

REGULAR SESSION
June 15, 2020

- 1) **BE IT REMEMBERED** that the Board of Franklin County Commissioners met in Regular Session at the Franklin County Annex Building in Winchester, Tennessee, on June 15, 2020. Chairman David Alexander presided and called the meeting to order at 7:00 pm. Sheriff Tim Fuller led everyone in pledging allegiance to the flag. Commissioner Greg King gave the invocation. Secretary Jennifer Stines recorded the minutes.

ROLL CALL:

Greg King
Chuck Stines
Johnny Hughes
Helen Stapleton
Barbara Finney
Doug Goodman
David Eldridge
Angie Fuller
Christopher Smith
Sam Hiles
Gene Snead
Lydia Curtis Johnson
Adam Casey
Carolyn Wiseman
Scottie Riddle
Dale Schultz

PRESENT (14) ABSENT (2)

A QUORUM WAS DECLARED

- 2) **PUBLIC HEARING: NONE**
- 3) **APPROVAL OF MINUTES**
a) Regular Called Session – May 18, 2020 Book 36 Pages 511-840
MOTION BY SMITH TO APPROVE THE MINUTES AS RECORDED, SECOND BY KING, ALL AYES; APPROVED BY VOICE VOTE 14/0
- 4) **REPORT OF THE FINANCE DIRECTOR:**
a) Report of Revenues and Expenditures (April 2020)

MOTION BY WISEMAN TO RECEIVE AND FILE THE REPORT OF THE FINANCE DIRECTOR, SECOND BY JOHNSON, ALL AYES; APPROVED BY VOICE VOTE 14/0

- b) Capital Project Funds Report (May 26, 2020)

MOTION BY KING TO RECEIVE AND FILE THE CAPITAL PROJECT FUNDS REPORT, SECOND BY SMITH, ALL AYES; APPROVED BY VOICE VOTE 14/0

5) RECOMMENDATIONS/COMMUNICATIONS:

- a) Director of Schools – Stanley Bean
- b) Middle Schools Update – Gary Clardy, School Consultant
- c) Jail Expansion Update – Mathew BoBo
- d) Communications Project – Scott Smith, EMA Director
- e) TCAT School – Christine Hopkins
- f) Census Update – Billy Anderson

6) COMMITTEE/DEPARTMENT REPORTS

- a) Trustee's Interest Earned analysis & Comparison (May 2020)
- b) Local Option Sales Tax Analysis & Comparison (April 2020)
- c) Finance Committee Minutes _ (June 4, 2020)
- d) Legislative Committee Minutes (June 4, 2020)

MOTION BY FULLER TO RECEIVE AND FILE ALL COMMITTEE/DEPARTMENT REPORTS ALL TOGETHER, SECOND BY STINES; ALL AYES, APPROVED BY VOICE VOTE 14/0

7) OLD BUSINESS: NONE

8) NEW BUSINESS/RESOLUTIONS

- a) Resolution 6a-0620 Amending The Reserve Fund Policy of Franklin County, Tennessee

MOTION BY ELDRIDGE TO AMEND RESOLUTION 6a-0620, SECOND BY SMITH, ALL AYES; APPROVED IN VOICE VOTE 14/0

- b) Resolution 6b-0620 Amending The General Fund, Courthouse, Jail Maintenance Fund, Library Fund, Solid Waste Fund, Rural Fire Fund and General Debt Service Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2020

MOTION BY FINNEY TO REPLACE THE 1ST SHEET OF THE RESOLUTION WITH AN UPDATED SHEET PRESENTED AT THE MEETING BY THE FINANCE DIRECTOR, SECOND BY SMITH, ALL AYES; APPROVED BY VOICE VOTE 14/0

MOTION BY KING TO APPROVE RESOLUTION 6b-0620, WITH THE NEW AMENDED SHEET, SECOND BY STINES, ALL AYES; APPROVED BY ROLL CALL VOTE 14/0

- c) Resolution 6c-0620 To Transfer Funds from General Purpose School Funds to Federal Projects Fund for Fiscal Year Ending June 30, 2020

MOTION BY FULLER TO APPROVE RESOLUTION 6c-0620, SECOND BY SCHULTZ, ALL AYES; APPROVED BY ROLL CALL VOTE 14/0

- d) Resolution 6d-0620 Amending The Beginning Fund Balances for the Education Debt Service Fund 2019-2020

MOTION BY SMITH TO APPROVE RESOLUTION 6d-0620, SECOND BY KING; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0

- e) Resolution 6e-0620 Amending The Franklin County Board of Education General Purpose School Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2020

MOTION BY FULLER TO APPROVE RESOLUTION 6e-0620, SECOND BY STINES; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0

- f) Resolution 6f-0620 Amending The Franklin County Board of Education Centralized Cafeteria School Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2020

MOTION BY SMITH TO APPROVE RESOLUTION 6f-0620, SECOND BY SCHULTZ; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0

- g) Resolution 6g-0620 Authorizing Submission of an application for a Federal Bureau of Justice Administration Grant for FY 2020-2023 from the Bureau of Justice Assistance and authorizing the acceptance of said grant

MOTION BY FINNEY TO AUTHORIZE RESOLUTION 6g-0620, SECOND BY WISEMAN, ALL AYES; APPROVED BY VOICE VOTE 14/0

- h) Resolution 6h-0620 Amending The Highway Fund Budget of Franklin County, Tennessee

MOTION BY KING TO USE THE NEW AMENDMENT BROUGHT TO THE MEETING BY THE FINANCE DIRECTOR, SECOND BY STINES, ALL AYES; APPROVED BY VOICE VOTE 14/0

MOTION BY STINES TO APPROVE RESOLUTION 6h-0620, SECOND BY SMITH, ALL AYES, APPROVED BY ROLL CALL VOTE 14/0

MOTION BY STINES TO APPROVE RESOLUTIONS 6i-0620 THROUGH 6n-0620 ALL TOGETHER, SECOND BY HUGHES; ALL APPROVED BY VOICE VOTE 14/0

- i) Resolution 6i-0620 To Approve Additions to the Franklin County Private Road List- Gates Lane, Di Di Lane, Billions Lane, Three Oaks Lane

MOTION BY KING TO APPROVE RESOLUTION 6i-0620, SECOND BY STINES, ALL AYES; APPROVED BY VOICE VOTE 14/0

- j) Resolution 6j-0620 To Approve Additions to the Franklin County Private Road List – Huckleberry Hollow Lane, Briar Ridge, Meadow View Lane, Keanan Point Lane

MOTION BY KING TO APPROVE RESOLUTION 6j-0620, SECOND BY STINES, ALL AYES; APPROVED BY VOICE VOTE 14/0

- k) Resolution 6k-0620 To Approve a Road Change On The Franklin County Road List – (See Attachment)

MOTION BY KING TO APPROVE RESOLUTION 6k-0620, SECOND BY STINES, ALL AYES; APPROVED BY VOICE VOTE 14/0

- l) Resolution 6l-0620 To Approve An Addition To The Franklin County Road List (See Attachment)

MOTION BY KING TO APPROVE RESOLUTION 6l-0620, SECOND BY STINES, ALL AYES; APPROVED BY VOICE VOTE 14/0

- m) Resolution 6m-0620 To Lower The Speed Limit on Robinson Road in Franklin County, Tennessee (Petition Attached)

MOTION BY KING TO APPROVE RESOLUTION 6m-0620, SECOND BY STINES, ALL AYES; APPROVED BY VOICE VOTE 14/0

- n) Resolution 6n-0620 To Approve Changes on the Franklin County Road List (See Attachment Exhibit "A")

MOTION BY KING TO APPROVE RESOLUTION 6n-0620, SECOND BY STINES, ALL AYES; APPROVED BY VOICE VOTE 14/0

- o) Approve The Reserve Summaries for County, Rural Fire, Drug Control & Highway

MOTION BY FINNEY TO APPROVE, SECOND BY WISEMAN, ALL AYES; APPROVED BY ROLL CALL VOTE 14/0

- p) Receive & File The Inter-Category Amendment Request Fiscal Year Ending June 30, 2020

MOTION BY SMITH TO RECEIVE & FILE INTER-CATEGORY AMENDMENTS, SECOND BY SNEAD; ALL AYES, APPROVED BY VOICE VOTE 14/0

- q) Approve Update to The Franklin County Government Employee Handbook

MOTION BY WISEMAN TO APPROVE UPDATES TO THE EMPLOYEE HANDBOOK, SECOND BY JOHNSON; ALL AYES, APPROVED BY VOICE VOTE 14/0

9) ELECTIONS/APPOINTMENTS:

- a) Appointments of The Franklin County Library Board of Trustees FY21

MOTION BY FULLER TO APPROVE APPOINTMENTS, SECOND BY FINNEY, ALL AYES; APPROVED BY VOICE VOTE 14/0

- b) Approval of (10) Applications for Notary Public

MOTION BY STINES TO APPROVE NOTARIES, SECOND BY SMITH; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0

**DETAIL ATTACHMENTS TO
COMMISSION MINUTES
ON FOLLOWING PAGES**

REGULAR SESSION
May 18, 2020

- 1) **BE IT REMEMBERED** that the Board of Franklin County Commissioners met in Regular Session at the Franklin County Annex in Winchester, Tennessee, on May 18, 2020. Chairman David Alexander presided and called the meeting to order at 7:00 pm. Captain Mike Bell led everyone in pledging allegiance to the flag. Chairman David Alexander gave the invocation. Commission Secretary Jennifer Stines recorded the minutes.

ROLL CALL:

Scottie Riddle

Dale Schultz

Greg King

Chuck Stines

Johnny Hughes

Helen Stapleton

Barbara Finney

Doug Goodman

David Eldridge

Angie Fuller

Christopher Smith

Sam Hiles

Gene Snead

Lydia Curtis Johnson

Adam Casey

Carolyn Wiseman

PRESENT (14)

ABSENT (2)

A QUORUM WAS DECLARED

- 2) **PUBLIC HEARING: NONE**

- 3) **APPROVAL OF MINUTES**

a) Regular Called Session – March 16, 2020 Book 36 Pages 315-509

MOTION BY KING TO APPROVE THE MINUTES AS RECORDED, SECOND BY SMITH, ALL AYES; APPROVED BY VOICE VOTE 14/0

4) REPORT OF THE FINANCE DIRECTOR:

- a) Report of Revenues and Expenditures (February & March 2020)
MOTION BY RIDDLE TO RECEIVE AND FILE THE REPORT OF THE FINANCE DIRECTOR, SECOND BY WISEMAN, ALL AYES; APPROVED BY VOICE VOTE 14/0
- b) Capital Project Funds – April 2020
MOTION BY SMITH TO RECEIVE AND FILE THE CAPITAL PROJECT FUNDS FOR APRIL 2020, SECOND BY KING, ALL AYES; APPROVED BY VOICE VOTE 14/0

5) RECOMMENDATIONS/COMMUNICATIONS:

- a) Director of Schools – Stanley Bean – Gave an update on the two Middle Schools Progress
- b) Mathew BoBo – BoBo Construction- Gave Jail expansion Update
- c) Communications Project – Andrea Smith gave an update on progress for Scott Smith
- d) Mayor David Alexander – Gave the update on the TCAT School
- e) William Anderson – Gave an update on the Census for Franklin County

6) COMMITTEE/DEPARTMENT REPORTS

MOTION BY STINES TO RECEIVE & FILE ALL COMMITTEE/DEPARTMENT REPORTS TOGETHER, SECOND BY RIDDLE; ALL AYES, APPROVED BY VOICE VOTE 14/0

- a) Trustee’s Interest Earned analysis & Comparison (February, March & April 2020)
MOTION BY STINES TO RECEIVE & FILE, SECOND BY RIDDLE; ALL AYES, APPROVED BY VOICE VOTE 14/0
- b) Local Option Sales Tax Analysis & Comparison (February & March 2020)
MOTION BY STINES TO RECEIVE & FILE, SECOND BY RIDDLE; ALL AYES, APPROVED BY VOICE VOTE 14/0
- c) Finance Committee Minutes (April 28, 2020-Special Called, May 5, 2020)
MOTION BY STINES TO RECEIVE & FILE, SECOND BY RIDDLE; ALL AYES, APPROVED BY VOICE VOTE 14/0
- d) Legislative Committee Minutes (May 7, 2020)
MOTION BY STINES TO RECEIVE & FILE, SECOND BY RIDDLE; ALL AYES, APPROVED BY VOICE VOTE 14/0
- e) Quarterly Financial Reports- (Ending March 31, 2020)
MOTION BY STINES TO RECEIVE & FILE, SECOND BY RIDDLE; ALL AYES, APPROVED BY VOICE VOTE 14/0
- f) Trustee’s Annual Delinquent Tax Report
MOTION BY STINES TO RECEIVE & FILE, SECOND BY RIDDLE; ALL AYES, APPROVED BY VOICE VOTE 14/0
- g) Department Quarterly/Annual Reports
 - i) Circuit Court Clerk
 - ii) Chancery Court

- iii) County Clerk
- iv) Planning & Zoning
- v) Register of Deeds
- vi) Re-Entry Program
- vii) Sheriff's Office
- viii) Veteran's Service Office

**MOTION BY STINES TO RECEIVE & FILE, SECOND BY RIDDLE; ALL AYES,
APPROVED BY VOICE VOTE 14/0**

7) OLD BUSINESS: NONE

8) NEW BUSINESS/RESOLUTIONS

- a) Amending the August 19, 2019 minutes to include the detail budget document and supporting documents, with fund cash flow statements for the 2019/20 fiscal year budget.
MOTION BY FINNEY TO AMEND THE AUGUST 19, 2019 MINUTES, SECOND BY SMITH; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
- b) Resolution 5b-0520 Amending the General Fund, Drug Control Fund and General Debt Service Fund Budget of Franklin County, Tennessee for the Fiscal Year ending June 30, 2020
MOTION BY SCHULTZ TO AMEND RESOLUTION 5b-0520, SECOND BY WISEMAN, ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
- c) Resolution 5c-0520 Amending the Franklin County Board of Education General Purpose School Budget of Franklin County, Tennessee for the Fiscal Year ending June 30, 2020
MOTION BY STINES TO AMEND RESOLUTION 5c-0520, SECOND BY SCHULTZ; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
- d) Resolution 5d-0520 Amending The Franklin County Board of Education Centralized Cafeteria School Budget of Franklin County, Tennessee for the Fiscal Year ending June 30, 2020
MOTION BY FULLER TO AMEND RESOLUTION 5d-0520, SECOND BY HUGHES; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
- e) Resolution 5e-0520 Authorizing A Multiple Year Lease Purchase and Maintenance Agreement between The Franklin County Sheriff and Konica Minolta/Copier
MOTION BY KING TO AUTHORIZE RESOLUTION 5e-0520, SECOND BY STINES; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
- f) Resolution 5f-0520 Authorizing A Multiple Year Lease Purchase and Maintenance Agreement between The Franklin County Community Re-Entry Program and Konica Minolta/Copier

- MOTION BY KING TO AUTHORIZE RESOLUTION 5f-0520, SECOND BY STINES; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0**
- g) Resolution 5g-0520 Authorizing submission of an application for a Federal Bureau of Justice Administration Grant for FY 2020-2023/EMA Bringing The Lost Home-Grant Attached
MOTION BY RIDDLE TO AUTHORIZE RESOLUTION 5g-0520, SECOND BY KING; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
- h) Resolution 5h-0520 Authorizing submission of an application for a Federal Bureau of Justice Administration Grant for FY 2020-2023/Community Re-Entry (CAREERS)-Grant Attached
MOTION BY SMITH TO AUTHORIZE RESOLUTION 5h-0520, SECOND BY FULLER; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
- i) Resolution 5i-0520 Authorizing submission of an application for a State of Tennessee Grant for FY 2020-2023 from the Office of Criminal Justice Programs/VOCA Victims of Crime Act-Franklin County Victim Re-Entry Program-Grant Attached
MOTION BY HUGHES TO AUTHORIZE RESOLUTION 5i-0520, SECOND BY JOHNSON; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
- j) Resolution 5j-0520 Authorizing submission of an application for a State of Tennessee Litter Grant for FY 2020-2021 from the Tennessee Department of Transportation
MOTION BY STAPLETON TO AUTHORIZE RESOLUTION 5j-0520, SECOND BY STINES; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0
****MOTION MADE BY WISEMAN TO SUSPEND THE RULES TO BRING RESOLUTION 5k-0520, REGARDING THE AMBULANCE SERVICE FOR FRANKLIN COUNTY, FROM THE FLOOR, SECOND BY SMITH; ALL AYES, APPROVED BY ROLL CALL VOTE 14/0**
- k) Resolution 5k-0520 Authorizing Franklin County, Tennessee to enter into a contract for a period of five years (5) for Ambulance Services with Shoals Ambulance, LLC, d/b/a A & E EMS, and Alabama Limited Liability Company at The Primary Ambulance Service Provider for Franklin County, Tennessee-Agreement Attached
MOTION BY STINES TO AUTHORIZE RESOLUTION 5k-0520, SECOND BY FULLER; ALL AYES, APPROVED BY VOICE VOTE 14/0
- l) Inter-Category Amendment Request for FY ending June 30, 2020, to Receive & File
MOTION BY FINNEY TO RECEIVE & FILE INTER-CATEGORY AMENDMENT, SECOND BY WISEMAN; ALL AYES, APPROVED BY VOICE VOTE 14/0
- m) Receive & File the Finance Committee Recommendation to Add Omnia Partners to Cooperative Purchasing List
MOTION BY RIDDLE TO RECEIVE & FILE, SECOND BY SMITH; ALL AYES, APPROVED BY VOICE VOTE 14/0
- n) Receive & File the Update to The Franklin County Employee Handbook, Infectious Disease Control Policy
MOTION BY KING TO RECEIVE & FILE, SECOND BY WISEMAN; ALL AYES, APPROVED BY VOICE VOTE 14/0

9) ELECTIONS/APPOINTMENTS

MOTION BY KING TO GROUP ELECTIONS/APPOINTMENTS TOGETHER, SECOND BY FINNEY, ALL AYES; APPROVED IN VOICE VOTE 14/0

- a) Board of Equalization/Term ending May 2022

Chairman – Andy Knapper

Jim Hensley

Keith Clay

Bill Green

Mike Yates

MOTION BY SMITH TO APPROVE THE REAPPOINTMENTS, SECOND BY WISEMAN; ALL AYES, APPROVED BY VOICE VOTE 14/0

- b) Board of Zoning Appeals/Term ending July 2023

Chairman – Monty Hawkins

MOTION BY SMITH TO APPROVE THE REAPPOINTMENT, SECOND BY WISEMAN; ALL AYES, APPROVED BY VOICE VOTE 14/0

- c) Consolidated Communications Board/Term ending July 2023

Chairman- Gerald Smith/Term ending July 2023

MOTION BY SMITH TO APPROVE THE REAPPOINTMENT, SECOND BY WISEMAN; ALL AYES, APPROVED BY VOICE VOTE 14/0

- d) Solid Waste Management Board/Term ending July 2023

Charlie Brown

MOTION BY SMITH TO APPROVE THE REAPPOINTMENT, SECOND BY WISEMAN; ALL AYES, APPROVED BY VOICE VOTE 14/0

- e) Approval of (11) Applications for Notary Public

MOTION BY STINES TO APPROVE NOTARIES, SECOND BY RIDDLE, ALL AYES; APPROVED BY ROLL CALL VOTE 14/0

**DETAIL ATTACHMENTS TO
COMMISSION MINUTES
ON FOLLOWING PAGES**

OTHER COMMENTS: NONE

**MOTION BY RIDDLE TO ADJOURN AT 7:52 PM, SECOND
BY STINES, ALL AYES; APPROVED BY VOICE VOTE 14/0**

Benediction was given by Chairman David Alexander

May 18, 2020 REGULAR SESSION

DATE APPROVED BY COMMISSION: _____ MB _____ PAGE _____

CHAIR OF COUNTY COMMISSION

COUNTY CLERK

FUND CATEGORY	APPROP FY 19/20	AMENDED FY 19/20	COLLECTED APR	COLLECTED YR TO DATE	BALANCE TO COLLECT	PERCENT REALIZED
GENERAL FUND (101)						
Local Taxes (40000)	\$ 13,055,245	\$ -	\$ 222,161	\$ 12,243,020	\$ 812,225	93.78%
Licenses & Permits (41000)	112,000	28,326	11,059	116,588	23,738	83.08%
Fines, Forfeitures & Penalties (42000)	239,445	-	18,721	164,137	75,308	68.55%
Charges for Current Services (43000)	425,210	-	29,418	367,800	57,410	86.50%
Other Local Revenue (44000)	140,150	142,355	22,750	354,579	(72,074)	125.51%
Fees from Officials (45000)	2,098,000	-	149,277	1,700,587	397,413	81.06%
State of Tennessee (46000)	3,329,032	111,396	465,604	2,317,990	1,122,437	67.38%
Federal Government (47000)	5,388,765	779,580	328,906	2,555,789	3,612,556	41.43%
Other Governments & Citizens (48000)	193,000	2,875	17	182,473	13,402	93.16%
Other Sources (49000)	105,606	-	105,606	105,606	-	100.00%
Total County General	\$ 25,086,453	\$ 1,064,532	\$ 1,353,520	\$ 20,108,568	\$ 6,042,417	76.89%
COURTHOUSE/JAIL MAINT. (112)						
Local Taxes (40000)	\$ 205,000	\$ -	\$ 13,283	\$ 141,086	\$ 63,914	68.82%
Total Courthouse/Jail Maintenance	\$ 205,000	\$ -	\$ 13,283	\$ 141,086	\$ 63,914	68.82%
LIBRARY (115)						
Local Taxes (40000)	\$ 397,808	\$ -	\$ 5,918	\$ 384,459	\$ 13,349	96.64%
Licenses & Permits (41000)	1,935	-	304	1,775	160	91.73%
Charges for Current Services (43000)	11,360	-	989	10,300	1,060	90.66%
Other Local Revenue (44000)	2,000	-	87	1,101	899	55.06%
Federal Government (47000)	1,775	(190)	1,585	1,585	-	100.00%
Other Governments & Citizens (48000)	34,400	500	2,681	27,778	7,122	79.59%
Total Library	\$ 449,278	\$ 310	\$ 11,565	\$ 426,998	\$ 22,590	94.98%
SOLID WASTE (116)						
Local Taxes (40000)	\$ 1,793,110	\$ -	\$ 24,256	\$ 1,733,345	\$ 59,765	96.67%
Licenses & Permits (41000)	15,660	-	1,945	12,000	3,660	76.63%
Charges for Current Services (43000)	141,000	-	10,344	120,179	20,821	85.23%
Other Local Revenue (44000)	142,000	-	7,250	77,877	64,123	54.84%
State of Tennessee (46000)	100,719	(1,663)	-	87,651	11,405	88.49%
Total Solid Waste	\$ 2,192,489	\$ (1,663)	\$ 43,795	\$ 2,031,052	\$ 159,774	92.71%
Local Purpose (Rural Fire 120)						
Local Taxes (40000)	\$ 804,303	\$ -	\$ 22,186	\$ 641,278	\$ 163,025	79.73%
Licenses & Permits (41000)	28,925	-	591	23,650	5,275	81.76%
Other Local Revenues (44000)	7,600	-	(48)	-	7,600	0.00%
Total Local Purpose	\$ 840,828	\$ -	\$ 22,730	\$ 664,929	\$ 175,900	79.08%
Drug Control Fund (122)						
Fines, Forfeitures & Penalties (42000)	\$ 19,250	\$ 14,286	\$ 4,256	\$ 53,667	\$ (20,131)	180.03%
Other General Service Charges (43000)	3,000	-	-	2,650	350	88.33%
Other Local Revenue (44000)	23,000	-	-	89,230	(66,230)	387.96%
Federal Revenue (47000)	17,000	-	-	2,447	14,553	14.39%
Other Governments & Citizens (48000)	2,050	-	-	-	2,050	0.00%
Total Drug Control	\$ 64,300	\$ 14,286	\$ 4,256	\$ 147,994	\$ (69,408)	188.32%
HIGHWAY (131)						
Local Taxes (40000)	\$ 720,470	\$ -	\$ 17,610	\$ 678,277	\$ 42,193	94.14%
Licenses & Permits (41000)	3,540	-	504	3,107	433	87.76%
Charges for Current Services (43000)	15,065	-	11	4,794	10,271	31.82%
Other Local Revenue (44000)	10,500	1,000	37	1,885	9,615	16.39%
State of Tennessee (46000)	2,629,622	350,659	202,797	2,100,181	880,099	70.47%
Other Governments & Citizens (48000)	17,666	-	-	17,379	287	98.37%
Total Highway	\$ 3,396,863	\$ 351,659	\$ 220,959	\$ 2,805,622	\$ 942,900	74.85%

FUND CATEGORY	APPROP FY 19/20	AMENDED FY 19/20	COLLECTED APR	COLLECTED YR TO DATE	BALANCE TO COLLECT	PERCENT REALIZED
School General Fund (141)						
Local Taxes (40000)	\$ 15,833,291	\$ -	\$ 556,879	\$ 14,534,802	\$ 1,298,489	91.80%
Licenses & Permits (41000)	58,000	-	8,453	53,205	4,795	91.73%
Charges for Current Services (43000)	274,397	-	18,777	239,905	34,492	87.43%
Other Local Revenue (44000)	68,609	145,771	4,751	222,853	(8,473)	103.95%
State of Tennessee (46000)	28,220,017	159,119	3,028,333	25,057,090	3,322,045	88.29%
Federal Government (47000)	172,356	388,690	55,257	349,493	211,553	62.29%
Other Sources (49000)	-	-	23,642	23,642	(23,642)	
Total School General Fund	\$ 44,626,670	\$ 693,580	\$ 3,696,092	\$ 40,480,989	\$ 4,839,261	89.32%
Federal Projects Fund (142)						
Other Local Revenue (44000)	\$ -	\$ -	\$ 2,000	\$ -	\$ -	
Federal Government (47000)	3,077,568	483,857	230,348	2,158,820	1,402,605	60.62%
Other Sources (49000)	-	100,000	-	100,000	-	
Total School Federal Projects Fund	\$ 3,077,568	\$ 583,857	\$ 232,348	\$ 2,258,820	\$ 1,402,605	61.69%
Centralized Cafeteria Fund (143)						
Charges for Current Services (43000)	\$ 846,734	\$ -	\$ 45,526	\$ 618,472	\$ 228,262	73.04%
Other Local Revenue (44000)	18,000	8,000	2,471	42,820	(16,820)	164.69%
State of Tennessee (46000)	27,479	-	-	28,625	(1,146)	104.17%
Federal Government (47000)	2,456,684	45,800	206,607	1,831,051	671,433	73.17%
Other Sources (48000)	-	-	-	-	-	
Total Centralized Cafeteria	\$ 3,348,897	\$ 53,800	\$ 254,604	\$ 2,520,968	\$ 881,729	74.09%
General Debt Service (151)						
Local Taxes (40000)	\$ 4,616,572	\$ 125,489	\$ 129,135	\$ 4,340,452	\$ 401,609	91.53%
Licenses & Permits (41000)	10,050	(674)	2,051	10,663	(1,287)	113.73%
Other Local Revenue (44000)	390,000	-	30,954	281,063	108,937	72.07%
Other Sources (49000)	3,746,086	19,828	3,645,780	3,645,780	120,133	96.81%
Total General Debt Service	\$ 8,762,708	\$ 144,643	\$ 3,807,920	\$ 8,277,959	\$ 629,392	92.93%
Education Debt Service (156)						
Local Taxes (40000)	\$ -	\$ 91,129	\$ -	\$ 91,129	\$ -	
Licenses & Permits (41000)	-	674	-	674	-	
Other Sources (49000)	-	-	-	-	-	
Total Education Debt Service	\$ -	\$ 91,803	\$ -	\$ 91,803	\$ -	
School Capital Projects Fund (177)						
Other Local Revenue (44000)	\$ -	\$ -	\$ 24,378	\$ 494,130	\$ (494,130)	
Other Sources (49000)	-	-	-	-	-	
Total School Capital Projects	\$ -	\$ -	\$ 24,378	\$ 494,130	\$ (494,130)	
Capital Projects Fund (178)						
Other Local Revenue (44000)	\$ -	\$ 59,000	\$ 2,230	\$ 50,063	\$ 8,937	
Other Sources (49000)	-	2,000,000	-	2,000,000	-	
Total Capital Projects	\$ -	\$ 2,059,000	\$ 2,230	\$ 2,050,063	\$ 8,937	

FUND CATEGORY	APPROP FY 19/20	AMENDED FY 19/20	EXPENDED APR	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
GENERAL FUND (101)							
County Commission (51100)	\$ 332,332	\$ 12,780	\$ 23,761	\$ 258,392	\$ 47,835	\$ 38,885	74.87%
Beer Board (51220)	525	-	29	192	333	0	36.51%
County Mayor (51300)	197,422	(26)	15,399	157,960	2,188	37,248	80.02%
County Attorney (51400)	10,800	-	900	9,900	900	-	91.67%
Election Commission (51500)	251,354	-	14,684	198,124	4,147	49,084	78.82%
Register of Deeds (51600)	356,735	-	28,048	268,405	14,596	73,734	75.24%
Planning & Zoning (51720)	165,656	-	11,725	124,385	3,913	37,357	75.09%
County Buildings (51800)	1,407,929	-	90,165	838,309	97,028	472,591	59.54%
Other General Admin - IT (51900)	83,450	-	5,744	65,971	12,479	5,000	79.05%
Property Assessor (52300)	592,549	-	36,980	424,642	49,816	118,091	71.66%
County Trustee (52400)	346,685	-	26,575	279,703	1,901	65,082	80.68%
County Clerk (52500)	630,962	-	46,946	498,290	3,619	129,053	78.97%
Finance Dept. (52900)	745,161	1,381	48,141	595,157	5,737	145,648	79.72%
Local Taxes (40000)	1,026,570	-	71,054	808,874	5,667	212,028	78.79%
General Sessions (53300)	321,678	-	25,481	258,240	1,037	62,401	80.28%
Drug Court (53330)	102,700	-	8,002	82,874	-	19,826	80.69%
Chancery Court (53400)	240,405	-	16,851	192,562	3,788	44,055	80.10%
Juvenile Court (53500)	140,044	-	9,937	106,699	251	33,093	76.19%
Judicial Commissioners (53700)	173,407	-	11,637	119,639	73	53,696	68.99%
Other Admin of Justice (53900)	215,000	408,053	67,135	340,753	253,599	28,701	54.69%
Probation Service (53910)	159,144	-	11,954	113,354	1,017	44,773	71.23%
Sheriff's Dept. (54110)	4,305,500	46,752	328,797	3,229,698	304,661	817,893	74.21%
Admin. Of Sexual Offender (54160)	15,593	-	1,400	8,822	200	6,571	56.58%
Jail (54210)	3,314,055	(12,160)	199,908	2,256,020	238,145	807,730	68.33%
Reentry Program (54230) Grants	246,984	84,365	20,160	202,710	1,349	127,291	61.18%
Juvenile Service (54240)	142,500	-	7,336	77,333	49,473	15,694	54.27%
Civil Defense (54410)	166,877	-	12,781	128,353	10,237	28,287	76.91%
Rescue Squad (54420)	35,000	12,905	2,101	44,726	959	2,221	93.36%
Consolidated Communications(54490)	875,528	-	59,647	640,718	12,149	222,661	73.18%
County Coroner (54610)	37,000	-	3,450	35,759	21,866	(20,625)	96.65%
Other Public Safety (54710) Grants	30,592	4,825	571	24,896	-	10,521	70.29%
Local Health Center (55110)	33,450	-	1,153	19,773	1,713	11,963	59.11%
Rabies & Animal Ctrl. (55120)	250,799	-	13,916	195,405	6,293	49,102	77.91%
Other Local Health Serv (55190) Grant	261,000	-	6,611	66,598	7,662	186,740	25.52%
Appropriation to State (55390)	30,646	-	27,946	27,946	2,700	-	91.19%
General Welfare Assist.(55510)	17,775	-	-	17,775	-	-	100.00%
Litter Control (55731) (25%Grant)	100,183	-	6,958	73,239	1,517	25,427	73.10%
Other Waste Collections (55739)	44,047	-	3,481	34,167	679	9,200	77.57%
Other Public Health & Welfare (55900) Grant	21,848	2,434	-	21,856	-	2,426	90.01%
Senior Citizens Assistance (56300)	37,500	-	11,525	30,309	5,652	1,539	80.82%
Parks & Fair Board (56700)	41,711	-	862	29,406	3,301	9,004	70.50%
Agriculture Extension Serv.(57100)	111,316	-	34,474	80,563	930	29,823	72.37%
Soil Conservation (57500)	91,598	-	6,406	64,355	-	27,242	70.26%
Industrial Development (58120)	551,855	8,985	3,001	228,371	224,118	108,351	40.72%
Other Econ & Comm. Dev. (58190)	5,384,977	-	344,605	3,594,884	1,363,141	426,953	66.76%
Airport (58220)	-	395,582	17,466	213,179	156,391	26,013	77.26%
Veteran's Services (58300)	92,433	550	6,969	71,841	871	20,270	77.26%
Other Charges (58400)	952,613	-	33,258	844,689	557	107,367	88.67%
Capital Projects (91000)	350,000	43,084	50,809	275,710	57,903	59,472	70.14%
Total County General	\$ 25,043,887	\$ 1,009,511	\$ 1,776,739	\$ 18,281,525	\$ 2,982,394	\$ 4,789,479	70.17%
COURTHOUSE/JAIL MAINT. (112)							
Other Charges (58400)	\$ 2,150	\$ -	\$ 133	\$ 1,547	\$ -	\$ 603	71.97%
Transfers Out (99100)	210,000	-	-	-	-	210,000	0.00%
Total Courthouse/Jail Maintenance	\$ 212,150	\$ -	\$ 133	\$ 1,547	\$ -	\$ 210,603	0.73%

FUND CATEGORY	APPROP FY 19/20	AMENDED FY 19/20	EXPENDED APR	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
LIBRARY (115)							
Libraries (56500)	\$ 391,964	\$ 310	\$ 29,871	\$ 288,086	\$ 15,804	\$ 88,383	73.44%
Other Charges (58400)	44,386	-	3,225	35,970	372	8,044	81.04%
Capital Outlay (91000)	-	-	-	-	-	-	-
Operating Transfer (99110)	3,000	-	3,000	3,000	-	-	100.00%
Total Library	\$ 439,350	\$ 310	\$ 36,096	\$ 327,056	\$ 16,177	\$ 96,427	74.39%
SOLID WASTE (116)							
Sanitation Educ./Info. (55720)	\$ 3,200	\$ -	\$ 441	\$ 2,577	\$ 375	\$ 248	80.54%
Convenience Centers (55732)	398,940	(21,610)	17,774	291,303	11,771	74,256	77.20%
Transfer Station (55733)	1,600,880	108,000	270,947	1,275,309	158,689	274,882	74.63%
Post closure Care Costs (55770)	13,500	-	877	6,571	3,465	3,464	48.68%
Other Charges (58400)	108,540	-	2,696	95,134	96	13,310	87.65%
Operating Transfers (99100)	48,803	-	48,803	48,803	-	-	100.00%
Total Solid Waste	\$ 2,173,863	\$ 86,390	\$ 341,538	\$ 1,719,698	\$ 174,396	\$ 366,159	76.08%
Local Purpose (Rural Fire 120)							
Fire Prevention & Control (54310)	\$ 625,000	\$ -	\$ 417	\$ 484,897	\$ 74,180	\$ 65,923	77.58%
Other Charges (58400)	11,600	-	-	10,743	-	857	92.61%
Total Local Purpose	\$ 636,600	\$ -	\$ 417	\$ 495,640	\$ 74,180	\$ 66,780	77.86%
Drug Control Fund (122)							
Drug Enforcement (54150)	\$ 77,000	\$ 14,286	\$ 4,184	\$ 69,010	\$ 8,392	\$ 13,885	75.60%
Other Charges (58400)	500	-	43	565	-	(65)	113.08%
Total Drug Control	\$ 77,500	\$ 14,286	\$ 4,227	\$ 69,575	\$ 8,392	\$ 13,819	75.80%
HIGHWAY (131)							
Administration (61000)	\$ 352,509	\$ 109,023	\$ 30,315	\$ 387,255	\$ 2,891	\$ 71,387	83.91%
Highway Maintenance (62000)	989,599	-	75,362	775,028	20,002	194,569	78.32%
Operations & Maintenance (63100)	399,690	-	14,417	196,454	91,360	111,876	49.15%
Quarry Operations (63400)	397,073	-	21,959	208,129	18,188	170,757	52.42%
Other Charges (65000)	248,907	-	11,317	190,287	3,717	54,903	76.45%
Capital Outlay (68000)	1,734,730	395,815	56,414	1,146,627	697,127	286,791	53.82%
Highways & Streets (82120)	15,807	-	-	15,807	-	0	100.00%
Highways & Streets (82220)	3,315	-	-	3,315	-	0	99.99%
Transfers Out (99100)	53,803	-	53,803	53,803	-	-	100.00%
Total Highway	\$ 4,195,434	\$ 504,838	\$ 263,587	\$ 2,976,704	\$ 833,284	\$ 890,283	63.33%
School General Fund (141)							
Instruction							
Regular Instruction (71100)	\$ 21,390,247	\$ 168,483	\$ 1,558,790	\$ 13,778,392	\$ 412,826	\$ 7,367,512	63.91%
Alternative School (71150)	268,778	(66,334)	16,992	135,558	572	66,315	66.96%
Special Education Program (71200)	3,598,466	69,244	284,362	2,430,866	38,474	1,198,370	66.28%
Vocational Education Program (71300)	1,355,018	-	111,608	907,990	3,884	443,144	67.01%
Student Body Education Prog (71400)	476,823	-	22,094	315,853	13,611	147,359	66.24%
Support							
Attendance (72110)	225,299	2,991	15,588	167,040	300	60,950	73.17%
Health Services (72120)	572,208	17,482	43,848	404,748	5,093	179,849	68.64%
Other Support Services (72130)	1,367,208	143,818	124,959	1,054,329	22,525	434,171	69.78%
Regular Instruction (72210)	1,465,391	10,366	100,788	965,813	2,296	507,648	65.45%
Special Educ Program (72220)	626,001	33,589	53,921	395,952	75,781	187,857	60.03%
Vocational Educ Prog (72230)	73,869	598	4,471	52,021	1,689	20,757	69.86%
Education Technology (72250)	1,024,480	5,845	62,085	732,905	123,517	173,903	71.13%
Board of Education (72310)	1,176,526	-	46,372	1,072,855	26,201	77,470	91.19%
Director of Schools (72320)	500,403	1,556	19,916	213,187	12,366	276,406	42.47%
Office of Principals (72410)	2,503,465	11,965	197,520	1,700,579	-	814,851	67.61%
Fiscal Services (72510)	11,561	-	-	-	11,561	-	0.00%

FUND CATEGORY	APPROP FY 19/20	AMENDED FY 19/20	EXPENDED APR	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
Human Resources (72520)	260,857	1,196	19,445	209,894	2,882	49,277	80.10%
Operation of Plant (72610)	3,540,122	18,187	206,028	2,581,132	113,814	863,363	72.54%
Maintenance of Plant (72620)	1,383,060	6,940	68,341	827,613	252,686	309,701	59.54%
Transportation (72710)	2,280,404	24,744	197,239	1,826,252	300,818	178,078	79.22%
Central & Other (72810)	109,255	23,550	7,745	65,928	-	66,878	49.64%
Non-Instructional							
Community Services (73300)	504,677	492,101	65,288	583,781	157,207	255,791	58.57%
Early Childhood Education (73400)	1,041,013	4,786	81,977	675,039	-	370,759	64.55%
Capital Outlay & Debt Service							
Capital Outlay (76100)	100,000	66,587	1,942	50,233	147,234	(30,880)	30.15%
Principal Debt Service (82130)	71,226	-	-	71,226	-	0	100.00%
Interest Debt Service (82230)	2,547	-	-	1,692	-	855	66.42%
Transfers Out (99100)	100,000	-	-	100,000	-	-	100.00%
Total School General Fund	\$ 46,028,904	\$ 1,037,693	\$ 3,311,319	\$ 31,320,879	\$ 1,725,335	\$ 14,020,384	66.55%
School Federal Projects Fund (142)							
Regular Instruction (71100)	\$ 1,138,337	\$ 69,468	\$ 98,362	\$ 803,328	\$ 21,833	\$ 382,644	66.51%
Special Education Program (71200)	918,088	69,243	64,094	633,838	67,546	285,946	64.20%
Vocational Education Program (71300)	124,000	4,510	-	87,350	40,830	330	67.97%
Health Services (72120)	-	-	-	-	-	-	-
Other Support Services (72130)	107,703	116,953	318	28,324	3,670	192,662	12.61%
Regular Instruction (72210)	241,784	211,510	10,629	252,109	1	201,183	55.62%
Special Educ Program (72220)	279,072	14,100	11,146	202,381	6,836	83,955	69.03%
Vocational Educ Prog (72230)	12,000	(4,510)	-	9,690	300	(2,501)	129.38%
Transportation (72710)	256,585	3,757	20,748	171,601	-	88,741	65.91%
Food Service (73100)	-	88	-	88	-	-	100.00%
Transfers Out (99100)	-	-	-	-	-	-	-
Total Federal Projects Fund	\$ 3,077,568	\$ 485,119	\$ 205,298	\$ 2,188,709	\$ 141,016	\$ 1,232,962	61.43%
Centralized Cafeteria Fund (143)							
Food Service (73100)	\$ 4,238,808	\$ 54,996	\$ 249,200	\$ 2,465,991	\$ 1,074,828	\$ 752,985	57.43%
Total Centralized Cafeteria	\$ 4,238,808	\$ 54,996	\$ 249,200	\$ 2,465,991	\$ 1,074,828	\$ 752,985	57.43%
General Debt Service (151)							
General Government Debt Service	\$ 6,941,037	\$ -	\$ 816,905	\$ 4,511,334	\$ 1,150	\$ 2,428,553	65.00%
Total General Debt Service	\$ 6,941,037	\$ -	\$ 816,905	\$ 4,511,334	\$ 1,150	\$ 2,428,553	65.00%
Education Debt Service (156)							
Educ Government Debt Service	\$ 3,536,086	\$ 111,631	\$ 3,645,780	\$ 3,647,717	\$ -	\$ 0	100.00%
Total Education Debt Service	\$ 3,536,086	\$ 111,631	\$ 3,645,780	\$ 3,647,717	\$ -	\$ 0	100.00%
School Capital Projects Fund (177)							
Education Capital Proj (91300)	43,930,732	-	1,295,460	27,344,185	15,178,569	1,407,978	62.24%
Total Capital Projects	\$ 43,930,732	\$ -	\$ 1,295,460	\$ 27,344,185	\$ 15,178,569	\$ 1,407,978	
Capital Projects Fund (178)							
Other Charges (58400)	\$ -	\$ 1,150	\$ 22	\$ 594	\$ -	\$ 556	
Public Safety Projects (91130)	-	5,431,162	222,751	3,868,547	1,358,250	204,365	
Other Gen Government Proj (91190)	-	-	-	-	-	-	
Highway & Street Capital Proj (91200)	-	-	-	-	-	-	
Total Capital Projects	\$ -	\$ 5,432,312	\$ 222,773	\$ 3,869,141	\$ 1,358,250	\$ 204,921	

Communications Project

Budget \$ 1,369,944

Contract Sain Construction Co, Inc \$ (1,266,776)
 Miscellaneous Expense \$ (67,540)
 Miscellaneous Open Purchase Orders \$ (228)

Total To Date Obligated \$ (1,334,544)

Total Remaining still in progress \$ 35,400

Jail Project

Budget \$ 16,715,874

Construction Various Contracts \$ (16,063,622)
 Miscellaneous Expense \$ (423,219)
 Miscellaneous Open Purchase Orders \$ (68,526)

Total To Date Obligated \$ (16,555,367)

Total Remaining still in progress \$ 160,507

TCAT Project

Budget \$ 7,990,000

Contract Boyce Ballard Construction LLC \$ (7,416,920)
 Miscellaneous Expense \$ (541,746)
 Miscellaneous Open Purchase Orders \$ (31,334)

Total To Date Obligated \$ (7,990,000)

Total Remaining still in progress \$ 0

Middle Schools & Huntland Gym Projects

Budget \$ 47,976,071

Construction Contracts (\$42,638,096)
 Miscellaneous Expense (\$2,071,195)
 Miscellaneous Open Purchase Orders (\$1,858,803)

Total To Date Obligated \$ (46,568,093)

Total Remaining still in progress \$ 1,407,978

Franklin Co Trustee's Interest Earned Analysis & Comparison

May-20

Current Amt Invested in the Following:

CD	\$ 8,000,000	Interest Bearing Check/Savings	\$ 22,126,903	Mutual Funds	\$ -
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Gross Interest Earned for the Month of May \$ 30,212.18

Fund Number	Fund Title	Gross Collections	Trustee Fee Admin Fee 2%	Net Fund Collections
101	County General	\$ 137.32	\$ (2.75)	\$ 134.57
115	Library	\$ 46.38	\$ (0.93)	\$ 45.45
131	Highway	\$ 23.10	\$ (0.46)	\$ 22.64
141	Schools General	\$ 497.18	\$ (9.94)	\$ 487.24
151	General Debt Service	\$ 29,508.20	\$ (590.16)	\$ 28,918.04
Total		\$ 30,212.18	\$ (604.24)	\$ 29,607.94

Interest Revenue Monthly Fiscal Comparison

	County	Library	Highway	Schools	Gen Debt
May-19	\$ -	\$ 26.62	\$ -	\$ 2,900.54	\$ 50,089.23
May-20	\$ 134.57	\$ 45.45	\$ 22.64	\$ 487.24	\$ 28,918.04
Over/Under	\$ 134.57	\$ 18.83	\$ 22.64	\$ (2,413.30)	\$ (21,171.19)

Interest Year to Date Revenue Fiscal Comparison

	County	Library	Highway	Schools	Gen Debt
2018/19	\$ -	\$ 367.27	\$ -	\$ 22,367.72	\$ 339,285.63
2019/20	\$ 4,735.99	\$ 335.55	\$ 906.36	\$ 26,361.36	\$ 343,811.05
Over/Uner	\$ 4,735.99	\$ (31.72)	\$ 906.36	\$ 3,993.64	\$ 4,525.42

Fiscal Year 2019/20 Appropriations 44110 Interest Earned

	Appropriation	Collected	% Collected	Balace to Collect
101 County General (OPEB)	\$ 5,000	\$ 4,736	94.72%	\$ 264
115 Library	\$ 500	\$ 336	67.11%	\$ 164
131 Highway (OPEB)	\$ 1,000	\$ 906	90.64%	\$ 94
141 School General Fund (OPEB)	\$ 22,000	\$ 26,361	119.82%	\$ (4,361)
151 General Debt Service	\$ 390,000	\$ 343,811	0.00%	\$ 46,189

Prepared by RKelly 6/8/2020

Local Option Sales Tax Analysis & Comparison

April 2020 (Received in May)

County/City	Gross Franklin County Collections	State Admin Fee 1.125%	Net Franklin County Collections	County Revenue (Co 100%) (City 50%)	Cities Revenue is Less 1% Trustee Admin
**Franklin County	160,484.70	(1,805.45)	158,679.25	158,679.25	-
Winchester	394,278.66	(4,435.63)	389,843.03	194,921.51	192,972.30
Cowan	21,344.13	(240.12)	21,104.01	10,552.00	10,446.48
Decherd	238,204.16	(2,679.80)	235,524.36	117,762.18	116,584.56
Estill Springs	34,740.80	(390.83)	34,349.97	17,174.98	17,003.23
Huntland	17,305.79	(194.69)	17,111.10	8,555.55	8,469.99
Tullahoma	22,011.03	(247.62)	21,763.41	10,881.70	10,772.89
Monteagle - FC	115.48	(1.30)	114.18	57.09	56.52
Total	888,484.75	-9,995.45	878,489.30	519,123.37	356,305.97

Local Option Sales Tax Monthly Revenue Fiscal Comparison

Apr-19	484,920	*Note Franklin County received an additional \$539.10
Apr-20	519,123	
Over/Under	34,204	

Local Option Sales Tax Year to Date Revenue Fiscal Comparison

2018/19	4,925,348
2019/20	5,271,631
Over/Uner	346,283

2019/20 Sales Tax Appropriations

	Appropriation	Collected	% Collected	Balance to Collect
141 General Schools	4,892,328	4,411,247	90.17%	481,081
151 General Debt Service	1,030,000	860,384	83.53%	169,616

Fund 156 receives overages of collections from Fund 141

Finance Committee

June 4, 2020

The Finance Committee met in the Community room meeting was called to order by Mayor Alexander, Chairman at 6:00 p.m.

Members Present: Barbara Finney, Scotty Riddle, Carolyn Wiseman, David Eldridge, Stanley Bean, Luke McCurry and Mayor, David Alexander.

Other Present: Andrea Smith- Finance Director, Heather Morgan-Secretary, Cindy Latham – Accountant, William Anderson- Solid Waste, Tim Fuller- Sheriff Department, Scott Smith- EMA, Kelli Riley- FCIDB, Sharon Byrum, Mayor’s Office, Brian Justice, Herald Chronicle, Ricky Tipps, WCDT; Greg Lewis -Franklin Sheriff Department, Kyle King- Sheriff Department, Angie Fuller- County Commissioner, Greg King- County Commissioner, Caycee Roberts- Board of Education, Clei Jo Walker- Board of Education, Linda Foster- Board of Education, Dale Hatcher- Franklin County Reentry, Christine Hopkins- Franklin County Reentry. Kathy Binkley - FC 911, Derrick Crawford- Highway

Scott Smith- gave an update on the Communications Project- They are 98% Complete. 1 Microwave Dish is having problems. System is working except for that one issue. There are change orders for the Committee.

Sheriff Fuller gave an update on the Jail Construction Project. June 11, 2020 will be moving to the new side. Booking has moved. In two weeks will begin working on the Kitchen and Medical. Top Soil work done today.

Mayor Alexander- gave an update on the TCAT Project- Classes have begun. Secondary project is moving along.

Stanley Bean- gave an update on Middle School Project. Projects are very close. They will be ready for when school begins. North is a little further along on the inside, and South is further along in other areas.

Mayor asked Smith and Fuller to give some information about the protest schedule for this weekend. Smith- There have been several meetings and plans are in place. Fuller shared that his department is prepared. He also has been in meetings and the organizer is wanting a peaceful protest with prayer at the end.

1. **Motion** by Wiseman, second by Riddle to receive and file and send the May 5, 2020 minutes to the full commission. The vote resulted in all Ayes, motion carried.
2. Sales Tax Report, April 2020- was present by Andrea Smith. Revenue of Sales Tax is currently over \$346, 283 compared to last year.
3. **Motion** by Eldridge, second by Finney to receive and file and send the Finance Director’s Report for April 2020 to the full commission. The vote resulted in all Ayes, motion carried.
4. **Motion** by Riddle, second by Finney to receive and file the County Inter-Category Budget Amendments. The vote resulted in all Ayes, motion carried.
5. **Motion** by Riddle, second by McCurry to approve and send the Resolution amending the Franklin Co Board of Education General Purpose School Budge to the full Commission. The vote resulted in all Ayes, motion carried.
6. **Motion** by Eldridge, second by Riddle to approve and send the Resolution School Cafeteria Fund budget amendment to the full Commission. The vote resulted in all Ayes, motion carried.
7. **Motion** by Eldridge, second by Riddle to approve and send the Resolution to Transfer funds from General Purpose School Funds to Federal Projects Funds for Fiscal Year ending June 30, 2020. The vote resulted in all Ayes, motion carried.
8. **Motion** by Eldridge, second by Bean to approve and send the Resolution Highway Fund BG Amendment. The vote resulted in all Ayes, motion carried.

9. **Motion** by Bean and second by McCurry to approve and send the County general Budget Amendment to the Full Commission. Vote resulted in All Ayes, motion carried.
10. **Motion** by Eldridge and second by Riddle to approve and send the Resolution Amending the Beginning Fund Balances for the Education Debt Service Fund 2019-2020 to the Full Commission. Vote resulted in All Ayes, Motion Carried.
11. **Motion** by McCurry and second by Finney to approve and send the Resolution Amending the Reserve Fund Balance Policy of Franklin County, TN to the Full Commission. Vote resulted in All Ayes, Motion Carried.
12. **Motion** by Wiseman, second by McCurry to approve and send the Resolution authorizing submission of a pre-application Drug Court Grant. Vote resulted in All Ayes. Motion carried.
13. **Motion** by Wiseman, second by Finney to amend the Financial Policies and Procedures manual- the Weapons Surplus and Purchase Order Guidelines. The vote resulted in all Ayes, motion carried.
14. **Motion** by Riddle, second by McCurry to receive and file the Finance Technology Audit Result. The vote resulted in all Ayes, motion carried.
15. **Motion** by Riddle, second by McCurry to receive and file the Sheriff's Department report on Mechanic Savings. Eldridge requested that the benefits be add to reflect the true savings. The vote resulted in all Ayes, motion carried.
16. **Motion** by Riddle, second by Wiseman to receive and file the Reserves Summaries. The vote resulted in all Ayes, motion carried.
17. After a five minute break the proposed budget for 2020/21 was presented. The County Budget was presented by Andrea Smith as a continued budget with no raises except those mandated by the State mandated officials. There is a 5.4% increase for the Insurance. Eldridge and many of the commissioners are concerned that sales tax will not come in at what is budgeted and the County will have to make that up from their fund balance. Mrs. Smith shared with the Committee some of the revenues are actually more than projected. It was asked if this budget will go to the Commission at the next meeting. Eldridge praised the Board of Education that they had worked hard on their budget to shave off some expenses, but he could not support a budget that was giving raises if other county raises were not given. It was asked if the budget would go to the Commission meeting on June 15, Andrea shared that there will have to be a special called meeting because of the requirement of ten (10 day) notice to the public. McCurry asked could the Committee look at the County/Highway Raises in October if the revenues are where projected. Montoye questioned is this something the commission could do. Mrs. Smith shared that was her recommendation also and this has been done in the past. After a poll of the Committee they decided to move to the Education Budget. The Education Budget was presented with a 1.6% raise to classified employees and a Step Bonus added for teachers with twenty-one to twenty-five years also a 2.4% increase in Health Insurance. Bean stated not only did the Board of Education meet the continuing budget but also reduced the budget. Alexander congratulated and praised the Board for their hard work but he cannot vote on a budget in principle that grants raises for employees when others are not receiving an increase. **Bean made the Motion to send the Budget to the Full Commission with recommendation for approval. Riddle second the Motion. Voice vote taken 4 Ayes 3 Nays. Motion passed.**

Respectfully submitted,

David Alexander, Chairman

DA/hm

Franklin County Board of Commissioners

Legislative Committee

Minutes June 4, 2020

The Legislative Committee met in Large Community Room at the Franklin County Annex Building and was called to order at 5:00 p.m. Chairman, David Eldridge.

MEMBERS PRESENT: Johnny Hughes, David Eldridge, Barbara Finney, Chuck Stines, and Carolyn Wiseman

OTHERS PRESENT: Secretary Heather Morgan and Brian Justice, Herald Chronicle and Annette Sisk, Human Resources, and Luke McCurry and Derrick Crawford, Franklin County Highway Department

- 1. Motion made by Wiseman to approve minutes of May 7, 2020 meeting, second by Finney. All Ayes.**
- 2. Motion made by Wiseman to send the Franklin County Personnel Handbook to the Full commission; second by Finney. All Ayes.**
- 3. Strike B from the Agenda should go to Finance**
- 4. Motion made by Stines to send the following Resolutions to the Full Commission. Second by Hughes. All Ayes.**
 - **Resolution for additions to Private Road List from current request**
 - **Resolution to Approve Additions to the Franklin County Road List/Past Uncompleted List.**
 - **Resolution for changes to Smith Road on the Franklin County Road List**
 - **Resolutions for Additions of Majestic Drive and Grandview Lake Road to the Franklin County Road List.**
 - **Resolution to Lower the Speed Limit on Robinson Road in Franklin County/Petition included.**
 - **Resolution to Approve Changes on the Franklin County Road List/Various Changes.**
- 5. Stines made the motion to send ten (10) notary applications to full commission, second by Finney. All Ayes.**
- 6. Motion by Stines to adjourn at 5:05 p.m., second by Finney; all ayes.**

Respectfully submitted,

David Eldridge, Chairman

Date Approved: _____

DE/hm

RESOLUTION 6a-0620
AMENDING THE RESERVE FUND
POLICY OF FRANKLIN COUNTY, TENNESSEE

WHEREAS, Franklin County, TN adopted a Reserve Fund Policy on June 20, 2011, and has been amended as necessary to meet the Franklin County Commissions financial objectives; and

WHEREAS, a Reserve Fund Policy has established appropriate guidelines and directions to assist in making sound decisions relating to the management of all Franklin County fund balances; and

WHEREAS, the Franklin County Commission feels it is necessary to amend the existing minimum targeted Reserve Fund Policy for the following funds:

Debt Service Fund	from 1/2 years principal & interest payments (8/5/11) amended to meet "first half" of year's principal & interest payments leaving sufficient fund balance to meet all debt for the fiscal year
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NOW, THEREFORE, BE IT RESOLVED that the Franklin County Reserve Fund Policy of June 20, 2011 be amended.

BE IT FURTHER RESOLVED that reference to this amended policy and resolution shall be reflected in the annual County Appropriations Resolution.


BE IT FURTHER RESOLVED that it shall be the intent of the Franklin County Commission to follow and adhere to this amended policy during budget preparation, adoption, and amending.

BE IT FURTHER RESOLVED that if, during budget preparation, adoption and amending, the Policy is not followed then the approving resolution shall so state and note the exception and justification for the exception. Approved, this the 15th day of June, 2020.



David Alexander, Honorable County Mayor &
Chairman to the Commission

ATTEST


Phillip Custer, Franklin County Clerk

RESOLUTION SPONSORED BY: Finney & Eldridge

MOTION TO ADOPT: Eldridge SECOND BY: Smith DECLARATION: Approved

FRANKLIN COUNTY, TN - GOVERNMENT

RESERVE FUND Amended POLICY 6/15/20

*****Please note the following policy has been amended by resolution on the date listed above. The ending targeted reserve amounts have been amended in the below noted funds.**

The County shall set aside reserves to address operating cost needs, to allow for unforeseen needs of an emergency nature, and to permit adjustments to changes resulting from fluctuations of revenue sources. Sufficient levels of reserves can ensure continued orderly operations and tax structure stability.

It shall be the objective of the Franklin County Commissioners to maintain a managed budgeted reserve in the various operating funds at a level sufficient for temporary financing of unforeseen emergency needs and to permit orderly adjustment to changes resulting from the termination of revenue sources through actions or other governmental bodies. The targeted reserves will be maintained at a minimum level as follows:

General Fund	2.5%
Courthouse/Jail Maintenance Fund	5%
Library Fund	5%
Solid Waste Fund	5%
Local Purpose Tax Fund	5%
Highway Fund	5%
General Purpose School	As State Mandate Regulates
Centralized Cafeteria	5%
All Capital Projects Funds	Shall maintain balances as until expensed for approved capital projects.
Debt Service Fund	1/2 years principal & interest payments amended to meet "first half" of year's principal & interest payments leaving sufficient fund balance to meet all debt for the fiscal year

The percentage shall be calculated by taking the unreserved fund balance (or working capital) as a percent of expenditures (or operating expenses) and transfers to other funds.

Those reserve funds shall be reviewed annually by the Finance Director & Finance Committee.

CLERK'S CERTIFICATE



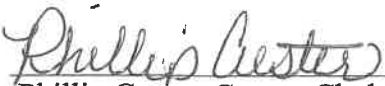
I, Phillip Custer, County Clerk of Franklin County, Tennessee hereby certify that the attached document is a true and correct copy of:

RESOLUTION 6a-0620 AMENDING THE RESERVE FUND POLICY OF FRANKLIN COUNTY, TENNESSEE

This document was approved at a regular session meeting of the Franklin County Board of Commissioners on June 15, 2020 and is recorded on file in my office in Commissioner's Minute Book 37.

Witness my hand and official seal, at office in Winchester, Tennessee, this the 17TH day of June 2020.




Phillip Custer, County Clerk
of Franklin County, Tennessee

RESOLUTION# - 6b-0620

A RESOLUTION AMENDING THE GENERAL FUND, COURTHOUSE JAIL MAINTENANCE FUND, LIBRARY FUND, SOLID WASTE FUND, RURAL FIRE FUND, DRUG CONTROL FUND AND GENERAL DEBT SERVICE FUND BUDGET OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unreserved balances in each respective fund,

NOW, THEREFORE, BE IT RESOLVED, that the General Fund, Courthouse Jail Maintenance Fund, Library Fund, Solid Waste Fund, Rural Fire Fund, Drug Control Fund, General Debt Service Budget of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
County General Fund 101							
Public Works Grants	101	46440		TVA			6,285.38
ID Board Other Capital Outlay	101	58120	799	TVA		12,570.75	
ID Board Other Capital Outlay	101	58120	799	ECDSD			28,734.00
Assistant	101	58120	103			19,820.04	
Advertising	101	58120	302			4,400.00	
Dues & Memberships	101	58120	320			1,548.63	
Maintenance Agreements	101	58120	334			0.00	
Maint & Repair Buildings	101	58120	335			4,500.00	
Other Contracted Services	101	58120	399			0.00	
Unassigned Fund Balance (+)	101	39000					7,820.04
Close out TVA Grant & Add to Site Development Grant from Change Order							
TN Industrial Infrastructure Grant	101	46440		NISSA			219,181.00
Appalachian Regional Comm Grant	101	47170		NISSA		219,181.00	
TN Industrial Infrastructure Grant	101	46440		ECDSD			298,249.90
Appalachian Regional Comm Grant	101	47170		ECDSD		298,249.90	
Clean up Revenue account for Nissan and Econ Deb ARC Grants							
Unassigned Fund Balance (-)	101	39000				1,499.72	
Farmers Market Grant	101	46980		FARM			1,499.72
Remove Revenue no Grant this year							

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Unassigned Fund Balance (-)	101	39000				25,762.60	
Other State Grants	101	46980		RECID			41,120.96
Supervisor/Director	101	54230	105	RECID		847.50	
Assessment Personnel	101	54230	135	RECID		4,004.25	
Part-time Employee	101	54230	169	RECID		4,686.00	
Social Security	101	54230	201	RECID		656.01	
Pensions	101	54230	204	RECID		3,526.60	
Life Insurance	101	54230	206	RECID		4.00	
Medical Insurance	101	54230	207	RECID		596.20	
Unemployment Compensation	101	54230	210	RECID			33.01
Employer Medicare Liability	101	54230	212	RECID		153.66	
Travel	101	54230	355	RECID		249.15	
Other Supplies And Materials	101	54230	499	RECID		668.00	
Clean up St Recidivsm Grant BG Year 1 ending 2/29/20							
Unassigned Fund Balance (-)	101	39000				263,758.00	
Community Development TCAT-EDA	101	47180		TCAT			263,758.00
Removing EDA funds we will receive next year for the TCAT Project							
Unassigned Fund Balance (+)	101	39000					11,712.50
Federal Thru State TDOT	101	47590		AIRPT			170,690.72
Airport - Improvements	101	58220	702	AIRPT		182,403.22	
Removing Revenue & Expenditures that will be rebudgeted next year for Hanger Door							
Other Federal Through State	101	47590		DRIVE	YR2		19,999.26
Overtime Pay	101	54710	187	DRIVE	YR2	13,044.00	
Social Security	101	54710	201	DRIVE	YR2	808.72	
Pensions	101	54710	204	DRIVE	YR2	1,565.28	
Medical Insurance	101	54710	207	DRIVE	YR2	600.12	
Unemployment Compensation	101	54710	210	DRIVE	YR2	240.00	
Employer Medicare Liability	101	54710	212	DRIVE	YR2	189.14	
Other Equipment	101	54710	790	DRIVE	YR2	3,552.00	
Correct BG Amend, Ran through 2 times Dec 2 & May 18 (not entered just sent through incorrectly)							

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Other Federal Through State	101	47590		DRIVE			3,696.81
Overtime Pay	101	54710	187	DRIVE		2,766.00	
Social Security	101	54710	201	DRIVE		173.00	
Pensions	101	54710	204	DRIVE		116.81	
Medical Insurance	101	54710	207	DRIVE		600.00	
Employer Medicare Liability	101	54710	212	DRIVE		41.00	
Remove Revenue & Expenditures from grant ending 9/30/19							
GHSO Grant 9/30/19	101	47590		DRIVE			19,999.26
GHSO Grant 9/30/20	101	47590		DRIVE	YR2	19,999.26	
Budget Revenue Correctly							
Unassigned Fund Balance (-)	101	39000				31,634.77	
Other Direct Federal Revenue	101	47990		ELECT			31,634.77
Other Direct Federal Revenue	101	47990		TECH		25,000.00	
Elections Data Processing Equip	101	51500	709	TECH			25,000.00
Correct Grant budget for Election Administration							
Other Direct Federal Revenue	101	47990		SAMSA		109,102.44	
Unassigned Fund Balance (+)	101	39000					109,102.44
Clean up SAMHSA grant year 1 Revenues							
Other General Gov Grants	101	46190		FAIR		1,377.98	
Co Comm Fair Other Charges	101	51100	599	FAIR			1,377.98
Budget Grant Proceeds for Fair							
Operating Lease Payments	101	54230	330			300.00	
Comm Reentry Communication	101	54230	307				300.00
Added Mobile Phones for Program due to COVID Pandemic							
Unassigned Fund Balance (+)	101	39000					12,000.00
Custodial Personnel	101	51800	166			10,000.00	
Maintenance Personnel	101	51800	167			9,000.00	
Co Bldgs - Part Time Employee	101	51800	169				7,000.00
Clean up Co Buildings Custodial Salary Lines							

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Law Enforcement Training Suppliem	101	46210				8,600.00	
Other Gen Serv Charges - Hospital	101	43190		54110		67,500.00	
Salary Supplements	101	54110	140				5,600.00
Overtime - Hospital & Other	101	54110	187				70,500.00
Budget Sheriff Revenue and Expenses (Hospital COVID)							
Legal Services	101	51100	331			8,000.00	
Legal Notices	101	51100	332			2,000.00	
Co Comm Refunds (P & Z)	101	51100	509			51,000.00	
Tax Relief	101	51100	540				2,000.00
Unassigned Fund Balance (+)	101	39000					59,000.00
Year End clean up Co Commission BG							
Engineering Services	101	51800	321			8,000.00	
Maintenance & Repair Buildings	101	51800	335			25,000.00	
Utilities	101	51800	452			40,000.00	
Building Improvements	101	51800	707			85,000.00	
Other Capital Outlay	101	51800	799			24,929.00	
Capital Outlay - Gen Other	101	91190	799			40,000.00	
Highway Capital - Local Roads Initiative	101	91200	799	TDOT			1,342.00
Unassigned Fund Balance (+)	101	39000					221,587.00
Year End clean up Co Buildings & Capital Outlay BG							
Property Assessor - Deputies	101	52300	52300			8,000.00	
Property Assessor - Social Security	101	52300	201			1,000.00	
Proeprty Assessor - Pensions	101	52300	204			1,000.00	
Co Clerk - Deputies	101	52500	106			3,000.00	
Co Clerk - Part-time Personnel	101	52500	169			1,500.00	
Finance Deputy	101	52900	106			13,400.00	
Finance - Accountants	101	52900	119				7,500.00
Finance Social Security	101	52900	201			2,000.00	
Finance Pensions	101	52900	204			2,000.00	
Finance Medical Premium	101	52900	207			1,000.00	
Unassigned Fund Balance (+)	101	39000					25,400.00
Clean up Finance Budgets year end							

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Circ Crt Clerk - Part-time Personnel	101	53100	169			4,000.00	
Circ Crt Clerk - Medical Premiums	101	53100	207			3,900.00	
Jud Comm - Officials	101	53700	101			4,500.00	
Jud Comm - Part-time Personnel	101	53700	169			5,000.00	
Jud Comm - Travel	101	53700	355			2,000.00	
Jud Comm - In-Service Staff Dev	101	53700	524			400.00	
Jud Comm - Other Equipment	101	53700	790			750.00	
Prob Services - Pensions	101	53910	204			2,000.00	
Prob Services - Medical Premiums	101	53910	207			7,000.00	
Unassigned Fund Balance (+)	101	39000					29,550.00
Clean up Judicial Budgets year end							
Jail - Guards	101	54210	160			180,000.00	
Jail - Medical Expenses	101	54210	507			35,780.00	
Unassigned Fund Balance (+)	101	39000					215,780.00
Clean up Law Enforcement Budgets year end							
Comm Reentry - Communications	101	54230	307				175.00
Cons Comm - Dispatchers	101	54490	148			17,000.00	
Cons Comm - Pensions	101	54490	204			20,000.00	
Cons Comm - Medical Premium	101	54490	207			19,000.00	
Co Coroner - Medical Claims	101	54610	507				6,000.00
Unassigned Fund Balance (+)	101	39000					49,825.00
Clean up Other Law Enforcement Budgets year end							
Animal Control - Pensions	101	55120	204			2,000.00	
Animal Control - Medical Premium	101	55120	207			5,000.00	
Unassigned Fund Balance (+)	101	39000					7,000.00
Clean up Animal Control Budgets year end							
Soil Cons - Medical Premium	101	57500	207			7,000.00	
Unassigned Fund Balance (+)	101	39000					7,000.00
Clean up Soil Conservation Budget year end							

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
On Behalf payments for OPEB	101	58400	215				45,000.00
Other Fringe Benefits	101	58400	299			1,788.00	
Other Charges	101	58400	599			20,000.00	
Unassigned Fund Balance (-)	101	39000				23,212.00	
Clean up Other Charges year end							
Trustee's Collections - Prior Year	101	40120				45,000.00	
Circuit/Clerk & Master Collections - Prior Year	101	40130					40,000.00
Litigation Tax - General	101	40250					30,000.00
Bank Excise Tax	101	40320				23,500.00	
Other Permits	101	41590					27,800.00
Officers Costs - Circ Crt	101	42120					15,000.00
Officers Costs - Gen Sessions	101	42320					8,000.00
Other General Service Charges	101	43190					23,500.00
Vehicle Insurance Cov/ Reinstatement	101	43399				3,400.00	
Miscellaneous Refunds	101	44170				10,000.00	
Register of Deeds	101	45580				35,000.00	
Trustee	101	45610				83,000.00	
State Revenue Sharing - TVA	101	46851				181,158.00	
Contracted Prisoner Boarding	101	46915				256,000.00	
Unassigned Fund Balance (+)	101	39000					492,758.00
Total County General Fund 101						2,681,512.75	2,681,512.75
Clean up County General from Misc Revenues							
Courthouse Jail Maintenance Fund 112							
Restricted for Debt Service (-)	112	34580				4,850.00	
Litigation Tax-Jail Wkhse, Crthse	112	40266					45,000.00
Trustee Commissions	112	58400	510			150.00	
Transfers to Other Funds	112	99100	590			40,000.00	
Total Courthouse, Jail Maintenance Fund 112						45,000.00	45,000.00

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Library Fund 115							
eRate Funding	115	44146				450.00	
Trustee Commissions	115	58400	510				730.00
Other Self-Insured Claims	115	58400	516			280.00	
Total Library Fund 115						730.00	730.00
Solid Waste Fund 116							
Unassigned Fund Balance (-)	116	39000				5,500.00	
Clerk & Master PR YR Collections	116	40130					10,000.00
Sale of Recycled Materials	116	44145					35,000.00
Other State Grants	116	46980		TDEC			5,500.00
Transfer Station - Medical Insurance	116	55733	207			15,000.00	
Transfer Station - Contracts w/Gov Age	116	55733	309			30,000.00	
Total Solid Waste Fund 116						50,500.00	50,500.00
Rural Fire Fund 120							
Restricted for Public Safety (-)	120	34525				103,025.00	
Hotel Motel Tax	120	40220					100,000.00
Bank Excise Tax	120	40320				200.00	
Sale of Equipment	120	44530					7,500.00
Inservice Staff Development	120	54310	524			1,000.00	
Other Charges	120	54310	599			400.00	
Other Capital Outlay	120	54310	799			2,875.00	
Total Rural Fire Fund 120						107,500.00	107,500.00
Fund 122 Drug Control Fund							
Restricted for Public Safety (+)	122	34525					60,000.00
Drug Control Payments	122	54150	319			10,000.00	
Law Enforcement Vehicles	122	54150	718			50,000.00	
Total Drug Control Fund 122						60,000.00	60,000.00
Clean up Drug Control Fund 122							

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Fund 151 General Debt Service							
Restricted for Debt Service (-)	151	34580				51,155.00	
Trustee Collections - Prior Year	151	40120				36,200.00	
Clerk & Master - PR YR Collections	151	40130					23,000.00
Interest & Penalty	151	40140					2,000.00
Payments In Lieu of Taxes - TVA	151	40161				120.00	
Payments In Lieu of Taxes - Local Utilit	151	40162				1,000.00	
Payments In Lieu of Taxes - Other	151	40163				3,000.00	
Local Option Sales Tax	151	40210					95,000.00
Litigation Tax - General	151	40250					15,000.00
Cable TV Franchise	151	41140				3,525.00	
Interest Earned	151	44110					20,000.00
Transfers In	151	49800				50,000.00	
Gen Gov - Other Debt Issuance Charge	151	82310	606			10,000.00	
Gen Gov - Other Debt Service	151	82310	699			2,000.00	
Education - Other Debt Service	151	82330	699				2,000.00
Total General Debt Service Fund 151						157,000.00	157,000.00
Clean up General Debt Service Fund 151							

Approved this the 15th Day of June 2020.



David Alexander, Honorable County Mayor & Chairman of the Commission

ATTEST:



Phillip Custer, County Clerk

Resolution Sponsored By: Finney & Eldridge

Motion to Adopt By: King Second By: Stines

Votes: Ayes: 14 Nays: 0 Pass: Declaration:

**RESOLUTION TO TRANSFER FUNDS FROM GENERAL PURPOSE SCHOOL FUNDS TO
FEDERAL PROJECTS FUND FOR FISCAL YEAR ENDING JUNE 30, 2020**

WHEREAS, Federal Projects grants operate on a reimbursement basis and funds are requested from the State of Tennessee by Franklin County School District for non-payroll expenditures on a monthly basis; and,

WHEREAS, the Federal Projects Fund operates with a cash deficit at various times throughout the fiscal year due to a slow turn-around time for reimbursements from the State of Tennessee; and,

WHEREAS, Generally Accepted Accounting Principles (GAAP) consider a cash deficit in any fund to be a significant deficiency in internal control; and,

WHEREAS, Franklin County School District does not desire to operate any fund with a cash deficit.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Franklin County School District, a school district in Tennessee, meeting in called session on this 8th day of June, 2020, and by the County Commission of Franklin County, a county in Tennessee, meeting in called session on this 15th day of June, 2020, that:

SECTION 1. The General Purpose School Fund shall transfer \$100,000 to the Federal Projects Fund on July 1, 2019.

SECTION 2. The \$100,000 transfer shall remain in the Federal Projects Fund as a designated fund balance from the General Purpose School Fund and may be repaid at any time as noted in a resolution passed by the Board of Education and County Commission.

SECTION 3. This resolution will take effect on July 1, 2019. The Secretary of the Board of Education shall include this Resolution in the minutes of the Franklin County School District. The County Clerk shall include this Resolution in the minutes of Franklin County.

Adopted this 15th day of June 2020.

APPROVED:


Chairman, Board of Education

APPROVED:


Chairman, County Commission

ATTEST:


Secretary, Board of Education

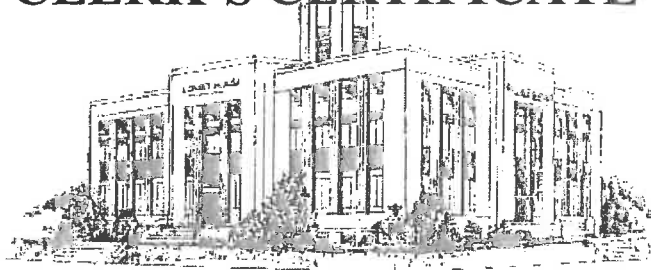
ATTEST:


County Clerk

Sponsored by: Eldridge & Riddle

Motion by: Fuller Second by: Schutz Result: Approved

CLERK'S CERTIFICATE



I, Phillip Custer, County Clerk of Franklin County, Tennessee hereby certify that the attached document is a true and correct copy of:

RESOLUTION 6c-0620 A PERMANENT TRANSFER OF \$100K FROM GENERAL PURPOSE SCHOOL FUNDS TO FEDERAL PROJECTS

This document was approved at a regular session meeting of the Franklin County Board of Commissioners on June 15, 2020 and is recorded on file in my office in Commissioner's Minute Book 37.

Witness my hand and official seal, at office in Winchester, Tennessee, this the 17TH day of June 2020.



A handwritten signature in blue ink that reads "Phillip Custer". The signature is written in a cursive style and is positioned above a horizontal line.

Phillip Custer, County Clerk
of Franklin County, Tennessee

RESOLUTION 6d-0620
A RESOLUTION AMENDING THE
BEGINNING FUND BALANCES FOR THE
EDUCATION DEBT SERVICE FUND 2019-2020

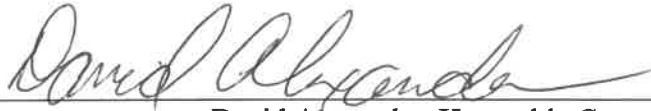
WHEREAS, the ending & beginning fund balance totals presented in the budget document are estimated at the time of presentation and the books are not closed until a later date and have adjustments according to reserved funds by purchase orders that are liquidated and other audit adjustments; and

WHEREAS, the actual ending & beginning fund balance total as adjusted by the previously stated purposes must be within a certain percentage of each other not to exceed 15%, and

WHEREAS, the State of Tennessee, Division of County Audit requires these totals be amended to reflect the true balance if the one presented was not within that 15% range,

NOW, THEREFORE, Be It Resolved by the Franklin County Board of Commissioners that the Franklin County Education Debt Service Fund beginning fund balance July 1, 2019 be amended from \$3,536,086 to \$3,555,914 and the ending fund balance June 30, 2020 be amended from \$0.00 to \$0.00.

Be It Further Resolved that this resolution be effective immediately upon the passage and a copy be sent to the Division of Local Finance for amendment to the original budget submitted for the fiscal year 2019-2020, for the public welfare demanding it on this the 15th day of June 2020.



David Alexander, Honorable County Mayor
& Chairman to the Comm.

ATTEST



Phillip Custer, Franklin County Clerk

Resolution Sponsored By: Eldridge & Riddle

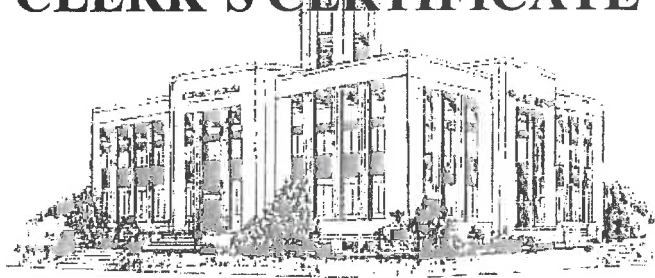
Motion to Adopt: Smith Second By: King

Vote: Ayes: 14 Nays: 0 Abstain: _____ Pass: _____

Declaration: Approved

Education Debt Service Fund Balance Resolution

CLERK'S CERTIFICATE

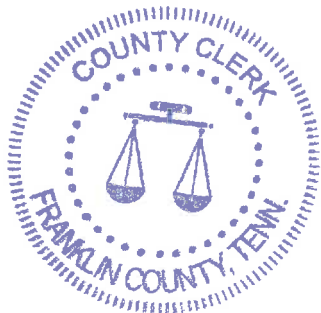



I, Phillip Custer, County Clerk of Franklin County, Tennessee hereby certify that the attached document is a true and correct copy of:

RESOLUTION 6d-0620 AMENDING THE BEGINNING FUND BALANCES FOR THE EDUCATION DEBT SERVICE FUND 2019-2020

This document was approved at a regular session meeting of the Franklin County Board of Commissioners on June 15, 2020 and is recorded on file in my office in Commissioner's Minute Book 37.

Witness my hand and official seal, at office in Winchester, Tennessee, this the 17TH day of June 2020.




Phillip Custer, County Clerk
of Franklin County, Tennessee

Resolution # 6e-0620

A RESOLUTION AMENDING THE FRANKLIN CO BOARD OF EDUCATION GENERAL PURPOSE SCHOOL BUDGET OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2020

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unappropriated balances in the General Purpose School Budget Fund,

NOW, THEREFORE, BE IT RESOLVED, that the General Purpose School Budget Fund of Franklin County, Tennessee be amended as follows:

		Revenue (Debit)	Expenditure (Credit)
Donations	44570 (102)	\$ 19,000.00	
Donations	44570 Food (102)	\$ 2,200.00	
Donations	44570 Unit (102)	\$ 2,000.00	
Other Charges	73300-599 Food (102)		\$ 2,500.00
Other Charges	73300-599 (102)		\$ 20,700.00
Campora Center		\$ 23,200.00	\$ 23,200.00

(To Be Approved by BOE 06//08/20)
(Send to Co Comm 06/15/20)


David Alexander, County Mayor & Chairman of Commission

Attest: 
Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Riddle & Finney

MOTION TO ADOPT: Fuller

SECOND BY: Stines

VOTES: AYES 14 NAYS 0

DECLARATION: Approved

Resolution # 6f-0620

A RESOLUTION AMENDING THE FRANKLIN CO BOARD OF EDUCATION CENTRALIZED CAFETERIA SCHOOL BUDGET OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2020

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unappropriated balances in the Centralized Cafeteria School Budget Fund,

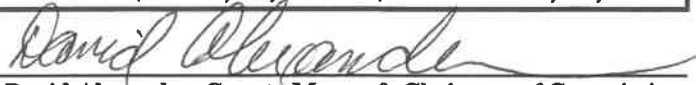
NOW, THEREFORE, BE IT RESOLVED, that the Centralized Cafeteria School Budget Fund of Franklin County, Tennessee be amended as follows:

		Revenue (Debit)	Expenditure (Credit)
Lunch Payments - Students	43521		\$ 165,000.00
Lunch Payments - Adults	43522		\$ 8,000.00
Ala Cart Sales	43525		\$ 52,000.00
Interest Earned	44110	\$ 21,000.00	
Misc Refunds	44170	\$ 750.00	
Sale of Equipment	44530	\$ 10,000.00	
School Food Service - State	46520	\$ 1,146.00	
USDA Lunch	47111		\$ 436,000.00
Commodities	47112	\$ 83,700.00	
USDA Breakfast	47113		\$ 168,000.00
USDA Other (Feedings)	47114	\$ 1,274,000.00	
Cafeteria Personnel	73100-165		\$ 90,000.00
Social Security	73100-201		\$ 5,580.00
Retirement	73100-204		\$ 10,800.00
Unemployment	73100-210		\$ 10,000.00
Medicare	73100-212		\$ 1,300.00
Travel	73100-355		\$ 100.00
Disposal Services	73100-359		\$ 1,500.00
Commodities	73100-469		\$ 83,700.00
Reserves (Increase Fund Bal)	34570		\$ 358,616.00
Amend due to COVID		\$ 1,390,596.00	\$ 1,390,596.00

(To Be Approved by BOE 06/08/20)

(Send to Co Comm 06/15/20)

Attest:


 David Alexander, County Mayor & Chairman of Commission


 Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Eldridge & Riddle

MOTION TO ADOPT: Smith SECOND BY: Schultz

VOTES: AYES 14 NAYS 0

DECLARATION: Approved

RESOLUTION # 69-0620

Resolution authorizing submission of an application for a Federal Bureau of Justice Administration Grant for FY 2020 - 2023 from the Bureau of Justice Assistance and authorizing the acceptance of said Grant.

Whereas, the Franklin County Commission intends to apply for the aforementioned Grant from the Federal Bureau of Justice Assistance and,

Whereas, the contract for the Grant for FY 2020 -2023 will impose certain legal obligations upon Franklin County.

THEREFORE, BE IT RESOLVED:

1. That the County Mayor & Finance Director of Franklin County is authorized to apply on behalf of Franklin County for a Federal Bureau of Justice Grant for FY 2020 – 2023, for the 12th Judicial Drug Court Foundation – FY 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant Program.
2. That should said application be approved by the Federal Government then the County Mayor & Finance Director of Franklin County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Bureau of Justice Assistance Grant for FY 2020 – 2023 by Franklin County.

Approved at the regularly meeting held on the 15th day of June, 2020.


 David Alexander, Honorable County Mayor
 & Commission Chair

ATTEST:


 Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Wiseman & Finney

MOTION TO ADOPT: Finney SECOND: Wiseman

VOTES: AYES: 14 NAYS: 0 ABSTAIN:

DECLARATION: Approved

Franklin County Government Grant Pre-Application Notification Form

Department or Organization Applying for Grant: 12th Judicial District Recovery Court

Grant/Program Title: BJA-2020-17098

Grant Beginning Period: 10-1-2020

Grant Ending Period: 9-30-2023

Grant Amount: \$125,188

Funding Agency (i.e. State, Federal, Private): Federal

Funding Agency Contact Information

Name	<u>Bureau of Justice Assistance</u>
Address	<u>870 7th Street NW, Washington D.C. 20531</u>
Phone	<u>202-616-6500</u>
Fax	<u>202-305-1367</u>
Email	<u>andrew.kaplan@usdoj.gov ; nuchele.a.martin@leidos.com</u>

Funding Percentage or Match (i.e.100% or 75%/25%): 75% / 25% match

Funding Type (Revenue Advanced or Reimbursed): Reimbursed

Ongoing Funding Requirements(Yes/No & Length Required): NO

Indirect Cost Availability (Yes/No):

Grant Beneficiary: Drug Court Foundation

Purpose of Grant:

To obtain alternative office space + equipment in order to better provide access to evidence-based treatment, classes, groups, meetings + other recovery-related activities

Person/Dept Responsible for Grant Program Management: Ron Bailey

Person/Dept Responsible for Reporting Expenditures: Ron Bailey

Person/Dept Responsible for Requesting Revenue Claims: Andrea Smith

Grant Requirements for Continuation of Program or Cooperative Agreements:

N/A

Grant Requirements for Equipment, Ownership & Insurance:

N/A

Grant Requirements for Annual Cost of Upgrade/Maintenance, etc.:

N/A

Grant Requirements for Employment or Contracted Services:

N/A

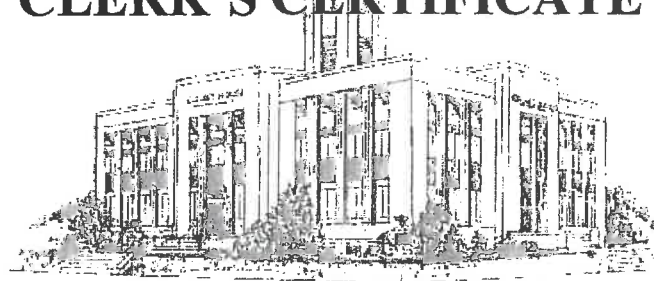
Will this grant add Value to Franklin County's Fixed Assets? (Yes/No): No

Will this grant add Expense to Franklin County's Insurance Expense? (Yes/No): No

Approving Official Signature:

Date:

CLERK'S CERTIFICATE



I, Phillip Custer, County Clerk of Franklin County, Tennessee hereby certify that the attached document is a true and correct copy of:

RESOLUTION 6g-0620 AUTHORIZING SUBMISSION OF AN APPLICATION FOR A FEDERAL BUREAU OF JUSTICE ADMINISTRATION GRANT FOR DRUG COURT FOR FY 2020-2023

This document was approved at a regular session meeting of the Franklin County Board of Commissioners on June 15, 2020 and is recorded on file in my office in Commissioner's Minute Book 37.

Witness my hand and official seal, at office in Winchester, Tennessee, this the 17TH day of June 2020.



A handwritten signature in cursive script that reads "Phillip Custer".

Phillip Custer, County Clerk
of Franklin County, Tennessee

RESOLUTION# 67-0620

A RESOLUTION AMENDING THE HIGHWAY FUND BUDGET
OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unreserved balances in each respective fund,

NOW, THEREFORE, BE IT RESOLVED, that the Highway Fund Budget of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Revenue & Liabilities							
Bank Excise Tax	131	40320				730.00	
Sale of Recycled Materials	131	44145				948.30	
Bridge Program	131	46410					55,860.00
State-Aid Program Revenue	131	46420					20,000.00
***Gasoline & Motor Fuel Tax	131	46920				70,000.00	
Administration							
Assistant(s)	131	61000	103				24,000.00
Social Security	131	61000	201				480.00
Pensions	131	61000	204				1,800.00
Employer Medicare Liability	131	61000	212				200.00
Highway Maintenance							
Foreman	131	62000	141			0.00	
Social Security	131	62000	201			0.00	
Pensions	131	62000	204			0.00	
Medical Insurance	131	62000	207			0.00	
Employer Medicare Liability	131	62000	212			0.00	
Operation & Maintenance of Equipment							
Diesel Fuel	131	63100	412			10,000.00	
Equipment & Machinery Parts	131	63100	418			10,000.00	
Garage Supplies	131	63100	424			10,000.00	
Gasoline	131	63100	425			10,000.00	
Small Tools	131	63100	446			5,000.00	

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Operation of Quarry							
Explosives & Drilling Services	131	63400	323			40,000.00	
Maintenance And Repair Services-Equipment	131	63400	336			40,000.00	
Rentals	131	63400	351			10,000.00	
Diesel Fuel	131	63400	412			3,000.00	
Tires & Tubes	131	63400	450			10,000.00	
Other Charges							
Other Fringe Benefits - Current OPEB Expense	131	65000	299			9,000.00	
Capital Outlay							
Building Improvements	131	68000	707			7,000.00	
Communication Equipment	131	68000	708			8,000.00	
**Highway Construction - Dist 1	131	68000	713		001	120,000.00	
**Highway Construction - Dist 2	131	68000	713		002	36,000.00	
**Highway Construction - Dist 3	131	68000	713		003		65,000.00
Highway Construction - Dist 4	131	68000	713		004		17,800.00
Fund Balance							
Restricted for Highway/Public Works (+)	131	34550					214,538.30
Total Highway Fund 131						399,678.30	399,678.30

Approved this the 15th Day of June 2020.



David Alexander, Honorable County Mayor
& Chairman to the Commission



ATTEST: Phillip Custer, County Clerk

Resolution Sponsored By: Eldridge & Finney
 Motion to Adopt By: Stines Second By: Smith
 Votes: Ayes: 14 Nays: 0 Abstain:
 Declaration: Approved

RESOLUTION # 6i-0620

TO APPROVE ADDITIONS TO THE
FRANKLIN COUNTY PRIVATE ROAD LIST

WHEREAS, the Franklin County Highway Department has implemented a Private Road List for Franklin County, to better serve the people of Franklin County, and

WHEREAS, the Franklin County Highway Department requests changes & additions as needed, and

WHEREAS, the following list of private road names, are recommended by the Road & Bridge Committee for approval by the Franklin County Legislative Body, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Franklin County Commissioners of Franklin County, Tennessee, assembled in regular session on this the 15th day of June, 2020 that:

Section 1. The following county road name & classification be **added** to the Franklin County Private Roads List.

Lane Name	Road Dist.	E-911 Grid	Co Grid	Beginning Rd
Gates Lane	2	42A1 - J24	44	Lockmiller Road
Di Di Lane	2	22C1 - F30	23	Rock Creek Road
Billions Lane	3	64A - R16	78	Slagtown Road
Three Oaks Lane	3	72C - E9	95	Buncombe Road

Section 2. The approved addition shall be filed with the Franklin County Clerk & Emergency 911 addressing commission.

ADOPTED this 15th day of June 2020.

Honorable David Alexander Franklin County Mayor & Chairman to the Commission

Attest:

Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Stines and Hughes

MOTION TO ADOPT: King SECONDED BY: Stines

VOTE: AYES 14 NAYS 0 ABSTAIN _____

DECLARATION: Approved

RESOLUTION # 6j-0620

TO APPROVE ADDITIONS TO THE
FRANKLIN COUNTY PRIVATE ROAD LIST

WHEREAS, the Franklin County Highway Department has implemented a Private Road List for Franklin County, to better serve the people of Franklin County, and

WHEREAS, the Franklin County Highway Department requests changes & additions as needed, and

WHEREAS, the following list of private road names, are recommended by the Road & Bridge Committee for approval by the Franklin County Legislative Body, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Franklin County Commissioners of Franklin County, Tennessee, assembled in regular session on this the 15th day of June, 2020 that:

Section 1. The following county road name & classification be added to the Franklin County Private Roads List.


Lane Name	Road Dist.	E-911 Grid	Co Grid	Beginning Rd
Huckleberry Hollow Lane	1	55D - W18	80	Jumpoff Road
Briar Rdg	1	55D - W18	80	White Oak Drive
Meadow View Lane	3	54 - Q19	66	Georgia Crossing Road
Keanan Point Lane	2	42B - E24	43	Highland Ridge Road

Section 2. The approved addition shall be filed with the Franklin County Clerk & Emergency 911 addressing commission.

ADOPTED this 15th day of June 2020.


Honorable David Alexander Franklin County Mayor & Chairman to the Commission

Attest:


Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Stines and Hughes
MOTION TO ADOPT: King SECONDED BY: Stines
VOTE: AYES 14 NAYS 0 ABSTAIN _____
DECLARATION: Approved

RESOLUTION **6K-0620**
TO APPROVE A ROAD CHANGE ON THE
FRANKLIN COUNTY ROAD LIST

WHEREAS, the Franklin County Highway Department has implemented a Road List for Franklin County, to better serve the people of Franklin County, and

WHEREAS, the Franklin County Highway Department requests changes & additions, and

WHEREAS, the following list of road names and classifications, are recommended by the Road & Bridge Committee for approval by the Franklin County Legislative Body, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Franklin County Commissioners of Franklin County, Tennessee, assembled in regular session on this the 15th day of June, 2020 that:

Section 1. The following log miles be **changed** from .276 log miles to .238 log miles and Ending Road **changed** from Smith Road to No Outlet on the Franklin County Roads List.

Smith Road - Dist. 1, E-911 Grid 42, CO Grid 53, Surface -DBST, ROW - 40 FT, Bed Width 18 FT, Surface Width 18 FT, **Log Mile .238**, Class 1, Beginning Road - SHERWOOD ROAD, **Ending Road - No Outlet**.

Section 2. The approved change shall be filed with the Franklin County Clerk & Emergency 911 addressing commission.

ADOPTED this 15TH day of June, 2020.



Honorable David Alexander Franklin County Mayor &
Chairman to the Commission

Attest:



Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Stines and Hughes
MOTION TO ADOPT: King SECONDED BY: Stines
VOTE: AYES 14 NAYS 0 ABSTAIN _____
DECLARATION: Approved

AS SHOWN BY THE A.C.P. SURVEY, "SMITH ROAD" IS A 40' ROAD AT THE POINT OF BEGINNING OF THE SURVEY. THE ROAD IS 40' WIDE AT THE POINT OF BEGINNING OF THE SURVEY. THE ROAD IS 40' WIDE AT THE POINT OF BEGINNING OF THE SURVEY.

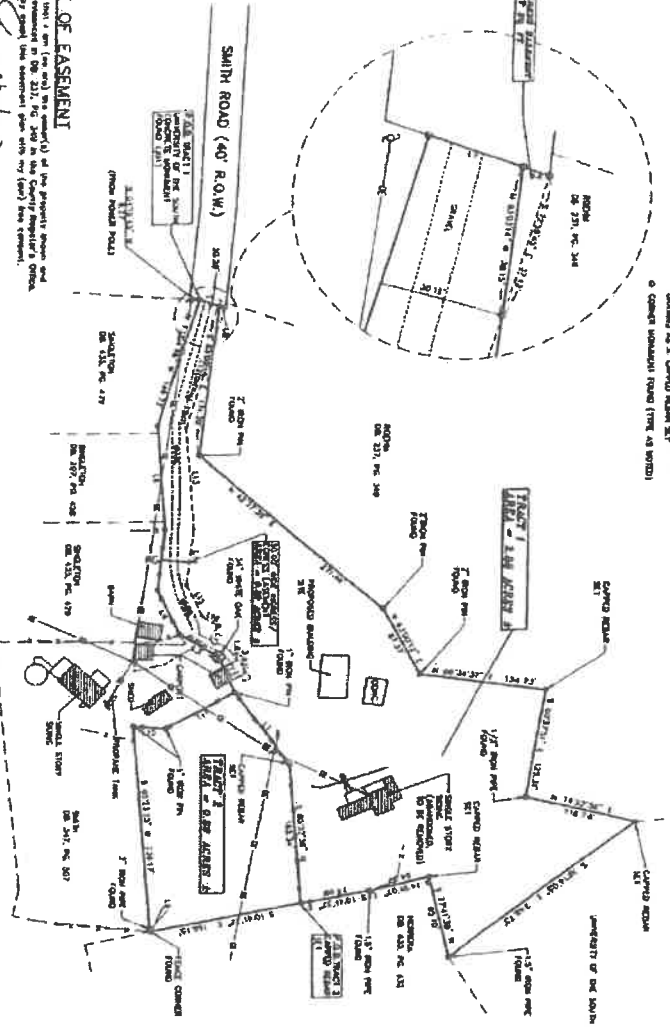
CERTIFICATE OF EASEMENT
 I, the undersigned, being duly sworn, depose and say that I am the owner of the property described in the foregoing plat, and that I have granted to the property described in the foregoing plat, a right of way for the purpose of the easement described in the foregoing plat, and that I have executed the foregoing plat in accordance with the provisions of the laws of this State.

CERTIFICATE OF OWNERSHIP
 I, the undersigned, being duly sworn, depose and say that I am the owner of the property described in the foregoing plat, and that I have executed the foregoing plat in accordance with the provisions of the laws of this State.

CERTIFICATE OF APPROVAL FOR RECORDING
 I, the undersigned, being duly sworn, depose and say that I am the owner of the property described in the foregoing plat, and that I have executed the foregoing plat in accordance with the provisions of the laws of this State.

TOTAL AREA = 3.77 ACRES ±

JOHNSON AND ASSOCIATES
 REGISTERED LAND SURVEYORS
 916 MID BRACKET HWY
 WINCHESTER, TENNESSEE 37398



- NOTES:**
1. TRACT 1, 2 AND 3 ARE SHOWN BY THE A.C.P. SURVEY.
 2. THE PROPERTY IS SHOWN AS A 40' ROAD.
 3. 97' WIDE EASEMENT.
 4. TRACT 1 IS SHOWN AS 1.00 ACRES.
 5. TRACT 2 IS SHOWN AS 1.00 ACRES.
 6. TRACT 3 IS SHOWN AS 1.77 ACRES.

TRACT	AREA (ACRES)
TRACT 1	1.00
TRACT 2	1.00
TRACT 3	1.77
TOTAL	3.77



MINOR DIVISION SURVEY
 CERTIFIED TO
JEWELL SMITH

RESOLUTION **6L-0620**
TO APPROVE AN ADDITION TO THE
FRANKLIN COUNTY ROAD LIST

WHEREAS, the Franklin County Highway Department has implemented a Road List for Franklin County, to better serve the people of Franklin County, and

WHEREAS, the Franklin County Highway Department requests changes & additions, and

WHEREAS, the following list of road names and classifications, are recommended by the Road & Bridge Committee for approval by the Franklin County Legislative Body, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Franklin County Commissioners of Franklin County, Tennessee, assembled in regular session on this the 15th day of June, 2020 that:

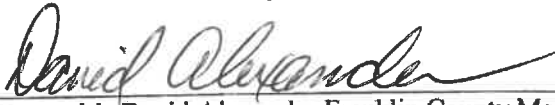
Section 1. The following county road names & classifications be added to the Franklin County Roads List.

MAJESTIC DRIVE – Dist. 3, E-911 Grid 44C, CO Grid 57, Surface – Asphalt, ROW – 50, Log Mile 0.233, Bed Width -20, Surface Width - 20, Class – 2, Beginning Road – BLUE SPRINGS ROAD – Ending Road – CULDESAC.

GRANDVIEW LAKE ROAD – Dist. 2, E-911 Grid 32C, CO Grid 33, Surface – Asphalt, ROW – 50, Log Mile 0.470, Bed Width -22, Surface Width - 20, Class – 1, Beginning Road – HASTY LANE – Ending Road - CULDESAC.

Section 2. The approved addition shall be filed with the Franklin County Clerk & Emergency 911 addressing commission.

ADOPTED this 15th day of June 2020.



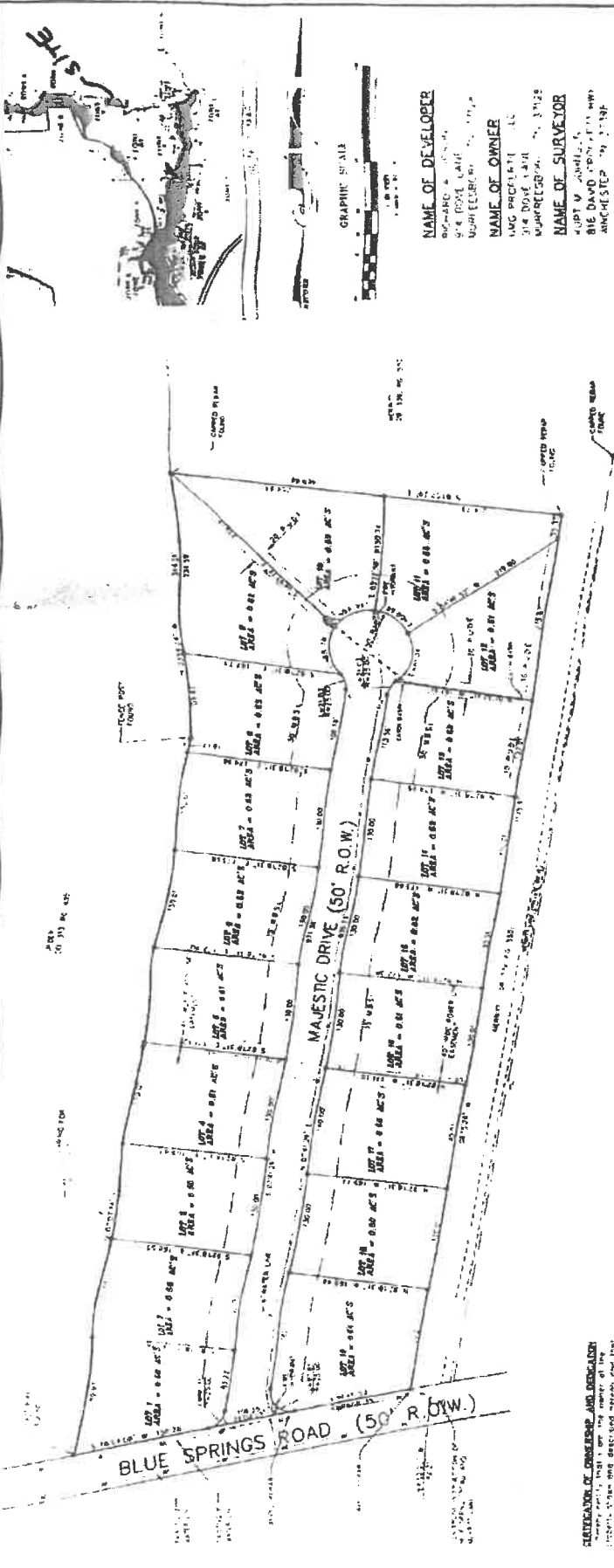
Honorable David Alexander Franklin County Mayor &
Chairman to the Commission

Attest:



Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Stines and Hughes
MOTION TO ADOPT: King SECONDED BY: Stines
VOTE: AYES 14 NAYS 0 ABSTAIN _____
DECLARATION: Approved



NAME OF DEVELOPER
 BILLY RAY & SONS
 918 BOULEVARD
 MOBILE, ALABAMA 36688

NAME OF OWNER
 LUG PROPERTIES, LLC
 104 BOULEVARD
 MOBILE, ALABAMA 36688

NAME OF SURVEYOR
 DR. DAVID R. JONES, S.
 104 BOULEVARD
 MOBILE, ALABAMA 36688

- REMARKS:**
1. THIS PLAT IS IN ACCORDANCE WITH THE PROVISIONS OF THE ALABAMA SUBDIVISION ACT.
 2. THE PROPERTY IS ZONED R-1.
 3. ALL LOT REQUIREMENTS HAVE BEEN MET.
 4. THE SUBDIVISION CONTAINS 10 LOTS, 1.00 ACRES.
 5. THE SUBDIVISION CONTAINS 11.00 ACRES.
 6. THE SUBDIVISION CONTAINS 11.00 ACRES.
 7. THE SUBDIVISION CONTAINS 11.00 ACRES.
 8. THE SUBDIVISION CONTAINS 11.00 ACRES.
 9. THE SUBDIVISION CONTAINS 11.00 ACRES.
 10. THE SUBDIVISION CONTAINS 11.00 ACRES.

CERTIFICATE OF ACCURACY

I, the undersigned, being duly sworn, depose and say that the foregoing plat and map were prepared by me or under my direct supervision and to the best of my knowledge and belief they are true and correct.

Subscribed and sworn to before me this 15th day of June, 2019.

Notary Public for the State of Alabama

CERTIFICATE OF APPROVAL OF JURISDICTION

I, the undersigned, being duly sworn, depose and say that I am a duly licensed and qualified surveyor in the State of Alabama and that I am qualified to perform the duties of a surveyor.

Subscribed and sworn to before me this 15th day of June, 2019.

Notary Public for the State of Alabama

CERTIFICATE OF APPROVAL FOR RECORDING

I, the undersigned, being duly sworn, depose and say that I am a duly licensed and qualified surveyor in the State of Alabama and that I am qualified to perform the duties of a surveyor.

Subscribed and sworn to before me this 15th day of June, 2019.

Notary Public for the State of Alabama

FINAL PLAT

MAJESTIC VIEW

JOHNSON AND ASSOCIATES
 REGISTERED LAND SURVEYORS

6/26/19

SCALE	DATE	REVISION
AS SHOWN	6/26/19	1

RESOLUTION 6m-0620

TO LOWER THE SPEED LIMIT on ROBINSON ROAD
In FRANKLIN COUNTY, TENNESSEE

WHEREAS, Pursuant to Tennessee Code Annotated, Section 55-8-153(d), the legislative body of any county is authorized to lower speed limits as it may deem appropriate on any county road within its jurisdiction, and such county shall post the appropriate signs depicting the new speed limit; and

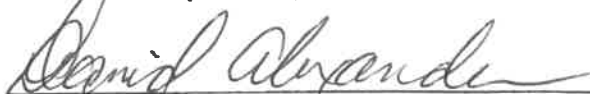
WHEREAS, in response to the request from the Franklin County Highway Commission and because residents along this road have asked to have the speed limit checked and lowered as appropriate to help speed control in this area; and

WHEREAS, the Board of Commissioners finds that it is appropriate and in the best interest of the citizens of Franklin County to lower the speed limit along the entire length of this road and where the Franklin County Sheriff will recommend the speed limit to be posted.

NOW, THEREFORE, BE IT RESOLVED, that the Franklin County Board of Commissioners meeting in regular session on this 15th day of June, 2020, pursuant to the authority granted by Tennessee Code Annotated, Section 55-8-153(d), reduces the speed limit along the entire length of Robinson Road, to the Sheriff's recommendation.

AND, BE IT FURTHER RESOLVED, that the Franklin County Board of Commissioners directs that new traffic signs be installed depicting the new speed limit.

ADOPTED this 15th day of June, 2020.



Honorable David Alexander County
Mayor & Chairman to the Commission

Attest:


Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Stines and Hughes

MOTION TO ADOPT: King

SECONDED BY: Stines

VOTE: AYES 14 NAYS 0

DECLARATION: Approved

4.31-967. 2755

SURVEY

To establish a posted speed limit For
The Robinson Rd. Community/Residential Area

House #	Fam. Name	Age of kids under 18	For		Speed limit Preference	
			yes	NO	25	30
245	La Grone	none	✓		✓	
215	Wright	none	✓		✓	
165	Funk	7, 13, 14	✓		✓	
191	BARNES	13, 12, 5, 4, 2	✓		✓	
21	Ristine	2	✓		✓	
216	Vanzant	3, 7, 15	✓		✓	
134	Vanzant		✓		✓	
176	Vaughan	19	✓		✓	
327	Wiggs	4	✓		✓	
268	VANZANT	2	✓		✓	
289	Hood	2	✓		✓	
364	Vanzant	16	✓		✓	
296	VANZANT/Deper	2	✓		✓	
289	Wm Brown	7, 8	✓		✓	
256	Winton Sion	1-16	✓		✓	

SURVEY

To establish a posted speed limit For
The Robinson Rd. community/Residential Area

House #	Fam. Name	Age of kids under 19	For		Speed limit Preference	
			yes	no	25	30
256	Scott	15, 16, 17, 1yr	✓		✓	
330	Vanzant	10, 5, 18, 19	✓		✓	
279	Brown	2	✓		✓	
141	Hill	16, 16, 14, 10	✓		✓	
117	Miller	4, 7	✓		✓	
45	Joiner	11, 8, 6	✓		✓	
91	Phillips	16, 13, 4, 2 months	✓		✓	

RESOLUTION 62-0620
TO APPROVE CHANGES ON THE
FRANKLIN COUNTY ROAD LIST

WHEREAS, The Franklin County Highway Department has implemented a Road List for Franklin County, to better serve the people of Franklin County, and

WHEREAS, the Franklin County Highway Department requests changes, additions, & deletions, and

WHEREAS, the following list of road names and classifications, are recommended by the Road & Bridge Committee for approval by the Franklin County Legislative Body, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Franklin County Commissioners of Franklin County, Tennessee, assembled in regular session on this the 15th day of June, 2020 that:

Section 1. Attached Exhibit "A" changes

Section 2. The approved change shall be filed with the Franklin County Clerk & Emergency 911 addressing commission.

ADOPTED this 15th day of June, 2020.



David Alexander, Honorable County Mayor &
Chairman of the Commission

Attest:


Phillip Custer, County Clerk

RESOLUTION SPONSORED BY: Stines and Hughes
MOTION TO ADOPT: King SECONDED BY: Stines
VOTE: AYES 14 NAYS 0 ABSTAIN _____
DECLARATION: Approved

Exhibit "A"

NO.	ROAD NAME	DIST	E 911 GRID	CO. GRID	COIST	SURFACE	R.O.W.	LOG MILE	BED WD	SURF WD	CLASS	BEGINNING	ENDING
85	BOSWELL ROAD	3	41	42	From CO	ASPHALT	30	1.893	14	10	3	MANSFORD ROAD	NO OUTLET was asphalt/needs to be dbst
73	BLUE SPRINGS ROAD	3	43D	56	From ST	ASPHALT	50	2.983	24	20	1	DECHERD CITY LIMITS	GREENHAW ROAD was dbst/ needs to be asphalt
426	JERNIGAN ROAD	3	61	92	From CO	GRAVEL/DBST	30	0.464/0.385	14	12	3	RIDGE ROAD	NO OUTLET from gravel .849 to gravel/dbst 0.464/0.385
399	HORTON HOLLOW ROAD	3	82B	124	From CO	DBST	50	0.838	22	18	2	SUGAR COVE ROAD	NO OUTLET from dbst/gravel log mile 0.25/0.588 bed wd 22/12 surf wd 18/12 changed to dbst log mile 0.838 bed wd 22 surf wd 18
401	HUDSON LANE	3	53D	76	From CO	DBST	40	0.718	26	22	1	GEORGIA CROSSING ROAD	NO OUTLET from dbst/gravel log mile 0.629/0.089 bed wd 26/10 surf wd 22/10 changed to gravel
380	HOLIDAY CAMP DRIVE	2	31A	22	From CO	DBST	30	0.4	20/35	18/30	1	HOLIDAY DRIVE	OLD AWALT ROAD from gravel to dbst
471	LAKEVIEW TRAIL	4	24	19	From CO	COLD MIX	50	1.890	22	18	1	MONROE FLOYD ROAD	FINNEY ROAD log mile changed from 0.771 to 1.830
840	UTSI ROAD	4	13	5	From ST	DBST	50	2.672	28	22	1	TULLAHOMA HWY	COFFEE COUNTY LINE from asphalt to dbst

Franklin County, TN
 Highway Fund - 131
 Reserve Account Analysis & Reclassification
 FYE June 30, 2020

Reserve Account	Revenue Account	Expenditure Account	Reserve Account	Balance July 1, 2019	Current Revenue	Current Expenditures	Balance at June 30, 2020
Assigned #1 - OPEB	Budgeted	131-65000-215	131-34745	139,694	20,000	-	159,694
Post Employment Benefits							
Assigned # 1 - Extra Gas Tax for Equipment	131-46920						
Assigned # 2 - Commissioners Districts	131-46920	131-68000-713	131-34775	300,000.00	300,000.00		600,000
District 1	Budgeted	131-68000-713- - -100	131-34775	-	-	-	-
District 2	Budgeted	131-68000-713- - -200	131-34775	-	133,000.00		133,000
District 3	Budgeted	131-68000-713- - -300	131-34775	-	36,000.00		36,000
District 4	Budgeted	131-68000-713- - -400	131-34775	-	78,000.00		78,000

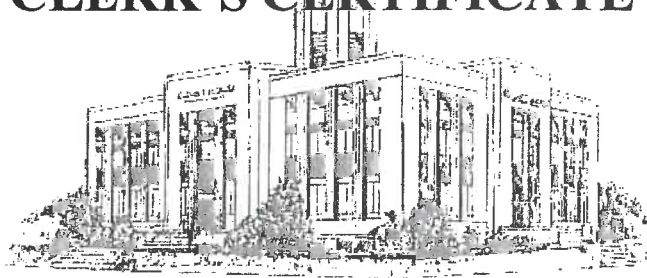
Total \$ 1,006,694

Reserve Classification Worksheet for GASB 54

34750	Assigned for Public Works - Equipment	\$ 600,000
34775	Assigned for Capital Outlay - Districts	247,000
34745	Assigned for Other Operations - OPEB	159,694
	Total	\$ 1,006,694

34550 Restricted for Highway Public Works

CLERK'S CERTIFICATE

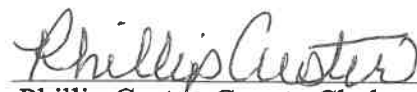
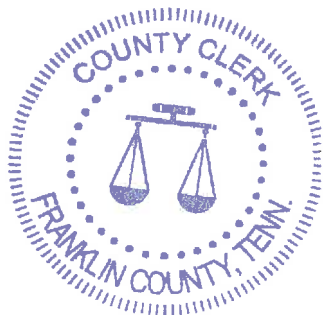


I, Phillip Custer, County Clerk of Franklin County, Tennessee hereby certify that the attached document is a true and correct copy of:

APPROVAL OF THE RESERVE SUMMARIES FOR COUNTY, RURAL FIRE, DRUG CONTROL & HIGHWAY

This document was approved at a regular session meeting of the Franklin County Board of Commissioners on June 15, 2020 and is recorded on file in my office in Commissioner's Minute Book 37.

Witness my hand and official seal, at office in Winchester, Tennessee, this the 17TH day of June 2020.



Phillip Custer, County Clerk
of Franklin County, Tennessee

Inter-Category Amendment Request Fiscal Year ending June 30, 2020
 (For information purpose only to the commission)

Request made May 1 - June 2, 2020

Line Item Description	Account Number					Debit to Decrease Appropriation	Credit to Increase Appropriation
	Fund	Category	Obj	CC	Sub Obj		
County General Fund 101							
County Commission - 51100							
Board & Comm Fees	101	51100	191			2,000.00	
Travel	101	51100	355			3,000.00	
Tax Relief Program	101	51100	540				5,000.00
Debit/Credit Balance for Inter-Category Amendment						5,000.00	5,000.00
Move Allocation to cover for additional tax relief claims - due to Covid Pandemic the State extended the deadline to apply.							
County Mayor - 51300							
Life Insurance	101	51300	206				28.00
Gasoline	101	51300	425			28.00	
Debit/Credit Balance for Inter-Category Amendment						28.00	28.00
Move Allocation to cover overage in Life Insurance Line in budget.							
Election Administration - 51500							
Overtime Pay	101	51500	187				370.00
Other Salaries & Wages	101	51500	189			180.00	
Communications	101	51500	307				200.00
Legal Notices, Recording	101	51500	332				450.00
Postal Charges	101	51500	348				450.00
Printing, Stationary	101	51500	349				300.00
Travel	101	51500	355			1,040.00	
Other Supplies & Materials	101	51500	499				520.00
In-Service Staff Development	101	51500	524			1,070.00	
Debit/Credit Balance for Inter-Category Amendment						2,290.00	2,290.00
Clean up to move allocation to cover overages in budget.							
County Buildings - 51800							
Maintenance Personnel	101	51800	167			1,000.00	
Other Salaries & Wages	101	51800	189				1,000.00
Other Contracted Services	101	51800	399				2,500.00
Building Improvements	101	51800	707			2,500.00	
Debit/Credit Balance for Inter-Category Amendment						3,500.00	3,500.00
Move Allocation to cover overages in budget.							
Other General Administration (Technology) - 51900							
Maintenance Agreements	101	51900	334			1,355.00	
Other Contracted Services	101	51900	399				1,200.00
Other Charges	101	51900	599				155.00
Debit/Credit Balance for Inter-Category Amendment						1,355.00	1,355.00
Move Allocation to cover overages in budget.							

Inter-Category Amendment Request Fiscal Year ending June 30, 2020
(For information purpose only to the commission)

Request made May 1 - June 2, 2020

Line Item Description	Account Number					Debit to Decrease Appropriation	Credit to Increase Appropriation
	Fund	Category	Obj	CC	Sub Obj		
Co Clerk - 52500							
Data Processing Services	101	52500	317			500.00	
Postal Charges	101	52500	348				1,500.00
Travel	101	52500	355			1,000.00	
Office Supplies	101	52500	435				672.00
Premiums On Corporate	101	52500	508				28.00
Data Processing Equipment	101	52500	709			700.00	
Debit/Credit Balance for Inter-Category Amendment						2,200.00	2,200.00
Move Allocation to cover additional postal charges & Supplies due to closed offices (COVID Pandemic).							
General Sessions Court - 53300							
Other Charges	101	53300	599				625.00
Other Equipment	101	53300	790			625.00	
Debit/Credit Balance for Inter-Category Amendment						625.00	625.00
Move Allocation to cover dues for Judge (state no longer paying)							
Other Administration of Justice Grants - 53900							
Other Direct Federal Revenue	101	47990		SAMSA			73,772.00
Other Direct Federal Revenue	101	47990		SAMSA	YR2	73,772.00	
Contracts With Private Agencies	101	53900	309	SAMSA		13,634.00	
Contracts With Public Agencies	101	53900	309	SAMSA	YR2		33,526.00
Contracts With Private Agencies	101	53900	312	SAMSA		60,138.00	
Contracts With Public Agencies	101	53900	312	SAMSA	YR2		40,246.00
Debit/Credit Balance for Inter-Category Amendment						147,544.00	147,544.00
Move Allocations to clean up SAMHSA Grant							
Sheriff - 54110							
Guards - Court Security	101	54110	160				15,000.00
Part-time Employee	101	54110	169			15,000.00	
School Of Resource Of	101	54110	170			10,000.00	
Overtime Pay	101	54110	187				6,710.00
Unemployment	101	54110	210			2,000.00	
Operating Lease Payments	101	54110	330				200.00
Maintenance And Repair	101	54110	336				4,000.00
Maintenance And Repair	101	54110	338				9,990.00
Postal Charges	101	54110	348				100.00
Travel	101	54110	355				2,000.00
Gasoline	101	54110	425			10,000.00	
Inservice/Staff	101	54110	524			1,000.00	
Debit/Credit Balance for Inter-Category Amendment						38,000.00	38,000.00
Move Funds to Cover Overages							

Inter-Category Amendment Request Fiscal Year ending June 30, 2020
(For information purpose only to the commission)

Request made May 1 - June 2, 2020

Line Item Description	Account Number					Debit to Decrease Appropriation	Credit to Increase Appropriation
	Fund	Category	Obj	CC	Sub Obj		
Jail - 54210							
Medical Personnel	101	54210	131			8,000.00	
Part-time Employee	101	54210	169				17,000.00
Overtime Pay	101	54210	187				13,570.00
Other Salaries & Wages	101	54210	189			8,000.00	
Social Security	101	54210	201			10,000.00	
Pensions	101	54210	204			23,000.00	
Life Insurance	101	54210	206			400.00	
Medical Insurance	101	54210	207			45,000.00	
Unemployment Compensation	101	54210	210			1,500.00	
Employer Medicare Liability	101	54210	212			3,000.00	
Maintenance Agreements	101	54210	334				680.00
Maintenance And Repair Services Buildings	101	54210	335				156,610.00
Medical And Dental Services	101	54210	340			5,000.00	
Pest Control	101	54210	347				760.00
Transportation Other Than Students	101	54210	354			4,000.00	
Custodial Supplies	101	54210	410				30,000.00
Food Supplies	101	54210	422				50,000.00
Uniforms	101	54210	451			2,000.00	
Medical Claims	101	54210	507			184,220.00	
Inservice/Staff Development	101	54210	524			4,500.00	
Other Equipment	101	54210	790				30,000.00
Debit/Credit Balance for Inter-Category Amendment						298,620.00	298,620.00
Move Funds to Cover Overages							
Correctional Incentive Program - 54230							
Other Salaries & Wages	101	54230	189				3,400.00
Social Security	101	54230	201				60.00
Employer Medicare Liability	101	54230	212				15.00
Other Fringe Benefits	101	54230	299			400.00	
Travel	101	54230	355			3,075.00	
Debit/Credit Balance for Inter-Category Amendment						3,475.00	3,475.00
Move Allocations to clean up Community Reentry county funded program							
Juvenile Servies JAG Grant - 54230							
Other Contracted Supplies	101	54240	399	JAG		1,948.00	
Other Supplies & Materials	101	54240	499	JAG			1,948.00
Debit/Credit Balance for Inter-Category Amendment						1,948.00	1,948.00
Move Funds to spend down grant year ending 6/30/20							

Inter-Category Amendment Request Fiscal Year ending June 30, 2020
 (For information purpose only to the commission)

Request made May 1 - June 2, 2020

Line Item Description	Account Number					Debit to Decrease Appropriation	Credit to Increase Appropriation
	Fund	Category	Obj	CC	Sub Obj		
Civil Defense - 54410							
Communication	101	54410	307				300.00
Operating Lease Payments	101	54410	330				1,000.00
Maintenance And Repair Services	101	54410	335			300.00	
Other Contracted Services	101	54410	399			1,000.00	
Office Supplies	101	54410	435			200.00	
Other Charges	101	54410	599				200.00
Debit/Credit Balance for Inter-Category Amendment						1,500.00	1,500.00
Move Funds to Cover overages							
Rescue Squad - 54420							
Maintenance And Repair Services - Equipment	101	54420	336				1,341.28
Maintenance And Repair Services - Vehicles	101	54420	338			795.62	
Other Contracted Services	101	54420	399			200.00	
Diesel Fuel	101	54420	412			100.00	
Gasoline	101	54420	425			200.00	
Other Supplies And Materials	101	54420	499				92.92
Inservice/Staff Development	101	54420	524			5.00	
Other Charges	101	54420	599			55.20	
Other Equipment	101	54420	790			78.38	
Debit/Credit Balance for Inter-Category Amendment						1,434.20	1,434.20
Move Funds to Cover Communications Dive Mask Replacement							
Cons Communications - 54490							
Dispatchers	101	54490	148			3,000.00	
Overtime Pay	101	54490	187				3,250.00
Other Salaries & Wages	101	54490	189				3,500.00
Medical	101	54490	207			8,875.00	
Operating Lease	101	54490	330			0.00	600.00
Travel	101	54490	355			1,105.00	
Office Supplies	101	54490	435				1,200.00
Inservice/Staff	101	54490	524				105.00
Other Equipment	101	54490	790				4,325.00
Debit/Credit Balance for Inter-Category Amendment						12,980.00	12,980.00
Move Funds to Cover overages							

Inter-Category Amendment Request Fiscal Year ending June 30, 2020
(For information purpose only to the commission)

Request made May 1 - June 2, 2020

Line Item Description	Account Number					Debit to Decrease Appropriation	Credit to Increase Appropriation
	Fund	Category	Obj	CC	Sub Obj		
Rabies & Animal Control - 55120							
Life Insurance	101	55120	206				1.00
Communication	101	55120	307				135.00
Maintenance And	101	55120	335	ANIM			644.00
Postal Charges	101	55120	348				400.00
Animal Food And	101	55120	401	ANIM		644.00	
Gasoline	101	55120	425			651.00	
Office Supplies	101	55120	435				150.00
Tires And Tubes	101	55120	450				15.00
Other Supplies And Materials	101	55120	499				2,150.00
Other Equipment	101	55120	790			2,200.00	
Debit/Credit Balance for Inter-Category Amendment						3,495.00	3,495.00
Move Funds to Cover Overages							
Parks & Recreation - 56700							
Pensions	101	56700	204				50.00
Communication	101	56700	307				70.00
Maintenance And Repair - Building	101	56700	335			1,695.00	
Other Supplies And Materials	101	56700	499				1,575.00
Debit/Credit Balance for Inter-Category Amendment						1,695.00	1,695.00
Move Funds to Cover increases in Supplies.							
Industrial Development - 58120							
Life Insurance	101	58120	206				1.00
Communications	101	58120	307				200.00
Travel	101	58120	355			201.00	
Debit/Credit Balance for Inter-Category Amendment						201.00	201.00
Move Funds to cover Overages							
Veterans Administration - 58300							
Assistant(s)	101	58300	103				200.00
Supervisor/Director	101	58300	105				2,000.00
Part-time Employee	101	58300	169				200.00
Educational Incentive Other	101	58300	185			850.00	
Medical Insurance	101	58300	207			1,378.00	
Employer Medicare Liability	101	58300	212				20.00
Other Fringe Benefits	101	58300	299			100.00	
Communication	101	58300	307				200.00
Transportation Other Than Students	101	58300	354	VTAID			1,500.00
Office Supplies	101	58300	435			500.00	
Inservice/Staff Development	101	58300	524			300.00	
Other Charges - Verterans Aid	101	58300	599	VTAID		992.00	
Debit/Credit Balance for Inter-Category Amendment						4,120.00	4,120.00
Move Funds to cover Overages							

Inter-Category Amendment Request Fiscal Year ending June 30, 2020
 (For information purpose only to the commission)

Request made May 1 - June 2, 2020

Line Item Description	Account Number					Debit to Decrease Appropriation	Credit to Increase Appropriation
	Fund	Category	Obj	CC	Sub Obj		
Library Fund 115							
Libraries - 56500							
Maintenance And Repair Services - Buildings	115	56500	335				310.00
Travel	115	56500	355			310.00	
Debit/Credit Balance for Inter-Category Amendment						310.00	310.00
Move Funds to cover Overages							
Solid Waste Fund - 116							
Transfer Station - 55733							
Maintenance And Repair - Buildings	116	55733	335			3,000.00	
Maintenance And Repair - Equipment	116	55733	336				3,000.00
Debit/Credit Balance for Inter-Category Amendment						3,000.00	3,000.00
Move Funds to cover Overages							
Drug Control Fund 122							
Drug Enforcement - 54150							
Maintenance And Repair - Equipment	122	54150	336				900.00
Other Contracted Services	122	54120	399			900.00	
Debit/Credit Balance for Inter-Category Amendment						900.00	900.00
Move Funds to cover Overages							

Franklin County



Franklin County Government Employee Handbook

A GUIDE TO PERSONNEL POLICIES
AND
EMPLOYEE BENEFITS

A Message from the County Mayor

Dear Franklin County Employee,

Welcome to your revised Employee Handbook! I believe that you will find this new version easier to read and to understand.

Whether you are new to Franklin County Government or have worked here for many years, it is important that you have information about personnel policies, employee benefits, employee responsibilities, and employee rights. I urge you to read this handbook and to keep it for future reference.

Our Human Resources Department is available to assist you with questions you might have about this handbook. Contact information is provided on the inside cover.

I wish you every success in your employment and hope you will join me in
"Making Government Better Every Day!"

Sincerely,

David Alexander
County Mayor

FRANKLIN COUNTY GOVERNMENT

RECEIPT FOR COPY OF EMPLOYEE HANDBOOK

County Office or Department: _____

Employee: _____

I hereby acknowledge receipt on a copy of the Franklin County Employees' Handbook. I understand that I am an "at-will" employee, and that no policy, benefit, or procedure contained in the handbook, creates an employment contract for any specified period of time, or any contractual obligation of any kind. I agree to abide by the rules and regulations established by the County, the Federal Laws and Laws of the State of Tennessee. I understand that violation of any of these may result in disciplinary action, including possible termination, civil and criminal penalties.

I understand that it is my responsibility to read the handbook. If there are questions regarding the Handbook that my supervisor cannot answer, I will contact the Director of Human Resources for clarification.

Signature of Employee: _____ Date: _____ (dd/mm/yyyy)

Signature of Supervisor: _____ Date: _____ (dd/mm/yyyy)

Duties of County Officials and Department Heads:

Each county official and each department head within the county is responsible, with respect to the employees of that office or department, for:

1. Ensuring that each employee under such person's direction has received a copy of the personnel policies in effect for that office, including a statement that nothing in the policies is intended to create a contract of employment or to affect the employment -at-will status of county employees, and a statement for each employee to sign acknowledging receipt of a copy of the policies for that employee's officer or department, and acknowledging that the employee understands that subsequent amendments will be on file at the office of the county clerk and the office of the Director of Human Resources.
2. Furnishing to each employee a copy of T.C.A. 39-16-504, relative to falsifying, destroying, or tampering with governmental records.
3. Ensuring that posters and other employee notifications required by the Federal Fair Labor Standards Act, the Family and Medical Leave Act, applicable equal employment laws, and other applicable state or federal laws have been posted or otherwise been given to employees.

**THIS HANDBOOK WAS ADOPTED BY:
The Franklin County Legislative Committee**

Date: _____

YOU MAY CONTACT US IN THE FOLLOWING WAYS:

Franklin County Finance Department / Human Resource Department

TELEPHONE

931-967-1279

Franklin County Mayor

TELEPHONE

931-967-2905

YOU MAY FIND ADDITIONAL INFORMATION AT:

WEBSITE

www.franklincountyfinance.com

www.franklincotn.us

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Introduction

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

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

- Provide management that is skilled, fair, and concerned about the welfare of our employees.
- Discuss willingly and frankly any problems, complaints, or questions on County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

The foundation of this handbook is the Base Personnel Policies that were approved and put into effect by the Franklin County Board of Commissioners. This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Franklin County Government's policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook is intended to give rise to contractual rights or obligations, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines, except the policy of employment at-will, are subject to modification, amendment, or revocation by Franklin County Government at any time, without advance notice.

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

Amendments may be made periodically in the following process:

- approved by the County Mayor,
- reviewed by the County Attorney/ CTAS
- approved by the County Commission (if required), and
- communicated to all Franklin County employees.

It is your responsibility to ensure you have the most up-to-date version of the handbook. All questions pertaining to information found in this handbook should be referred to the Human Resources Director.

State and Federal Policies

Equal Employment Policy

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

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age (as defined by Federal law), disability, or veteran status shall be prohibited.

The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Franklin County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy, as well as authority over the internal procedures employees use to settle EEO and harassment claims.

Equal Employment Opportunity Grievance Procedures

It is the policy of Franklin County to establish a procedure for employees to follow in order to bring grievances of discrimination or harassment to the attention of management.

Procedure:

1. If there is a question or complaint regarding employment practices that you are unable to resolve with your immediate supervisor, you are encouraged to make that question or complaint known to the Equal Employment Opportunity (EEO) Officer (who is the Human Resources Director). You will be asked to state in writing the nature and detail of the complaint. Any employee filing a complaint will not be subject to retaliation.
 2. The EEO Officer will investigate the complaint with your director or department head and any other person with knowledge of the situation.
 3. You will be advised in writing of the results of the investigation and Franklin County's decision regarding the complaint.
 4. A record of the complaint and findings will become a part of the complaint investigation record, and the file will be maintained separately from your personnel file.
4. If you do not agree with the decision of the EEO Officer, you have the right of appeal with the Franklin County Personnel Board. For instructions on the appeal process, see the Appeals section in this handbook.

Workplace Harassment / Sexual Harassment

Franklin County believes that you should be provided with a working environment free from harassment. It is the policy of Franklin County Government that verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment will not be tolerated.

If you believe you are being subjected to sexual, racial, religious, national origin, age, disability, or political harassment, or believe you are being discriminated against, you must bring this to the County's attention. The nature of harassment often makes it impossible to detect unless the person being harassed registers his or her discontent with the appropriate authorities. You have a responsibility to report or complain as soon as possible to the appropriate supervisor, or to your director, or to the Human Resources Director.

All complaints of harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. In all cases, you will be advised of the findings following the investigation.

Any employee, supervisor, or director who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, up to and including discharge.

Sexual Harassment: Each director, supervisor, and employee have a responsibility to maintain the workplace free of any form of sexual harassment. Sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is prohibited. Such conduct includes, but is not limited to:

1. Sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual;
5. The display of sexually suggestive objects or pictures, including nude photographs.

As with any form of harassment, you have the responsibility to report sexual harassment to an appropriate authority as soon as possible. You may report to either your supervisor, department director, or the Human Resources Director. Your complaint of sexual harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. You will be advised of the findings following the investigation.

Any employee, supervisor, or director who is found to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including discharge.

Americans with Disabilities Act (ADA)

Franklin County Government complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA prohibits employers with 15 or more employees from discriminating against qualified job applicants and employees who are or become disabled.

Franklin County Government is committed to providing reasonable accommodations to qualified individuals with disabilities, unless it would impose an undue hardship on the employer. If you have a disability, you may request a reasonable accommodation at any time during the application process or during the period of employment. You, your health professional, or any other representative acting on your behalf may request an accommodation. This may be done verbally or by completing a reasonable accommodation request form. This form may be obtained from your supervisor or the ADA Coordinator located in the Franklin County Finance Department.

Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish that you have an ADA disability, and that the disability necessitates a reasonable accommodation.

Title VI of the Civil Rights Act of 1964

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

To report any complaints or to receive additional information about Title VI, contact the Compliance Coordinator at 931-967-1279.

HIPAA

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

Employment at-Will

Franklin County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the County may terminate your employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Franklin County.

USERRA

The Uniformed Services Employment and Reemployment Rights Act of 1994, enacted October 13, 1994 (Title 38 U.S. Code, Chapter 43, Sections 4301-4335, Public Law 103-353), as amended, provides for the employment and reemployment rights for all uniformed service members.

Code of Ethics

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

Ethical Conduct

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

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

Conflict of Interest

Employment with Franklin County Government is a public trust. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of your duties.

Classification and Compensation

Probationary Employees

Your first six consecutive months of employment are considered the probationary period. During this time, you may be terminated without right of appeal, except in the case of alleged discrimination on the basis of political affiliation, race, national origin, sex, age, religion, disability, or veteran status.

If the hiring authority determines that your services should be terminated before the end of the probationary period, you will be notified in writing.

If you transfer to another position under the administration of the County Mayor, you will not begin a new probationary period. However, employees who transfer from the offices of another elected official (i.e., Sheriff, court systems, etc.) will begin their probationary period on the transfer date.

Temporary and Seasonal Employees

You are considered a temporary employee when hired for a stated or specific term of employment of less than one (1) year or are an employee who is 100% funded by a state or federal grant unless otherwise specified in the grant. Temporary and Seasonal employees are not eligible for benefits.

Part-Time Employees

You are a part-time employee if hired to work less than 30 hours per week on a regular basis. Part-Time employees are not eligible for benefits.

Full-Time Employees

You are a full-time employee if hired to work a minimum of 30 hours per week on a regular basis.

Job Classification

All job classifications are based on an analysis of the duties and responsibilities of each position and include minimum requirements of education, training, experience, skills, knowledge, and abilities necessary for the job. The Human Resources Department keeps job descriptions on file. When you begin a new position, you should receive a copy of your job description.

Pay Procedures

The Franklin County wage system is based on the annual budget as approved by the County Commission. Wages for each department are set at a fixed base rate in the budget, and may include an annual cost of living percentage increase as appropriate. Overtime pay is controlled by the Department Supervisor and is paid as part of the bi-weekly pay.

Bi-weekly basis. Payroll checks are available every other Friday.

Weekly basis. Payroll checks are available every Thursday.

Semi-Monthly. Payroll checks are available 15th and the last day of each month.

Monthly. Payroll checks are mailed each month.

Some pay dates may occur earlier due to holidays.

All personnel records in regard to payroll, insurance, retirement, and occupational accident, are on file in the office of the Director of Finance.

Exempt and Nonexempt Employees

If you are a nonexempt employee, you are covered by the overtime provisions of the Fair Labor Standards Act. You will receive time and one-half in compensatory time for any time actually worked (physically worked) beyond forty (40) hours in one week. (Time off such as holidays, annual leave, or sick leave does not count as time worked.)

If you are an exempt employee, you are not covered by the overtime provisions of the Fair Labor Standards Act. There are several categories of exempt employees, including those in bona fide executive, administrative, and professional positions. Exempt employees do not receive compensatory time regardless of time worked.

Classifying a position as “exempt” is made on the basis of comparing actual job duties with criteria established by the Department of Labor. A job title, for example, is not sufficient data to classify a job as exempt from overtime status. Responsibility for classifying Franklin County positions as exempt or nonexempt lies with the Human Resources Department.

Overtime Compensation / Compensatory Time

In accordance with the Fair Labor Standards Act, Franklin County grants nonexempt employees **compensatory time off instead of payment** for time worked in excess of forty (40) hours in a workweek. Compensatory time will be granted at **time and one-half** for all time worked in excess of forty (40) hours. You may use accrued compensatory time within a reasonable period after making the request if your absence does not unduly disrupt the operations of the department.

Compensatory time is cumulative to a maximum of **240 hours** (160 hours of actual overtime worked) for all eligible Franklin County employees. No hours of compensatory time may be accrued beyond the maximum of 240 hours, except under the following circumstances:

If your additional work hours were for a public safety activity, an emergency response activity, or a seasonal activity, you may accrue no more than 480 hours of compensatory time (320 hours of actual overtime worked).

Working During Lunch Periods

Lunch period is time set aside for eating. The time is not considered part of the basic workday and **no pay is earned during this period. Eliminating or reducing your lunch period requires prior approval** from your immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an on-going solution for scheduling issues.

Working Before/After Regular Hours

Prior approval from the immediate supervisor is required for any adjustment to the work schedule.

General Personnel Policies

Attendance

You are an important member of the Franklin County Government team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required.

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to speak directly to your supervisor. If your supervisor is unavailable, you are required to speak directly to the next-level manager or director, or to the person designated by your supervisor.

Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll as having resigned **without notice**.

Work Hours and Time Records

The normal workweek consists of 40 hours depending on the job classification and work location. Core business hours are 8:00 am to 4:30 pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform you of your work hours.

You will be required to use the NOVAtime system to record work hours. This is necessary for payroll calculation of your earnings. Even if you are classified as “exempt” (from overtime), correct recording of work hours provides the most complete information to the Payroll Department.

Detailed Time Clock Procedures Exhibit (B)

Anyone who willfully **falsifies a time record** will be subject to immediate dismissal.

Direct Deposit

Direct Deposit is a requirement of employment. Your pay will be automatically deposited to your account in any financial institution that is a member of the Federal Reserve Network. To get more information about direct deposit, talk to someone in your personnel/ payroll office. With direct deposit you will receive a non-negotiable paystub instead of a regular paycheck.

Inclement Weather

Inclement Weather without Official Closing: Inclement weather usually does not warrant closing of County offices. Absence due to inclement weather requires you to make a personal judgment pertaining to your safety in traveling to and from work. Loss of work time for this reason is charged to your accrued compensatory time or annual leave. If you have no compensatory time or annual leave, then the time is charged as leave without pay.

Official Closings Due to Inclement Weather: The County Mayor will decide if Franklin County offices will be closed on normal work days during inclement weather. Closing information will be given to the local radio stations. The County Mayor will also contact your director to inform him/her of the closing and each department will have a notification process. If you have any question about an official closing, you should contact your immediate supervisor.

Certain employees who are employed by department which require the employee to maintain the health and safety of others may be required to report to work during periods of ordinary and extreme weather.

Central Personnel Files

The central personnel files are public record and are maintained in the Human Resources Department. To review a file, contact the Human Resources Office at 967-1279. It is important that you promptly report any change to the Human Resources Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

1. Your correct address and contact numbers such as telephone, mobile phone, pager, etc.;
2. Your marital status;
3. Any increase or decrease in number of dependents;
4. Any change affecting Social Security records; and
5. Your correct beneficiary.

Tennessee law (TCA Sections 10-7-502 through 10-7-507) requires that "all state, county, and municipal records ... shall at all times, during business hours, be open for ... inspection by any citizen of Tennessee." The statute applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information (according to Public Chapter No. 176). The following records of government employees will not be open for inspection by members of the public:

- unpublished telephone numbers;
- bank account information;
- social security numbers;
- driver's license information – unless driving a vehicle is part of the employee's duties or incidental to the performance of the job;
- the same information about an employee's immediate family members.

Promotions, Transfers, and Reassignments

Promotions: Franklin County continually strives to promote employees and fill job vacancies on an equal opportunity basis. Promotions are based on an objective evaluation of each vacancy and the candidates involved. Vacancies will be advertised and, when possible, Franklin County will promote from within and will first consider employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the best interest of the County.

You may view job postings on the central job posting bulletin board outside the Human Resources Department, on various bulletin boards throughout the County system, and on the Franklin County

Finance Department web site (www.franklincountyfinance.com). Selected openings may be advertised on social media.

Transfers and Reassignments: It is the policy of Franklin County Government that it may, at its discretion, initiate or approve employee job transfers.

You may request a voluntary job transfer by applying for a posted open position. However, to be eligible for a voluntary transfer, you must be able to meet the requirements of the new position, must have satisfactory performance, must have held your current position for at least six months, and must have no adverse disciplinary actions during the same time period.

You may view job postings on the central job posting bulletin board outside the Human Resources Department, on various bulletin boards throughout the County system, and on the Franklin County web site (www.franklincountyfinance.com). Selected openings may be advertised in the local newspaper.

Progressive Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance – and the activity does not call for automatic dismissal – Franklin County follows a progressive discipline process. This is a system that consists of corrective action, documentation, and adverse action. The three steps of progressive discipline include:

1. **Verbal** – The first step is usually a verbal warning from the supervisor to identify the problem and to state the corrective action needed. The supervisor documents this step including dates, times, and details of incidents of improper conduct or poor performance and the date the warning was given. The supervisor sends this documentation to the Human Resources Director who will review it and place it in the employee's personnel file. The employee may submit a separate written statement for the file, if desired.
2. **Written** – The second step in the process is a written warning with specific examples cited. The supervisor prepares a letter or memo that states a specific time frame in which the employee must improve and gives the exact consequences of failure to improve. Prior to issuing the letter, the supervisor must review it with his/her director. A copy of the letter is forwarded to the Human Resources Director for review and placement in the employee's personnel file. The employee has the option of submitting a written statement which will also be placed in the file.
5. **Adverse Action** – If repeated attempts at corrective action fail to produce satisfactory results, some form of adverse action may be taken. The term "adverse action" means actions involving suspension, demotion, or dismissal.

Any employee who receives three (3) documented warnings in a 12-month period is subject to dismissal as is the employee who receives repeated disciplinary actions for any reason.

Suspensions

The hiring authority, who is the manager or director of a department, may suspend you without pay for matters of poor performance or inappropriate conduct. You may not take annual leave, sick leave, or compensatory leave (“comp time”) while on suspension.

Demotions

A demotion is an assignment to a job at a lesser basic pay rate. There are two kinds of demotions: (1) demotions for cause and (2) demotions due to a reduction in workforce.

Dismissals / Terminations

Immediate dismissals may be made for cause including, but not limited to, your action or behavior that constitutes

- insubordination (refusal to follow supervisor’s instructions),
- endangering your own health or safety or the health or safety of other employees or citizens,
- making fraudulent statements on employee applications or job records,
- absence from work without authorization or notification,
- theft, vandalism, or willful destruction of County or employee property,
- any violation of the County Alcohol and Drug Policy, or
- any other infraction when dismissal is determined to be in the best interest of the County.

Dismissals that follow the progressive discipline process are permitted for reasons that include, but are not limited to

- misconduct
- willful neglect of duties
- failure to perform job duties
- repeated tardiness or absence
- violation of departmental rules
- email abuse, and
- Internet abuse

Resignations

If you want to resign your position, you should notify your immediate supervisor or the department director in writing no less than ten (10) working days before your expected termination date.

Garnishments and Levies

In the event that garnishment or similar proceedings are instituted against an employee, Franklin County Government will deduct the required amount from the employee’s paycheck.

***If your wages are garnished, be sure that all correspondence to your employer is sent to:
Franklin County Finance Department
Attention: Payroll Department
851 Dinah Shore Blvd.
Winchester, TN 37398***

Retirement

If you are planning on retiring please contact the HR department to begin this process 3 months prior to your retirement date.

Alcohol and Drugs – Drug Free Workplace Policy

Franklin County Government is committed to a safe working environment and to making adequate provisions for the safety and health of its employees at their place of employment. The County regards its personnel as individuals as well as employees and believes that alcoholism and drug addiction are illnesses and should be treated as such.

Franklin County further believes that if you develop alcoholism or other drug addictions, you can be helped to recover and should be offered appropriate assistance. It is in the best interest of you and the County that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.

Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. Franklin County Government and its employees share a commitment to create and maintain a drug-free workplace. The full Drug and Alcohol policy is available from the Human Resources Department. Please call 931-967-1279 if you would like a copy.

This section offers a brief summary of that policy.

Pre-Employment Testing: All applicants considered for employment in safety-sensitive positions are required to submit to a urinalysis test for the detection of the illegal use of drugs. These positions are:

- sheriff's deputy
- dispatcher
- investigators
- correctional officers
- heavy-equipment operator, and
- maintenance
- all positions requiring a certified driver's license (CDL).

Employees on Duty or on County Property: You must not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia, nor may you be under the influence of such drugs. Furthermore, you must not be under any degree of intoxication or odor from alcohol, or possess open alcoholic beverage containers while on duty, or on County property.

Use of Prescription Drugs: You must not use or take prescription drugs above the level recommended by your prescribing physician and must not use prescribed drugs for purposes other than those for which they are intended.

Employees Convicted of a Criminal Drug Law: If you are convicted of any criminal drug law (including alcohol, prescription drugs, or over-the-counter drugs), you must notify your supervisor or director no later than five (5) days after the conviction. Within thirty (30) days after receiving notice

of a conviction, the County will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program. Your failure to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge.

Reasonable Suspicion of Drug or Alcohol Use: Whenever a supervisor, director, or Medical Review Officer (as described in the policy) reasonably suspects that your work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that you have otherwise violated the Franklin County Government Drug-Free Workplace Substance Abuse Policy, you may be required to submit a breath and/or urine sample for drug and alcohol testing.

When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that an employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor must notify the hiring authority or director.

Refusal to Submit to Required Testing: If you are required to submit to drug/alcohol testing based upon reasonable suspicion and refuse, you may be charged with insubordination and necessary procedures may be taken to terminate your employment.

A consequence of violating Franklin County's Alcohol and Drug Policy may include automatic dismissal, meaning that the usual progressive discipline process is by-passed.

Safety

Franklin County is concerned for your health and safety in the performance of your job.

You must observe all safety rules for your department.

Any workplace accidents, incidents, or injuries must be reported **immediately** to your direct supervisor and the Risk Management Department **whether medical attention is required or not**. You are also required to complete an incident report, using the approved form, and report for a mandatory post-accident drug test within **24** hours of the incident/ accident. If you are injured and unable to report immediately, then you should report the incident as soon as possible.

The Risk Management Department also sponsors a Safety Committee with membership representing all areas of Franklin County. This group meets quarterly and advises both management and employees on matters of safety and health.

For additional information about any safety concern, please consult the Risk Management Department or Safety Director.

ALL COUNTY BUILDINGS ARE DESIGNATED AS NON-SMOKING

In Accordance with Tennessee's "Non-Smoker Protection Act"

TENNESSEE PUBLIC CHAPTER NO. 410

EXHIBIT (B) NON SMOKING & VAPING POLICY

Tobacco Use

Tobacco products may only be used outside buildings in a specific area designated by the building manager. Ask your supervisor where this area is located in your building. Additionally, tobacco products may not be used in any vehicle owned or leased by the County.

Government Records

Tennessee Code Annotated §39-16-504. Falsification of documentation is grounds for immediate termination of employment. **A violation of this section is a Class A misdemeanor.**

It is unlawful for any person to:

- Knowingly make a false entry in, or false alteration of, a governmental record,
- Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as genuine governmental record; or
- Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

Telephones, Computers, Internet Access and E-mail

Employees of Franklin County are provided with access to the telephone system, Internet and e-mail solely to further the business of Franklin County Government and to be used as a tool to increase productivity and effectiveness. Personal use of the telephone system, Internet and computers that is not in furtherance of the business of Franklin County is not appropriate. Employees with access to computers, Internet and e-mail are governed by the following:

- 1. No Right of Privacy** Employees and officials of Franklin County shall have no expectation or right to privacy in any electronic mail (e-mail) that travels over computer systems funded by Franklin County, nor shall they have any expectation or right to privacy with respect to any data stored on, transmitted or received by any computer system or component funded by Franklin County. All data stored or transmitted by Franklin County's computer system becomes the property of Franklin County Government. Franklin County has an unlimited and absolute right to audit, access, intercept, read, copy, disclose, publish or delete any data transmitted or received via the telephone system, computer system, Internet or E-mail. In addition, correspondence of Franklin County employees and officials in the form of e-mail may be a public record under the public records law and may be subject to public inspection.
- 2. Notice Regarding Deletion of Data** Employees should be aware that the deletion of data, including E-mail messages and text does not entirely eliminate the deleted material from the County's computers. Deleted data can be easily restored and retrieved from a computer's storage device or from backup storage devices used in the ordinary course of business.
- 2. Software Downloading Prohibited** To prevent computer viruses from being transmitted to or through Franklin County's computer system, and to promote compliance with software licensing agreements and laws governing unauthorized copying and reproduction, only designated system administration personnel shall download software from the Internet or any other remote source or location. Only screen savers and graphics included in your original software (or upgrade) package or those approved by both your department head and the IT administrator will be authorized.
- 3. Employee acknowledgment of understanding** Each employee will be provided with a copy of this section of the employee handbook and will be required to acknowledge receipt and understanding of the matter contained herein.

Dress and Grooming

As a public servant of Franklin County Government, you are expected to maintain a standard of dress and grooming which reflects good taste and common sense. Specific dress codes may be established for some departments. If you have any questions about appropriate dress in your work environment, ask your supervisor for advice. **For specific department dress codes see Exhibit (C)**

Personal Property

Many offices and work locations are open areas for both the public and a large number of fellow employees: therefore, it is important to use sound judgment when bringing personal property to work. It is your responsibility to properly secure any personal property in your work area.

LEAVE POLICY

Hours of Work

The **work day** is defined as beginning at 8:00 a.m. and ending at 4:30 p.m. unless otherwise designated by the department head for a specific job responsibility.

The **work week** is defined as beginning at 12:01 a.m. on Sunday and ending at midnight on Saturday.

Attendance, Punctuality and Records

Employees shall be at their places of work in accordance with department regulations. Regular attendance and punctuality are essential if we are to accomplish the objectives of providing efficient services to the public.

If you do not arrive at work on time, either notify your Supervisor or decide for someone else to do so as early in the workday as possible.

Notification of Absence: An employee who fails to report to work is required to immediately notify his supervisor, department head or authorized person, stating the reason for absence.

Vacation

Pay: Paychecks for vacation periods will be computed on the regular payroll date and will be available for the employee at the normal time and place. **When an employee requests leave and compensatory time is available, the compensatory leave will be used first.**

- No checks will be issued in advance for vacations.
- Vacation time cannot be worked for pay in addition to regular salary.

Hours Earned Annually: It is the policy of Franklin County to promote employee efficiency in health and morale through periodic interruption from one's duties. Vacation time shall be based on the date that an employee is hired into a full-time position and shall be calculated as follows:

End year 1 ----- 40 hours vacation time

End year 2 ----- 80 hours vacation time

End year 9 -----120 hours vacation time.

If you work less than 40 hours per week vacation leave will be pro-rated.

Vacation time may be used only at times approved in advance by the Department Head. Because the County believes that individuals should take vacation for their own welfare, employees are strongly encouraged to take their earned vacation each year. Vacation time is accrued after six months of service. Effective on last payroll in June, all vacation leave accumulated in excess of the amount earned each year will automatically be converted into accumulated sick leave.

Approvals: A request in NOVAtime may be required for vacation time must be made two weeks in advance and approved by the Department Head or pay will not be granted. The Department Head will endeavor to schedule vacation for the convenience of the employee, but the needs of the department must be the controlling factor.

Holidays

A holiday is a single day and a day is defined as eight (8) duty hours. An employee who works on the Holiday will be paid for the hours worked (PLUS) eight hours of pay.

FRANKLIN COUNTY AUTHORIZED HOLIDAYS

New Year's Day -----	January 1
Martin Luther King, Jr., Day --	January (3 rd Monday)
Presidents Day -----	February
Good Friday -----	March or April
Memorial Day -----	May (last Monday)
Independence Day -----	July 4
Labor Day -----	September (1 st Monday)
Veterans Day -----	November 11
Thanksgiving Day -----	November (4 th Thursday and Friday after Thanksgiving)
Christmas -----	December (3) days- designated by County Mayor

When a holiday falls on Saturday, the Friday before the holiday is substituted. When the holiday falls on Sunday the Monday following the holiday is substituted.

A county employee working within a state funded organization may either take the state holiday as an unpaid administrative absence or work a normal duty day at the discretion of the Department Head. Because of the variety of county services, all county employees may not observe holidays on the same day. If your work schedule requires a deviation from the holiday schedule, your Supervisor will tell you about it.

Holidays within Vacation Period: When an authorized holiday falls within an employee's vacation period, an additional day of vacation shall be provided.

Sick Leave

When an employee requests leave and compensatory time is available, the compensatory leave will be used first.

1. Sick leave is earned at the rate of one (1) day per month for a total of 12 days per year. Sick time is not accrued unless the employee works a minimum of 20 hours per month or is on paid leave; i.e. vacation, sick, or comp time. There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted. Unused sick leave shall be credited as creditable service under the Tennessee Consolidated Retirement System.
2. Upon return from three day's illness, the employee must furnish a physician's statement to verify illness. Abuse of sick leave will be grounds for termination.

3. Employee's Accumulated SICK LEAVE may be used per year for illness of employee's *immediate family.
4. **If you are a Full-Time employee and work less than 40 hrs. per week sick leave accumulation will be pro-rated.**

Sick Leave May Be Granted for The Following Reasons:

1. Sick Leave benefits are accrued after six months of service.
2. Your absence from duty because of personal illness or your disability due to an accident.
3. Your absence from duty necessitated by illness in your *immediate family.
4. Your exposure to contagious disease, if a physician orders quarantine.
5. Doctor, dental, and optical appointments that are required and cannot be scheduled during off time.
6. A sick leave form must be completed upon return to work.

Contact your department head for specific Sick Leave Policy for your department.

Maternity Leave

An employee may, at her(his) discretion, use all accumulated vacation and sick leave credits to minimize loss of pay; or she (he) may make a written request of absence without pay. If vacation and sick leave credits are exhausted or not utilized, maternity leave shall be without pay (*see FMLA*). Franklin County will abide by Tennessee Code Annotated 4-21-408 in regard to maternity leave. Maternity leave is available for eligible employees of either gender upon request.

Special Leave

Subject to approval by your immediate Supervisor leave without pay may be granted. If it is necessary for you to be absent from work and you do not have enough accumulated leave, leave without pay will be granted: You must use all of your accumulated vacation time each fiscal year. In cases of sickness, you must use all of your sick leave.

Bereavement Leave

Bereavement leave is granted for three days in the event of the death of an employee's spouse, child, step-child, parents, step-parents, siblings, foster parents, parents-in-law, grandparents or grandchildren without charge to the employee's leave time. The Bereavement Leave Form must be completed before pay is granted see Exhibit (C). The relationship listed above are the only relationships that qualify for the granting of bereavement leave pursuant to TCA Section 8-50-113.

***Immediate family is defined as spouse, child, step-child, parents, step-parents, siblings, foster parents, parents-in-law, grandparents or grandchildren.**

Military Leave

A. Military Leave will be granted to permanent employees who are, or may become members of any reserve component of the armed forces of the United States. Reservists are entitled, while performing military duty or training, not exceeding fifteen (15) working days in any one (1) calendar year full salary or compensation. The employee shall be entitled to a leave of absence from their

respective duties, without loss of time, pay, regular leave or vacation, impairment of efficiency rating or any other rights or benefits to which they are otherwise entitled. Military leave herein provided shall be unaffected by date of employment or length of service, and shall have no effect on other leaves provided by law, regulation, policy or practice

You must give at least 2 weeks written notice when you need leave for military duty that lasts more than 10 working days.

B. Veterans: A former regular employee who left the county service in good standing to enter the active military service and who completed under honorable conditions a term of service of not more than four years may be reinstated to the person's former type of position upon application within ninety days of release, provided the person remains qualified to perform the duties of the position, and the reinstatement would be in the best interest of the County.

Family Medical Leave Act (FMLA)

Franklin County offers leave under the Family Medical Leave Act (FMLA) for eligible employees. Eligibility: If you have worked for at least one year and for 1,250 hours in the preceding twelve (12) months, you are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

It is prohibited to hold another job/ or volunteer with an organization or employer while on FMLA with Franklin County Government.

Eligible spouses who work for Franklin County are limited to a combined total of 12 workweeks of leave in a 12-month period to share for the following FMLA qualifying reason:

- **The birth of a child**
- **The placement of a child with the employee for adoption or foster care**
- **The care of a parent with a serious health condition** Contact the HR department for additional information. Review sections 825.120(a)(3), 825.121(a)(3), and 825.201(b) of the FMLA regulations for more information on spouses working for the same employer.

Maternity/Paternity Leave

Maternity/paternity leave is granted to employees for a maximum of sixteen (16) weeks, with the first twelve (12) weeks of leave falling under the Family Medical Leave Act (FMLA) and the remaining four (4) weeks as maternity/paternity leave. You must be employed full-time for at least twelve (12) months to receive maternity/paternity leave.

You must provide at least four to six (4-6) weeks advance notice of your anticipated date of departure, except in those cases where medical emergency prevents this notice, and state the length of your requested leave and your intention to return to fulltime employment after the leave. You are required to use your accrued leave (annual, sick, comp) during maternity/paternity leave. Accrued leave and maternity/paternity leave are used at the same time – you do not take your accrued leave first and then take maternity/paternity leave.

The purpose of this leave is to provide time off for pregnancy, childbirth, nursing, and/or bonding with the infant. If the County finds that you pursued other employment opportunities or worked part-

time or full-time for another employer during the period of maternity/paternity leave, then the County does not have to reinstate you at the end of your leave period.

Notify your supervisor at least 4-6 weeks in advance of your anticipated date of departure for maternity/paternity leave.

Jury Duty or Court Appearance

When you must miss work due to jury or witness duty, you will be excused from your job. Notice must be given to your direct supervisor.

Witness duty must pertain to job-related business for excused absence with regular pay. This also includes if subpoenaed to court on non-work-related issues.

If you are paid your regular salary, you are required to turn in to the Payroll Department any pay you receive from the courts for jury duty. This does not include witness fees and expenses paid from other sources.

At any time during jury or witness duty if you complete your assignment during regular work hours, you are expected to return to work immediately.

Notify your supervisor if you must appear for jury or witness duty. Witness duty must be job-related in order to receive your regular pay.

Employee Benefits

Benefits Eligibility

You are eligible for benefits when you work a minimum of thirty (30) hours per week. These benefits include: medical coverage, dental coverage and flexible benefit options.

If your hours drop below thirty (30) hours per week on a regular basis you will lose eligibility for health insurance and you and all covered dependents will be offered COBRA.

You are responsible to list only dependents that are eligible for coverage as defined by the plan rules.

If a covered dependent becomes ineligible based on the plan rules, it is your responsibility to notify Human Resources immediately.

You must notify the Insurance Administrator of any changes in status within thirty (30) days of the status change. This includes: dependent status change, address changes, divorce, marriage, birth, adoption, reduction in work hours, or any other change that could affect benefit plan eligibility.

Medical Coverage

You must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Franklin County Insurance Administrator.

Franklin County offers a selection of medical insurance products with various types of coverage. Each plan is priced for both individual and family. Although the County pays a significant portion of your insurance premiums, you are responsible for the employee portion. Information about current medical plans and premiums is available from the Insurance Administrator.

Additional information regarding the state group insurance may be found at www.state.tn.us/finance/ins/ins.html

Post-Employment Medical Insurance Benefit

This benefit provides medical insurance for retiring employees – Resolution H-3-0108-03

Contact the HR department for additional information.

The benefit provided will be as follows:

- Employee with Fifteen Consecutive Years of Service: At age Sixty – Two (62), eligible for County medical insurance plan paid by the county at the same rate as the employee paid until retiree is eligible for Medicare.
- Employee with Thirty Consecutive Years of Service: At retirement date, eligible for County medical insurance paid for by the County at the same rate as the employee paid.

Dental Coverage

You must sign up for coverage within thirty (30) days of employment or at the time of an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Franklin County Human Resources.

Identification Cards

If you enroll in medical or dental benefits, identification cards will be mailed to your home address.

Annual Enrollment/Transfer Period

Health plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during annual enrollment/transfer period each fall. You are required to review your notices, home mailings, and department memos for information about the benefits for the upcoming year.

Benefit Premiums/Payroll Deductions

You are responsible to review your paycheck to ensure the appropriate benefit deductions have been taken. Deductions from your paycheck will begin the first pay period in the month in which your coverage starts. Your medical, dental, and vision deductions will be taken out of 24 pay periods per year. If you miss a paycheck due to work absence or unpaid time, you are responsible to the Payroll Administrator at 967-1279.

Contact Payroll Department / Insurance Administrator to make payment arrangements for insurance premiums if you miss a paycheck because of absence.

You are required to review your notices, home mailings, and department memos for information about benefits for the upcoming year. Failure to do so may result in no coverage for the new year.

You are responsible to review your paycheck to ensure the appropriate benefit deductions have been taken.

COBRA

If you lose coverage due to a termination of employment, a reduction in work hours, or other qualifying event, you and your covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the "General COBRA Notice" received at time of enrollment.

Employee Assistance Program

Franklin County Government is very much concerned with the physical and emotional well-being of its employees and their families.

The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and their immediate families who are dealing with difficult issues.

If you have questions about EAP or would like more information regarding any of the programs, contact the Human Resources Department at 967-1279.

Retirement

Full-time employees are automatically members of the Tennessee Consolidated Retirement System after completing the required 6-month probation period. Contributions made by the county insure a good income during retirement years. Additional information regarding retirement benefits may be obtained from your personnel office or www.treasury.state.tn.us/tcrs.

Flexible Spending Accounts

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent care expenses to be paid with "before tax" dollars. Franklin County offers a benefit option that utilizes a debit-type card to access your plan dollars.

If you elect this benefit, you choose a dollar level based on your individual or family needs and a portion of this amount is deducted from each paycheck. There are minimum and maximum deduction limits in this benefit.

You do not have to be enrolled in Franklin County's medical plan in order to participate in a flexible spending account.

You may enroll during the annual enrollment/transfer period. Re-enrollment is required each year to continue participation.

Life Insurance

All Full-time employees are covered by a \$10,000 life insurance policy. This protection is designed to provide benefits to a designated beneficiary for loss of life if the insured dies while the coverage is in force. Contact the HR department for additional information.

Longevity Resolution 9812-04-A1

Longevity is a lump sum payment intended to reward employees for service to the county and to encourage those employees to remain employed by the county. All full-time employees will receive \$60 per year starting on the 5th year of employment. (5th year - \$300.00, 6th year - \$360.00 and will max out at 20 years - \$1200.00). Continuation of longevity pay will be subject to funding in the county's budget. Part-time employment is not to be included in the calculation of service. This bonus is payable on the anniversary month of employment. Each year the employee must have physically worked 1920 hours to be eligible for their entire Longevity Bonus. If you have worked a minimum of 1920 your bonus will be prorated.

*1920 hours are in relation to TCRS -20 days makes one month of TCRS service credit.

20 days x 8 hours =160 x 12 months =1920

County Officials Certificate Training Program (COCTP)

T.C.A. § 5-1-310(i), counties are authorized and encouraged to provide for payment of an educational incentive for attainment of the designation of "Certified Public Administrator" under

the University of Tennessee County Technical Assistance Service's. To enroll you must have completed 2 years of full-time employment with Franklin County Government. Contact Human Resources for additional details.

Supplemental Benefits

Franklin County offers supplemental voluntary benefits from providers such as:

- USABLE Life Insurance
- AFLAC
- Long – Term Care Insurance
- Nationwide Retirement
- Others voluntary products

These additional benefit options can be administered through payroll deduction. Supplemental benefits are subject to change without notice. For more information, contact Human Resources at 967-1279.

OJI- On the Job Injury Program

You are protected under the OJI Insurance Policy for injuries and occupational diseases that result “out of and in the course of employment.” This includes injuries that take place when you are performing tasks you were hired to perform at times and in places where you were hired to work. If you experience an on-the-job injury or illness you are required to:

- Report the incident to your supervisor.
- Complete a Report of Injury with Risk Management within **24 hours** of an accident / injury.
- Keep all appointments with physicians as scheduled or notify Risk Management in order to have the appointment rescheduled for you.
- **Risk Management must approve all physicians and appointments.**
- Notify Risk Management and your supervisor if the physician tells you not to return to work, to work with restrictions, and when he/she releases you to full duty.
- Give your supervisor a copy of Return to Work forms you receive from the physician.

Change in Status

You are required to report personal changes and/or changes in work status to Human Resources within thirty (30) days of any status change. This includes:

- Dependent status change
- Address changes
- Divorce
- Marriage
- Birth/adoption
- Reduction in work hours
- Any other changes that could affect benefit plan eligibility

Franklin County Time Clock Procedures

Purpose

The Purpose of this policy is to outline the time clock procedures of Franklin County Government.

Administrators

The time clock system administrators are Human Resources, Finance and Assistant Finance Directors and County Payroll Specialist.

Applicability

All employees (hourly and salaried) are required to use the Nova Time System. This system may be used by Time Clock, Mobile or Phone in. Supervisors and Nova Time Administrators will assign which method is used per employee. This system is used to record hours worked for the purpose of properly tracking time for the December 1, 2016, FLSA revisions. Nonexempt (Hourly) employees are required to clock in and out for payroll and attendance purposes. Nova Time records will be used to track attendance for exempt (Salary) employees.

Clocking in Stations

All County Buildings have a Nova Time Clock(s). The time clocks are bio-metric. If there is not a time clock available employees will have the Nova App or Phone in capabilities. If there is a problem with Nova Time, employees should notify their supervisor immediately and notify the administrators in writing. Employees with Nova Mobile are responsible to keep their phone and Nova App updated.

Window for Clocking in and Out

Employees should clock in or out no sooner than 7 minutes before or after the "schedule shift". The scheduled shift is determined by the department head. Employees should clock in and out daily according to their shift guidelines. If an employee misses a punch it is their responsibility to let their time clock supervisor, know as soon as possible. This should be in written form and a copy of the change should be placed at payroll. Employees who repeatedly miss time clock entries will be subject to disciplinary action.

Rounding Hours Worked

Franklin County track employee hours worked in 15-minute increments, and the FLSA (Fair Labor Standards) allows an employer to round employee time to the nearest quarter hour. Franklin County uses the 7-minute rule. Employee time from 1 to 7 minutes may be rounded down and thus, not counted as hours worked, but employee time from 8 to 14 minutes should be rounded up and counted as a quarter hour of work time.

Requesting Time off

All employees should be requesting time off through Nova Time. Department heads or Nova Time supervisors will either approve or deny these requests.

Submitting Time Sheets

All employees should submit their time sheets to their supervisors in a timely manner. The employees may submit their time sheet to their supervisor by 9:00 a.m. on Monday following the end of the pay period on a Computer or on the Nova App.

Prohibited Time Clock Actions

Employees are prohibited from altering their own personal time sheet or any time sheet that presents conflict of interest.

Overtime

Nonexempt employees are permitted to work Overtime only with prior authorization from their supervisors. Overtime includes clocking in early or late or working through scheduled lunch period. Nonexempt employees who work without prior authorization will be subject to disciplinary procedures.

Enforcements

Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure.

Department Head or Nova Time Supervisor Policy

Department Head should make sure the Administrators are aware of any changes in shift policies so that their employee's time will figure correctly. Department Heads or Nova Time Supervisors must not alter time unless there is a reason documented for the change. Department Heads must approve the time sheets on the Monday before payroll by 10:00 a.m. unless requested differently. Department heads should make sure before approving the time sheets that they are correct to the payroll policies.



FRANKLIN COUNTY GOVERNMENT

Smoke and Vape-Free Workplace Policy

Franklin County Government is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees of Franklin County Government.

Policy

It is the policy of Franklin County Government to prohibit smoking and vaping on all company premises to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Scope

This policy applies to:

- All areas of buildings occupied by company employees.
- All company-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the company.
- All company employees.
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises.
- All temporary employees.
- All student interns.

Smoking and vaping is permitted *only* in the following designated outdoor areas:

Procedures

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

A process is in place for resolving complaints about the smoke- and vape-free policy:

- Complaints about the application of this policy should be brought to the attention of the Human Resources Director or the County Mayor for resolution.
- The complaint should be submitted in writing and should identify specific objections.
- Franklin County Government will investigate the complaint and resolve it in accordance with the policy.

No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Statement of Understanding

I have read and fully understand the terms of this policy.

I understand that any violation of this policy will result in disciplinary action up to and including immediate discharge.

I understand that [Franklin County Government] reserves the right to make changes to this policy as needed.

Employee Name

Employee Signature

Date

**Circuit Court Clerk
Franklin County, Tennessee**

Exhibit C

DRESS CODE POLICY

Effective September 10, 2018

Employees' personal appearance and hygiene are important both to employees and the office that we represent. Employees are expected to maintain a good personal appearance, maintain good hygiene and to give consideration to neatness and cleanliness. It is imperative that we dress appropriately to uphold the integrity and professionalism of the office. No dress code can cover all contingencies. Employees must exert a certain amount of judgment in their choice of office or court attire. If you experience uncertainty about acceptable office or court attire, please consult with the Circuit Court Clerk.

The following will be the dress code for the Franklin County Circuit Court Clerk's Office. The dress code policy is subject to change at the discretion of the Circuit Court Clerk.

General Office Attire

Office attire should be clean and neat in appearance. Business casual is the standard. Clothing should be appropriately fitted for body type.

General Court Attire

Court attire should be clean, neat, professional and business-like. Court attire should be a step up from office attire.

Shirts, Dresses, and Skirted Suits

Casual dresses, skirts and skirts that are split at or below the knee are acceptable office and court attire. Dress and skirt length should be at a length at which you can sit comfortably in public at no more than three inches above the knee. Short, tight skirts that ride halfway up the thigh, mini shirts, skorts, sundresses, beach dresses, and spaghetti-strap dresses are not considered appropriate office or court attire.

Slacks

Slacks that are made of cotton, wool or synthetic material are acceptable office and court attire. Denim pants, sweat pants, exercise pants, Bermuda shorts, shorts, cargo pants, and bib overalls are not considered appropriate office or court attire.

Capri Pants

Capri pants are considered acceptable office attire. Capri pants are not considered acceptable court attire.

Dress Style Crop Pants

Dress style crop pants are considered acceptable office and court attire.

Leggings

Leggings are acceptable office and court attire if worn under a dress or a professional looking, loose fitting tunic type top.

Shoes and Footwear

Loafers, boots, flats, dress heels, nice sandals, and leather deck-type shoes are considered acceptable office or court attire. Flip flops are not considered acceptable office or court attire. Tennis shoes or athletic shoes are not acceptable office or court attire.

Tattoos, Body Piercings and Hair Feathers.

Tattoos and body piercings must be totally covered while at work in this office. Hair feathers are not acceptable.

Friday Exceptions

Friday is a dress down day; however, you should still dress in a professional manner. Friday will be the only day that denim and clean canvas shoes will be considered acceptable office attire. Denim should be clean with no holes, tears or frays. T-shirts, pullovers or sweat shirts supporting a school, college or professional sports team may be worn on Fridays if you do not have to appear in court. Tennis and athletic shoes do not fall into Friday exceptions.

Medical Conditions

Exceptions will be allowed if you have a medical condition that would require you to deviate from the dress code policy. You must consult with the Circuit Court Clerk for approval. You must have a note from your doctor.

Unacceptable Office and Court Attire

1. Shorts
2. Cut off pants
3. Short skirts
4. Pants with holes, tears or writing
5. Blouses that show midriffs and excessive cleavage
6. Spaghetti Strap Dresses
7. T-Shirts
8. Tank-Tops
9. Shirts with writing (See Friday exceptions)
10. Sweat suits
11. Sweat jackets
12. Sweat shirts (See Friday exceptions)
13. Provocative clothing
14. See through clothing
15. Flip flops
16. Denim (See Friday exceptions)
17. Hair feathers
18. Tennis or Athletic Shoes
19. Canvas shoes (See Friday exceptions)
20. Crocs
21. Any attire that is not clean and neat in appearance

I understand and accept the dress code policy of the Franklin County Circuit Court Clerk.

Signature: _____

Date: _____

Franklin County Government
Certification of Attendance at Funeral Service

I hereby certify that

(Employee's Name)

Attended services for

(Name of Deceased)

Who was related to employee as _____

At _____

(City – State)

On _____ at _____ AM, PM

Signed: _____

Title: _____

Date Signed: _____



Franklin County Government Infectious Disease Control Policy

Approved by County Commission 5/18/2020

Franklin County Government will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Franklin County Government during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Franklin County Government is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

What to do if you are sick

- **Employees who are not well and have a fever should contact their medical provider to be assessed for testing and should notify their supervisor.**
- **Self – Checker A guide to help you make decisions and seek appropriate medical care.**
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#>
- **Employees who are symptomatic will be sent home and will not be allowed to return to work until they have a negative test results or with a return to work from their treating physician.**
- **If an employee is confirmed to have COVID-19, employers will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).**

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

- **Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.**

Preventing the Spread of Infection in the Workplace

Franklin County Government will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—Social distance with co-workers, **frequent hand washing** with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Franklin County Government may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.

3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.

6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

CLERK'S CERTIFICATE

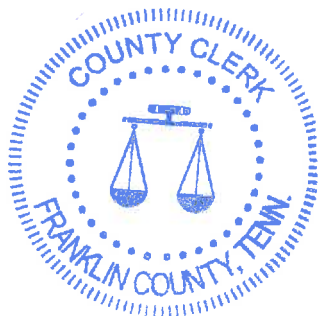



I, Phillip Custer, County Clerk of Franklin County, Tennessee hereby certify that the attached document is a true and correct copy of:

THE FRANKLIN COUNTY GOVERNMENT EMPLOYEE HANDBOOK

This document was approved at a regular session meeting of the Franklin County Board of Commissioners on June 15, 2020 and is recorded on file in my office in Commissioner's Minute Book 37.

Witness my hand and official seal, at office in Winchester, Tennessee, this the 17TH day of June 2020.




Phillip Custer, County Clerk
of Franklin County, Tennessee



105 S. Porter Street Winchester, TN 37398

Franklin County Library Board of Trustees FY21

Office	Term	Ends	Name	Address
Chairman	1	6-30-21	Van Buskirk, Dave	177 Big Hollow Rd.; Winchester
Co-chairman	1	6-30-21	Doyle, Kelly	234 Sharp Circle; Winchester
Treasurer	2	6-30-22	Bright, Beverly	730 N. Jefferson St.; Winchester
Trustee	1	6-30-23	Claxton, Lynn	656 Shadowbrook Rd.; Winchester
Trustee	*0	6-30-22	Goodman, Carl	408 S. High St.; Winchester
Trustee	2	6-30-22	Hall, Michael D.	2189 Rock Creek Rd.; Estill Springs
Trustee	2	6-30-23	Vaughn, Portia	7585 Buncombe Rd.; Huntland

Regional	Term	Ends	Name	Address
Regional Trustee	2	6-30-22	Clifton, Freda	130 Brandi Way; Winchester
Regional Trustee	2	6-30-22	Clifton, Mark	130 Brandi Way; Winchester

*Completing Kathy Bennett's term as she is resigning effective June 30, 2020.

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC

AS A CLERK OF THE COUNTY OF FRANKLIN, TENNESSEE I HEREBY CERTIFY TO THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF NOTARY PUBLIC DURING THE JUNE 15, 2020 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. TRACY ANDERSON	101 GEORGE CT TULLAHOMA TN 37388	931-455-4865	2756 DECHERD BLVD WINCHESTER TN 37398	931-967-9000	
2. KALA BARNETT	700 S JEFFERSON ST WINCHESTER TN 373982176	931-691-4533	1016 W MAIN ST MONTEAGLE TN 373567051	931-924-0447	
3. RITA P. COLBERT	160 POE RD TULLAHOMA TN 37388	931-455-9359	2756 DECHERD BLVD WINCHESTER TN 37398	931-967-9000	
4. HEATHER CURTIS	2038 BLUE SPRING RD DECHERD TN 37324	931-691-7810	2459 DECHERD BLVD WINCHESTER TN 37398	18003423086 ext 3301	
5. NANCY FULMER	241 MOUNTAIN HAVEN LANE HUNTLAND TN 37345	931-469-1412	1418 DINAH SHORE BLVD WINCHESTER TN 37398	9319673342	
6. BRITTANY HARTMAN	201 TURKEY CREEK BOAT DOCK RD TULLAHOMA TN 37388	--	219 2ND AVE NW WINCHESTER TN 37398	931-967-2238	VR WILLIAMS
7. PATRICIA K MCTIER	1314 LITTLE HURRICANE RD WINCHESTER TN 373984228	404-975-9503	1 PRIMERICA PKWY DULUTH GA 300994000	404-975-9503	
8. CHRISTINA MONIN	135 PENILE DR DECHERD TN 373244139	931-409-1704	135 PENILE DR DECHERD TN 373244139	931-409-1704	
9. SHELEE ANN NUNLEY	2783 OLD ESTILL SPRINGS RD WINCHESTER TN 37398	931-273-1847	308N JACKSON ST TULLAHOMA TN 37388	931-393-0300	
10. CAROL REESE	12716 OLD TULLAHOMA RD TULLAHOMA TN 373886174	931-454-1050	600 WILLIAM NORTHERN BLVD TULLAHOMA TN 373884729	931-393-6345	

SIGNATURE

CLERK OF THE COUNTY OF FRANKLIN, TENNESSEE

DATE

**PLEASE SIGN-IN
GUEST AND MEDIA**

**Regular Session
FRANKLIN COUNTY COMMISSION MEETING
June 15, 2020**

<u>NAME</u>	<u>AFFILIATION</u>
1. Kelli Riley	FCIDB
2. Sharon Bynum	FC Mayor's Office
3. GARY CLARDY	CLARDY CONST. ADVISOR
4. Mark J. [unclear] Scott Smith	Construction Mgt.
5. Scott Smith	FCEMA
6. [unclear]	F.C.S.D.
7. [unclear]	WCPT
8. William Anderson	FCSW
9. Christine J. [unclear]	Reentry
10. Kevin Wiseman	
11. Andrea Smith	Finance
12. [unclear]	FB
13. Sean Earle	Self
14. Luke [unclear]	Highway
15. Kaila [unclear]	FC Chamber
16. Amanda Powers	

OTHER COMMENTS: NONE

**MOTION BY STINES TO ADJOURN AT 8:22 PM, SECOND
BY SMITH, ALL AYES; APPROVED BY VOICE VOTE 14/0**

Benediction was given by Commissioner Chuck Stines

June 15, 2020 REGULAR SESSION

DATE APPROVED BY COMMISSION: _____ MB _____ PAGE _____

CHAIR OF COUNTY COMMISSION

COUNTY CLERK