

PUBLIC NOTICE

CALL FOR A SPECIAL MEETING OF THE BLOUNT COUNTY BOARD OF COMMISSIONERS TO BE HELD IN ROOM 430 AT THE BLOUNT COUNTY COURTHOUSE, COURT STREET, MARYVILLE, TENNESSEE, ON TUESDAY, DECEMBER 15, 2015, AT 5:30 P.M.

I, Mayor Ed Mitchell, pursuant to and in accordance with the authority vested in me by Tennessee Code Annotated § 5-5-105, hereby call the Board of County Commissioners of Blount County, Tennessee, to meet in special session on the 15th day of December, 2015, 5:30 P.M. for the following:

- A. Approval of Deputy Sheriff and Notary Public bonds and oaths. (Resolution No. 15-12-001)
- B. Election of Notaries.
- C. Budget Increases
 - 1. General County – *Recovery Court* - \$3,658 (funds from SAMSA grant – Morgan County)
 - 2. Library - \$25,700 (Evergreen)
 - 3. Schools - \$10,000 (for Grant from State Dept of Ed. For LEA's leader models)
 - 4. CSX Reimbursement:
 - A. General County
 - (1) BSCO - \$40,949.21
 - (2) Purchasing - \$2,044.59
 - (3) Animal Center - \$1,614.34
 - (4) Development - \$2,422.37
 - (5) Civil Defense - \$2,523.30
 - B. Schools –
 - (1) General Purpose - \$15,122.88
 - (2) Cafeteria - \$17,800.10
 - 5. General County – Reappraisal Program - \$35,500 (deficient in benefits)
 - 6. General County – Capital Projects - \$1,348,942 (IT Infrastructure/Network Project)
 - 7. Workers Comp
 - A. General County - \$319,563 (surcharge & Sheriff's Office)
 - B. Schools - \$259,048 (surcharge due to underfunding)
- D. Budget Decreases
 - 1. General County – Civil Defense - \$55,700 (included grant figure twice in budget)
 - 2. General County – Animal Center - \$11,912.21 (reconciling county account to match SMACF contract/MOU)

E. Transfers

1. General County – Elections - \$6,000 (Election Commissioners Increase)
2. Debt Service \$11,635.01 (Expense budgeted as Principal, should be Interest)
3. General County – multiple -\$500,000 positive (Mid-Year Adjustment to Forecast)

F. Other Budget Items

1. Budget Process Calendar
2. Grant – General County Maintenance Department (TDEC Grant – matching required)

G.

1. A Resolution to Increase The Threshold Over Which Public Advertisement and Sealed Competitive Bids or Proposals are Required (Resolution No. 15-12-020)
2. A Resolution Setting Blount County Election Commission Members Compensation (Resolution No. 15-12-017)
3. Resolution to Allow Safe Passage in Blount County, Tennessee for a certain Visitor from the North Pole. (Resolution No. 15-12-016)

December 9, 2015

APPROVED:

ATTEST:

Jerome Moon
Commission Chairman

Roy Crawford, Jr.
County Clerk

Ed Mitchell
County Mayor

RESOLUTION No. 15-12-001

Sponsored by Commissioners Gary Farmer and Steve Samples

A RESOLUTION TO ACKNOWLEDGE 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 December 15, 2015:

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 acknowledged 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 acknowledged 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
December 15, 2015

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:

<u>Notary Name</u>	<u>Date Qualified</u>	<u>Surety</u>
Bonnie Aultman	November 17, 2015	Merchants Bonding Company
Cyrese Householder	November 18, 2015	Western Surety Company
Sheila Renea Pratt	November 20, 2015	Western Surety Company
Carolynne Ford	November 23, 2015	Surety Bonding Company of America
Lou Ann Hackney	November 23, 2015	Surety Bonding Company of America
Linda L. Seagle	November 23, 2015	Carol Morton, Tammy Charlton
Adrienne C. Woody	November 23, 2015	Western Surety Company
Melissa Cureton	December 4, 2015	Surety Bonding Company of America
Crystal Joy Brown	December 8, 2015	Surety Bonding Company of America
Billie Jones	December 8, 2015	Jerry D. Garner, Herbert H. Huffstetler
Gaynelle Manning	December 8, 2015	Jerry D. Garner, Herbert H. Huffstetler

REPORT FROM THE OFFICE OF THE COUNTY CLERK
TO THE BLOUNT COUNTY COMMISSION
OATHS OF DEPUTY SHERIFFS
December 15, 2015

Name
None

Date of oath



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 DECEMBER 15, 2015

William Marcus Allen
Donna Sue Bishop
Valerie Ann Brummitt
Melody Lee Cook
Gillian T. Fall
Tammy Lynn Hall
Donna J. Henry
Erin Grey Hill
Dawn M. Irwin
Connie Faye Kelley
Dorothy Jane Kemp
Sherry Ann Lowe

Jessica Lowe
Carmen Lucia Lozada
Kelly Love Manning
Tina Nicole Marshall
Fred L. Martin
Edward Trent Meek
Joy Ann McMaugh Payne
Jenny Willmert Poole
Linda L. Seagle
Sandra Lee Summers
Michael Anthony Webb

Budget Increases

Commission Action Needed

Fund	Amount	Budget Committee	Vote
Gen. Cty. – Recovery Court	\$3,658	Recommended	5-Yes 0-No
Public Library – Evergreen	\$25,700	Recommended	5-Yes 0-No
Schools - Grant	\$10,000	Recommended	4-Yes 1-Abstain
Gen. Cty. – CSX - BCSO	\$40,949.21	Recommended	5-Yes 0-No
Gen. Cty. – CSX - Purchasing	\$2,044.59	Recommended	5-Yes 0-No
Gen. Cty. – CSX – Animal Center	\$1,614.34	Recommended	5-Yes 0-No
Gen. Cty. – CSX - Development	\$2,422.37	Recommended	5-Yes 0-No
Gen. Cty. – CSX – Civil Defense	\$2,523.30	Recommended	5-Yes 0-No
Gen. Purpose Schools – CSX	\$15,112.88	Recommended	5-Yes 0-No
Central Cafeteria – CSX	\$17,800.10	Recommended	5-Yes 0-No
Reappraisal	\$35,500	Recommended	5-Yes 0-No
Gen. Cty./Cap. Proj. – IT	\$1,348,942	Recommended	5-Yes 0-No
Gen. Cty. – WC	\$319,563	Recommended	5-Yes 0-No
Gen. Purpose Schools – WC	\$259,048	Recommended	5-Yes 0-No

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

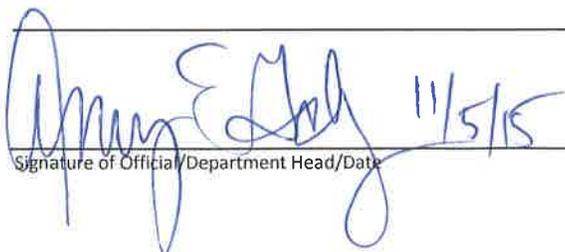
Department: Recovery Court

Account: 101-53200

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	101-53200-500355-128	Travel	2,658.00
Used with Inc/dec	101-53200-500435-128	Office Supplies	1,000.00
Total			3,658.00

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	101-0-469800-00128	Other state grants	3658.00
Used with Inc/dec			
Total			3658.00

Explanation: Reimbursement for services provided to individuals previously at Morgan County Regional Recovery Court.

 11/5/15

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-003

Sponsored by: Commissioners Jerome Moon/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 resulting from the completion of the Evergreen Compensation Study.

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 special session this 15th day of December, 2015 that the Public Library Fund Budget shall be amended as follows:

Estimated Revenue:

115-0-489900-0 Use of Fund Balance.....\$25,700.00

Appropriation:

115-56500-500169	Part-time Personnel.....	\$16,500.00
115-56500-500201	Social Security	\$1,100.00
115-56500-500204	Retirement.....	\$100.00
115-56500-500206	Life Insurance	\$50.00
115-56500-500212	Medicare	\$250.00
115-56900-500105	Supervisor/Director.....	\$7,100.00
115-56900-500201	Social Security	\$450.00
115-56900-500204	Retirement.....	\$25.00
115-56900-500206	Life Insurance	\$25.00
115-56900-500212	Medicare	\$100.00
TOTAL		\$25,700.00

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (prop to app or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: Libraries

Account: 115-56500

	Account Number	Description	Amount
TO	115-56500-500169	Part-time Personnel	16,500.00
Used with transfer	115-56500-500201	Soc.Sec.	1,100.00
	115-56500-500204	Retirement	100.00
(or)	115-56500-500206	Life Ins	50.00
	115-56500-500212	Medicare	250.00
APPROPRIATION			
Used with inc/dec			
Total			18,000.00

	Account Number	Description	Amount
FROM			
Used with transfer			
(or)			
	115-0-489900-0	Use of Fund Balance	25,700.00
EST REVENUE			
Used with inc/dec			
Total			25,700.00

Explanation: Adjustment to Evergreen after reclasses and appeals

KC Wellborn 23 Nov, 2015

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (prop to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: Libraries

Account: 115-56900

	Account Number	Description	Amount
TO	115-56900-500105	Supervisor/Director	7,100.00
<input type="checkbox"/> Used with transfer	115-56900-500201	Soc.Sec.	450.00
	115-56900-500204	Retirement	25.00
(or)	115-56900-500206	Life Ins	25.00
	115-56900-500212	Medicare	100.00
APPROPRIATION			
<input type="checkbox"/> Used with Inc/dec			
Total			7,700.00

	Account Number	Description	Amount
FROM			
<input type="checkbox"/> Used with transfer			
(or)			
EST REVENUE			
<input type="checkbox"/> Used with Inc/dec			
Total			0.00

Explanation: _____

KC Williams 23 Nov. 2015

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-004

Sponsored by: Commissioners Mike Lewis/Jerome Moon

A RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL FUND BUDGET.

WHEREAS, Blount County would like to amend the General Purpose School Fund Budget to appropriate funds from a State Department of Education grant to participate in the statewide Teacher Leader Network design team to create teacher leader models.

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 special session this 15th day of December, 2015 that the General Purpose School Fund Budget shall be amended as follows:

Estimated Revenue:

141-0-469800 Other State Grants.....\$10,000.00

Appropriation:

141-72210-500189 Other Salaries.....\$10,000.00

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: Schools - GPSF

Account: 141-xxxxx

	Account Number	Description	Amount
TO			
Used with transfer			
(or)			
	141-072210-500189	Other Salaries	10,000.00
APPROPRIATION			
Used with inc/dec			
Total			10,000.00

	Account Number	Description	Amount
FROM			
Used with transfer			
(or)			
	141-000000-469800	Other State Grants	10,000.00
EST REVENUE			
Used with inc/dec			
Total			10,000.00

Explanation: Increase for grant from State Department of Education to participate in statewide Teacher Leader Network design team that will create teacher leader models for LEA's to use in Tennessee.

Troy Logan 10-26-15
Signature of Official/Department Head/Date

Signature of County Mayor/Date

"Approved By The Board Of Education" 11-5-15

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.



GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date 11/16/2015	End Date 5/31/2016	Agency Tracking # 33105-01516	Edison ID 48067
Grantee Legal Entity Name Blount County Schools			Edison Vendor ID 0000004155

Subrecipient or Contractor <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor	CFDA #
	Grantee's fiscal year end June 30, 2016

Service Caption (one line only)
 Participate in a statewide Teacher Leader Network design team which will create teacher leader models for LEAs to use in Tennessee.

Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2016	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
TOTAL:	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00

Grantee Selection Process Summary

<input type="checkbox"/> Competitive Selection	Describe the competitive selection process used.
<input checked="" type="checkbox"/> Non-competitive Selection	An open invitation to participate was sent to all districts in the Commissioner's Update for Directors and letters were sent to districts that excel in the area of teacher leadership. In evaluating exceptional teacher leadership, TDOE looked at the following specific criteria: (1) Data from required differentiated pay plans, (2) Commitment to prioritizing teacher leader roles, as they will be expected to build on the work of the existing members, (3) Emphasis on the importance of teacher leader roles and responsibilities and increasing student achievement. All districts that responded were selected for participation in the network, for a total of 14 districts.

Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.	<i>CPO USE - GG</i>
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Speed Chart (optional) ED00000118	Account Code (optional) 71303000
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**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
TENNESSEE DEPARTMENT OF EDUCATION
AND
BLOUNT COUNTY SCHOOLS**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Tennessee Department of Education, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Blount County Schools, hereinafter referred to as the "Grantee," is for the provision of participating in a statewide Teacher Leader Network design team which will create teacher leader models for LEAs to use in Tennessee, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 0000004155

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. Definitions:
- a. Centers of Regional Excellence (CORE)—eight regional offices across the state of Tennessee that serve to provide support to districts by creating regional collaborative relationships, differentiated professional development and evidence based best practice sharing.
 - b. Tennessee Instructional Leadership Standards (TILS)—leadership standards that outline what effective instructional leader's performance should look like.
 - c. Tennessee Educator Acceleration Model (TEAM) rubric—evaluation model adopted by Tennessee designed to provide support to educators through frequent observation, constructive feedback, student data, and professional development.
 - d. Commissioner's update for Directors--Monthly email update sent to all the Director of Schools' across the state that provides relevant and important information from the Tennessee Department of Education.
- A.3. The Grantee shall designate four highly effective participants, selected by the Director of Schools, to comprise the Tennessee Teacher Leader Network District Team; each team of four must be comprised of an instructional supervisor, instructional coach, an assistant principal/ principal, and a teacher leader.
- a. Highly effective participants are individuals within the district that have demonstrated leadership qualities aligned with the TEAM rubric and TILS, and are committed to attending all meetings that the State is facilitating and producing a teacher leader model.
- A.4. The Grantee shall create one teacher leader model to share with other districts and the CORE regions that builds on the work of existing council members. A final, written draft of the model that reflects work done over the contract period will be submitted to the State by May 1, 2016.
- A.5. The Grantee's four participants (that comprise the Tennessee Teacher Leader Network District Team) shall attend and participate in seven meetings between the months of October and April at the Larry Riggsbee Support Services Facility, 1500 Airport Road, Gallatin, TN 37066. Each meeting will run from 10 AM-3PM (CST) on the following dates: November 17 & 18, 2015, December 7, 2015, January 11, 2016, February 1, 2016, March 7, 2016 and April 4, 2016.
- a. The State will facilitate the monthly meetings and monitor progress at each of the meetings. All district team members will make a good faith effort to attend each meeting, and will notify the State when an absence is necessary.
 - b. The State will approve the final model, based on alignment with Tennessee Instructional Leadership Standards (TILS) and TEAM rubrics, before releasing the model as part of an

electronic guidebook that contains all teacher leader models in the June 2016 Commissioner's update for Directors.

- c. Meeting dates and locations are subject to change based on inclement weather or other unforeseen circumstances. All attendees will be notified as soon as possible in the event of a date or location change.

- A.6. The Grantee shall co-facilitate with the State one 30 minute presentation about implementation of the teacher leader models for interested districts in their CORE regions by May 31, 2016.
 - a. The Grantee participants will share their findings and approved model at a one of the following: a standalone session, Superintendent's Study Council Meeting, or Principals' Study Council meeting.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on November 16, 2015 ("Effective Date") and extend for a period of seven (7) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed ten thousand dollars (\$10,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A is the maximum amount due the Grantee under this Grant Contract. 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 Scope, 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:

Grace Jones, Administrator
Tennessee Department of Education
710 James Robertson Parkway
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: TDOE/ Teachers and Leaders/Educator Effectiveness
- (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, 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, in form and substance acceptable to the State.

- a. 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, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
- b. 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.
- c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract 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.

- d. The Grantee must close out its accounting records at the end of the Term 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 costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs 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 Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, 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 Term.
 - 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 related matter. 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. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
 - C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
 - C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
 - a. The Grantee shall complete, sign, and return 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 this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
 - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the 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. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the 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. A termination for convenience shall not be a breach of this Grant 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 that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, 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 Grant 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 remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract 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 of Lobbying Activities," 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 31 U.S.C. § 1352.

- D.8. 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. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:
The State:

Amanda Armstrong, Director , Communications & Operations
Tennessee Department of Education
710 James Robertson Parkway, 12th Floor
Nashville, TN 37243
Amanda.armstrong@tn.gov
Telephone # (615) 454-0245
FAX # (615)-532-8312

The Grantee:

Blount County Schools
Rob Britt, Director of Schools
831 Grandview Drive
Maryville, TN 37803
rob.britt@blountk12.org
Phone: 865-984-1212

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

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

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant 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.

D.10. 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 nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.

- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, 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. The Grantee shall also 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 eleven inches (11") in height and seventeen inches (17") 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.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall

include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

- D.14. Licensure. The Grantee, its employees, and any approved subcontractor 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.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant 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 Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. 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.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency and the Department of Finance and Administration ("F&A"). Send electronic copies of annual and final reports to F&A at fa.audit@tn.gov. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by

the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.

- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.

If the Grantee is subject to an audit under this provision, then the Grantee shall complete Attachment B.

When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.

- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, motor vehicles, or contracted services, procurements by the Grantee shall be competitive where practicable. For any procurement for which reimbursement is paid under this Grant Contract, the Grantee shall document the competitive procurement method. In each instance where it is determined that use of a competitive procurement method is not practicable, supporting documentation shall include a written justification for the decision and for the use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.318—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment or motor vehicles under this Grant Contract.

- D.21. 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 Grant Contract is not a waiver or relinquishment of any 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.

- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they 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.

- D.23. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.

- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume

performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

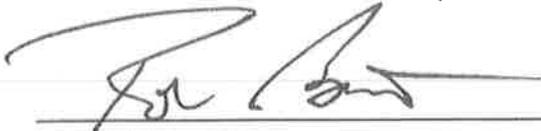
- D.25. Tennessee Department of Revenue Registration. The Grantee shall be registered with the Tennessee Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material provision of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. 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.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.29. 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 Tenn. Code Ann. §§ 9-8-101 through 9-8-407.
- D.30. 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 agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. 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 shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. 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, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

IN WITNESS WHEREOF,

BLOUNT COUNTY SCHOOLS:



10-21-2015

GRANTEE SIGNATURE

DATE

Rob Britt, Director of Schools

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

TENNESSEE DEPARTMENT OF EDUCATION:

DR. CANDICE MCQUEEN, COMMISSIONER

DATE

GRANT BUDGET				
Blount County Schools				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: 11/15/2015 END: 5/31/2015				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	10,000.00	0.00	10,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
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
25	GRAND TOTAL	10,000.00	0.00	10,000.00

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.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Stipends for four Council members for participating in 7 monthly meetings and one training session.	\$10,000.00
TOTAL	\$10,000.00

Parent Child Information

Send completed documents as a PDF file to cpo.auditnotice@tn.gov. *The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year if the Grantee indicates it is subject to an audit on the "Notice of Audit Report" document.*

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number:

Is Blount County Schools a parent? Yes No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Blount County Schools a child? Yes No

If yes, complete the fields below.

Parent entity's name: _____

Parent entity's tax identification number: _____

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager
3rd Floor, WRS Tennessee Tower
312 Rosa L Parks Avenue
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: _____

Address: _____

Phone number: _____

Email address: _____

Parent entity's Edison Vendor ID number, if applicable: _____

RESOLUTION NO. 15-12-005

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL FUND BUDGET.

WHEREAS, Blount County would like to amend the General Fund Budget to appropriate funds to the Sheriff’s Office from CSX Corporation to serve as reimbursement for time and equipment/facilities utilized by the County during the railway incident of July 2015.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-445700-0 Contributions.....\$40,949.21

Appropriation:

101-54110-500187	Overtime	\$22,936.25
101-54110-500499	Other Supplies & Materials	\$12,850.00
101-54110-500201	Social Security	\$1,422.05
101-54110-500204	Retirement.....	\$3,408.33
101-54110-500212	Medicare	\$332.58
TOTAL	\$40,949.21

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (prop to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

Department: Sheriff's Office

Account: 101-54110

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
	101-54110-500187	Overtime	22,936.25
	101-54110-500499	Other Supplies & Materials	12,850.00
APPROPRIATION	101-54110-500201	Soc. Sec.	1,422.05
Used with inc/dec	101-54410-500204	Retirement	3,408.33
	101-54110-500212	Medicare	332.58
Total			40,949.21

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
	101-445700-0	Contributions	40,949.21
Used with inc/dec			
Total			40,949.21

Explanation:

CSX Reimbursement for time spent on July 2015 incident

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-006

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL FUND BUDGET.

WHEREAS, Blount County would like to amend the General Fund Budget to appropriate funds to the Purchasing Dept. from CSX Corporation to serve as reimbursement for time and equipment/facilities utilized by the County during the railway incident of July 2015.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-445700-0 Contributions.....\$2,044.59

Appropriation:

101-52200-500105-0 Supervisor\$1,718.00

101-52200-500201-0 Social Security\$106.52

101-52200-500204-0 Retirement.....\$195.16

101-52200-500212-0 Medicare\$24.91

TOTAL**\$2,044.59**

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Mount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

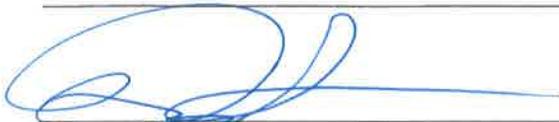
Transfer (approp to approp or rev to rev)
Increase/Decrease (rev to approp/approp to rev)

Department: Purchasing
Account: 101-52200

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	101-52200-500105-0	Supervisor	1,718.00
Used with inc/dec	101-52200-500201-0	Soc. Sec.	106.52
	101-52200-500204-0	Retirement	195.16
	101-52200-500212-0	Medicare	24.91
Total			2,044.59

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	101-445700-0	Contributions	2,044.59
Used with Inc/dec			
Total			2,044.59

Explanation: CSX reimbursement for time spent on July 2015 incident



Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-007

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL FUND BUDGET.

WHEREAS, Blount County would like to amend the General Fund Budget to appropriate funds to the Animal Center from CSX Corporation to serve as reimbursement for time and equipment/facilities utilized by the County during the railway incident of July 2015.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-445700-0 Contributions.....\$1,614.34

Appropriation:

101-55120-500187-0 Overtime\$1,317.73

101-55120-500201-0 Social Security\$81.70

101-55120-500204-0 Retirement.....\$195.81

101-55120-500212-0 Medicare\$19.10

TOTAL**\$1,614.34**

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: Animal Center

Account: 101-55120-0

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	101-55120-500187-0	Overtime	1,317.73
Used with inc/dec	101-55120-500201-0	Soc. Sec.	81.70
	101-55120-500212-0	Medicare	19.10
	101-55120-500204-0	Retirement	195.81
Total			1,614.34

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	101-445700-0	Contributions	1,614.34
Used with inc/dec			
Total			1,614.34

Explanation: CSX reimbursement for time spent on July 2015 accident

Charles B. Raffard 11/13/15
Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-008

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL FUND BUDGET.

WHEREAS, Blount County would like to amend the General Fund Budget to appropriate funds to Development from CSX Corporation to serve as reimbursement for time and equipment/facilities utilized by the County during the railway incident of July 2015.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-445700-0 Contributions.....\$2,422.37

Appropriation:

101-51710-500105-0 Supervisor\$2,035.44

101-51710-500201-0 Social Security\$126.19

101-51710-500204-0 Retirement.....\$231.23

101-51710-500212-0 Medicare\$29.51

TOTAL**\$2,422.37**

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: Development

Account: 101-51710

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	101-51710-500105-0	Supervisor	2,035.44
Used with Inc/dec	101-51710-500201-0	Soc. Sec.	126.19
	101-51710-500204-0	Retirement	231.23
	101-51710-500212-0	Medicare	29.51
Total			2,422.37

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	101-445700-0	Contributions	2,422.37
Used with inc/dec			
Total			2,422.37

Explanation: CSX reimbursement for time spent on July 2015 incident

Justin M. Teague
Signature of Official/Department Head/Date

11/10/15

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-009

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL FUND BUDGET

WHEREAS, Blount County would like to amend the General Fund Budget to appropriate funds to Civil Defense from CSX Corporation to serve as reimbursement for time and equipment/facilities utilized by the County during the railway incident of July 2015.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-445700-0 Contributions.....\$2,523.30

Appropriation:

101-54410-500105-0 Supervisor\$2,120.25

101-54410-500201-0 Social Security\$131.45

101-54410-500204-0 Retirement.....\$240.86

101-54410-500212-0 Medicare\$30.74

TOTAL**\$2,523.30**

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: Civil Defense/Emer. Mgmt.

Account: 101-54410

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	101-54410-500105-0	Supervisor	2,120.25
Used with Inc/dec	101-54410-500201-0	Soc. Sec.	131.45
	101-54410-500204-0	Retirement	240.86
	101-54410-500212-0	Medicare	30.74
Total			2,523.30

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	101-445700-0	Contributions	2,523.30
Used with Inc/dec			
Total			2,523.30

Explanation:

CSX reimbursement for July '15 incident



Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-010

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL FUND BUDGET

WHEREAS, Blount County would like to amend the General Purpose School Fund Budget to appropriate funds from CSX Corporation to serve as reimbursement for time and equipment/facilities utilized by the County during the railway incident of July 2015.

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 special session this 15th day of December, 2015 that the General Purpose School Fund Budget shall be amended as follows:

Estimated Revenue:

141-445700-0 Contributions\$15,112.88

Appropriation:

141-72410-500139-0	Asst. Principals	\$2,841.54
141-72410-500104-0	Principals	\$69.51
141-72410-500201-0	Social Security	\$180.49
141-72410-500204-0	Retirement	\$263.16
141-72410-500212-0	Medicare	\$42.21
141-72410-500499-0	Other Supplies	\$3,000.00
141-72610-500166-0	Custodial Personnel	\$4,089.42
141-72610-500201-0	Social Security	\$253.54
141-72610-500204-0	Retirement	\$464.56
141-72610-500212-0	Medicare	\$59.30
141-72610-500410-0	Custodial Supplies	\$2,000.00
141-72710-500105-0	Supervisor/Director	\$1,387.56
141-72710-500201-0	Social Security	\$86.03
141-72710-500204-0	Retirement	\$125.44
141-72710-500212-0	Medicare	\$20.12
141-72710-500315-0	Contracts w/vehicle owners.....	\$230.00

TOTAL**\$15,112.88**

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

Department: General Purpose Schools

Account: 72410,72610,72710

	Account Number	Description	Amount
TO	141-72410-500104	Principals	69.51
Used with transfers	141-72410-500139	Asst. Principal	2,841.54
	141-72410-500201	Soc. Sec.	180.49
(or)	141-72410-500204	Retirement	263.16
	141-72410-500212	Medicare	42.21
APPROPRIATION	141-72410-500499	Other Supplies	3,000.00
Used with inc/dec			
Total			6,396.91

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	141-0-445700	Contributions	15,112.88
Used with inc/dec			
Total			15,112.88

Explanation: CSX reimbursement for July 2015 incident

P. 1 of 3

Tracy Logan 11-16-15

Signature of Official/Department Head/Date

Signature of County Mayor/Date

Approved By The Board Of Education" 12-3-15

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)



Department: General Purpose Schools

Account: 72410,72610,72710

	Account Number	Description	Amount
TO			
Used with transfers	141-72610-500166	Custodial Personnel	4,089.42
	141-72610-500201	Soc. Sec.	253.54
(or)	141-72610-500204	Retirement	464.56
	141-72610-500212	Medicare	59.30
APPROPRIATION	141-72610-500410	Custodial Supplies	2,000.00
Used with inc/dec			
Total			6,866.82

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE			
Used with inc/dec			
Total			0.00

Explanation: CSX reimbursement for July 2015 incident

p. 2 of 3

Troy Logan 11-16-15

Signature of Official/Department Head/Date

Signature of County Mayor/Date

"Approved by The Board of Education" 12-3-15

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

Department: General Purpose Schools

Account: 72410,72610,72710

TO	Account Number	Description	Amount
Used with transfers	141-72710-500105	Supervisor/director	1,387.56
	141-72710-500201	Soc. Sec.	86.03
(or)	141-72710-500204	Retirement	125.44
	141-72710-500212	Medicare	20.12
APPROPRIATION	141-72710-500315	Contracts w/vehicle owners	230.00
Used with inc/dec			
Total			1,849.15

FROM	Account Number	Description	Amount
Used with transfers			
(or)			
EST REVENUE			
Used with inc/dec			
Total			0.00

Explanation: CSX reimbursement for July 2015 incident

p. 3 of 3

Tracy Leggett 11-15-16

Signature of Official/Department Head/Date

Signature of County Mayor/Date

"Approved By The Board Of Education" 12-3-15

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-011

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND CENTRAL CAFETERIA FUND BUDGET

WHEREAS, Blount County would like to amend the Central Cafeteria Fund Budget to appropriate funds from CSX Corporation to serve as reimbursement for time and equipment/facilities utilized by the County during the railway incident of July 2015.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the Central Cafeteria Fund Budget shall be amended as follows:

Estimated Revenue:

143-445700-0 Contributions.....\$17,800.10

Appropriation:

143-73100-500105-0	Supervisor	\$2,024.00
143-73100-500165-0	Cafeteria.....	\$8,731.49
143-73100-500201-0	Social Security	\$666.84
143-73100-500204-0	Retirement.....	\$1,221.82
143-73100-500212-0	Medicare	\$155.95
143-73100-500710-0	Food Service Equipment.....	\$5,000.00
TOTAL	\$17,800.10

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)



Department: School Cafeteria / Food Service

Account: 73100

	Account Number	Description	Amount
TO	143-73100-500105	Supervisor	2,024.00
Used with transfers	143-73100-500165	Cafeteria	8,731.49
	143-73100-500201	Soc. Sec.	666.84
(or)	143-73100-500204	Retirement	1,221.82
	143-73100-500212	Medicare	155.95
APPROPRIATION	143-73100-500710	Food Service Equipment	5,000.00
Used with inc/dec			
Total			17,800.10

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
	143-0-445700	Contributions	17,800.10
EST REVENUE			
Used with inc/dec			
Total			17,800.10

Explanation: CSX reimbursement for July 2015 incident

Troy Segun 11-16-15

Signature of Official/Department Head/Date

Signature of County Mayor/Date

"Approved By The Board Of Education" 12-3-15

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-012

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL FUND BUDGET

WHEREAS, Blount County would like to amend the General Fund Budget to appropriate funds to the Reappraisal Dept. to cover employer insurance costs that were not captured during the budgeting process.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-489900-0 Use of Fund Balance.....\$35,500.00

Appropriation:

101-52310-500205-0 Employee Insurance.....\$20,000.00

101-52310-500207-0 Employee Insurance-Health.....\$15,500.00

TOTAL**\$35,500.00**

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date



Blount County Property Assessor
Tim Helton, Property Assessor
351 Court Street
Maryville, TN 37804
Ph: (865) 273-5850
Fax: (865) 273-5866

MEMO

TO: Blount County Budget Committee

FROM: Tim Helton, Property Assessor

RE: Budget amendment

DATE: 12/03/15

The request for the budget amendment in the Reappraisal cost center (052310) is due to the fact that 3 of the 6 employees were missed when benefits were budgeted. Please excuse our oversight.

A handwritten signature in blue ink, appearing to read "T. Helton", is located below the text of the memo.

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: Reappraisal Program

Account: 101-52310

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	101-52300-500205-0	Employee Insurance	20,000.00
Used with Inc/dec	101-52310-500207-0	Employee Insurance-Health	15,500.00
Total			35,500.00

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	101-489900-0	Other/Use of Fund Balance	35,500.00
Used with inc/dec			
Total			35,500.00

Explanation: Original budget only included benefits for 3 employees, when in fact, it should have been 6.

J. Keith 11-30-15
Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-013

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL FUND & CAPITAL PROJECTS BUDGETS

WHEREAS, Blount County would like to amend the General Fund Budget to appropriate funds to establish a Capital Projects Fund, 189, for the implementation of the IT Infrastructure/Network Project, as assessed by NET3IT. This request also includes the needs of the Blount County Sheriff’s Office, consistent with the NET3 recommendation.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund & Capital Projects Budgets shall be amended, in a multi-step process, as follows:

Step 1:

Estimated Revenue:

101-489900-0 Other/Use of Fund Balance.....\$1,348,942.00

Appropriation:

101-099100-500590-0 Transfers Out\$1,348,942.00

Step 2:

Estimated Revenue:

189-498000-0 Operating Transfers\$1,348,942.00

Appropriation:

189-091110-500709-51900 Data Processing Equipment\$1,348,942.00

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

Memo

To: Blount County Budget Committee

From: Randy Vineyard, Finance Director 

Date: December 2, 2015

Re: Establishment of IT Infrastructure/Network Project

As you are aware, Net31T was contracted by Blount County to provide an Information Technology assessment. Forty-four elected officials, key staff members, and IT staff were interviewed to review existing business applications used to support operations. An inspection of the technology infrastructure was also conducted. Based on the detailed recommendations (see attached report), which will realistically take 18 months to 2 years to implement, Blount County is requesting the establishment of an IT Infrastructure/Network Capital Project to address those key issues identified as highest priority.

We are requesting the use of fund balance, in General County Fund 101, to establish a capital fund for this IT Infrastructure/Network Project in Capital Project Account # 189-91110-500709-51900, "Data Processing Equipment".

In the course of presenting the Net3 recommendation to the IT Committee, questions arose about including the BCSO needs. The IT assessment did not include those needs. However, this budget request incorporates those needs consistent with the Net3 recommendation.

This addresses the funding of the capital project only. The next step is a public process to select an IT Services to implement the project. Purchasing will be handling that process, and a recommendation will be presented to the Commission.

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

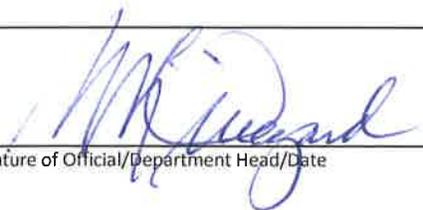
Department: General County

Account: 101-99100 Transfers Out

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	101-99100-500590-0	Transfers Out	1,348,942.00
Used with inc/dec			
Total			1,348,942.00

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	101-489900-0	Other/Use of Fund Balance	1,348,942.00
Used with Inc/dec			
Total			1,348,942.00

Explanation: Moving money to Transfers Out for IT Infrastructure/Network Project, to then be moved to Fund 189 Operating Transfers In. Fund 189 is a Capital Projects fund. This is being done to fund the implementation of NET3's IT Assessment.



Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (prop to app or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

Department: General County

Account: 101-99100 Transfers Out

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	189-91110-500709-51900	Data Processing Equipment	1,348,942.00
Used with Inc/dec			
Total			1,348,942.00

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	189-489900-0	Operating Transfers	1,348,942.00
Used with inc/dec			
Total			1,348,942.00

Explanation: Moving money to Transfers In for IT Infrastructure/Network Project, to then be appropriated to capital project account. Fund 189 is a Capital Projects fund. This is being done to fund the implementation of NET3's IT Assessment.



Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

BUDGET AND PRIORITIZATION

This section lists by priority the expected budget for executing the recommendations. These are not quotes and the overall system designs will influence the overall price however, we believe these to be realistic overall costs per project. Where items are one time capital purchases, we will state so. Expected labor for installation will be separated from the hardware. Items that are ongoing monthly expenses will be noted as such.

Priority and Financials of BCG Recommendations	Budget Capital	Monthly Expense
CIO Services		\$ 5,000.00
Director of IT		\$ 9,580.00
Courthouse cabling and related network switches		
2 Core Switches	\$ 20,000	
8 Switches + 1 Spare switch	\$ 32,400	
(40) 10Gb Fiber transceivers	\$ 24,000	
(40) LC-LC Fiber patch cables	\$ 1,200	
(400) CAT6 Connections @ \$200/drop	\$ 80,000	
(4) 300' 12 strand fiber 50 micron @\$4500 ea	\$ 18,000	
(2) 150' 12 strand fiber 50 micron @\$3500 ea	\$ 7,000	
Switch Install and configuration labor	\$ 6,000	
Core Firewall at Courthouse 3YR ADV SEC Lic (includes labor)	\$ 11,500	
Secondary Internet at Courthouse (includes labor)	\$ 250	\$ 250
Site Firewalls		
Library (includes labor)	\$ 11,500	
Op Center & Justice Center (includes labor)	\$ 15,900	
Ag Ext, Health Dept, Animal Center, Probation, Voting, Mall (includes labor)	\$ 10,500	
Site Primary Internet - Op Center, Justice Center, Probation Office		
Op Center (includes labor)	\$ 250	\$ 250
Justice Center (includes labor)	\$ 250	\$ 250
Probation (includes labor)	\$ 250	\$ 250
Phone System (320 phones)		
phone system install and configuration	\$ 16,000	
Office 365 productivity suite (250 users)	\$ 10,000	\$ 5,000
wireless for courthouse	\$ 20,450	
site wireless		
Wiring for wireless access points	\$ 7,200	
wireless design and installation labor for both above	\$ 6,000	
server infrastructure		
Server installation and configuration labor	\$ 6,750	
ERP includes conversion labor and licenses for 250 users	\$ 450,000	
Secondary Internet - Fiber extensions	unknown	
PC replacements	\$ 75,000	
TNCIS	unknown	

970,740

21,330 x 12 = 255,960

NOTICE: THIS DOCUMENT CONTAINS CONFIDENTIAL AND/OR PROPRIETARY INFORMATION, AND MAY NOT BE DISCLOSED WITHOUT PRIOR WRITTEN AGREEMENT.

\$ 1,226,700

Technology Requests 2015-2016

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>	
Desktop PCs	100	\$621.18	\$62,118.00	
Desktop Monitors 23"	100	\$168.30	\$16,830.00	(Leasing option acceptable)
Total		\$789.48	\$78,948.00	\$19,737.00 assume 4 year
MDT Devices	100			
HP ProBook 650 G1		\$838.70		
8GB Memory Add-on		\$61.20		
Integrated 4G LTE Card		\$37.74		(Leasing option acceptable)
Total		\$937.64	\$93,764.00	\$31,254.67 assume 3 year
HP 2920-48G Switch	2	\$2,100.00	\$4,200.00	
HP Stacking Module	2	\$700.00	\$1,400.00	
HP Stacking Cable	1	\$150.00	\$150.00	
Total			\$5,750.00	\$5,750.00
Google Apps	350	\$50.00	\$17,500.00	per year \$17,500.00 (Office365 acceptable)
Verizon Device Access	100	\$480.00 (\$40/mth)	\$48,000.00	per year \$48,000.00 (Data cost)
			<u>\$243,962.00</u>	<u>\$ 122,241.67</u> (w/Leasing Option)

INFORMATION TECHNOLOGY ASSESSMENT

BLOUNT COUNTY GOVERNMENT

10/26/2015



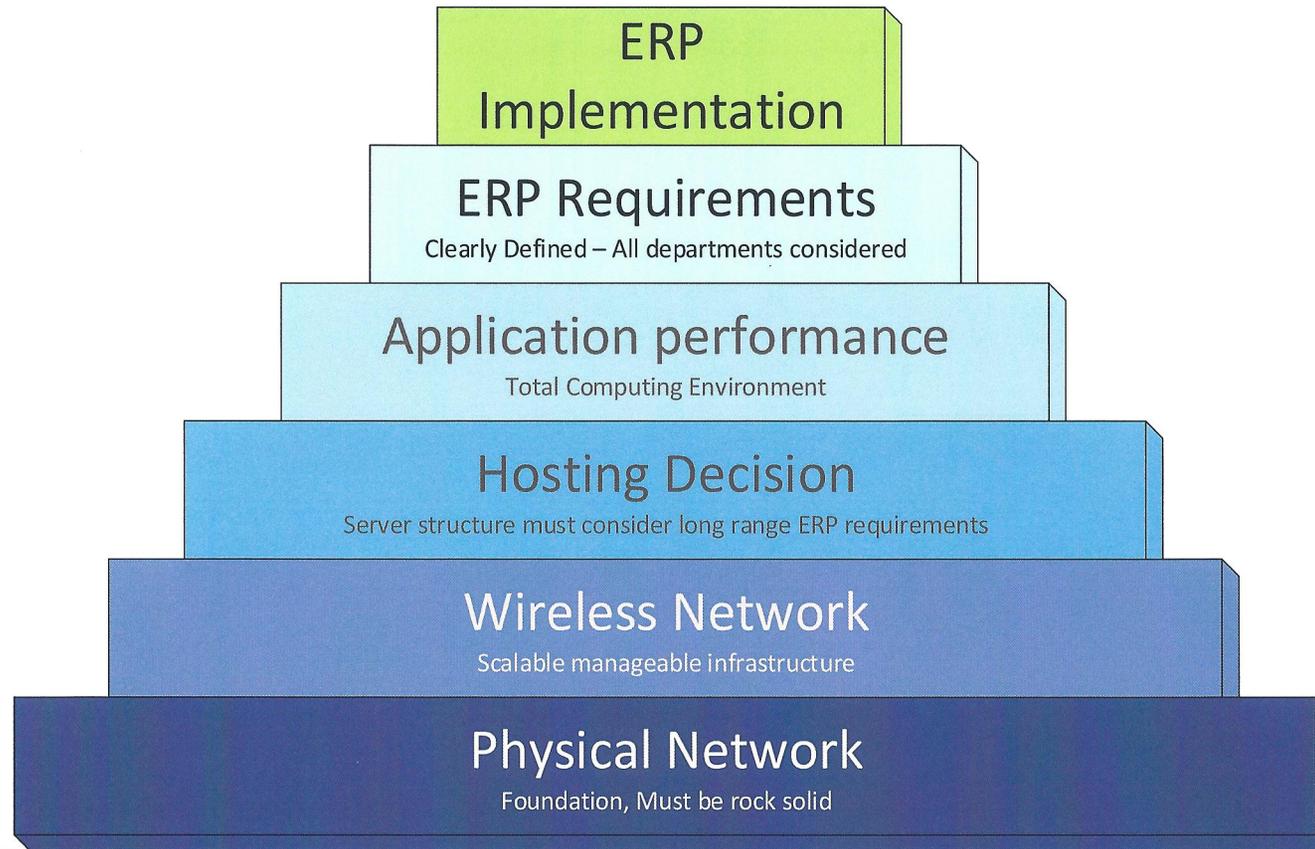
REVIEW PROCESS

- Interviewed 44 staff members from County Departments and Offices of Elected Officials for clear understanding of needs and objectives.
- Documented IT resources including servers, desktops, switches, appliances and firewalls.
- Reviewed applications throughout supporting the organization
- Reviewed backups, security and related communications networks, and disaster recovery strategy.
- Documented current IT problem areas.

KEY FINDINGS

- General lack of strategic IT direction
- Incomplete IT projects leading to user frustration
- Unplanned downtime
- Duplication of Infrastructure and support
- Broad range of custom non-integrated applications
- Critical line of business applications that are no longer supported
- Unreliable Internet connectivity that is severely undersized and without failover capabilities
- Significantly outdated network infrastructure that is unmanageable and void of any support contracts
- Wireless network is limited and unreliable
- Current phone system is beyond life expectancy and unreliable
- No disaster recovery plans or IT policies in place.

BUILDING A STRONG FOUNDATION IS KEY



RECOMMENDATIONS

- Procure CIO for transition period
- Procure Director of IT
- Create Technology Team to lead and communicate changes to the organization
- Clear roles and responsibilities for existing IT staff
- Fix/update physical infrastructure at the courthouse
- Update switch and router infrastructure at other County sites
- Install properly designed and redundant Internet connections
- Replace phone system
- Install properly designed and located Wireless Access Points with layered levels of security
- Upgrade core server infrastructure with failover and Disaster Recovery designs in mind

RECOMMENDATIONS (CONTINUED)

- Purchase and install Enterprise Resource Planning System
- Consolidate applications where possible
- Migrate to Office 365 for e-mail and updated office support applications
- Install help desk ticketing system
- Implement IT policies and procedures
- Implement formal technology refresh program

PRIORITY AND FINANCIALS

Priority and Financials of BCG Recommendations		Budget Capital	Monthly Expense
CIO Services			\$ 5,000.00
Director of IT			\$ 9,580.00
Courthouse cabling and related network switches			
	2 Core Switches	\$ 20,000	
	8 Switches + 1 Spare switch	\$ 32,400	
	(40) 10Gb Fiber transceivers	\$ 24,000	
	(40) LC-LC Fiber patch cables	\$ 1,200	
	(400) CAT6 Connections @ \$200/drop	\$ 80,000	
	(4) 300' 12 strand fiber 50 micron @\$4500 ea	\$ 18,000	
	(2) 150' 12 strand fiber 50 micron @\$3500 ea	\$ 7,000	
	Switch Install and configuration labor	\$ 6,000	
Core Firewall at Courthouse 3YR ADV SEC Lic (includes labor)		\$ 11,500	
Secondary Internet at Courthouse (includes labor)		\$ 250	\$ 250
Site Firewalls			
	Library (includes labor)	\$ 11,500	
	Op Center & Justice Center (includes labor)	\$ 15,900	
	Ag Ext, Health Dept, Animal Center, Probation, Voting, Mall (includes labor)	\$ 10,500	
Site Primary Internet - Op Center, Justice Center, Probation Office			
	Op Center (includes labor)	\$ 250	\$ 250
	Justice Center (includes labor)	\$ 250	\$ 250
	Probation (includes labor)	\$ 250	\$ 250

PRIORITY AND FINANCIALS (CONTINUED)

Priority and Financials of BCG Recommendations	Budget Capital	Monthly Expense
Phone System (320 phones)	\$ 40,000	\$ 750
phone system install and configuration	\$ 16,000	
Office 365 productivity suite (250 users)	\$ 10,000	\$ 5,000
wireless for courthouse	\$ 20,450	
site wireless	\$ 20,340	
Wiring for wireless access points	\$ 7,200	
wireless design and installation labor for both above	\$ 6,000	
server infrastructure	\$ 80,000	
Server installation and configuration labor	\$ 6,750	
ERP includes conversion labor and licenses for 250 users	\$ 450,000	
Secondary Internet - Fiber extensions	unknown	
PC replacements	\$ 75,000	
TNCIS	unknown	

IT Assessment Report

Prepared for:

Blount County Government

Prepared by

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October 2015

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EXECUTIVE SUMMARY

Net3IT was contracted by the Blount County Government (BCG) to provide an Information Technology assessment. Forty-four elected officials (or their designated representatives), key staff members and IT staff were interviewed to review business applications used to support the various operational groups. In addition, a complete inspection of the technology infrastructure was also conducted. Detailed recommendations are contained in this report. From an executive perspective, nine key issues were observed and are summarized here.

- A general lack of strategic IT direction and leadership.
- A general frustration with the IT organization on uncompleted projects, unplanned downtime and lack of planning/communication resulting in departmental duplication of staff, infrastructure and connectivity.
- A broad range of custom non-integrated business applications creating a severe strain on limited IT resources.
- Critical line of business applications with no available support resources or support knowledge
- Internet connectivity is unreliable and severely undersized lacking fail-over capabilities.
- Significantly outdated network infrastructure that is unmanageable and void of any support contracts.
- Wireless networking is consumer grade, limited and unreliable.
- The current phone system has exceeded its life expectancy and now poses significant risk to daily operations of the organization.
- No organizational Disaster Recovery plan exists.

These issues and recommendations are summarized below in four logical sections. In order of priority, they are: IT Leadership, Infrastructure, Business Applications, and Operations. The ordered of priority of these sections is critical in bringing about the significant improvement in services desired. Blount County has taken the first step by commissioning this assessment to create a clear picture of the current technology/related systems and to determine an overall technology vision for the county. For Blount County, there are no "silver bullets" offering "quick fixes." Site inspections and staff conversations reveal that a prolonged lack of financial investment in IT systems and infrastructure, needed to keep systems up-to-date, has existed for many years. Attempting to address the numerous recommendations identified in the assessment in a short time frame would prove to be highly disruptive to the organization as well as incredibly costly. Realistically, it is expected to take 18 months to 2 years of focused work to implement the recommended changes. There are a few infrastructure projects that will result in significant benefits to all users. Those projects have been identified as highest priority.

IT LEADERSHIP

In all organizations, leadership is essential in providing clear direction for both the present and the future. IT specific leadership has the added responsibility of leveraging technology to increase efficiency, reliability and capacity of the organization. This IT assessment has revealed a general lack of impact in these desired goals. In general, no IT strategy exists to provide a long term technology roadmap for the organization. As a result, IT decisions tend to address only small departmental/individual issues rather than larger organizational issues. This has led to duplication of staff and resources at the departmental level and increased overall IT costs for the organization. Net3IT recommends the following actions:

- Creating a Technology Team (including a 3rd party Chief Information Officer) to meet monthly reviewing ongoing projects, discussing any organizational changes/needs, prioritizing IT projects and issuing regular formal communication to the rest of the organization.
- An IT Director is needed to provide operational oversight for IT staff and to see that IT projects are executed to completion. This position should be a technical management position with 60% “doing”/40% “managing” expectations.
- Roles and responsibilities need to be clarified for the existing IT staff including formal staff development plans based upon the organizational needs and staff capabilities.

INFRASTRUCTURE

A critical part of IT assessment is focused on the foundational network connectivity that exists for an organization. Too often end user reported issues are merely symptoms resulting from these deeper connectivity issues. As a part of this assessment we have conducted site inspections at: Blount County Courthouse, Blount County Justice Center, Blount County Operations Center, Blount County Schools (Grandview facility) and Blount County Animal Shelter. Conversations with key staff at each of these locations has confirmed that poor Internet connectivity is the single greatest complaint across the organization. While improving Internet connectivity is needed, alone it will not address the lack of reliable access to key organizational applications and data. Both wireless and wired infrastructure are contributing factors to the unreliable network condition. Additionally, the current digital phone system is well past its expected life cycle and poses a significant risk to the ability of the staff to perform essential job duties. Net3IT recommends the following actions:

- Increasing the speed and reliability of the existing courthouse Internet connection.
- Relocating current courthouse data closets to central locations.
- Installing enterprise class network (wired & wireless) hardware at the courthouse and extending wireless solutions throughout the organization.
- Purchasing/maintaining active support contracts on all production hardware/software.
- Improving network speed and reliability for other county facilities.
- Improving performance and reliable access to organization applications by replacing existing servers with virtual server cluster and associated SAN (Storage Area Network).

- Installing a new cloud based VOIP phone system for all county facilities leveraging the county fiber network and local Internet connections.

BUSINESS APPLICATIONS

There are many specialized applications for different parts of the organization and one central financial system for general ledger, most purchasing activities, most accounts payable activities, some level of accounts receivable, and a form of budgeting. These applications for the most part are unique, highly customized, extremely aged in terms of underlying code and physical server technology, and unfortunately, not supportable by existing IT staff. Support for these custom applications was for the most part centered on one key individual who is no longer in the county IT organization. This poses a high risk to the organization and needs to be addressed. Because support is sparse, many of the organizations have created independent systems that are locally financed and managed creating islands of information that can't be electronically shared with other parts of the organization. Net3IT recommends the following actions:

- Replacing the existing financial system with a modern Enterprise Resource Planning solution supporting General Ledger activities, Accounts Payable, Accounts Receivable, Fixed Assets, Document Archiving, Purchasing, Inventory Management, Customer Relationship Management, and Workflow with tight integrations with the new Kronos HRIS solution, E-Gov system, and the GIS platform.
- Consolidating Clerk and Master onto the TNCIS platform (and possibly Juvenile court system).
- Where practical, standardizing credit card and check processing solutions onto one platform.
- Providing better GIS system user training and standardizing how the GIS system is used to bring data consistency and accuracy across all divisions.

OPERATIONS

This IT assessment has focused on a few key areas: backup/recovery, helpdesk process, technology standards/refresh cycles and management reporting. In general, the day to day operation of the IT department needs significant improvement to provide efficient and consistent support to the organization. Current documentation for network configuration, equipment warranties, support contracts, data communications contracts, asset inventory, and work flow does not exist. The staff is at an extreme disadvantage without this vital information. A recent senior level staff transition has revealed that the IT staff have neither been prepared nor allowed to perform many of day to day maintenance tasks that are now daily expectations. Net3IT recommends the following actions:

- Purchasing latest backup system software with support agreement.
- Implementing industry standard backup processes.
- Installing IT helpdesk software (Spiceworks) to ensure all requests are assigned and completed.
- Encouraging/requiring users to submit email requests for IT support.

- Providing monthly IT service reports to management.
- Migrating all users to Office 365 for both Exchange and Office applications. This subscription base license model will ensure that all users are appropriately licensed and have access to the latest version of software.
- Implementing a computer inventory management system (Spiceworks) to provide the IT staff visibility to all software installed on county computers.
- Implementing standards for purchasing and refreshing technology
- Developing an IT disaster recovery (part of a larger business continuity plan) to allow the county to provide its essential services in the event of a disaster.

END RESULT

The end result of all these efforts should look as follows:

- Strong IT leadership with great communications skills, vision, and ability to share knowledge and train up others
- Reliable, high speed network infrastructure with built in fault tolerance that “just works”
- Government wide wireless access with proper security and controls
- Enterprise wide core applications built on “off-the-shelf” technologies that are much easier to support utilizing an “enter data once and use it everywhere” philosophy
- Solid disaster recovery plans, operational policies and procedures with clear service level agreements from IT to the various parts of the organization.
- Clear communication across all parts of the organization on IT direction, system updates and support.

TABLE OF CONTENTS

EXECUTIVE SUMMARY i

 IT Leadership ii

 Infrastructure ii

 Business Applications iii

 Operations iii

 End Result iv

Overview of Assessment and Deliverables 6

High Level Observations and Recommendations 7

 IT Leadership 7

 Infrastructure 8

 Business Applications 10

 Operations 14

Standardization and Policies 16

 Infrastructure Standards 16

 Policies 17

Budget and Prioritization 18

OVERVIEW OF ASSESSMENT AND DELIVERABLES

Net3IT was contracted by the Blount County Government to complete an information technology assessment. The goals for this assessment were as follows:

- Identify Information Technology strengths, weaknesses and needs
- Identify and assess any underlying Information Technology problems or opportunities
- Review existing software and how it supports the organization as a whole
- Evaluate existing IT staff
- Evaluate existing IT related service and telecom contracts
- Develop a plan for implementation

There were several challenges the Blount County Government communicated to Net3IT. These included the following:

- Need for a clear vision for the appropriate use of technology
- Applications are old
- Recent changes in IT management need to be addressed
- Concerns about user security, appropriate use of systems, and controls due to recent personnel changes
- Immediate needs to support the leadership and mentoring of existing IT staff
- Immediate guidance to ensure success of the existing Kronos HRIS system implementation
- Departments currently working in “information silos”
- Need to work within existing budgets and costs

To accomplish these goals, Net3IT performed the following tasks and analysis.

- Interviewed 44 elected officials (or their delegates) and department personnel for clear understanding of business needs and objectives
- Documented IT resources including servers, desktops, switches, routers, wireless access points, and firewalls
- Documented business applications for appropriate use
- Reviewed existing IT projects, other than the Kronos implementation, and provided recommendations related to those projects.
- Documented regular backup and disaster recovery strategy

- Documented high level security related items including patch management, firewall configuration and remote access
- Documented existing communications network and associated costs
- Documented current IT problem areas
- Gained an understanding of mobile and wireless computing needs

HIGH LEVEL OBSERVATIONS AND RECOMMENDATIONS

Coming in with a fresh set of eyes, Net3IT has the advantage of looking at the overall IT structure and processes without knowledge of how the current state of the organization has been created nor the political environment that influenced it. We were simply given the opportunity to observe “what is” and make recommendations based on current technology and industry best practices. Looking at the IT overall needs, we have identified four major areas of concern.

- Lack of clear IT direction and leadership
- Extremely aged voice and data infrastructure, security systems and undersized Internet connectivity lacking redundancy
- Disparate business applications with a significant number of applications built on highly customized and unsupported software platforms.
- Ongoing operational issues leading to general frustrations with IT, the inability to complete projects and unplanned downtime. These issues are compounded by a lack of operating procedures and disaster recovery plans.

These issues and solutions are detailed below.

IT LEADERSHIP

In all organizations leadership is essential in providing clear direction for both the present and the future. IT specific leadership has the added responsibility of leveraging technology to increase efficiency, reliability and capacity of the organization. This IT assessment has revealed a general lack of impact in these desired goals. In general, no IT strategy exists to provide a long term technology roadmap for the organization. As a result, IT decisions tend to address only small departmental/individual issues rather than larger organizational issues. This has led to duplication of staff and resources at the departmental level and increased IT costs for the organization. To resolve this dilemma, Net3IT recommends the following actions:

- Creating a Technology Team (including a 3rd party Chief Information Officer) to meet monthly to reviewing ongoing projects, discussing any organizational changes/needs, prioritizing IT projects and issuing regular formal communication to the rest of the organization.

The 3rd party contracted Chief Information Officer would provide executive level technology briefings and advise this Technology Team on solutions that are available to support the organizational objectives in clear business terms. This individual is responsible for leading the overall technical design and presenting executive level communications. This individual will present solutions for purchase and lead the technical side of the Enterprise Resource Planning system implementation discussed in a later section. This is not a full time or permanent type position as the role of the CIO is to facilitate change and coordinate communications, vendors, internal staff and business leaders. The CIO role initially will be significant, but once the large portion of recommended changes are complete CIO time can diminish greatly until the next cycle of IT strategic initiatives are developed/implemented for the County.

In addition to strategic leadership, day to day operational leadership is also lacking. Departmental interviews revealed a general frustration with the IT organization. Multiple departments expressed that projects had been requested for 2 years or more, but not yet completed. It was quickly determined that the current staff has not been developed/mentored and were not currently equipped to support the needs of the organization. Net3IT recommends the following actions:

- An IT Director is needed to provide operational oversight for IT staff and to see that IT projects are executed to completion. This position should be a technical management position with 60% “doing”/40% “managing” expectation.
- Roles and responsibilities need to be clarified for the existing IT staff including formal staff development plans based upon the organizational needs and staff capabilities.

The IT director functions as the “hands and feet” of the CIO, executing the prioritized strategic initiatives of the Technology Team and technical designs of the CIO. This individual is responsible for the “care and feeding” of not only the infrastructure, security, backups and telecommunications, but also the coaching and training of the IT staff, assigning tasks, coordinating team efforts and setting daily priorities in support of larger strategic goals set by the Technology Team.

INFRASTRUCTURE

A critical part of IT assessment is focused on the foundational network connectivity that exists for an organization. Too often end user reported issues are merely symptoms resulting from these deeper connectivity issues. As a part of this assessment we have conducted site inspections at: Blount County Courthouse, Blount County Justice Center, Blount County Operations Center, Blount County Schools (Grandview facility) and Blount County Animal Center. Conversations with key staff at each of these locations has confirmed that poor Internet connectivity is the single greatest complaint across the organization. Although a primary Internet connection for the organization is located in the IT computer room at Blount County Courthouse, it is dramatically undersized for the size of the organization. This “undersized” condition has led to several departments (Library, Sheriff’s Office, Dept. of Schools, District Attorney, Register of Deeds office) obtaining independent Internet connections and increased costs for the county. To address the poor Internet connectivity, Net3IT recommends the following actions:

- Increasing the speed of the existing courthouse primary Internet connection
- Installing a secondary Internet connection (alternate ISP) of equal size at the courthouse
- Installing a cloud based firewall to provide redundancy using an active/active failover configuration

In addition to Internet connectivity, the Blount County Courthouse network infrastructure (both wired and wireless) has evolved over time in response to immediate needs rather than a formal design. This has led to a fragmented network of consumer grade equipment and inconsistent access to key organizational systems. To address these issues, Net3IT recommends the following actions:

- Relocating current courthouse data closets to central locations
- Installing CAT6 cabling for the courthouse
- Installing 10Gb fiber connections between all courthouse data closets and the main computer room
- Installing enterprise class SDN capable manageable network switches and UPSs at the courthouse
- Installing enterprise class wireless system for the courthouse
- Purchasing/maintaining active support contracts on all production hardware/software

The Operations Center, Justice Center, Ag Extension and Animal Center have only primary network connections. Some (Ops Center and Justice Center) connect to the county private fiber as a primary network connection. Others (Ag Extension and Animal Center) have a broadband Internet connection providing access to county services via VPN (Virtual Private Network) connections. None of these facilities have redundant network connections in the event that the primary network fails. Some county facilities do have additional “dedicated” network connections, but these connections are not available to all departments. To address these issues, Net3IT recommends the following actions:

- Installing cloud based firewalls at each county facility
- Connecting all county facilities to the private fiber network
- Installing enterprise class wireless system for county facilities
- Interconnecting the county private network to the school private fiber network
- Installing additional fiber to complete a “ring” fiber topology

The county’s server hardware has exceeded its recommended life expectancy with some systems installed more than 10 years ago. None of these systems has a current support contract; the most recent warranty expiration is more than 4 years ago. This aging hardware is likely to fail at any time, rendering the county without access to some of its key organizational systems. To address these issues, Net3IT recommends the following actions:

- Replacing existing servers with virtual server cluster and associated SAN (Storage Area Network)
- Purchasing/maintaining active support contracts on all production hardware/software

The county’s phone system has exceeded its recommended life expectancy. Each facility typically has a local phone system with dedicated communication lines. These systems are old technology requiring

expensive (recurring monthly expenses) dedicated communication lines. Parts are increasingly difficult to find and expensive. To address this issue, Net3IT recommends the following actions:

- Installing a new cloud based VOIP phone system for all county facilities leveraging the county fiber network and Internet connections.
- Cancelling dedicated voice communication line contracts resulting in significant cost savings

BUSINESS APPLICATIONS

Business applications supporting the various operations of Blount County Government vary extensively. The most common being custom programs written for an AS400 environment serving the county for over a decade. In many cases, the original creator of these production applications continues to be the only available source with a working knowledge of support/modification for the application. This knowledge has not shared with others in the IT organization and now has resulted in a significant “bottleneck” of support. Documentation is minimal and cryptic, when it exists. This now poses a great risk to BCG’s ability to provide essential services. Complicating the issue, this support resource is no longer readily accessible for application general maintenance and additional custom support requests.

Individual application support is indeed a concern, but a nearly equivalent concern is the interoperability of these custom applications. Due to the fragmented departmental nature of the organization, little thought has been given as to how data is or needs to be shared across the organization through these applications. Programs have been created to solve departmental short-term needs at a cost of creating disjointed information silos. In many cases, changes to data in one application are reflected only in that particular application creating the need for data “re-entry” in multiple other systems to maintain data consistency. Where application are reflected in other applications, severe time delays exist in getting the data between applications. This time delay varies from days to weeks, and in some cases the integration routines have not been executed since the exit of the support resource many weeks ago.

Also of particular import, but addressed further in this document, is the status of backups. No one in the existing IT staff nor the user community could state whether backups were in fact covering 100% of the business critical systems and data.

Below is a listing of applications identified during the assessment. This is not intended to represent an exhaustive list of all applications in use, but it does suffice to show how diverse and expansive user applications are in the Blount County IT environment:

- Impact – Web based Computer Assisted Mass Appraisal system – Replaces older CAAS solution. Used for property valuations.
- Pictometry – aerial image capture system used for property lines, plots, easement and related.
- Google Earth – earth view satellite imagery
- GIS – Geographic Information System

- MAP viewer – also called ArcMap, ArcViewer – all part of a product called ArcGIS created by ESRI. Used for creating maps, editing and managing spatial data and property/geography analysis
- APEX – appraisal services
- Outlook / Exchange – E-mail application/Server platform
- Gmail – e-mail platform provided by Google
- GoogleApps – online web application platform for sharing various calendar, e-mail, files, and office like applications.
- Various versions of Microsoft Office – office tools including Word, Excel, PowerPoint, Outlook, and sometimes Access, Visio, Publisher, and OneNote
- Office 365 – used by the library. This is a new subscription based licensing platform provided by Microsoft to gain access to the latest versions of Microsoft Office suite of products. Provides web based as well as client based applications.
- Pipeline Routing System – basic workflow for the application running on the AS400 system – custom software.
- Kronos – new web based time and attendance and payroll system
- SOMS – Strategic Offender Management System used by the sheriff’s department for tracking offender information.
- Web interfaces – A variety of web sites and interfaces exist to gain access to some of the information in the various underlying system. Complaint here is data is often static and out of date. Definitely a lack of consistency between all branches of Blount County Government.
- Computer Aided Dispatch system – used for dispatching officers and emergency management personnel
- Private Cell Network – Blount County Sheriff’s office has a private Verizon cell network carved out of the public cell network. Used for police and emergency management communications.
- Patrol Mobile Vision – on person and in car camera system
- Paypal – one of several payment processing solutions used
- ILS – library system
- Event Management System – scheduling of rooms and resources
- Carasell -digital signage control system
- Livesize - Video Conferencing solution at the library.
- Content DM – Digital collection content management solution used at the library.
- Envisionware – self-service and library efficiency solution used at the library
- Moore Data System – Also called AS400, green screen, and “old system” – used for purchasing, financial, budgeting, and general ledger reporting
- BIS – TN Clerk – used by County Clerk for Vehicle Title and Registration, Business Taxes, Marriage Licenses, and County Commission Minutes
- Warrants – check reconciliation program
- Voters – voter management solution that is in the process of being moved to a packaged system called Voter Central

- Clerk and Master – custom AS400 applications used at the Clerk and Master part of the court system.
- TNCIS – purchased court management system used at the Circuit Court
- Juvenile – custom AS400 applications used for the Juvenile Court system
- Building and Codes – receiving system
- Planning – standalone system that interacts with environmental
- eGov – consortium solution being developed by a pool of participating government entities throughout the us. Blount County uses this as the “new” tax system.
- Jury – Custom AS400 solution – used to manage jury pools, juror’s name and address information plus the juror’s history - summoning, serving, and payment for serving, etc.
- GEO Sync – GIS information synchronization tool, collection forms, GPS integration, and Imaging and Document linking
- Access database – custom application created on the Microsoft Access database platform used for purchasing, inventory, vehicle repairs, payroll for the Operations Center/Highway department.
- CAAS system – old tax records and property assessors system
- LaserFiche – document management solution used in pieces of the organization.
- School uses
- Gov Deals
- TRA Book Keeping Software – used to track school financial transactions and funds.
- Word Perfect – word processing system similar to Word.
- Web interface for Credit Cards – A variety of ZON and web credit card processing solutions exist for various parts of the county services. Some are built into the applications.
- Court video recording system
- Court audio recording system
- Court camera system
- Live Stream – DVR portion does not work
- VBMS -Veterans Services information system – provided by the Veterans Administration.
- Evernote –information management and notes solution used to organize related thoughts, ideas, information, and documents.
- Progress – Register of Deeds application
- Kronos – new web hosted Human Resource Information system

As one can see, a variety of applications exists supporting similar activities throughout the organization. A primary driver for large number of diverse and sometimes redundant applications is that most entities had to find solutions for their departmental needs because no county wide effort was commissioned to address broader organizational solutions. Without an overall strategic vision for the organizations data and application, including maintenance/support, silos of information will continue to be established. This is highly inefficient and often leads to both incorrect and inconsistent information, poor customer service and potential loss of tax revenue for the county.

Net3IT has had the privilege of listening to BCG division leaders and workers across the full spectrum of services to better understand the overall needs and issues facing the organization. The need for comprehensive data in one application was requested time and time again. Users often had to check 3 or 4 systems, especially in the GIS and related taxpayer information databases, to be able to give an accurate response to an inquiry. Even after this research, staff were not 100% confident in the information. This process has led to customer frustrations and amplified the perception that “government” can’t do anything fast. Specifically related to court information, Judge Brewer expressed, “We must be absolutely sure our information is correct. We are dealing with peoples freedoms here!”

So how does Blount County correct this situation? It starts with IT leadership creating a comprehensive design for overall information sharing and needs. This assessment is the start of that process. We must reduce the overall numbers of unique applications and consolidate existing systems into a shared single system eliminating the need for duplicate data entry. By doing this, the support organization can more easily be properly trained to operate and maintain these key organizational systems. The next step for Blount County Government is to evaluate/purchase a packaged Enterprise Resource Planning system supporting General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Purchasing, Inventory, Case Management, Workflow, Customer Relationship Management, Issue Tracking and Integrated document management/Imaging. This solution must be tightly integrated with the GIS solution so data is always accurate and up to date.

Standardization is also needed in a GIS environment. All core GIS related data should exist in one database available to all users in BCG ensuring everyone accesses the same information for reporting needs. Other geospatial and imaging solutions should only be used where the core GIS solution falls short. A single GIS core package should be able to provide the majority of user requests, if not natively through modules and extensions rather than competing products. Data between the GIS solution should be highly integrated with the above ERP solution with near real time data updates. Training on the proper use of the GIS system should be an ongoing effort along with agreement among the departments on insuring adherence to data entry standards.

In a similar effort, the Office of Clerk and Master should move to the TNCIS platform and upgrade all desktop software to the latest version of Microsoft Office, eliminating the use of Word Perfect. Some of the users will resist moving off of Word Perfect, but the advantages of support and ability to easily share information throughout the organization outweigh personal preference. It may not be possible at this time, but BCG should consider moving the Juvenile system into TNCIS. There is much functional overlap between the existing court systems. This will promote the sharing of appropriate information between the various judges and judicial support team members. Appropriate separation of security will obviously need to be maintained.

To be successful, this process will require an active Technology Team reviewing and supporting the strategic design of an “enter it once, use it everywhere” architecture. This Team must work with the leaders in the organization to communicate the benefits and to influence departmental leaders to embrace new organizational processes. When individual organizations consider purchasing their own

isolated systems, the Technology Team will need to ensure that the driving need cannot be met by an existing system before approving isolated departmental solutions. In those cases, proper integration back into the core system should be considered as part of the new solution. This change process must not be driven as an "IT" project but rather a business and overall organizational support project. If this change is perceived as an "IT" project, it will most likely fail.

The core and initial application building block is called an Enterprise Resource Planning System. These solutions start with a core system that acts as the single database (data repository) of common information such as taxpayer information, property information, vehicle information, financial information, and GIS information. Net3IT highly recommends creating an overall BCG requirements document and issuing a Request for Proposal to solicit solutions. These RFP participants should be narrowed down quickly to the top 2 or 3 solutions where a small team or 5-6 BCG business representatives should complete a detailed review to make the final recommendation. This will not be a quick process. Expect to take about a month to write up the requirements, a second month to solicit RFPs and three additional months to review, demo and make final contractual agreements with the chosen vendor and software provider. Expect the conversion to the new system to take 6-8 months beyond that.

OPERATIONS

This IT assessment has focused on few key areas: backup/recovery, Helpdesk process, technology standards/refresh cycles and management reporting. In general, the day to day operation of the IT department needs significant improvement to provide efficient and consistent support to the organization. Current documentation for network configuration, equipment warranties, support contracts, data communications contracts, asset inventory, and work flow does not exist. The staff is at an extreme disadvantage without this vital information. A recent senior level staff transition has revealed that the IT staff have neither been trained nor allowed to perform many of the day to day maintenance tasks that are now daily expectations.

Backup/Recovery

Currently, all server backups (data only, no system state) are being performed weekly. Each Thursday, these are manually carried offsite by the IT staff providing a basic means for disaster recovery. While this meets the basic idea of a backup process, the recovery time objective (RTO) would be extremely high for a server failure requiring a complete system rebuild before data could be recovered. Current backup software is among those that are industry standard. However, no support agreement is in place to assist the IT staff should problems arise. Desktop systems are also being backed up weekly by the complementary ArcServe desktop service. Net3IT recommends the following actions:

- Purchasing the latest release of ArcServe (or other VM aware backup software)
- Purchasing and maintaining a software support/assurance agreement for the backup solution.
- Implementing a daily incremental/full weekly backup for all systems
- Maintaining 3 weeks of backups data onsite, with a 4th week stored offsite rotating this weekly.

- Implementing a daily review of backup job logs.

Helpdesk

The IT helpdesk of an organization is generally perceived as a valued asset or as a frustrating liability to the user community. How the IT staff receives, documents and communicates with the users on requests makes all the difference. In this assessment, we discovered no formal ticketing system in use to manage IT service requests. Phone calls to individual staff members, walk ups to IT department and chance hallway conversations are typically the processes used to request IT support. These processes are generally inefficient and inconsistent. Net3IT recommends the following actions:

- Installing IT Helpdesk software (Spiceworks) to ensure all requests are assigned and completed.
- Encourage/Require users to submit email requests for IT support.
- Providing quarterly service reports to management.

Technology Standards/Refresh Cycles

This assessment has revealed that the organization is at significant risk for both data and productivity loss due to an extreme amount of out dated computer equipment with some equipment exceeding 10 years of service. While this could be interpreted as cost savings, the cost of labor required to support the equipment and the lost productivity of staff assigned to use this equipment is not to be underestimated. In general, most computer equipment has a life expectancy of 3-6 years, depending on the type of equipment, environment and when it was purchased during the product life cycle. Net3IT recommends the following actions:

- Implementing standard configurations for both desktop and laptop hardware to reduce support complexity.
- Implementing a 5 year technology refresh policy on all desktop systems
- Implementing a 3 year technology refresh policy on all laptop systems

Management Reporting

Keeping organizational management apprised on IT issues, IT demands, IT project status and future plans for IT is critical for the IT organization to become a valued asset. Unfortunately, the IT organization is lacking in these areas. Net3IT recommends the following actions:

- Creating a Technology Team with representation across county departments to provide project priority, management support for new initiatives and communicate departmental initiatives requiring future IT support.
- Determining an acceptable monthly report format for the team

Disaster Recovery

No one wants to think about the possibility of a disaster occurring and rendering the county unable to provide its service to the citizens of Blount County. However, it is a possibility that should be considered given the critical nature of some county services, particularly public safety and emergency response. Net3IT recommends the following actions:

- Developing an IT disaster recovery (part of a larger business continuity plan) to allow the county to perform its essential services in the event of a disaster.

STANDARDIZATION AND POLICIES

Executives need to understand the question of standardization and the cost benefit for any such actions. Both software and hardware standards ultimately lower support costs. Using commercial grade PC equipment will greatly increase reliability and reduce configuration issues as well. Commercial brands are designed for longevity and parts compatibility, making repairs much easier to facilitate in the future.

INFRASTRUCTURE STANDARDS

There are several brands that could be recommended, but once the brand is agreed upon, stick with standard models of equipment. Typical brands companies standardize on are Dell, IBM/Lenovo, and HP. Net3IT typically recommends the Dell brand of equipment for support and price reasons. PC standardizations typically fall in two roles: desktop and laptops. Those requiring general purpose and reasonably fast machines (but no portability) should receive a standard desktop computer. Dell Optiplex PC's with I5 processors (or better), 8GB RAM and 500 GB hard drives are typical for this level. Mobile users, those who must work from multiple locations or remotely should receive a laptop computer. Dell Latitude laptops with I5 processors (or better), 8GB RAM, 500 GB hard drive, docking stations, external Ultraview monitor, mouse, and keyboard. Consider solid state drive, ultralight laptops for very specific needs or key executives. These are still much more expensive, but light weight, performance and startup speeds are a significant benefit. For rare cases where high end graphics is required, use the Dell Precision workstations and laptops. These are typically much more expensive, but do deliver the speed and graphics capabilities desired. These computers are typically used in publishing, CAD and graphic design environments where true color capabilities are required. These scenario's typically demand a true color monitor as well. Dell Precision branded dell machines are typically much heavier than their Latitude counterparts.

For network switches, several brands are recommended, but just like computers, once you choose the standard, stay with it. Dell, HP and Cisco are quite common. Net3IT recommends the Dell brand for performance, SDN compatibility and cost effectiveness. The N series offers 10GBE connectivity with 10Gb SFP+ modules for fiber connectivity and/or 10GB stacking options where multiple switches are needed. These come in 24 port and 48 port models. Use the Power-Over-Ethernet (POE) version where end node devices such as VOIP handsets, wireless access points, and such require local power. BCG does not have VOIP handsets at this point but may consider such a phone system upgrade in the future. Dell N Series also offers layer 3 switches for computer room/server connectivity. Use of proper VLAN techniques to

isolate networking traffic should be configured. Multiple VLANs should be configured to separate network devices, public and private wireless and different user populations. Using these techniques will help create a secure network.

For Wireless Access Points, use an enterprise cloud based solution. Net3 recommends both Aerohive and Meraki wireless solutions. Each has its own advantages when used with Aerohive and Meraki security appliances. Separate VLAN should be used to isolate public wireless access if offered. Public wireless access should be limited to Internet connectivity only. Bandwidth throttling is available to limited public wireless. Wireless Access services for BCG will be discussed further in the sections below.

POLICIES

This assessment did not include a policy review however policies are very important to an organization. They form the basis for how network security, access, and use will be carried out. This also forms the legal basis for taking action should it be necessary. Here is a listing of common policies that do need to be addressed.

Proper use of IT resources and E-mail – Specific sections should exist stating that all information entered in BCG systems or connected to these systems is considered BCG owned and is not to be considered private information and that staff may review any data or email at any time without prior permission or notification.

Password and Security – This should detail the complexity requirements and force password changes every 45-90 days depending on policy. This should also state that passwords are not to be shared.

Internet use policy – detailing proper use of the Internet

Mobile Device policy – detailing proper use of company owned and personal equipment connected to the BCG IT systems.

If these policies are not currently in place, a complete policy package from Sword and Shield Enterprise Security can be purchased for a very reasonable price and tailored to the specific needs of BCG. The concept here is not to go overboard with policies as this can become very labor intensive to administer both logistically and technically but do cover the basics.

BUDGET AND PRIORITIZATION

This section lists by priority the expected budget for executing the recommendations. These are not quotes and the overall system designs will influence the overall price however, we believe these to be realistic overall costs per project. Where items are one time capital purchases, we will state so. Expected labor for installation will be separated from the hardware. Items that are ongoing monthly expenses will be noted as such.

Priority and Financials of BCG Recommendations		Budget Capital	Monthly Expense
CIO Services			\$ 5,000.00
Director of IT			\$ 9,580.00
Courthouse cabling and related network switches			
	2 Core Switches	\$ 20,000	
	8 Switches + 1 Spare switch	\$ 32,400	
	(40) 10Gb Fiber transceivers	\$ 24,000	
	(40) LC-LC Fiber patch cables	\$ 1,200	
	(400) CAT6 Connections @ \$200/drop	\$ 80,000	
	(4) 300' 12 strand fiber 50 micron @\$4500 ea	\$ 18,000	
	(2) 150' 12 strand fiber 50 micron @\$3500 ea	\$ 7,000	
	Switch Install and configuration labor	\$ 6,000	
Core Firewall at Courthouse 3YR ADV SEC Lic (includes labor)		\$ 11,500	
Secondary Internet at Courthouse (includes labor)		\$ 250	\$ 250
Site Firewalls			
	Library (includes labor)	\$ 11,500	
	Op Center & Justice Center (includes labor)	\$ 15,900	
	Ag Ext, Health Dept, Animal Center, Probation, Voting, Mall (includes labor)	\$ 10,500	
Site Primary Internet - Op Center, Justice Center, Probation Office			
	Op Center (includes labor)	\$ 250	\$ 250
	Justice Center (includes labor)	\$ 250	\$ 250
	Probation (includes labor)	\$ 250	\$ 250
Phone System (320 phones)		\$ 40,000	\$ 750
	phone system install and configuration	\$ 16,000	
Office 365 productivity suite (250 users)		\$ 10,000	\$ 5,000
wireless for courthouse		\$ 20,450	
site wireless		\$ 20,340	
	Wiring for wireless access points	\$ 7,200	
	wireless design and installation labor for both above	\$ 6,000	
server infrastructure		\$ 80,000	
	Server installation and configuration labor	\$ 6,750	
ERP	includes conversion labor and licenses for 250 users	\$ 450,000	
Secondary Internet - Fiber extensions		unknown	
PC replacements		\$ 75,000	
TNCIS		unknown	

RESOLUTION NO. 15-12-014

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL FUND BUDGET

WHEREAS, Blount County would like to amend the General Fund Budget to appropriate funds so that the appropriate premium levels are available to be paid to the Worker’s Compensation Fund.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-0-390000-0 Fund Balance\$319,563.00

Appropriation:

101-051900-500513-0 Workers Comp\$249,240.00

101-054110-500513-0 Workers Comp\$70,323.00

TOTAL**\$319,563.00**

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

Memo

To: Randy Vineyard
From: Susan Gennoe
Date: 10.30.15
Re: Items requiring budget amendments, Workers' Comp

In preparation for the upcoming budget season and after review of General County accounts, the following amendments are needed:

1. 101-051900-500513-0 Workers comp insurance. This is for a workers' comp surcharge of \$249,240 based on information included in the FY15-16 budget manual that was inadvertently left out of the budget request for this line item.
2. 101-054110-500513-0 Workers comp insurance. A total premium for the Sheriff's office of \$383,093 was included in the FY15-16 budget manual but only \$312,770 was ultimately budgeted through the budget request process.

These items need to be corrected so that the appropriate premiums are available to be paid to the Workers Comp fund 266. The FY15-16 budget currently includes revenues estimated at approximately \$400K higher than appropriations; therefore, there is no additional funding source required.

Thank you.

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (prop to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

Department: Other Gen Admin/Sheriff

Account: 51900/54110

	Account Number	Description	Amount
TO	101-051900-500513-0	Workers Comp	249,240.00
Used with transfers	101-054110-500513-0	Workers Comp	70,323.00
(or)			
APPROPRIATION			
Used with inc/dec			
Total			319,563.00

	Account Number	Description	Amount
FROM	101-0-390000-0	Fund Balance	319,563.00
Used with transfers			
(or)			
EST REVENUE			
Used with inc/dec			
Total			319,563.00

Explanation: To increase for workers comp surcharge and workers comp for Sheriff that were included in the budget manual but inadvertently left out of the budget request.

 Signature of Official/Department Head/Date

 Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

RESOLUTION NO. 15-12-015

Sponsored by: Commissioners Jerome Moon/Mike Lewis

A RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL FUND BUDGET

WHEREAS, Blount County would like to amend the General Purpose School Fund Budget to appropriate funds so that the appropriate premium levels are available to be paid to the Worker’s Compensation Fund.

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 special session this 15th day of December, 2015 that the General Purpose School Fund Budget shall be amended as follows:

Estimated Revenue:

141-0-489900-0 Fund Balance\$259,048.00

Appropriation:

141-072310-500513-0 Workers Comp\$259,048.00

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: GPSF

Account: 141-72310

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	141-72310-513	Workers Comp Insurance	259,048.00
Used with inc/dec			
Total			259,048.00

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	141-000000-489900	Use of Fund Balance	259,048.00
Used with inc/dec			
Total			259,048.00

Explanation: Surcharge for School Department's share of underfunded workers comp.
insurance fund.

Troy Logan 11-30-15
Signature of Official/Department Head/Date

Signature of County Mayor/Date

"Approval By The Board Of Education" 12-3-15

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Tax / Benefit	Line #	Specific Guidelines	Rate
Workers Comp	513	<p>FOR ALL EMPLOYEES Rate is determined by classification of employee Calculate: Annual Salary divided by 100 x Rate</p> <p>General County (Excluding Sheriff's Dept) 0.37 Public Library 0.15 Drug Court 0.15 Sheriff's Dept. 2.67 Highway Dept. 3.48 Schools 0.70 Schools – Cafeteria 4.12</p> <p>Surcharge Rate: General Fund 101-051900-500513 \$80,728 Library 115-056500-500513 \$364 Highway Dept. 131-061000-500513 \$20,170 G.P. Schools 141-072310-500513 \$111,738</p>	
General Liability Insurance	506	<p>For all Funds</p> <p>General Fund 101-051900-500506 \$510,000 Library 115-056500-500506 \$27,000 Highway Dept. 131-061000-500506 \$106,000 G.P. Schools 141-072310-500506 \$408,000</p> <p>Surcharge Rate: General Fund 101-051900-500506 \$291,765 Library 115-056500-500506 \$15,445 Highway Dept. 131-061000-500506 \$60,645 G.P. Schools 141-072310-500506 \$233,410</p>	

RESOLUTION NO. 15-12-018

Sponsored by: Commissioners Tom Cole/Jerome Moon

A RESOLUTION TO AMEND GENERAL FUND BUDGET

WHEREAS, Blount County would like to amend the General Fund Budget to reduce appropriated funds to the Civil Defense/Emergency Management Department due to a grant being appropriated twice in error.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-0-489900-0 Fund Balance (\$55,700.00)

Appropriation:

101-54410-500716-54454 Law Enforcement Equipment (\$55,700.00)

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (prop to approp or rev to rev)
Increase/Decrease (rev to approp/approp to rev)

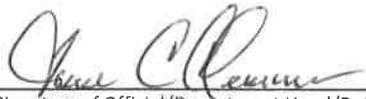
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: Civil Defense/ Emer. Mgmt.
Account: 101-54410

	Account Number	Description	Amount
TO			
Used with transfers			
(or)			
APPROPRIATION	101-489900-0	Use of Fund Balance	55,700.00
Used with inc/dec			
Total			55,700.00

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	101-54410-500716-54454	Law Enforcement Equipment	55,700.00
Used with inc/dec			
Total			55,700.00

Explanation: EMPG Grant was budgeted twice; this is to correct 54410s appropriations

 11/25/15
Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Expn Data

Specify a fund/account and accounting year

101-54410 CIVIL DEFENSE for the Current accounting year

Object	Project	Account Desc	Appropriation	Prior YR App	Requisition	Encumbrance	Expenditure	Balance	Project Desc
500105	0	SUPERVISOR/DIRECTOR	85,723.92	0.00	0.00	0.00	44,559.83	41,164.09	
500162	0	CLERICAL PERSONNEL	27,512.08	0.00	0.00	0.00	648.00	26,864.08	
500169	0	PART-TIME PERSONNEL	6,000.00	0.00	0.00	0.00	270.00	5,730.00	
500201	0	SOCIAL SECURITY	6,401.00	0.00	0.00	0.00	2,754.20	3,646.80	
500204	0	STATE RETIREMENT	11,728.00	0.00	0.00	0.00	1,088.04	10,639.96	
500205	0	EMPLOYEE INSURANCE	6,600.00	0.00	0.00	0.00	0.00	6,600.00	
500206	0	EMPLOYEE INSURANCE-LIFE	254.00	0.00	0.00	0.00	66.00	188.00	
500207	0	EMPLOYEE INSURANCE-HEALTH	10,200.00	0.00	0.00	0.00	2,550.00	7,650.00	
500208	0	EMPLOYEE INSURANCE-DENTAL	564.00	0.00	0.00	0.00	141.06	422.94	
500210	0	UNEMPLOYMENT COMPENSATION	144.00	0.00	0.00	0.00	26.50	117.50	
500212	0	EMPLOYER MEDICARE LIABILITY	1,497.00	0.00	0.00	0.00	656.23	840.77	
500320	0	DUES & MEMBERSHIPS	110.00	0.00	0.00	0.00	110.00	0.00	
500348	0	POSTAL CHARGES	100.00	0.00	0.00	0.00	0.00	100.00	
500355	0	TRAVEL	1,384.00	0.00	0.00	0.00	0.00	1,384.00	
500399	0	OTHER CONTRACTED SERVICES	17,171.00	1,049.63	0.00	3,910.25	8,054.14	6,256.24	
500425	0	GASOLINE	1,000.00	0.00	0.00	756.92	243.08	0.00	
500435	0	OFFICE SUPPLIES	100.00	0.00	0.00	0.00	33.08	66.92	
500513	0	WORKMANS COMPENSATION INS	310.00	0.00	0.00	0.00	0.00	310.00	
	0	Project Total	176,799.00	1,049.63	0.00	4,667.17	61,200.16	111,981.30	
500716	54454	LAW ENFORCEMENT EQUIPMENT	55,700.00	0.00	0.00	0.00	0.00	55,700.00	2012-13 EMPG
	54454	Project Total	55,700.00	0.00	0.00	0.00	0.00	55,700.00	
500399	54459	OTHER CONTRACTED SERVICES	28,530.00	0.00	0.00	0.00	0.00	28,530.00	2014 HOMELAND SECURITY
	54459	Project Total	28,530.00	0.00	0.00	0.00	0.00	28,530.00	
500716	54460	LAW ENFORCEMENT EQUIPMENT	7,200.00	0.00	0.00	0.00	7,196.38	3.62	2015 HEMP
	54460	Project Total	7,200.00	0.00	0.00	0.00	7,196.38	3.62	
			268,229.00	1,049.63	0.00	4,667.17	68,396.54	196,214.92	

[Finance Information Menu](#)

RESOLUTION NO. 15-12-019

Sponsored by: Commissioners Mike Lewis/Jerome Moon

A RESOLUTION TO AMEND GENERAL FUND BUDGET

WHEREAS, Blount County would like to amend the General Fund Budget to reduce appropriated funds to the Animal Center based on provisions in the Memorandum of Understanding between the Animal Center and SMACF.

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

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015 that the General Fund Budget shall be amended as follows:

Estimated Revenue:

101-0-486100-5512 Donations(\$11,912.21)

Appropriation:

101-55120-500413-5512 Drugs & Medical Supplies.....(\$11,912.21)

Duly authorized and approved this 15th day of December, 2015.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: 101-55120-5512

Account: Animal Center

	Account Number	Description	Amount
TO			
Used with transfers	101-55120-500413-5512	Drugs & Medical Supplies	-11,912.21
(or)			
APPROPRIATION			
Used with inc/dec			
Total			0.00

	Account Number	Description	Amount
FROM			
Used with transfers	101-0-486100-5512	Donations	-11,912.21
(or)			
EST REVENUE			
Used with inc/dec			
Total			0.00

Explanation: "leftover" SMACF funding from 14-15 that should have been credited to 15-16 revenue (like a prepayment) INSTEAD of used to increase the revenue/appropriation.

 12/2/15

Signature of Official/Department Head/Date

Signature of County Mayor/Date

operational products, services and supplies as well as transport operations) will be made in January, April, July and October. Total disbursement for 2015 will be \$180,400.

In subsequent years, 2016 going forward, the fund for each category will be established by the Board of Directors of SMACF and will be based on the prior year actual expenses, compliance by Blount County with this MOU, and SMACF's availability of funds. Funds for shelter veterinarian/shelter veterinarian technician compensation will be paid semi-annually to Blount County, and funds for operational products, services and supplies, and/or transport operations will be paid quarterly to Blount County. Any unused funds within a particular category (shelter veterinarian/shelter veterinarian technician compensation, operational products, services and supplies, and/or transport operations) will roll over for use in the new period for that category and only that category, which will reduce the amount of funding from SMACF in the immediately succeeding quarter. For example, if within the Operational Products, Services and Supplies category, the 2015 expenses were \$48,000 rather than \$58,000, the disbursement fund established for 2016 for this category will be \$48,000 or \$12,000 per quarter, but because there is an excess of \$10,000 of unused funds on hand, that \$10,000 would roll over for use in 2016. The January quarterly SMACF disbursement for this category would be \$2,000 (\$12,000 [quarterly payment] - \$10,000 [monies left over from prior year]). Subject to Blount County's compliance with the MOU and available funds, SMACF would make quarterly payments in April, July, and October for the full \$12,000 quarterly payment, so by year-end, the total available funds reach the desired \$48,000 level for 2016. If actual expenses within a category exceed the established fund value during the year, Blount County will be responsible for funding the additional expense. The excess expense over the established fund value will be considered when the new yearly fund value is calculated based on available SMACF funds and Blount County's compliance with this MOU. There is no guarantee that any funds including, the excess, will be funded by SMACF to Blount County in any future periods. This same process will be followed each year until such time as this MOU is terminated.

Termination

This MOU may be terminated, with or without cause by either party, upon providing at least a 90 day written notice of cancellation to the other party prior to the termination date. In addition, the termination date must coincide with the end of a quarter (fiscal period). On the termination date, all unused funds paid to Blount County by SMACF for any and all Functions or any unused rollover funds must be returned to SMACF in cash or other certified funds.

Miscellaneous

1. **Liability.** To the extent permitted by law, Blount County hereby releases, indemnifies, waives, and holds SMACF harmless against and in respect of any and all claims or liabilities, including, but not limited to, personal injury, bodily harm, or wrongful death (including

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: 101-55120-5512

Account: Animal Control

	Account Number	Description	Amount
TO	<u>101-55120-500413-5512</u>	<u>DRUGS AND MEDICAL SUPPLIES</u>	<u>11,912.21</u>
Used with transfers			
(or)			
APPROPRIATION			
Used with inc/dec			
Total			<u>11,912.21-0.00</u>

	Account Number	Description	Amount
FROM	<u>101-0-486100-5512</u>	<u>Donations</u>	<u>11,912.21</u>
Used with transfers			
(or)			
EST REVENUE			
Used with inc/dec			
Total			<u>11,912.21-0.00</u>

Explanation:

left over SMACE funding from 14-15 to be
reappropriated to 15-16

Charles B. Parkard 9/16/15

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Funding Requirements and Details

All funding provided by SMACF to Blount County will be subject to the following conditions and requirements:

1. All funds will be provided directly to the County Finance Director for processing, application and distribution.
2. A detailed quarterly summary report of purchased products and services procured using SMACF funding will be provided by Blount County to SMACF for each category funded no later than five (5) business days following the end of each quarter. For purposes of this MOU, a quarter shall end on March 31, June 30, September 30, and December 31, as applicable, each year. The Board of Directors of SMACF will review the quarterly reports and use the quarterly reports to help determine future funding to Blount County. In addition, since SMACF is required to account to its donors and other grantors with regard to the terms of any funds received, SMACF will be required to examine the quarterly reports for compliance with the terms of this MOU and any other terms of the grant or donations.
3. SMACF is under no duty or obligation to provide funding to Blount County, however, it is the goal of SMACF to provide funding to Blount County in furtherance of BCAC so long as Blount County is in compliance with this MOU and SMACF has sufficient funds available. Historical funding by SMACF to Blount County is no guarantee of future funding by SMACF to Blount County as 100% of SMACF funding is dependent on fundraising efforts and SMACF's donor community. If donor and fundraising efforts remain at the current levels as of the signing of this MOU, SMACF will commit to an annual amount with the funds being released to Blount County on either a quarterly or annual basis as set forth in the Disbursement Payment Calculations and Timing section below.
4. If desired and deemed necessary by SMACF, at SMACF's sole discretion, SMACF will have the right to request and have performed an annual audit of all transactions utilizing SMACF funds. Any annual audit performed will be at SMACF's expense.
5. All SMACF funds provided to Blount County will go directly to an account used solely for the support of BCAC and not to the County General Fund. Any unused funds in any given period will be carried over for use in the next funding (fiscal) period. Funds provided by SMACF are earmarked for three specific categories. They are:
 - (a) Shelter Veterinarian/ Shelter Veterinarian Technician Compensation

Budget Transfers

Commission Action Needed

Fund	Amount	Budget Committee	Vote
Gen. Cty. – Elections	\$6,000	Recommended	4-Yes 1-No
Debt Service	\$11,635.01	Recommended	5-Yes 0-No
Gen. Cty. – various Revenue accts	\$500k positive	Recommended	5-Yes 0-No

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)



Department: Election Commission

Account: 51500

	Account Number	Description	Amount
TO	101-51500-500192	Election Commission	6,000.00
Used with transfers			
(or)			
APPROPRIATION			
Used with inc/dec			
Total			6,000.00

	Account Number	Description	Amount
FROM	101-51500-500168	Temporary Personnel	6,000.00
Used with transfers			
(or)			
EST REVENUE			
Used with inc/dec			
Total			6,000.00

Explanation:

to increase 5 Election Commissioners salary by \$100/month

Susan Hughes
Signature of Official/Department Head/Date

12/2/15
Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Memo

To: Budget Committee
From: Randy Vineyard
Date: 12.03.15
Re: Debt Service Budget Amendment



This amendment fixes an error made during budgeting where interest appropriation for the Motorola lease was placed in the principal appropriation for the lease. This amendment will true up these expense appropriations.

Thank you.

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)



Department: Accounting

Account: 151 Debt Service

	Account Number	Description	Amount
TO	151-82210-500611-0	Interest on Capital Lease	11,635.01
Used with transfers			
(or)			
APPROPRIATION			
Used with inc/dec			
Total			11,635.01

	Account Number	Description	Amount
FROM	151-82110-500610-0	Principal Capital Lease	11,635.01
Used with transfers			
(or)			
EST REVENUE			
Used with inc/dec			
Total			11,635.01

Explanation:

Expense was budgeted for in Principal instead of Interest

Signature of Official/Department Head/Date

Signature of County Mayor/Date

**Blount County Government
Budget Amendment Request
FY 15-16**

Type of Amendment:

Transfer (approp to approp or rev to rev)

Increase/Decrease (rev to approp/approp to rev)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Department: General County

Account: various

	Account Number	Description	Amount
TO	401250-0	Trustee Collections - Bankruptcy	45,000.00
Used with transfers	401300-0	Circuit Clerk/Clk&Master Coll-Prior Y	50,000.00
	429900-0	Other Fines, Forfeitures, & Penalties	47,000.00
(or)	445400-0	Nonrecurring Items Sale of Property	25,000.00
	445600-0	Nonrecurring Items Damages Recove	500.00
APPROPRIATION	445700-0	Nonrecurring Items Contributions	92,500.00
Used with Inc/dec	455901-0	Excess Fees Sheriff's Fees	40,000.00
	479900-0	Other Direct Federal Revenue	500,000.00
		Total	800,000.00

	Account Number	Description	Amount
FROM			
Used with transfers			
(or)			
EST REVENUE	422101-0	Crim Crt-Fines Circuit Crt	-10,000.00
Used with inc/dec	423920-0	Victim Assistance Assessments	-20,000.00
	441310-0	Recurring Items Commissary Sales	-45,000.00
	455201-0	Excess Fees Circuit Court Clerk	-225,000.00
		Total	-300,000.00

Explanation:

Mid-year Adjustment to Forecast of Revenues for General County



Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Other Budget Items Action Required

Item	Budget	Vote
FY 16-17 Budget Process Calendar	Recommended	5-Yes 0-No
Maintenance/County Bldgs. – TDEC window grant (requires match)	Recommended	5-Yes 0-No

Blount County Budget Process Calendar FY 2016-17

(Subject to change as needed)

- December 7, 5:30 PM Regular Budget Committee Meeting
- Budget Calendar approval
- January 4 Budget estimates for the remaining of FY 15-16 to be sent out for review
- January 11, 5:30 PM Regular Budget Committee Meeting
- Budget Committee members approval
- January 15, 12:00 PM Budget estimates for the remaining of FY 15-16 due back to Accounting by noon
- January 28 Informational Budget Process Meetings: Budget Manual and Guidelines
- Justice Center 9:00 AM
- Courthouse 2:00 PM
- January 29 Accounting distributes FY 16-17 budget request forms to all Departments and Officials and posts budget manual, including guidelines on the County website in accordance with TCA 5-12-206
- February 8, 5:30 PM Regular Budget Committee Meeting
- February 12, Noon Budget requests and Capital Outlay requests due to Accounting via email
- March 7, 5:30 PM Regular Budget Committee Meeting
- Mayor to recommend penny on tax rate resolution to the Budget Committee for approval (*March 15 - TCA 5-12-207 deadline for penny on tax rate recommendation*)
- Budget Manager to submit requested budget for all funds to Budget Committee
- Budget Committee provides feedback on the initial budget submissions
- March 23 & April 1 Meetings between Departments and Budget Committee/Finance Dept.
All Day Discussion and justification of requested budgets (Times & Venue TBD)
- April 11, 5:30 PM Regular Budget Committee Meeting
- Budget Committee provides feedback on Budget Meetings and decides if more work is necessary. If so, Director of Accounts and Budgets will provide schedule for additional work to conclude by April 15th.
- May 9, 5:30 PM Regular Budget Committee Meeting
- The Budget Committee shall review and make the final recommendation for the annual Budget along with the appropriations and tax rate resolution

- *Per TCA 5-12-208(c), May 15 is the deadline for any amendments to the submitted budgets – but because the regular budget meeting is May 11th, please stick to the schedule presented*

May 19, 7:00 PM Commission Meeting

- Consolidated budget, appropriations and tax rate resolution shall be presented to the County Legislative Body for review

May 20 Budget Committee's proposed budget and public notice published in the newspaper

June 6, 5:30 PM Budget Committee Public Hearing on Proposed 2016-17 Budget

June 6, 5:30 PM Regular Budget Committee Meeting

June 16, 7:00 PM County Commission to vote on the 2016-17 Tax Rate and recommended 2016-17 Budget from the Budget Committee

Per TCA 5-12-208(b), April 1 - Deadline for the Superintendent of Education and the Highway Superintendent to present their proposed budgets and proposed tax rate to fund their proposed budgets to the Budget Committee

**Blount County, Tennessee
Grant (Contract) Worksheet**

(adopted February 21, 2013)

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 at accounting@blounttn.org.

Requesting Department:

Blount County Maint. Dept

Contact Person's Name, email, phone # (person applying for grant):

Denny Garner dgarner@bcso.com 712-5230

Financial Reporting Person's information (if different than contact):

Project/Program Director's Name, email, phone #

Name of Granting Agency:

TDEC - TN. DEPT. OF ENERGY & CONSERVATION

Grant Name:

CLEAN TN. ENERGY GRANT PROGRAM

Is a grant application required?

YES NO

Is this a one-time grant?

YES NO If no, is the grant recurring?

Grant Funds Requested:

81,340

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

84,660

Total Amount of Grant:

\$ 166,000

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

Replacement of windows in the 1975 edition of the Courthouse

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

JAN 29th, 2016

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 ****



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
 William R Snodgrass Tennessee Tower – Office of Sustainable Practices
 312 Rosa L Parks Ave, 2nd Floor, Nashville, TN 37243
 EMAIL: Green.Initiatives@tn.gov

Clean Tennessee Energy Grant Program Application
(Limit one application per entity, per location)

To be considered, applications must be submitted no later than **January 29, 2016**.

Participant Information | Please provide a description in the text boxes below for each section

Applicant Name (Organization that will enter into the Grant Agreement): [Redacted]

Applicant is a:

- A. Municipal Government
- B. County Government
- C. Utility District
- D. Other Entities created by statute

List of Project Partners (if any):

List County/Countries location:

[Redacted]

Applicant Address: [Redacted]
 City: [Redacted] Zip Code(9-Digit): [Redacted]

Project Location Address: [Redacted]
 City: [Redacted] Zip Code(9-Digit): [Redacted]

Applicant Contact (Person responsible for daily management of project):

Name: [Redacted] Telephone: [Redacted] - [Redacted] - [Redacted]
 Title: [Redacted] Federal ID: [Redacted]
 E-Mail: [Redacted]

Project Title: [Redacted]

Project Categories

Cleaner Alternative Energy:	Air Quality Improvement/Reduction	Energy Conservation:
Biomass <input type="checkbox"/>	GHG <input type="checkbox"/>	Lighting <input type="checkbox"/>
Geothermal <input type="checkbox"/>	SO ₂ <input type="checkbox"/>	HVAC Improvements <input type="checkbox"/>
Solar <input type="checkbox"/>	VOCs <input type="checkbox"/>	Improved fuel efficiency <input type="checkbox"/>
Wind <input type="checkbox"/>	NO _x <input type="checkbox"/>	Insulation <input type="checkbox"/>
	HAPs <input type="checkbox"/>	Idling Minimization <input type="checkbox"/>
Other: [Redacted]	Other: [Redacted]	Other: [Redacted]

Brief Project Description (No more than 500 characters):

[Redacted]

Project Funding

Grant Amount Requested: \$ [Redacted]
 Match: \$ [Redacted]
 TOTAL PROJECT COST \$ [Redacted] 100%

Source & Amount of Applicant's Matching Funds

General Fund: \$ [Redacted]
 In-kind Services: \$ [Redacted]
 TOTAL MATCH \$ [Redacted]

(TOTAL MATCH should equal match in project funding section)

Grantee Information (Person responsible for communications and contact):

Name:	[Redacted]	Address:	[Redacted]
Title:	[Redacted]	Telephone:	[Redacted]
E-Mail:	[Redacted]	Fax:	[Redacted]

Federal Congressional District

Congressperson's Name: [Redacted] District Number: [Redacted]

State Districts

Senator's Name: [Redacted] District Number: [Redacted]

Representative's Name: [Redacted] District Number: [Redacted]

Signature of Elected Official/Date

[Redacted]

Printed Name/Title

[Redacted]

Mailing Address, City, State, Zip Code

[Redacted]

E-Mail

Signature of Project Partner/Date

[Redacted]

Printed Name/Title

[Redacted]

Mailing Address, City, State, Zip Code

[Redacted]

E-Mail

When you have completed this form print and sign and make a copy for your records and return the original to the following address:

Tennessee Department of Environment and Conservation
Office of Sustainable Practices
Attention: Clean Tennessee Energy Grant
William R Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243

Application Procedure:

Applicants must complete and provide the items listed below in their grant request. Details for completing the items below are provided in this grant manual.

- Clean Tennessee Energy Grant Program Application
- Project Proposal (maximum five pages)
 - o Selection Criteria
 - o Estimate of reductions and or air emissions
- Budget page and Budget justification



Resolution No. 15-12-020

Sponsored by Shawn Carter and Jerome Moon

RESOLUTION TO INCREASE THE THRESHOLD OVER WHICH PUBLIC ADVERTISEMENT AND SEALED COMPETITIVE BIDS OR PROPOSALS ARE REQUIRED

WHEREAS, Tenn. Code Ann. § 12-3-1212 (2015) has amended Title 12, Chapter 3 to authorize the county commission to, by resolution, increase the threshold over which public advertisement and sealed competitive bids or proposals are required to not exceed twenty-five thousand dollars (\$25,000) for non-emergency, non-proprietary purchases in counties having centralized purchasing and a full-time purchasing agent; At least three written qualifying quotations will be required whenever possible for purchases costing less than the bid threshold established for public advertisement and sealed competitive bids or proposals but more than forty percent (40%) of such bid threshold; and

WHEREAS, the county legislative body of Blount County has centralized purchasing and a full-time purchasing agent; and

WHEREAS, the county legislative body of Blount County is desirous to realize the cost and efficiency associated with such an increase of the bidding threshold would bring to Blount County.

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of Blount County, Tennessee, meeting this the _____ day of _____, 2015 that:

Pursuant to the provisions of Tenn. Code Ann. § 12-3-1212 (2015) the Blount County Commission:

- a. Increases the threshold over which public advertisement and sealed competitive bids or proposals are required to \$25,000 for non-emergency, non-proprietary purchases.
- b. Requires the Blount County Purchasing Department to obtain at least three (3) written quotations, whenever possible, for purchases costing less than \$25,000 but, greater than \$10,000.
- c. This resolution shall take effect upon adoption, the general welfare requiring it. All resolutions and private acts in conflict with be and the same rescinded insofar as such conflict exists.

Duly authorized and approved this the _____ day of _____, 2015.

Approved by:

I hereby certify that hereto is a resolution of the Blount County Commission duly and lawfully adopted by the Blount County Commissioners on _____, 2015, at meeting at which a quorum was action thought, and I furthermore certify that such resolution has not been amended or modified in any respect.

CERTIFICATE OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

Tenn. Code Ann. § 12-3-1212

TENNESSEE CODE ANNOTATED
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*** Current through the 2015 Regular Session and amendments approved at the November 4, 2014 General Election ***

Title 12 Public Property, Printing And Contracts
Chapter 3 Public Purchases
Part 12 Local Governments

Tenn. Code Ann. § 12-3-1212 (2015)

12-3-1212. Resolution or ordinance to increase threshold amount for requiring public advertisement and competitive bidding.

Notwithstanding any charter provision, private act, or other law to the contrary, any county, municipality, utility district, or other local governmental entity having centralized purchasing authority with a full-time purchasing agent is authorized, by resolution or ordinance of its governing body, to increase the threshold over which public advertisement and sealed competitive bids or proposals are required to an amount not to exceed twenty-five thousand dollars (\$25,000) for nonemergency, nonproprietary purchases. At least three (3) written quotations shall be required whenever possible for purchases costing less than the bid threshold established for public advertisement and sealed competitive bids or proposals but more than forty percent (40%) of such bid threshold or some lower amount as may be established by the governing body in the resolution. Purchases of like items shall be aggregated for purposes of the bid threshold.

HISTORY: Acts 2015, ch. 457, § 1.

PUBLIC CHAPTER NO. 135

HOUSE BILL NO. 216

By Representatives Odom, Ford

Substituted for: Senate Bill No. 319

By Senators Henry, Tracy

AN ACT to amend Tennessee Code Annotated, Title 5, Chapter 14, relative to county government purchasing.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 5-14-108(c)(1), is amended by deleting the language "five thousand dollars (\$5,000)" and substituting instead the language "ten thousand dollars (\$10,000)".

SECTION 2. Tennessee Code Annotated, Section 5-14-202, is amended by deleting the language "five thousand dollars (\$5,000)" in subdivision (4) and substituting instead the language "ten thousand dollars (\$10,000)".

SECTION 3. Tennessee Code Annotated, Section 5-14-204, is amended by deleting the language "five thousand dollars (\$5,000)" wherever it appears and substituting instead the language "ten thousand dollars (\$10,000)".

SECTION 4. Tennessee Code Annotated, Section 5-14-205, is amended by deleting the language "five thousand dollars (\$5,000)" and substituting instead the language "ten thousand dollars (\$10,000)".

SECTION 5. If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to that end the provisions of this act are declared to be severable.

SECTION 6. This act shall take effect upon becoming a law, the public welfare requiring it.

PASSED: April 26, 2007



JIMMY NAIFEH, SPEAKER
HOUSE OF REPRESENTATIVES



RON RAMSEY
SPEAKER OF THE SENATE

APPROVED this 10th day of May 2007



PHIL BREDESEN, GOVERNOR

**RESOLUTION SETTING BLOUNT COUNTY
ELECTION COMMISSION MEMBERS' COMPENSATION**

Resolution No. 15-12-017

Resolution Sponsors: Jerome Moon/Mike Lewis

WHEREAS, the Blount County Election Commission, at its July 2015 meeting, voted to request an increase in member compensation from the Blount County Commission, AND

WHEREAS, Blount County School Board members are paid \$400 per month, AND

WHEREAS, Blount County Commissioners are paid \$405 per month, AND

WHEREAS, Blount County Election Commissioners are paid \$300 per month, AND

WHEREAS, it is deemed to be in the best interest of Blount County, to proceed with this increase in compensation as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in special session this 15th day of December, 2015, authorizes that the Blount County Election Commissions' member compensation be hereby increased to \$400 per month as of the first pay period in February 2016.

Duly passed and approved on this 15th day of December, 2015.

Certification of Action

Attest

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

Blount County Election Commission
Meeting Minutes
Wednesday, July 15, 2015 @ 11:00 a.m.

Present: Larry Garner (Chair), Ben Rauhuff (Secretary), Bob Carroll, Sally Sayles, Rick Shepard, and Susan Hughes (Administrator of Elections)

Larry Garner, Chair, called the meeting to order at 11:00 a.m.

Ben Rauhuff made a motion to approve amended minutes from May 20, 2015, June 17, 2015 Meeting minutes & July 15, 2015 meeting agenda. It was seconded by Rick Shepard. Motion passed unanimously.

New Business

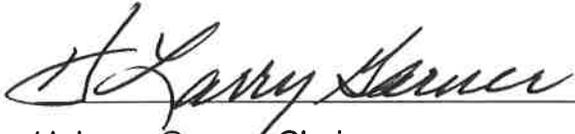
- A motion was made by Ben Rauhuff to approve Appeal Requests for Donna Lewis, Mary Williams, Leanne Knoll and seconded by Bob Carroll. Motion passed unanimously.
- A motion was made by Sally Sayles to purchase Voter Central and seconded by Rick Shepard. Motion passed unanimously.
- A motion was made by Bob Carroll to increase Election Commissioners salary by \$100 per month. Rick Shepard seconded. Motion carried unanimously. Susan will contact Randy Vineyard to discuss approval process through the Blount County Commission.
- Ben Rauhuff made a motion to increase the Administrator of Elections' Salary to \$73,038 since the State of TN is continuing to send quarterly payments through September. Motion was seconded by Sally Sayles. Motion passed unanimously.

A motion was made by Ben Rauhuff to adjourn the meeting at 12:15 pm. Rick Shepard seconded. Motion carried.

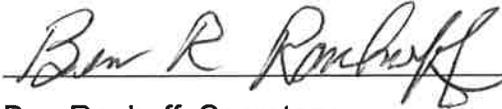
Next Election Commission Meeting – Wednesday, August 19, 2015 at 11:00 am.

Minutes respectfully submitted by Susan Hughes, Administrator of Elections.

Blount County Election Commission



H. Larry Garner, Chairman



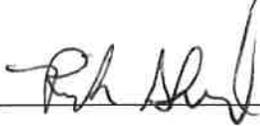
Ben Rauhuff, Secretary



Robert L. Carroll, member



Sally G. Sayles



Rick Shepard, member

RESOLUTION No. 15-12-016

Sponsored by Commissioners Gary Farmer and Steve Samples

**THIS RESOLUTION IS INTRODUCED IN THE MEMORY
OF THE LATE COMMISSIONER RICHARD WILLIAMS, JR.**

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

BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, in session assembled this 15th day of December, 2015:

WHEREAS, runways at the McGhee Tyson Airport have been extended, and the Superintendent of Highways has worked with the Tennessee Department of Transportation on facilitating a safe landing pad in Blount County; and

WHEREAS, the inspection of Santa's sleigh has revealed that the sleigh, while old, is in remarkable condition, and by recommending the proper diet and exercise throughout the year, the veterinarians of Blount County have given a clean bill of health to eight tiny reindeer; and

WHEREAS, the Sheriff's Department deputies are willing to give their time and effort to protect travel on December 24, and the physicians in the county have examined this portly old gentleman from the North Pole and found him in the best of health.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE that this portly old gentleman be extended all the rights, courtesies, and privileges to travel throughout this county to deliver gifts, good will, charity, happiness, and a jolly ho-ho-ho to all Blount Countians; and

BE IT FURTHER RESOLVED that a point in time be called from December 24 at 6:00 pm to December 25 at 6:00 am and that the Blount County Legislative Body wishes all a Merry, Merry Christmas and a Happy New Year.

BE IT FURTHER RESOLVED that this resolution shall become a part of the official records of the Board of County Commissioners of Blount County, Tennessee.

CERTIFICATION OF ACTION

ATTEST

Jerome Moon - Commission Chairman

Roy Crawford, Jr. - County Clerk

Approved: ____

Vetoed: ____

Ed Mitchell - County Mayor

Date