.O. Box 2321
Bryson City, NC 28713

County Manager

Kevin S. King
manager@swaincountync.gov

Telephone: (828) 488-9273
(828) 488-2600
Fax: (828) 488-2754

August 16, 2010

Mr. Dale Ditmanson
Superintendent, GSMNP
Gatlinburg, TN 37738

Dear Mr. Ditmanson,

This letter is in regards to the proposed implementation of a fee for back country camping. Over the years many of our Swain County residents have enjoyed camping in the Great Smoky Mountain National Park in designated camping sites in the back country. Our residents use this opportunity to visit cemeteries and home places of their ancestors. Swain County has years of history associated with the land that is now the GSMNP and the TVA reservoir area of the County. People should have the opportunity to teach their children about this rich history without having to pay. Swain County and its citizens have given enough.

Therefore, the Board of Commissioners feels that you should not impose any fees for camping overnight at these back country sites.

Thank you,

Sincerely,

Phil Carson, Chairman



PUBLIC WORKS & ENGINEERING DEPARTMENT
Landfill Services Sanitation Services Street & Stormwater Services
Support Services Water & Wastewater Services Water Quality Services

725 Universal Street, Alcoa, Tennessee 37701

Office (865) 380-4800 Fax (865) 380-4803

Transmitted Via E-Mail

February 06, 2013

Mr. Ed Mitchell
Blount County Mayor
341 Court Street
Maryville, TN 37804

Re: Annual Adjustments - Financial Assurance Agreement for the Alcoa / Maryville / Blount County
Landfill - Permits SNL 05-103-0105 Original, Vertical, and Lateral Expansion (Phase 1 – 7);
DML 05-0091 NA, DML 05-0091 SA

Dear Ed:

As in years past, enclosed are six (6) originals of the annual amendments to the Contracts in Lieu of Performance Bond for financial assurance at the Alcoa / Maryville / Blount County Sanitary Landfill. Each of these needs to be signed by the mayors of Blount County, Maryville, and Alcoa.

After the appropriate committee(s) and / or the Blount County Commission approve these amendments, please sign each original. Please contact me when they are signed and I will take care of the other signatures; the originals will then be forwarded to TDEC in Nashville. Once I receive the fully executed originals from TDEC, I will distribute originals of the agreements to all three local governments.

Please call if you have any questions or when they are ready to be picked up.

Sincerely,

Kenny Wiggins, P.E.
Engineering & Public Works Director

/kw

Enclosures

cc: Amy Cowden, Blount County Mayor's Office (e-mail)
Sam Holloway, Alcoa Solid Waste Manager (e-mail)
Greg McClain, Maryville City Manager (e-mail)
File: Landfill Financial Assurance

Amendment of Contract in Lieu of Performance Bond

Whereas, the City of Alcoa, the City of Maryville, and Blount County and the State of Tennessee Department of Environment and Conservation previously entered into a Contract in Lieu of Performance Bond (Copy attached) and subsequent amendments thereto for proper operation and closure and/or post-closure of the Alcoa, Maryville, Blount County Sanitary Landfill, Registration Numbers DML 05-0091NA and DML 05-0091SA; and

Whereas, said contract included a provision allowing the Commissioner of Environment and Conservation to collect up to \$1,425,957.00 (\$313,419.00 for NA and \$1,112,538.00 for SA) from any funds being disbursed or to be disbursed from the State to the Cities and County as financial assurance for said proper operation, closure and post-closure; and

Whereas, the State and Alcoa, Maryville, and Blount County desire to increase the amount of said financial assurance from \$1,425,957.00 to \$1,453,051.00 (\$319,375.00 for NA and \$1,133,676.00 for SA).

Therefore, Paragraph 3 of the Agreement in Lieu of Performance Bond is amended as follows:

The figure "\$1,425,957.00" is deleted and the figure "\$1,453,051.00" is substituted in lieu thereof.

Date of Amendment to Contract _____, 2013.

Commissioner
Tennessee Department of
Environment and Conservation

Mayor
City of Alcoa

Commissioner
Tennessee Department of
Finance and Administration

Mayor
City of Maryville

Mayor
County of Blount

Amendment of Contract in Lieu of Performance Bond

Whereas, the City of Alcoa, the City of Maryville, and Blount County and the State of Tennessee Department of Environment and Conservation previously entered into a Contract in Lieu of Performance Bond (Copy attached) for proper operation and closure and/or post-closure of the Alcoa, Maryville, Blount County Sanitary Landfill, Registration Numbers SNL 05-103-0105 Original, Vertical, and Lateral Expansion (Phase 1 – 7); and

Whereas, said contract included a provision allowing the Commissioner of Environment and Conservation to collect up to \$10,629,005.00 from any funds being disbursed or to be disbursed from the State to the Cities and County as financial assurance for said proper operation, closure and post-closure; and

Whereas, the State and Alcoa, Maryville, and Blount County desire to increase the amount of said financial assurance from \$10,629,005.00 to \$10,830,957.00.

Therefore, Paragraph 4 of the Agreement in Lieu of Performance Bond is amended as follows:

The figure "\$10,629,005.00" is deleted and the figure "\$10,830,957.00" is substituted in lieu thereof.

Date of Amendment to Contract _____, 2013.

Commissioner
Tennessee Department of
Environment and Conservation

Mayor
City of Alcoa

Commissioner
Tennessee Department of
Finance and Administration

Mayor
City of Maryville

Mayor
County of Blount



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Financial Responsibility
Eighth Floor, L & C Annex
401 Church Street
Nashville, TN 37243
(615) 532-0851

January 30, 2013

Mr. Kenny Wiggins
Public Works Director
223 Associates Blvd.
Alcoa, TN 37701

The Honorable Ed Mitchell
Blount County Mayor
Courthouse, 341 Court Street
Maryville, Tennessee 37804

The Honorable Donald Mull
Mayor of Alcoa, TN
223 Associates Blvd.
Alcoa, Tennessee 37701-1943

The Honorable Tom Taylor
Mayor of Maryville, TN
404 West Broadway
Maryville, Tennessee 37801-4710

RE: Annual Inflation Adjustment of the financial assurance for the *City of Alcoa, the City of Maryville, and Blount County Landfills, Permit#(s) DML 05-0091 NA, DML 05-0091 SA, and SNL 05-0105 Original Vertical Expansion Phase 1-7*, as determined by the Division of Solid Waste Management, Tennessee Department of Environment and Conservation.

Dear Mr. Wiggins, Mayor Mitchell, Mayor Mull, and Mayor Taylor:

All county and municipal "Contracts in Lieu of Performance Bonds" must be adjusted annually for inflation by no later than the anniversary date of the issuance of the contract.

The staff of the Financial Responsibility Group utilizing data published by the U. S. Department of Commerce has projected the GNP (Gross National Product) inflation factor to be used for the inflation adjustments and renewals required before *March 31, 2013*. Our projection of the inflation factor to be used is **1.9%**. The amount of your financial assurance instrument(s) from the Year 2012 must be multiplied by **1.019**. The permitted facility and/or the Department may reserve the right to adjust this figure later based upon the actual inflation factor published by the U.S. Department of Commerce. The U. S. Department of Commerce does not make this information available until late March of each year.

Effective immediately, any County or Municipal Contract in Lieu of Performance Bond incurring an annual inflation adjustment shall not be processed by amendment until the cumulative amount of the adjustment(s) equals or exceeds TEN THOUSAND DOLLARS (\$10,000.00). This is a change from the previous threshold of Five Thousand Dollars (\$5,000). For example, if the inflation adjustment is \$4,000 in year one, \$5,000 in year two, and \$6,000 in year three, the amendment will be processed in year three when the total of adjustments exceeds \$10,000. We will continue to send your inflation adjustment figures annually for your records whether or not a contract amendment is required.

Mr. Kenny Wiggins
 Mayor Mitchell
 Mayor Mull
 Mayor Taylor
 Alcoa, Maryville, Blount County
 January 30, 2013
 Page 2

Please review the amount(s) listed for each permit listed below. If any changes or modifications to your permit(s) have occurred, please contact us as soon as you receive this letter. The due date(s) and projected amount(s) for the inflation adjustment(s) of your financial instrument(s) are as follows:

Inflation Adjustments REQUIRED for 2013

Facility Permit #:	Financial Instrument Type & No.:	Financial Instrument Anniversary Due Date:	Present Amount of Financial Assurance "On File"	Inflation Adjustment / Increase Required:	Inflation Adjustment and Allowable Post-Closure Reduction:	Total "Required" Amount of Financial Assurance:
SNL 05-0105 Orig. Vert. & Lat. Exp. Ph. 1-7	Contract	07-27-13	\$10,629,005.00	\$	\$ 201,952.00	\$10,830,957.00
DML 05-0091 SA	Contract	03-01-13	\$ 1,112,538.00	\$ 21,139.00	\$	\$ 1,133,676.00

Inflation Adjustments NOT REQUIRED for 2013

Facility Permit #:	Financial Instrument Type & No.:	Financial Instrument Anniversary Due Date:	Present Amount of Financial Assurance "On File"	Inflation Adjustment / Increase Required:	Inflation Adjustment and Allowable Post-Closure Reduction:	Total "Required" Amount of Financial Assurance:
DML 05-0091 NA	Contract	03-01-13	\$ 313,419.00	\$ 5,955.00	\$	\$ 319,375.00

Please see the attached spreadsheets, which list in detail the amount of financial assurance required due to the 2013 annual inflation adjustment and/or post closure reduction (if applicable) for your permit(s). The spreadsheets also list the current amount of financial assurance on file for each permit.

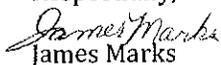
Mr. Wiggins, please note that the Contracts in Lieu of Performance Bond have been included in your packet. If you would be so kind as to review the contracts and upon your approval, coordinate the signing of six (6) original contracts and forward the same to Mayor Mitchell, Mayor Mull and Mayor Taylor for their signatures and return of the same.

PLEASE NOTE

- (1) Any County and/or Municipal Contract In Lieu of Performance Bonds incurring an annual inflation adjustment shall not be processed by amendment until the amount of the adjustment equals or exceeds TEN THOUSAND DOLLARS (\$10,000.00).**

If you have any questions, please call me at (615) 532-0848. Please submit the inflation adjusted financial instrument to the Financial Responsibility Group at the address listed on the letterhead as indicated above.

Respectfully,


 James Marks

Municipal & County Contract Administrator
 TDEC - Financial Responsibility

CC: James Warren, Manager of Solid Waste Management, Jackson Field Office, TDEC
 Enclosure: Customer Information Spreadsheet

FINANCIAL RESPONSIBILITY

CUSTOMER DATABASE

DIVISION	Solid Waste Management		Evaluated by:	JEM
(UST ONLY)	<input type="checkbox"/> FUND PARTICIPANT <input type="checkbox"/> ELIGIBILITY ASSUMED	<input type="checkbox"/> FUND PARTICIPANT <input type="checkbox"/> NOT FUND ELIGIBLE	<input type="checkbox"/> NOT PARTICIPATING IN THE FUND	
OWNER/ OPERATOR NAME	City of Alcoa, TN / City of Maryville, TN / Blount County, TN			
ADDRESS	223 Associates Blvd. (Alcoa Dep. of Public Works)			
	Alcoa, TN 37701			
CONTACT PERSON	Mr. Kenny Wiggins, P.E.	Mr. Sam Holloway		
TITLE	Director of Engineering & Alcoa Public Works			
TELEPHONE #	(865) 380-4800	(865) 995-2998		
FAX NUMBER				
CORPORATE PARENT/OWNER				
ADDRESS	Blount County, TN	City of Alcoa, TN	City of Maryville, TN	
CONTACT PERSON	Mr. Ed Mitchell	Mr. Don Mull	Mr. Tom Taylor	
TITLE	Mayor (Blount County, TN)	Mayor (Alcoa, TN)	Mayor (Maryville, TN)	
TELEPHONE #	(865) 273-5700	(865) 380-4795	(865) 981-1300	
FAX NUMBER				
HW INSTALLATION ID # (EPA)				
SOLID WASTE PERMIT #	SNL 05-0105 Original Vertical & Lateral Expansion (Phases 1-7) , DML 05-0091 NA, DML 05-0091 SA			
UST OWNER ID #				
RADIOLOGICAL HEALTH PERMIT #				
SUPERFUND PERMIT #				
GEOLOGY (OIL & GAS) PERMIT #				
WATER POLLUTION CONTROL (SURFACE MINING) PERMIT #				

Summary Sheet
Amount of Financial Assurance Required

PERMIT ID # OR FACILITY ID # (s)	AMOUNT OF CLOSURE OPERATING CONTINGENCY REQUIRED (A)	AMOUNT OF POST-CLOSURE REQUIRED (B)	AMOUNT OF 3RD PARTY LIABILITY REQUIRED (C)	AMOUNT OF CORRECTIVE ACTION REQUIRED (D)	INSTRUMENT TYPE AND ISSUE DATE (E)	ISSUING INSTITUTION (F)	PERMIT BREAKDOWN (G)	TOTAL AMOUNT OF FINANCIAL ASSURANCE (H)
DML 05-0091 NA	\$317,868.50	\$1,505.54					\$319,374.04	\$319,374.04
DML 05-0091 SA	\$1,117,954.19	\$15,721.57					\$1,133,675.76	\$1,133,675.76
SNL 05-0105 Orig. Vert. & Lat. Exp (Ph 1-7)	\$7,879,535.55	\$2,951,420.51					\$10,830,956.06	\$10,830,956.06
Total Required	\$9,315,358.23	\$2,968,647.62	\$0.00	\$0.00			Total (H) \$12,284,005.86	

Amount of Financial Assurance On File

PERMIT ID # OR FACILITY ID#(s)	AMOUNT OF CLOSURE OPERATING CONTINGENCY ON FILE (AA)	AMOUNT OF POST-CLOSURE ON FILE (BB)	AMOUNT OF 3RD PARTY LIABILITY ON FILE (CC)	AMOUNT OF CORRECTIVE ACTION ON FILE (DD)	INSTRUMENT TYPE AND ISSUE DATE (E)	ISSUING INSTITUTION (F)	PERMIT BREAKDOWN (G)	TOTAL AMOUNT OF FINANCIAL ASSURANCE (H)
DML 05-0091 NA	\$311,941.53	\$1,477.47			C 3/1/99	Blount County	\$313,419.00	\$313,419.00
DML 05-0091 SA	\$1,097,109.56	\$15,428.44			C 3/1/99	Blount County	\$1,112,538.00	\$1,112,538.00
SNL 05-0105 Orig. Vert. & Lat. Exp (Ph 1-7)	\$7,732,615.87	\$2,896,389.13			C 7/27/99	Blount County	\$10,629,005.00	\$10,629,005.00
Total on File	\$9,141,666.97	\$2,913,295.03	\$0.00	\$0.00			Total (H) \$12,054,962.00	
Net amount underfunded as of 11/30/2013	-\$173,691.27	-\$55,352.59					-\$229,043.86	

ABBR. C - CONTRACT CB - CASHBOND, CHECK OR CASH CD - CERTIFICATE OF DEPOSIT CG-FT - CORPORATE GUARANTEE FINANCIAL TEST CI - CERTIFICATE OF INSURANCE FT - FINANCIAL TEST GG - GOVERNMENT GUARANTEE LC - LETTER OF CREDIT PB - PERFORMANCE BOND S - SECURITIES TF - TRUST FUND

Attachment 1: Calculating Financial Assurance - Inflation Adjustment During the Operating Life of the Facility

Facility :	Alcoa / Maryville / Blount County Demolition Landfill					
Permit# :	DML 05-0091 NA					
Initial Year Calculated :	1998 (Still Operating)					
YEAR (A) (establish date times next year inflation rate)	ANNUAL INFLATION FACTOR (B)	CLOSURE COST (1) (C)	POST CLOSURE COST (2) (D)	OPERATING COST (3) (E)	CORRECTIVE ACTION/ CONTINGENCY COST(4)(F)	TOTAL AMOUNT OF FINANCIAL ASSURANCE DUE (G)
	(18)Formula=	=C17*B18	=D17*B18		=F17*B18	=SUM(C18:F18)
1997	1.02					
1998	1.02	\$212,915.00	\$1,130.00	\$14,250.00	\$11,414.75	\$239,709.75
1999	1.01	\$215,044.15	\$1,141.30	\$14,392.50	\$11,528.90	\$242,106.85
2000	1.015	\$218,269.81	\$1,158.42	\$14,608.39	\$11,701.83	\$245,738.45
2001	1.021	\$222,853.48	\$1,182.75	\$14,915.16	\$11,947.57	\$250,898.96
2002	1.022	\$227,756.25	\$1,208.77	\$15,243.30	\$12,210.42	\$256,418.73
2003	1.011	\$230,261.57	\$1,222.06	\$15,410.97	\$12,344.73	\$259,239.34
2004	1.016	\$233,945.76	\$1,241.62	\$15,657.55	\$12,542.25	\$263,387.17
2005	1.022	\$239,092.57	\$1,268.93	\$16,002.02	\$12,818.18	\$269,181.69
2006	1.027	\$245,548.06	\$1,303.19	\$16,434.07	\$13,164.27	\$276,449.59
2007	1.030	\$252,914.51	\$1,342.29	\$16,927.09	\$13,559.19	\$284,743.08
2008	1.027	\$259,743.20	\$1,378.53	\$17,384.12	\$13,925.29	\$292,431.14
2009	1.024	\$265,977.04	\$1,411.62	\$17,801.34	\$14,259.50	\$299,449.49
2010	1.012	\$269,168.76	\$1,428.55	\$18,014.96	\$14,430.61	\$303,042.89
2011	1.010	\$271,860.45	\$1,442.84	\$18,195.11	\$14,574.92	\$306,073.31
2012	1.024	\$278,385.10	\$1,477.47	\$18,631.79	\$14,924.72	\$313,419.07
2013	1.019	\$283,674.41	\$1,505.54	\$18,985.79	\$15,208.29	\$319,374.04

(1) The estimated 3rd party cost to close the solid waste unit as submitted by owner/operation and as approved and amended by the Division of Solid Waste Management.

(2) The summation of the required years of post closure cost as submitted by the owner/operator and approved or amended by the Division

(3) Calculated at 95 tons per day for individual year x 30 days at \$6.66 per ton.

(4) Calculated at 5% of items (1+2+3) above.

Note: The total amount of financial assurance can be reduced after certification of closure by the sum of closure cost, operations cost, and contingency cost as established by the cumulative annual inflation adjustments at the point of closure.

Attachment 1: Calculating Financial Assurance - Inflation Adjustment During the Operating Life of the Facility

Facility :		Alcoa / Maryville / Blount County Demolition Landfill				
Permit# :		DML 05-0091 SA				
Initial Year Calculated :		1998 (Still Operating)				
YEAR (A) (establish date times next year inflation rate)	ANNUAL INFLATION FACTOR (B)	CLOSURE COST (1) (C)	POST CLOSURE COST (2) (D)	OPERATING COST (3) (E)	CORRECTIVE ACTION/ CONTINGENCY COST(4)(F)	TOTAL AMOUNT OF FINANCIAL ASSURANCE DUE (G)
	(18)Formula=	=C17*B18	=D17*B18		=F17*B18	=SUM(C18:F18)
1997	1.02					
1998	1.02	\$784,325.00	\$11,800.00	\$14,250.00	\$40,518.00	\$850,893.00
1999	1.01	\$792,168.25	\$11,918.00	\$14,392.50	\$40,923.18	\$859,401.93
2000	1.015	\$804,050.77	\$12,096.77	\$14,608.39	\$41,537.03	\$872,292.96
2001	1.021	\$820,935.84	\$12,350.80	\$14,915.16	\$42,409.31	\$890,611.11
2002	1.022	\$838,996.43	\$12,622.52	\$15,243.30	\$43,342.31	\$910,204.56
2003	1.011	\$848,225.39	\$12,761.37	\$15,410.97	\$43,819.08	\$920,216.81
2004	1.016	\$861,797.00	\$12,965.55	\$15,657.55	\$44,520.18	\$934,940.27
2005	1.022	\$880,756.53	\$13,250.79	\$16,002.02	\$45,499.62	\$955,508.96
2006	1.027	\$904,536.96	\$13,608.56	\$16,434.07	\$46,728.11	\$981,307.70
2007	1.03	\$931,673.06	\$14,016.82	\$16,927.09	\$48,129.96	\$1,010,746.93
2008	1.027	\$956,828.24	\$14,395.27	\$17,384.12	\$49,429.47	\$1,038,037.10
2009	1.024	\$979,792.11	\$14,740.76	\$17,801.34	\$50,615.77	\$1,062,949.99
2010	1.012	\$991,549.62	\$14,917.65	\$18,014.96	\$51,223.16	\$1,075,705.39
2011	1.010	\$1,001,465.12	\$15,066.83	\$18,195.11	\$51,735.39	\$1,086,462.45
2012	1.024	\$1,025,500.28	\$15,428.43	\$18,631.79	\$52,977.04	\$1,112,537.54
2013	1.019	\$1,044,984.78	\$15,721.57	\$18,985.79	\$53,983.61	\$1,133,675.76

- (1) The estimated 3rd party cost to close the solid waste unit as submitted by owner/operation and as approved and amended by the Division of Solid Waste Management.
- (2) The summation of the required years of post closure cost as submitted by the owner/operator and approved or amended by the Division
- (3) Calculated at 95 tons per day for individual year x 30 days at \$6.66 per ton.
- (4) Calculated at 5% of items (1+2+3) above.

Note: The total amount of financial assurance can be reduced after certification of closure by the sum of closure cost, operations cost, and contingency cost as established by the cumulative annual inflation adjustments at the point of closure.

Attachment 1: Calculating Financial Assurance - Inflation Adjustment During the Operating Life of the Facility

Facility :		Alcoa / Maryville / Blount County Sanitary Landfill				
Permit# :		SNL 05-0105 Original + Vertical & Lateral Expansion (Phases 1-7)				
Initial Year Calculated :		1996 (Still Operating)				
YEAR (A) (establish date times next year inflation rate)	ANNUAL INFLATION FACTOR (B)	CLOSURE COST (1) (C)	POST CLOSURE COST (2) (D)	OPERATING COST (3) (E)	CORRECTIVE ACTION/ CONTINGENCY COST(4)(F)	TOTAL AMOUNT OF FINANCIAL ASSURANCE DUE (G)
	(18)Formula=	=C17*B18	=D17*B18		=F17*B18	=SUM(C18:F18)
2001	1.021					
2002	1.022					
2003	1.011					
2004	1.016					
2005	1.022					
2006	1.027					
2007	1.030					
2008	1.027					
2009	1.024					
2010	1.012	\$6,844,430.00	\$2,800,500.00	\$142,800.00	\$489,386.50	\$10,277,116.50
2011	1.010	\$6,912,874.30	\$2,828,505.00	\$144,228.00	\$494,280.37	\$10,379,887.67
2012	1.024	\$7,078,783.28	\$2,896,389.12	\$147,689.47	\$506,143.09	\$10,629,004.97
2013	1.019	\$7,213,280.17	\$2,951,420.51	\$150,495.57	\$515,759.81	\$10,830,956.06

(1) The estimated 3rd party cost to close the solid waste unit as submitted by owner/operation and as approved and amended by the Division of Solid Waste Management.

(2) The summation of the required years of post closure cost as submitted by the owner/operator and approved or amended by the Division

(3) Calculated at 238 tons per day for individual year x 30 days at \$21.08 per ton.

(4) Calculated at 5% of items (1+2+3) above.

Note: The total amount of financial assurance can be reduced after certification of closure by the sum of closure cost, operations cost, and contingency cost as established by the cumulative annual inflation adjustments at the point of closure.