

**REGULAR SESSION  
JANUARY 21, 2025**

1. **BE IT REMEMBERED** that the Board of Franklin County Commissioners met in Regular Session at the Franklin County Annex in Winchester, Tennessee, on January 21, 2025 at 6:00 pm. Present and presiding the Chairman Chris Guess; present Tina Sanders, County Clerk. Sheriff Tim Fuller led everyone in pledging allegiance to the flag of the United States. Commissioner Charles Keller gave the invocation.

\*\*\* NOTE NEW TIME CHANGE FOR REGULAR SESSION MEETINGS, APPROVED NOVEMBER 25, 2024 MEETING\*\*\*

**ROLL CALL: Present**

**David Eldridge  
Lydia Johnson  
Carolyn Wiseman  
Scottie Riddle  
Dale Schultz  
Tyler Bauer  
Johnny Hand  
Bruce McMillan  
Spike Hosch  
Charles Keller  
Jared Shetters  
Sam Davidson  
Chris Hawkersmith  
Glenn Summers  
David Kelley**

**ABSENT:**

**Johnny Hand**

**PRESENT (15)**

**ABSENT (1)**

Quorum Present (16 Present, 1 Absent)

**Present: D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B", C.Guess - County Mayor**

Absent: J.Hand - Dist. 4 "B"

A quorum was declared.

1. Rezoning from A, Agricultural to R-1, Single Family Residential. 10th Civil District. Franklin County Property Map No. 57, Parcel 43.00. Location – Greenhaw Road. Size – approximately 12.646 +/- acres. Applicant – Aleisha Putman, agent for Perusse Farms LLC, Property Owner.

Travis Perusee spoke FOR,  
Planning and Zoning Director spoke on growth area. The Planning commission rejected based on the growth plan.

Brief Discussion

\*Motion by B.McMillan - Dist. 5 "A"

**FAILED LACK OF MOTION**

## Approval of Minutes

Regular Called Session- November 25, 2024

\*Motion by B.Anderson - Dist. 2 "A"

Second by J.Shetters - Dist. 6 "B"

Yes: 15 - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

No: 0

Abstain: 0

**RESULT: Passed With Majority of Full Membership**

## Report of Finance Director

Finance Director Report- November 14, 2024

\*Motion by B.McMillan - Dist. 5 "A"

Second by S.Riddle - Dist. 3 "A"

**Voting began**

**Voting Criteria: Majority of Full Membership Needed**

**Results tallied**

**Yes: 15 - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"**

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership**

**Committee/Department Reports**

a) Trustees Interest Report- Nov. & Dec. 2024

b) Local Options Sales Tax Report- Oct. 2024

c) Finance Committee Minutes- Nov. 14, 2024

d) Legislative Committee Minutes- Nov. 14, 2024

e) Department Quarterly/Annual Reports

i) Chancery Court - 2nd Qtr. 2024-2025

ii) F. C. County Clerk Reports 12/31/2024

iii) F. C. Planning & Zoning - 2nd Qtr 2024-2025

iv) F.C. Re-entry Qtr. Oct-Dec. 2024

v) F.C. Register of Deeds 10/1/224-12/31/2024

vi) F.C. Sheriff's Office - 2nd Qtr. 2024-2025

vi) UT Ext. & TN State Co-op Ext- Oct. - Dec. 2024

vii) Veteran Services- Qtr. - Oct. - Dec. 2024

**\*Motion** by B.McMillan (TO COMBINE a-d)

- Dist. 5 "A"  
Second by L.Johnson - Dist. 1 "B"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15 - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"**

**No: 0**

**Abstain: 0**

**Old Business**

**NONE**

**New Business/Resolutions**

**Resolution 1a-0125- Resolution Amending the Franklin County Board of Education General Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2025**

**\*Motion** by L.Johnson - Dist. 1 "B"  
Second by S.Hosch - Dist. 5 "B"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15 - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"**

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership  
Passes**

**New Business/Resolutions**

**Resolution 1b-0125- Resolution Amending the General & Drug Control Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2025.**

**\*Motion** by C.Keller - Dist. 6 "A"  
Second by T.Bauer - Dist. 4 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15** - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership With Majority of Full Membership**

**New Business/Resolutions**

**Resolution 1c- 0125- Resolution Authorizing Submission of an Application for a Brownfield Assessment Coalition Grant for FY 2024-2025 from the United States Environmental Protection Agency- Brownfields and Authorizing the Acceptance of said Grant.**

**\*Motion** by T.Bauer - Dist. 4 "A"  
Second by B.McMillan - Dist. 5 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15** - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership**

**New Business/Resolutions**

**Resolution 1d-0125 - Resolution Amending TRANE'S scope of work for Franklin County, Tennessee**

**\*Motion** by C.Keller - Dist. 6 "A"  
Second by J.Shetters - Dist. 6 "B"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15** - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership**

**New Business/Resolutions**

**Approval of Employee Handbook and Calendar for 2025**

**\*Motion** by T.Bauer - Dist. 4 "A"  
Second by B.McMillan - Dist. 5 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15** - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership**

**Elections/Appointments**

**Reappoint- Audit Committee (1 year Term)**

Mitch Coby, Jackie Axt, Helen Tinnerman, Mike Rowland, Margaret Lynch

**Appoint- Part-Time Judicial Commissioner - (1 Year Term)**

Penny Standley

**Reappoint- Pavilion Board- (3 Year Term)**

Scottie Riddle

**Appoint- Solid Waste Management Board- (3 Year Term)**

Chris Hawkersmith

Sam Davidson

**\*Motion** by S.Hosch - Dist. 5 "B"

Second by B.Anderson - Dist. 2 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15 - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"**

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership**

**Elections/Appointments**

**Approval of (16) Notary Public - See attached**

**\*Motion** by B.McMillan - Dist. 5 "A"

Second by C.Wiseman - Dist. 2 "B"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15 - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"**

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership**  
**Comments**

## **Adjournment**

**\*Motion** to adjourn 6:18pm by B.Anderson - Dist. 2 "A"  
Second by S.Riddle - Dist. 3 "A"

### **Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes: 15** - D.Eldridge - Dist. 1 "A", L.Johnson - Dist. 1 "B", B.Anderson - Dist. 2 "A", C.Wiseman - Dist. 2 "B", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", T.Bauer - Dist. 4 "A", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", J.Shetters - Dist. 6 "B", S. Davidson - Dist. 7 "A", C.Hawkersmith -Dist. 7 "B", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No: 0**

**Abstain: 0**

**RESULT: Passed With Majority of Full Membership**

## **Benediction**

Commissioner Jarad Shetters



**PLEASE SIGN-IN  
GUEST AND MEDIA**

**FRANKLIN COUNTY COMMISSION MEETING  
JANUARY 21, 2025**

<u>NAME</u>	<u>AFFILIATION</u>
1. <u>Erin Bluff</u>	<u>Planning Director</u>
2. <u>Denise Marshall</u>	<u>AD</u>
3. <u>Travis Foyse</u>	
4. <u>Angela Foyse</u>	<u>Leadership T-C</u>
5. <u>Suzanne Mitchell</u>	<u>FC Leadership / FC CTE</u>
6. <u>Dobby Zamble</u>	<u>FC Leadership</u>
7. <u>Jamiah Till</u>	<u>Leadership</u>
8. <u>Ruby Webb</u>	<u>FC Leadership</u>
9. <u>Hylie Marshall</u>	<u>FC Leadership</u>
10. <u>Jenna Payne</u>	<u>FC Leadership</u>
11. <u>Olivia Boffa</u>	<u>FC Leadership</u>
12. <u>Lynn Linkaugh</u>	<u>Citizen</u>
13. <u>David DuBose</u>	<u>Priority Ambulance</u>
14. <u>Felicia Wright</u>	<u>FC Leadership</u>
15. <u>Tim Wright</u>	<u>FC Leadership</u>
16. <u>Heather Johnson</u>	<u>FC Leadership</u>

**REGULAR SESSION AGENDA  
FRANKLIN COUNTY  
BOARD OF COMMISSIONERS  
6:00 pm  
FRANKLIN COUNTY COURTHOUSE  
Tuesday, January 21, 2025**

**1. Call to Order**

Mayor Chris Guess  
Opening & Pledge Allegiance .....Sheriff Fuller  
Invocation- Commissioner Charles Keller  
Roll Call- County Clerk Tina Sanders  
Declaration of Quorum .....Mayor Chris Guess

**2. Public Hearing**

1. Rezoning from A, Agricultural to R-1, Single Family Residential. 10th Civil District.  
Franklin County Property Map No. 57, Parcel 43.00. Location – Greenhaw Road. Size – approximately 12.646 +/-  
acres. Applicant – Aleisha Putman, agent for Perusse Farms LLC, Property Owner.

**3. Approval of Minutes**

Regular Called Session- November 25, 2024

**4. Report of Finance Director**

Finance Director Report- November 14, 2024

**5. Recommendations/Communications**

NONE

**6. Committee/Department Reports**

- a) Trustees Interest Report- Nov. & Dec. 2024
- b) Local Options Sales Tax Report- Oct. 2024
- c) Finance Committee Minutes- Nov. 14, 2024
- d) Legislative Committee Minutes- Nov. 14, 2024
- e) Department Quarterly/Annual Reports

- i) Chancery Court - 2nd Qtr. 2024-2025
- ii) F. C. County Clerk Reports 12/31/2024
- iii) F. C. Planning & Zoning - 2nd Qtr 2024-2025
- iv) F.C. Re-entry Qtr. Oct-Dec. 2024
- v) F.C. Register of Deeds 10/1/224-12/31/2024
- vi) F.C. Sheriff's Office - 2nd Qtr. 2024-2025
- vi) UT Ext. & TN State Co-op Ext- Oct. - Dec. 2024
- vii) Veteran Services- Qtr. - Oct. - Dec. 2024

**7. Old Business**

NONE

**8. New Business/Resolutions**

Resolution 1a-0125- Resolution Amending the Franklin County Board of Education General Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2025

**9. New Business/Resolutions**

Resolution 1b-0125- Resolution Amending the General & Drug Control Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2025.

**10. New Business/Resolutions**

Resolution 1c- 0125- Resolution Authorizing Submission of an Application for a Brownfield Assessment Coalition Grant for FY 2024-2025 from the United States Environmental Protection Agency- Brownfields and Authorizing the Acceptance of said Grant.

**11. New Business/Resolutions**

Resolution 1d-0125 - Resolution Amending TRANE'S scope of work for Franklin County, Tennessee

**12. New Business/Resolutions**

Approval of Employee Handbook and Calendar for 2025

**13. Elections/Appointments**

Reappoint- Audit Committee (1 year Term)

Mitch Coby, Jackie Axt, Helen Tinnerman, Mike Rowland, Margaret Lynch

Appoint- Part-Time Judicial Commissioner - (1 Year Term)

Penny Standley

Reappoint- Pavilion Board- (3 Year Term)

Scottie Riddle

Appoint- Solid Waste Management Board- (3 Year Term)

Chris Hawkersmith

Sam Davidson

**14. Elections/Appointments**

Approval of (16) Notary Public - See attached

**15. Comments**

**16. Adjournment**

**17. Benediction**

Commissioner Jarad Shetters

# F.C. Planning & Zoning Department

---

## NOTICE OF PUBLIC HEARING

In conformity with TCA-13-7-105, a public hearing will be held by the Franklin County Board of Commissioners on January 21, 2025 at 6:00 P.M. at the Franklin County Courthouse to consider the adoption of amendment(s) to the Zoning Map of Franklin County.

### **THE FRANKLIN COUNTY REGIONAL PLANNING COMMISSION DID NOT RECOMMENDED IN FAVOR FOR THE FOLLOWING ITEM FOR REZONING:**

1. Rezoning from A, Agricultural to R-1, Single Family Residential. 10<sup>th</sup> Civil District. Franklin County Property Map No. 57, Parcel 43.00. Location – Greenhaw Road. Size – approximately 12.646 +/- acres. Applicant – Aleisha Putman, agent for Perusse Farms LLC, Property Owner.

The proposed amendment(s) may be reviewed in the Planning/Zoning Department, Courthouse Basement Room 109, Winchester TN. All persons affected by the proposed amendment(s) are invited to appear in person or be represented by agent or petition for the purpose of expressing themselves in support of or in opposition to the rezoning and zoning text amendments.

This 30<sup>th</sup> day of December, 2024.

Eric Bradford  
Director/Building Commissioner  
Franklin County Planning and Zoning Department  
Winchester, TN 37398  
Phone (931) 967-0981 E-mail at [ericbradford@franklincotn.gov](mailto:ericbradford@franklincotn.gov)

**\*Building Permits are required in Franklin County\***

# Franklin County Planning & Zoning Department

## Memo

January 21, 2025

To: Franklin County Board of Commissioners  
From: Eric Bradford, Director/Building Commissioner  
Re: Rezoning for Aleisha Putman, agent for Perusse Farms LLC, property owner.

### **THE FRANKLIN COUNTY REGIONAL PLANNING COMMISSION DID NOT RECOMMEND FOR THE FOLLOWING PROPOSED REZONING:**

Item (1.) as shown on the Notice of Public Hearing:

1. Rezoning from A, Agricultural to R-1, Single Family Residential. 10<sup>th</sup> Civil District. Franklin County Property Map No. 57, Parcel 43.00. Location – Greenhaw Road. Size – approximately 12.646 +/- acres. Applicant – Aleisha Putman, agent for Perusse Farms LLC, Property Owner.

**STAFF REPORT**

Date: November 26, 2024  
To: Franklin County Regional Planning Commission  
From: Staff

**General Information**

Applicant: Aleisha Putman.  
Status of Applicant: Agent for Perusse Farms GP, Property Owner.  
Requested Action: Rezoning a portion of a parcel from A, Agricultural to R-1, Single Family Residential.  
Purpose: To allow the development of a single-family residential subdivision and/or any other Use Permitted in an R-1, Single Family Residential zoned district.  
Existing Zoning: A, Agricultural.  
Location: 10th Civil District; Parcel 43.00 (part), Franklin County, TN Property Map No. 57, located on Greenhaw Road.  
Size: Approximately 12.646 +/- acres.  
Existing Land Use: Open and Agricultural.  
Surrounding Land Use/Zoning:  
North – Residential, Agricultural and Wooded/A, Agricultural.  
South – Wooded, Agricultural/A, Agricultural.  
East – Wooded, Residential, Open/A, Agricultural.  
West – Open, Residential, Agricultural/A, Agricultural.

**Specific Information**

Previous Actions: This parcel was zoned A, Agricultural with the adoption of Zoning in 1974.  
Access: The subject portion of the parcel fronts Greenhaw Road for approximately six-hundred and eight-five (685) feet. Greenhaw Road is a County road with a fifty (50) foot ROW and Asphalt surface.  
Utilities A six (6) inch water line runs along the south side of Blue Springs Road and ends at a fire hydrant on the south side of the intersection of Greenhaw Road. A three (3) inch water line runs along the north side of Greenhaw Road up thru Hightop Lane and a two (2) inch water line runs along the west side of Greenhaw Road towards the south from the intersection of Hightop Lane according to Travis Stephens, Maintenance Supervisor for Decherd Water. Potable water is supplied by Decherd Water Department. Power is provided by the Duck River Electric Membership Corporation.  
Fire Protection: Fire protection service is provided by the Decherd Fire Department. There are no fire hydrants in the general area.  
Other Public Services: Police protection is provided by the Franklin County Sheriff's Department.

**Drainage/Flood:** Drainage is generalized to the northwest. There does not appear to be any low lying or ponding areas according to the USGS Quad Map. The site is not in an identified FEMA flood hazard area per Map No. 47051C0160E.

**Area Characteristics:** The immediate area is characterized by agricultural activities, with residential activities along the roadways. The general area is characterized by agricultural and residential activities along the roadways with forestry beyond.

**Comprehensive Growth Plan:** The site is located within the Franklin County Rural Area (RA).

### **Applicable Regulations**

Franklin County Zoning Resolution - Article X Section 3(Page 80). Article VI Section 1 (Page 36).

### **Analysis**

Staff does not recommend the requested rezoning of the subject parcel from A, Agricultural to R-1, Single Family Residential.

1. The subject parcel is located within the Franklin County Rural Area (RA).
2. There are is no R-1, Single Family Residential in the immediate area.

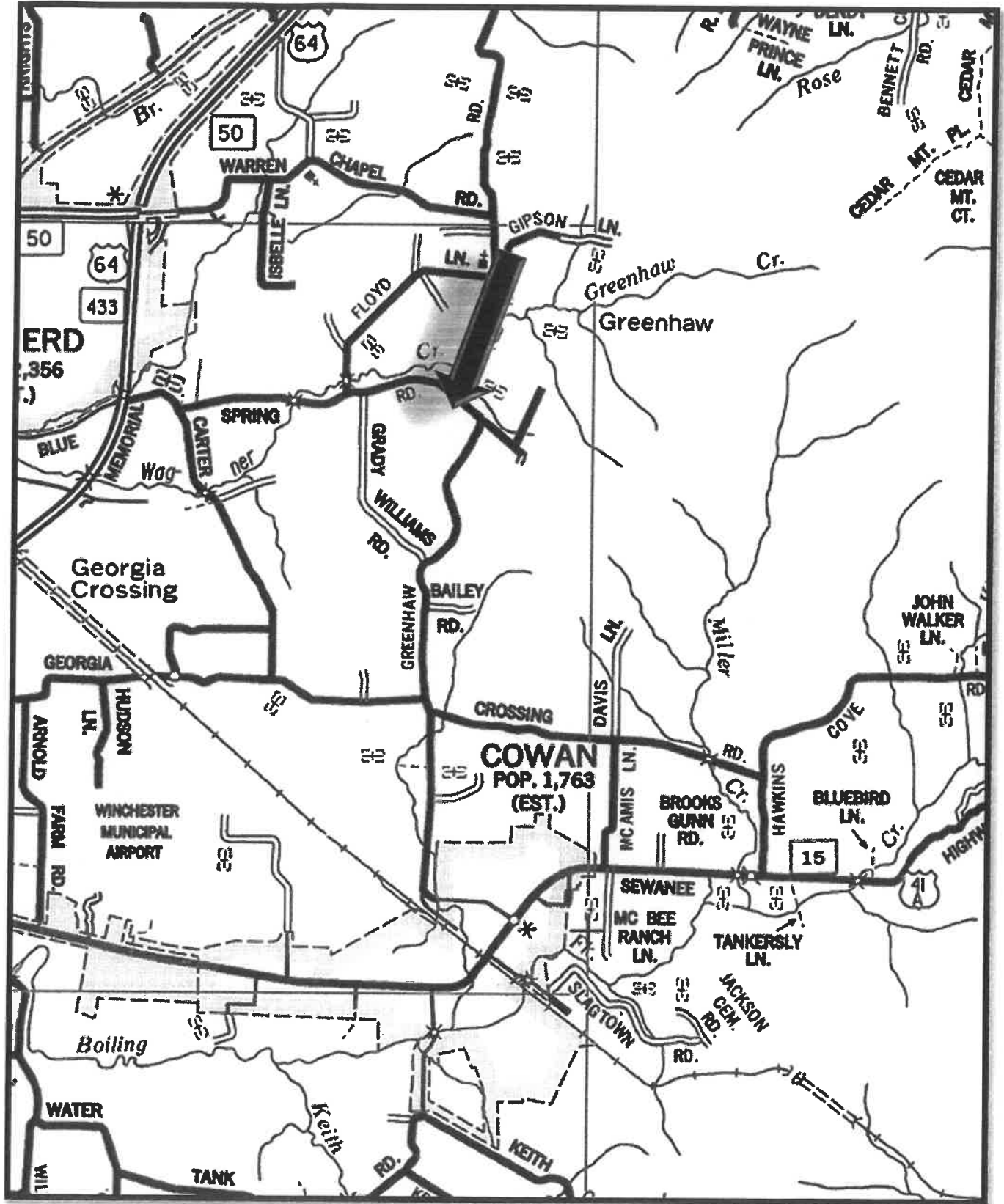
### **Attachments**

- a) General Location Map.
- b) Survey.
- c) GIS View.

EB/JK



General Area Map – Putman for Perusse Farms GP Rezone #30-24  
Map 57 Parcel 43.00  
Franklin County Planning Commission 11-26-24



# PROPERTY SURVEY FOR REZONING

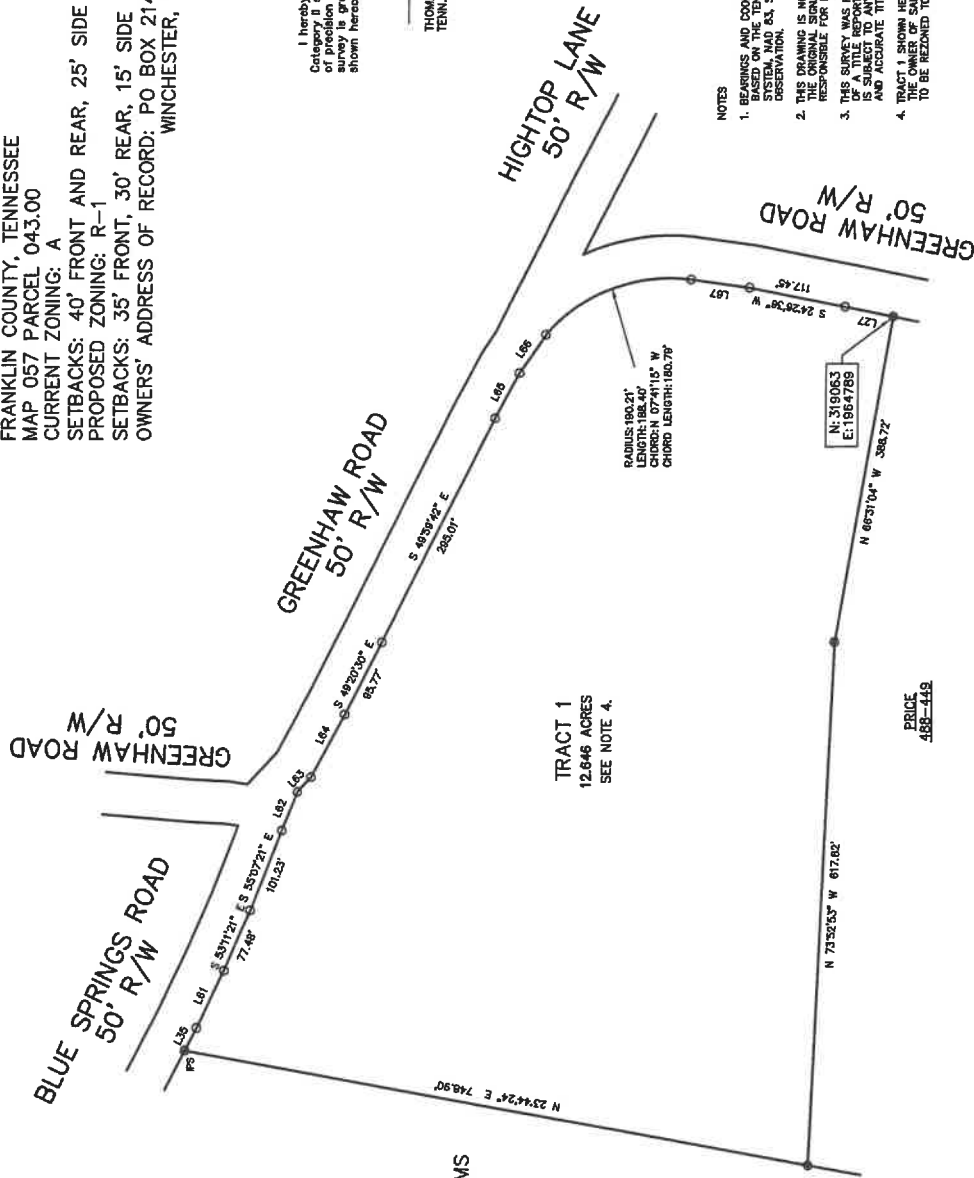
OWNERSHIP: PERUSSE FARMS, GP,  
 A TENNESSEE GENERAL PARTNERSHIP  
 AS RECORDED IN: DB 484, P. 436, ROFCT  
 TENTH CIVIL DISTRICT  
 FRANKLIN COUNTY, TENNESSEE  
 MAP 057 PARCEL 043.00  
 CURRENT ZONING: A  
 SETBACKS: 40' FRONT AND REAR, 25' SIDE  
 PROPOSED ZONING: R-1  
 SETBACKS: 35' FRONT, 30' REAR, 15' SIDE  
 OWNERS' ADDRESS OF RECORD: PO BOX 214  
 WINCHESTER, TN 37398

I hereby certify that this is a  
 Category II survey and that the ratio  
 of precision of the unadjusted  
 survey is greater than 7500:1 as  
 shown herein.

THOMAS M. ORE, SURVEYOR  
 TENN. REG. NO. 1610

### NOTES

1. BEARINGS AND COORDINATES SHOWN HEREON ARE BASED UPON THE STATE PLANE COORDINATE SYSTEM, NAD 83, SPCS(4100) TN, DT GFS OBSERVATION.
2. THIS DRAWING IS NOT VALID UNLESS IT BEARS THE ORIGINAL SIGNATURE OF THE SURVEYOR RESPONSIBLE FOR ITS PREPARATION.
3. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT. THEREFORE, THIS PROPERTY MAY BE SUBJECT TO ANY UNRECORDED AND ACCURATE TITLE REPORT WOULD DISCLOSE.
4. TRACT 1 SHOWN HEREON IS CURRENTLY ZONED A. THE OWNER'S WISHES TO REQUEST THAT TRACT 1 BE REZONED TO THE R-1 ZONING CLASSIFICATION.



© IRON PIN FOUND UNLESS OTHERWISE NOTED  
 © POINT

GRID  
 SEE NOTE 1

LINE	BEARING	DISTANCE
L27	S 25°02'13" W	58.80'
L28	S 49°28'42" E	29.87'
L29	S 51°17'59" E	74.77'
L30	S 54°31'09" E	49.32'
L31	S 33°49'56" E	23.74'
L32	S 48°18'00" E	83.62'
L33	S 48°52'01" E	60.20'
L34	S 42°49'47" E	54.72'
L35	S 20°58'58" W	70.93'



FLOOD STATEMENT  
 THE PROPERTY SHOWN HEREON LIES IN ZONE "X"  
 (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL  
 CHANCE FLOODPLAIN), ACCORDING TO FEMA FLOOD MAP  
 NO. 475610010E, DATED AUGUST 4, 2008.

DATE: OCT. 21, 2024

JOB NO.: 2404121

SCALE: 1" = 100'

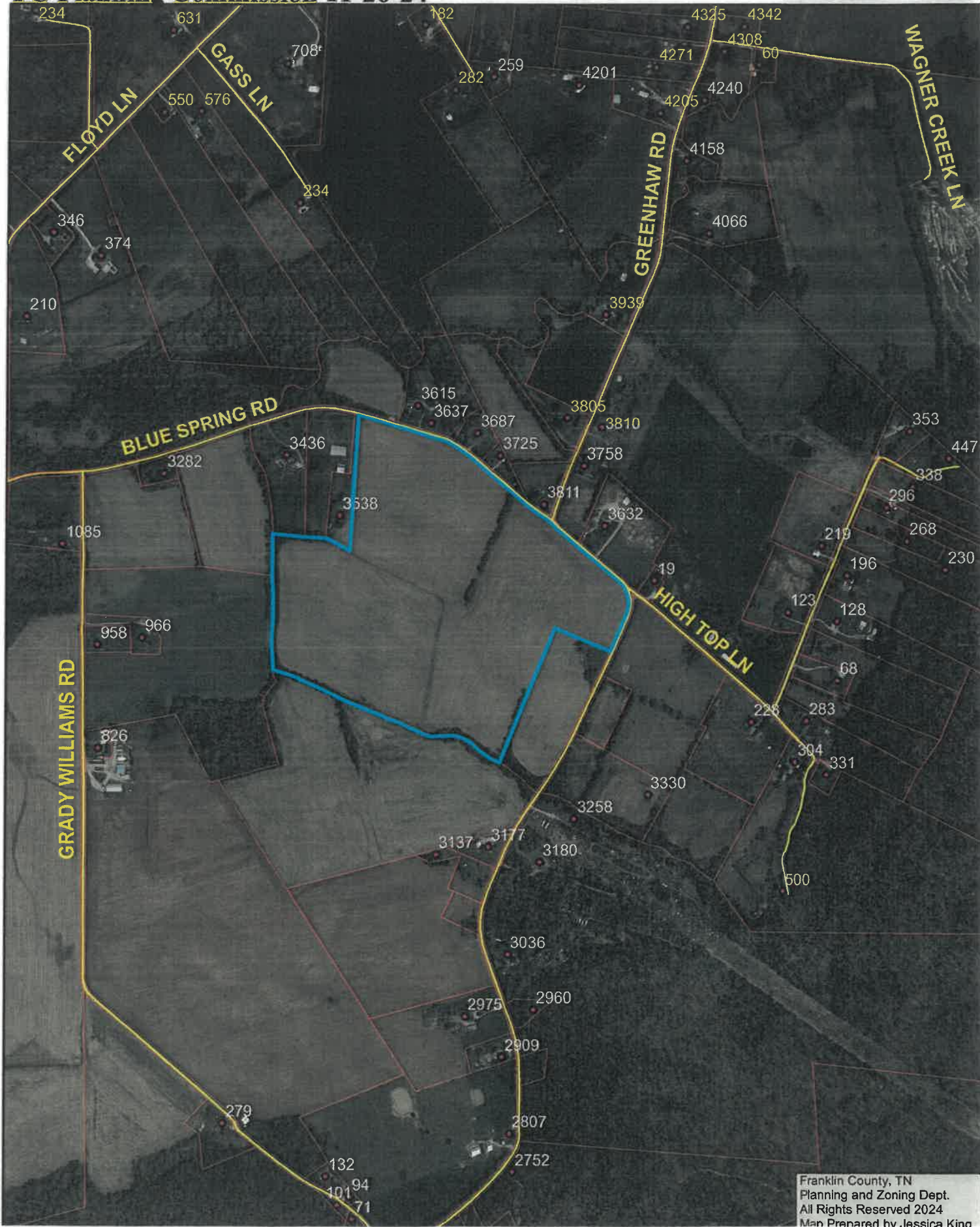
THOMAS ORE  
 LAND SURVEYING  
 THOMAS M. ORE, R.L.S.  
 1131 DINAH SHORE BOULEVARD  
 WINCHESTER, TN 37398  
 931-987-2604

# GIS View - Putman for Perusse Farms GP #30-24

## Map 57 Parcel 43.00

FC Planning Commission 11-26-24

0 15310 620 930 1,24



**The Franklin County Regional Planning Commission – November 26, 2024.**

The Franklin County Regional Planning Commission met in a regular session on November 26, 2024 in the Franklin County Courthouse. The meeting started at 6:00PM with a quorum present.

The members present were Chairman Jeremy Price, Vice Chairman Greg Houston, Luke McCurry, Eddie Vincent, Helen Tinnerman, Michael Rudder, Mike Stubblefield, and Eddie Clark. Also present was Director/Building Commissioner Eric Bradford and Planning Assistant Jessica King. A Visitors' List is attached.

Chairman Jeremy Price introduced himself and gave a brief explanation of the meeting procedures and all the information that is considered when cases come before the Board.

The minutes for the October 29th, 2024 meeting were approved with a correction to add Helen Tinnerman as in attendance by Jeremy Price.

Jeremy Price introduced Case No. 28-24; Preliminary/Final Subdivision Plat Review, Second Minor Division in a Calendar Year; Applicant: Aleisha Putman, agent for Travis Perusse, owner. Location – 15<sup>th</sup> Civil District; Parcel 54.18, Franklin County, TN Property Map No. 23, located on Pleasant Grove Road. Eric Bradford read the Staff Report, and Jessica King read any returned adjoining property owner notices. Price polled the board members for questions or comments. A few moments were taken for the Board members, and members of the audience to review the large survey for the Minor Division in question. There were no questions or comments from the board. Price asked if the audience had any questions or comments. With no members of the audience having questions or comments, Price called for a motion. Greg Houston made a motion to approve the Preliminary/Final Subdivision Plat for Perusse/Pleasant Grove Road #3 Subdivision based upon discussion and the Staff Report, subject to the following conditions:

1. Add total acreage to plat.
2. Add deed reference for easement.
3. All certificates be signed.

Eddie Clark seconded the motion. All aye.

Jeremy Price introduced Case No. 29-24; Preliminary/Final Subdivision Plat Review, Second Minor Division in a Calendar Year; Applicant: Aleisha Putman, agent for Perusse Farms GP, owner. Location – 10<sup>th</sup> Civil District; Parcel 43.00, Franklin County, TN Property Map No. 57, located on Blue Springs Road. Eric Bradford read the Staff Report, and Jessica King read any returned adjoining property owner notices. Price polled the board members for questions or comments. There were no questions or comments from the board. Price asked if the audience had any questions or comments. With no members of the audience having questions or comments, Price

called for a motion. Eddie Vincent made a motion to approve the Preliminary/Final Subdivision Plat for Perusse Farms GP/Blue Springs Road #2 Subdivision based upon discussion and the Staff Report, subject to the following conditions:

1. Add total acreage to plat.
2. Add deed reference for easement.
3. All certificates be signed.

Helen Tinnerman seconded the motion. All aye.

A brief pause was taken for Jessica King to inform visitors in the hallway that the Rezoning case they were waiting to hear is beginning.

Jeremy Price introduced Case No. 30-24; Rezoning; Applicant Aleisha Putman, agent for Perusse Farms GP, owner. Location – 10<sup>th</sup> Civil District; Parcel 43.00(part), Franklin County, TN Property Map No. 57, located on Greenhaw Road. Eric Bradford read the Staff Report and Jessica King read any returned adjoining property owner notices. Price polled the board for questions or comments, with everyone having a turn to speak. Price turned the meeting over the audience to voice any questions, concerns or comments they may have. Some questions were asked about proposed houses, it was explained, that information is not provided for a Rezoning. Some discussion was held on lot size for the proposed zone and current zone. Some members of the audience asked how this would affect their property values, they were advised to contact the Property Assessors office as they are the ones who can best advise them. Tom Ore stood up and made additional comments on what is allowed in R-1, Single Family Residential vs. A, Agricultural. Offering that R-1, would keep mobile homes from being placed on this property. All members of the audience having a turn to speak, Price returned the discussion to the board. Michael Rudder reiterated the guidelines the Board considers when casting their votes. With no further discussion Price called for a motion. Luke McCurry motioned to make a negative recommendation to the County Commission meeting on 1-21-25, based on the Staff Report, Growth Plan and discussions. Helen Tinnerman seconded the motion, all aye.

Jeremy Price introduced Case No. 31-24; Preliminary/Final Subdivision Plat Review; Applicant: Larry Grider, owner. Location – 8<sup>th</sup> Civil District; Parcel 25.03, Franklin County, TN Property Map No. 18, located on AEDC Road. Eric Bradford read the Staff Report, and Jessica King read any returned adjoining property owner notices. Price polled the board members for questions or comments. There were no questions or comments from the board. Price asked if the audience had any questions or comments. Jessica King clarified some confusion on the difference between county roads and easements, legal access vs how you choose to access your property. Some discussion was held on where legal easements lie within the proposed subdivision and the surrounding land owners. With no further members of the audience having questions or comments, Price called for a motion. Greg Houston made a motion to approve the Preliminary/Final Subdivision Plat for Worley Estates Subdivision based upon

discussion and the Staff Report, subject to the following conditions:

- 1. Install a fire hydrant to support the development, if there is adequate flow and pressure. If there is not adequate flow or pressure a letter stating such from the servicing utility company is required.
- 2. Certificate of Sewage Systems or SSDS be added and signed.
- 3. Add "Private Drive" to Worley Ln.
- 4. Correct "Certificate for Recording".
- 5. All certificates be signed.

Eddie Vincent seconded the motion. All aye.

Jeremy Price introduced Case No. 32-24; Preliminary/Final Subdivision Plat Review; Applicant: Tom Ore, agent for Joshua Watts, owner. Location – 15<sup>th</sup> Civil District; Parcel 37.08, Franklin County, TN Property Map No. 23, located on Hickory Hollow Road. Eric Bradford read the Staff Report, and Jessica King read any returned adjoining property owner notices. Price polled the board members for questions or comments. There were no questions or comments from the board. Price asked if the audience had any questions or comments. With no members of the audience having questions or comments, Price called for a motion. Mike Stubblefield made a motion to approve the Preliminary/Final Subdivision Plat for Hickory Trace Subdivision based upon discussion and the Staff Report, subject to the following conditions:

- 1. Install a fire hydrant to support the development, if there is adequate flow and pressure. If there is not adequate flow or pressure a letter stating such from the servicing utility company is required.
- 2. Certificate of Sewage Systems or SSDS be added and signed.
- 3. Correct waterline size in notes (6") or diagram (6").
- 4. All certificates be signed.

Eddie Clark seconded the motion. All aye.

Jeremy Price presented the sixth item on the agenda, the proposed meeting dates for the 2025 calendar year. Eddie Clark made a motion to adopt the proposed 2025 meeting dates. Michael Rudder seconded the motion. All aye

Jeremy Price presented the seventh item on the agenda, election of officers and opened the floor to nominations for Chairman. Eddie Clark made a motion to nominate all current officers back to their current positions. Michael Rudder seconded the motion. All aye.

The board examined and discussed the current By-laws and went over all changes that need to be made; to clarify and reflect changes that have been made over the years and any new changes the board would like to make.

No Old Business was discussed.

The meeting adjourned at 7:33 PM by Chairman Jeremy Price.

MINUTES REVIEWED AND APPROVED  
\_\_\_\_\_ DATE

Respectfully submitted,

\_\_\_\_\_  
Jeremy Price, Chairman or  
Greg Houston, Vice-Chairman

\_\_\_\_\_  
Eddie Vincent, Secretary  
Helen Tinnerman, Vice-Secretary

DRAFT

**REGULAR SESSION  
FRANKLIN COUNTY COMMISSION MEETING  
November 25, 2024**

**BE IT REMEMBERED** that the Board of Franklin County Commissioners met in Regular Session at the Franklin County Courthouse in Winchester, Tennessee, November 25, at 7:00 pm. Present and presiding the Chairman Chris Guess; present Tina Sanders, County Clerk. Sheriff Tim Fuller led everyone in pledging allegiance to the flag. Commissioner Johnny Hand gave the invocation.

**Roll Call**

**David Eldridge**

**William Anderson, Jr**

**Scottie Riddle**

**Dale Schultz**

**Johnny Hand**

**Bruce McMillan**

**Spike Hosch**

**Charles Keller**

**Sam Davison**

**Glenn Summers**

**David Kelley**

**Absent-Lydia Johnson, Carolyn Wiseman, Tyler Bauer, Jared Shetters**

**7<sup>th</sup> District Seat b-open**

**Roll Call**

**Quorum Present (12 Present, 4 Absent)**

**Present: D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B", C.Guess - County Mayor**

**Absent: L.Johnson - Dist. 1 "B", C.Wiseman - Dist. 2 "B", T.Bauer - Dist. 4 "A", J.Shetters - Dist. 6 "B"**

**Marked Non Voter: T.Fuller, T.Sanders - County Clerk, J.Johnson - County Attorney**



**Public Hearing**

1. Rezoning from C, Commercial to R-1, Single Family Residential. 1st Civil District. Franklin County Property Map No. 64, Parcel 105.00. Location - Lynchburg Road. Size -approximately 10.00 +/- acres. Applicant-Michelle Philips, agent for Bhartiben Chaudhari, Property Owner

Motion by B.Anderson - Dist. 2 "A"

Second by J.Hand - Dist. 4 "B"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No:**

**Abstain:**

**RESULT:** Passed With Majority of Full Membership

**Approval of Minutes**

Regular Called Session- October 28, 2024

\**Motion* by J.Hand - Dist. 4 "B"

Second by S.Riddle - Dist. 3 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No:**

**Abstain:**

**RESULT:** Passed With Majority of Full Membership

**Report of Finance Director**

R&F, voice all aye approved

Finance Director Report October 2024

\**Motion* by B.McMillan - Dist. 5 "A"

Second by J.Hand - Dist. 4 "B"

## Committee/Department Reports

a) Trustees Interest Earned Report October 2024 b) Local Option Sales Tax Report September 2024 c) Finance Minutes October 17, 2024 d) Legislative Minutes October 10, 2024

\* *Motion* by S.Hosch - Dist. 5 "B"

Second by S.Riddle - Dist. 3 "A"

### Voting began

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No:**

**Abstain:**

RESULT: Passed With Majority of Full Membership

## Old Business

NONE

## New Business/Resolutions

### Resolution 11a-1124

Resolution Amending the Franklin County Board of Education General Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2025.

\**Motion* by B.Anderson - Dist. 2 "A"

Second by G.Summers - Dist. 8 "A"

### Voting began

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No:**

**Abstain:**

RESULT: Passed With Majority of Full Membership

## New Business/Resolutions

**Resolution 11b-1124**

Resolution Amending the General, Library, & Solid Waste Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending in June 30, 2025.

*\*Motion* by B.McMillan - Dist. 5 "A"

Second by B.Anderson - Dist. 2 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No:**

**Abstain:**

RESULT: Passed With Majority of Full Membership

**New Business/Resolutions****Resolution 11c-1124**

Resolution Amending the General Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2025.

*\* Motion* by J.Hand - Dist. 4 "B"

Second by D.Kelley - Dist. 8 "B"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No:**

**Abstain:**

RESULT: Passed With Majority of Full Membership

**New Business/Resolutions****Resolution 11d-1124**

Resolution Approving the Memorandum of Understanding Between the Franklin County Commission and Franklin County Mayor Regarding the Federal American Rescue Plan Act Funds.

*\*Motion* by D.Kelley - Dist. 8 "B"

Second by B.Anderson - Dist. 2 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3

"B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

No:

Abstain:

RESULT: Passed With Majority of Full Membership

### Elections/Appointments

Commissioner Sam Davison made *Motion* to nominate Chris Hawkersmith for Seat B, he came in second place in the most recent election, second by Anderson, all aye vote, approved. correction for constable 8th district should be **\*\*\*CONSTABLE FOR 6TH DISTRICT\*\*\*\*** *Motion* by Commissioner Summers to nominate Jimmy Daniels for 6th District Constable, second by Riddle, all aye vote, approved.

### Elections/Appointments

a) Franklin County Finance Budget Calendar 2025-26 b) Franklin County Finance Committee Meeting Schedule 2025 c) Franklin County Legislative Committee Meeting Schedule 2025 d) Franklin County Board of Commissioners Meeting Schedule 2025 **\*\*\*\*Starting January 2025** time change for the Franklin County Board of Commission will meet at 6pm.

*Motion* by S.Riddle - Dist. 3 "A"

Second by B.McMillan - Dist. 5 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

No:

Abstain:

RESULT: Passed With Majority of Full Membership

### Elections/Appointments

Approval (8) Notary Public

See Attached

*Motion* by J.Hand - Dist. 4 "B"

Second by C.Keller - Dist. 6 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No:**

**Abstain:**

**RESULT:** Passed With Majority of Full Membership

### Public Comments

Commissioner Riddle recognized Leadership Franklin County young class ( his daughter) and Adult class.

### Adjournment

**Adjourn 7:15p**

*\* Motion* by S.Riddle - Dist. 3 "A"

Second by B.Anderson - Dist. 2 "A"

**Voting began**

Voting Criteria: Majority of Full Membership Needed

Results tallied

**Yes:** D.Eldridge - Dist. 1 "A", B.Anderson - Dist. 2 "A", S.Riddle - Dist. 3 "A", D.Schultz - Dist. 3 "B", J.Hand - Dist. 4 "B", B.McMillan - Dist. 5 "A", S.Hosch - Dist. 5 "B", C.Keller - Dist. 6 "A", S. Davidson - Dist. 7 "A", G.Summers - Dist. 8 "A", D.Kelley - Dist. 8 "B"

**No:**

**Abstain:**

**RESULT:** Passed With Majority of Full Membership

### Benediction

Commissioner - Bruce McMillan

FUND CATEGORY	ORIGINAL FY 24/25	AMENDED FY 24/25	COLLECTED NOV	COLLECTED YR TO DATE	BALANCE TO COLLECT	PERCENT REALIZED
<b>GENERAL FUND (101)</b>						
Local Taxes (40000)	\$ 17,543,932		\$ 907,096	\$ 3,272,472	\$ 14,271,460	18.65%
Licenses & Permits (41000)	324,000		63,918	197,059	126,941	60.82%
Fines, Forfeitures & Penalties (42000)	170,925		16,412	74,764	96,161	43.74%
Charges for Current Services (43000)	350,770	12,149	24,604	151,586	211,333	41.77%
Other Local Revenue (44000)	207,150	77,628	18,244	148,346	136,432	52.09%
Fees from Officials (45000)	2,250,600		179,889	718,097	1,532,503	31.91%
State of Tennessee (46000)	3,576,365	242,300	442,667	1,439,054	2,379,611	37.68%
Federal Government (47000)	4,697,658	560,984	51,578	215,606	5,043,036	4.10%
Other Governments & Citizens (48000)	271,000	274,194	-	157,336	387,857	28.86%
Other Sources (49000)	10,606		-	-	10,606	0.00%
<b>Total County General</b>	<b>\$ 29,403,006</b>	<b>\$ 1,167,253</b>	<b>\$ 1,704,406</b>	<b>\$ 6,374,320</b>	<b>\$ 24,195,940</b>	<b>20.85%</b>
<b>COURTHOUSE/JAIL MAINT. (112)</b>						
Local Taxes (40000)	\$ 127,000		\$ 10,913	47,575	\$ 79,425	37.46%
<b>Total Courthouse/Jail Maintenance</b>	<b>\$ 127,000</b>	<b>\$ -</b>	<b>\$ 10,913</b>	<b>\$ 47,575</b>	<b>\$ 79,425</b>	<b>37.46%</b>
<b>LIBRARY (115)</b>						
Local Taxes (40000)	\$ 429,907		\$ 22,523	79,359	\$ 350,548	18.46%
Licenses & Permits (41000)	2,150		391	820	1,330	38.15%
Charges for Current Services (43000)	7,750		717	2,417	5,333	31.19%
Other Local Revenue (44000)	10,255		797	4,885	5,370	47.64%
Federal Government (47000)	3,500	1,743	-	-	5,243	0.00%
Other Governments & Citizens (48000)	31,500	10,171	3,490	20,787	20,885	49.88%
<b>Total Library</b>	<b>\$ 485,062</b>	<b>\$ 11,914</b>	<b>\$ 27,919</b>	<b>\$ 108,269</b>	<b>\$ 388,708</b>	<b>21.79%</b>
<b>SOLID WASTE (116)</b>						
Local Taxes (40000)	\$ 3,015,359	\$ 2,129	\$ 164,457	\$ 558,835	\$ 2,458,653	18.52%
Licenses & Permits (41000)	12,000		4,108	8,630	3,370	71.91%
Charges for Current Services (43000)	229,000		3,214	55,997	173,003	24.45%
Other Local Revenue (44000)	175,000		20,750	146,554	28,446	83.75%
State of Tennessee (46000)	84,000	125,000	6,852	15,611	193,389	7.47%
<b>Total Solid Waste</b>	<b>\$ 3,515,359</b>	<b>\$ 127,129</b>	<b>\$ 199,381</b>	<b>\$ 785,627</b>	<b>\$ 2,856,861</b>	<b>21.57%</b>
<b>Local Purpose (Rural Fire 120)</b>						
Local Taxes (40000)	\$ 854,400		\$ 56,386	\$ 321,398	\$ 533,002	37.62%
Licenses & Permits (41000)	22,500		295	20,620	1,880	91.65%
<b>Total Local Purpose</b>	<b>\$ 876,900</b>	<b>\$ -</b>	<b>\$ 56,681</b>	<b>\$ 342,019</b>	<b>\$ 534,881</b>	<b>39.00%</b>
<b>Drug Control Fund (122)</b>						
Fines, Forfeitures & Penalties (42000)	\$ 17,500	\$ 450	\$ 10,272	\$ 16,893	\$ 1,057	94.11%
Other General Service Charges (43000)	1,200		-	-	1,200	0.00%
Other Local Revenue (44000)	20,100		-	-	20,100	0.00%
Federal Revenue (47000)	4,000		-	645	3,355	16.13%
Other Governments & Citizens (48000)	200		-	-	200	0.00%
<b>Total Drug Control</b>	<b>\$ 43,000</b>	<b>\$ 450</b>	<b>\$ 10,272</b>	<b>\$ 17,538</b>	<b>\$ 25,912</b>	<b>40.36%</b>
<b>HIGHWAY (131)</b>						
Local Taxes (40000)	\$ 1,367,842		\$ 65,028	\$ 274,629	\$ 1,093,213	20.08%
Licenses & Permits (41000)	5,950		1,130	2,374	3,576	39.90%
Charges for Current Services (43000)	10,000		2,239	2,717	7,283	27.17%
Other Local Revenue (44000)	7,650	2,069	1,062	4,736	4,983	48.73%
State of Tennessee (46000)	4,758,342		519,033	1,282,256	3,476,086	26.95%
Federal Government (47000)	140,000		-	-	140,000	0.00%
Other Sources (49000)	-	6,584	5,936	12,521	(5,936)	190.16%
<b>Total Highway</b>	<b>\$ 6,289,784</b>	<b>\$ 8,653</b>	<b>\$ 594,428</b>	<b>\$ 1,579,232</b>	<b>\$ 4,719,205</b>	<b>25.07%</b>

FUND CATEGORY	ORIGINAL FY 24/25	AMENDED FY 24/25	COLLECTED NOV	COLLECTED YR TO DATE	BALANCE TO COLLECT	PERCENT REALIZED
<b>School General Fund (141)</b>						
Local Taxes (40000)	\$ 18,494,381		\$ 1,187,992	\$ 4,592,690	\$ 13,901,691	24.83%
Licenses & Permits (41000)	62,160		9,904	21,389	40,771	34.41%
Charges for Current Services (43000)	305,000	405	25,042	75,836	229,569	24.83%
Other Local Revenue (44000)	126,756	134,379	40,989	169,083	92,052	64.75%
State of Tennessee (46000)	34,854,099	1,099,341	3,612,218	14,205,569	21,747,871	39.51%
Federal Government (47000)	179,510	346,953	29,206	(74,992)	601,456	-14.24%
Other Government & Citizens (48000)	-	64,095	-	-	64,095	0.00%
Other Sources (49000)	-	-	-	4,809	(4,809)	
<b>Total School General Fund</b>	<b>\$ 54,021,906</b>	<b>\$ 1,645,173</b>	<b>\$ 4,905,353</b>	<b>\$ 18,994,384</b>	<b>\$ 36,672,696</b>	<b>34.12%</b>
<b>Federal Projects Fund (142)</b>						
Federal Government (47000)	3,366,869	2,071,718	260,133	1,342,516	4,096,071	24.69%
<b>Total School Federal Projects Fund</b>	<b>\$ 3,366,869</b>	<b>\$ 2,071,718</b>	<b>\$ 260,133</b>	<b>\$ 1,342,516</b>	<b>\$ 4,096,071</b>	<b>24.69%</b>
<b>Centralized Cafeteria Fund (143)</b>						
Charges for Current Services (43000)	\$ 236,592		\$ 28,563	\$ 99,220	\$ 137,372	41.94%
Other Local Revenue (44000)	52,541		8,668	39,433	13,108	75.05%
Federal Government (47000)	3,967,349		-	631,758	3,335,591	15.92%
<b>Total Centralized Cafeteria</b>	<b>\$ 4,256,482</b>	<b>\$ -</b>	<b>\$ 37,230</b>	<b>\$ 770,410</b>	<b>\$ 3,486,072</b>	<b>18.10%</b>
<b>General Debt Service (151)</b>						
Local Taxes (40000)	\$ 4,016,526		\$ 214,708	\$ 877,907	\$ 3,138,619	21.86%
Licenses & Permits (41000)	12,035		908	1,909	10,126	15.86%
Other Local Revenue (44000)	1,400,000		138,877	664,548	735,452	47.47%
Other Sources (48000)	185,520		-	-	185,520	0.00%
Other Sources (49000)	125,000		-	-	125,000	0.00%
<b>Total General Debt Service</b>	<b>\$ 5,739,081</b>	<b>\$ -</b>	<b>\$ 354,493</b>	<b>\$ 1,544,364</b>	<b>\$ 4,194,717</b>	<b>26.91%</b>
<b>School Capital Projects Fund (177)</b>						
Other Local Revenue (44000)	\$ 9,722		\$ 1,934	\$ 9,722	\$ -	100.00%
Other Sources (49000)	-		-	-	-	
<b>Total School Capital Projects</b>	<b>\$ 9,722</b>	<b>\$ -</b>	<b>\$ 1,934</b>	<b>\$ 9,722</b>	<b>\$ -</b>	<b>100.00%</b>
<b>Capital Projects Fund (178)</b>						
Other Local Revenue (44000)	\$ -	\$ 36,397	\$ 8,746	\$ 36,397	\$ -	100.00%
Other Sources (49000)	-		-	-	-	
<b>Total Capital Projects</b>	<b>\$ -</b>	<b>\$ 36,397</b>	<b>\$ 8,746</b>	<b>\$ 36,397</b>	<b>\$ -</b>	<b>100.00%</b>

FUND CATEGORY	ORIGINAL BG FY 24/25	AMENDED FY 24/25	EXPENDED NOV	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
<b>GENERAL FUND (101)</b>							
County Commission (51100)	\$ 273,390	\$ 239,690	\$ 14,269	242,906	\$ 47,062	\$ 223,111	47.34%
Beer Board (51220)	1,375		-	307	193	875	22.34%
County Mayor (51300)	227,282		17,788	89,919	3,584	133,779	39.56%
County Attorney (51400)	18,000		1,500	7,500	10,500	-	41.67%
Election Commission (51500)	368,585		63,424	183,218	27,291	158,077	49.71%
Register of Deeds (51600)	442,755		27,497	147,777	35,542	259,435	33.38%
Planning & Zoning (51720)	241,784		16,575	87,622	3,994	150,169	36.24%
County Buildings (51800)	1,712,487	(1,400)	110,646	519,541	174,855	1,016,691	30.36%
Other General Admin - IT (51900)	337,650	44,500	26,977	134,177	189,939	58,034	35.11%
Preservation of Records (51910)	5,434	1,230	-	314	-	6,349	4.72%
Property Assessor (52300)	723,597		36,404	229,224	60,069	434,304	31.68%
County Trustee (52400)	425,599		27,560	175,633	2,970	246,996	41.27%
County Clerk (52500)	752,759		35,259	243,672	34,771	474,317	32.37%
Finance Dept. (52900)	1,030,225		77,151	421,067	12,507	596,651	40.87%
Circuit Court (53100)	1,174,941		103,450	476,242	17,919	680,780	40.53%
General Sessions (53300)	370,846		30,443	151,385	1,498	217,963	40.82%
Chancery Court (53400)	355,000		25,178	131,323	5,601	218,075	36.99%
Juvenile Court (53500)	159,307		12,133	62,186	76	97,044	39.04%
Judicial Commissioners (53700)	314,375		26,540	130,664	-	183,711	41.56%
Other Admin of Justice (53900)	235,018	78,859	20,380	96,123	26,825	190,930	30.62%
Probation Service (53910)	200,370		14,888	75,114	4,840	120,416	37.49%
Courtroom Security (53920)	-	49,998	-	-	-	49,998	0.00%
Victims Assistance Programs (53930)	25,000		1,879	9,355	13,645	2,000	37.42%
Sheriff's Dept. (54110)	5,404,227	43,653	396,301	2,122,246	275,227	3,050,406	38.96%
Admin. Of Sexual Offender (54160)	29,475		1,740	9,187	3,000	17,288	31.17%
Jail (54210)	3,660,647		253,216	1,358,013	330,463	1,972,171	37.10%
Reentry Program (54230)	253,647	196,854	37,342	113,183	3,904	333,414	25.12%
Juvenile Service (54240)	50,500		163	1,162	27,338	22,000	2.30%
Civil Defense (54410)	207,184		14,573	82,428	6,019	118,737	39.78%
Rescue Squad (54420)	43,000	41,798	3,370	7,873	7,377	69,548	9.28%
Consolidated Communications(54490)	1,176,289		92,573	452,366	9,077	714,846	38.46%
County Coroner (54610)	57,500		5,786	20,286	5,714	31,500	35.28%
Other Public Safety (54710) <b>Grants</b>	844,903	274,953	6,223	71,834	334,815	713,207	6.41%
Local Health Center (55110)	39,349	2,471	1,181	15,979	3,837	22,004	38.21%
Rabies & Animal Ctrl. (55120)	361,106		21,157	138,453	48,983	173,669	38.34%
Ambulance Services (55130)	600,000		57,500	260,000	340,000	-	43.33%
Other Local Health Serv (55190) <b>Grant</b>	175,925	19,075	6,606	34,363	5,570	155,066	17.62%
Appropriation to State (55390)	30,646	(875)	-	-	30,646	(875)	0.00%
General Welfare Assist.(55510)	17,775		-	-	17,775	-	0.00%
Litter Control (55731) <b>(10%Grant)</b>	125,837		6,353	41,882	300	83,655	33.28%
Other Waste Collections (55739) <b>(100%)</b>	57,502		4,780	21,723	117	35,662	37.78%
Other Public Health & Welfare (55900) <b>Grant</b>	-	131,404	-	-	-	131,404	0.00%
Senior Citizens Assistance (56300)	40,650		312	12,741	23,259	4,650	31.34%
Parks & Fair Board (56700)	93,891		1,567	17,077	2,991	73,823	18.19%
Agriculture Extension Serv.(57100)	224,722		403	27,971	116,919	79,832	12.45%
Soil Conservation (57500)	129,427		9,534	43,090	842	85,494	33.29%
Industrial Development (58120)	136,166		5,248	21,642	2,655	111,870	15.89%
Other Econ & Comm. Dev. (58190)	213,079	512,310	2,000	106,772	460,882	157,735	14.72%
Airport (58220)	150,000		-	-	135,100	14,900	0.00%
Veteran's Services (58300)	125,144	13,243	9,387	48,258	4,046	86,084	34.87%
Other Charges (58400)	1,270,035	(349)	22,273	794,641	992	474,053	62.59%
American Rescue Plan Act # 3 (58833)	4,221,536		28,127	72,735	11,900	4,136,901	1.72%
American Rescue Plan Act # 6 (58836)	1,354,332		-	1,500	-	1,352,832	0.11%
American Rescue Plan Act # B (58842)	248,800		-	19,575	568,025	(338,800)	7.87%
Capital Projects (91000)	906,658	344,713	-	197,272	81,028	973,071	15.76%
Hwy & Street Capital Proj (91200)	153,000		-	-	-	153,000	0.00%
<b>Total County General</b>	<b>\$ 31,798,731</b>	<b>\$ 1,992,127</b>	<b>\$ 1,677,654</b>	<b>\$ 9,729,522</b>	<b>\$ 3,532,482</b>	<b>\$ 20,528,854</b>	<b>28.79%</b>
<b>COURTHOUSE/JAIL MAINT. (112)</b>							
Other Charges (58400)	\$ 1,450		\$ 109	\$ 567	\$ -	\$ 883	39.13%
Transfers Out (99100)	125,000		-	-	-	125,000	0.00%
<b>Total Courthouse/Jail Maintenance</b>	<b>\$ 126,450</b>	<b>\$ -</b>	<b>\$ 109</b>	<b>\$ 567</b>	<b>\$ -</b>	<b>\$ 125,883</b>	<b>0.45%</b>



FUND CATEGORY	ORIGINAL BG FY 24/25	AMENDED FY 24/25	EXPENDED NOV	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
<b>LIBRARY (115)</b>							
Libraries (56500)	\$ 492,201	\$ 22,871	\$ 39,697	\$ 194,780	\$ 54,488	\$ 265,803	37.82%
Other Charges (58400)	52,005		695	27,275	1,995	22,734	52.45%
Operating Transfer (99110)	3,000		-	-	-	3,000	0.00%
<b>Total Library</b>	<b>\$ 547,206</b>	<b>\$ 22,871</b>	<b>\$ 40,392</b>	<b>\$ 222,056</b>	<b>\$ 56,483</b>	<b>\$ 291,538</b>	<b>38.95%</b>
<b>SOLID WASTE (116)</b>							
Sanitation Educ./Info. (55720)	\$ 4,200		\$ -	\$ 2,934	\$ -	\$ 1,266	69.86%
Convenience Centers (55732)	454,872	151,308	32,726	150,946	187,184	268,051	24.90%
Transfer Station (55733)	2,404,342	820	152,460	720,685	494,338	1,190,140	29.96%
Post closure Care Costs (55770)	17,000		-	-	17,000	-	0.00%
Other Charges (58400)	153,085		3,237	96,352	22	56,711	62.94%
Operating Transfers (99100)	3,803		-	-	-	3,803	0.00%
<b>Total Solid Waste</b>	<b>\$ 3,037,302</b>	<b>\$ 152,129</b>	<b>\$ 188,422</b>	<b>\$ 970,916</b>	<b>\$ 698,543</b>	<b>\$ 1,519,972</b>	<b>30.44%</b>
<b>Local Purpose (Rural Fire 120)</b>							
Fire Prevention & Control (54310)	\$ 735,000		22,638	\$ 113,190	\$ 565,674	56,136	15.40%
Other Charges (58400)	15,000		642	4,266	-	10,734	28.44%
<b>Total Local Purpose</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 23,280</b>	<b>\$ 117,455</b>	<b>\$ 565,674</b>	<b>\$ 66,870</b>	<b>15.66%</b>
<b>Drug Control Fund (122)</b>							
Drug Enforcement (54150)	\$ 67,075	\$ 47,162	\$ 2,858	\$ 36,101	\$ 23,256	\$ 54,881	31.60%
Other Charges (58400)	900		103	175	-	725	19.43%
<b>Total Drug Control</b>	<b>\$ 67,975</b>	<b>\$ 47,162</b>	<b>\$ 2,961</b>	<b>\$ 36,275</b>	<b>\$ 23,256</b>	<b>\$ 55,606</b>	<b>31.51%</b>
<b>HIGHWAY (131)</b>							
Administration (61000)	\$ 448,755		\$ 32,059	\$ 176,930	\$ 8,701	\$ 263,123	39.43%
Highway Maintenance (62000)	1,354,305		84,626	418,214	15,136	920,956	30.88%
Operations & Maintenance (63100)	354,293	15,000	21,081	121,790	122,665	124,838	32.98%
Quarry Operations (63400)	421,028		39,129	161,083	29,106	230,839	38.26%
Other Charges (65000)	302,050	(15,000)	5,126	138,249	12,106	136,695	48.16%
Capital Outlay (68000)	3,849,282	888,280	433,844	1,479,027	201,029	3,057,507	31.22%
Highways & Streets (82120)	30,000	-	-	-	-	30,000	0.00%
Highways & Streets (82220)	3,410	-	-	1,704	-	1,705	49.99%
Transfers Out (99100)	3,803	-	-	-	-	3,803	0.00%
<b>Total Highway</b>	<b>\$ 6,766,925</b>	<b>\$ 888,280</b>	<b>\$ 615,864</b>	<b>\$ 2,496,997</b>	<b>\$ 388,743</b>	<b>\$ 4,769,466</b>	<b>32.62%</b>
<b>School General Fund (141)</b>							
<b>Instruction</b>							
Regular Instruction (71100)	\$ 24,740,802	\$ 17,178	\$ 2,096,070	\$ 6,488,721	\$ 64,077	\$ 18,205,181	26.21%
Alternative School (71150)	215,692		20,169	61,222	1,174	153,295	28.38%
Special Education Program (71200)	4,563,447	(53,320)	342,765	1,062,340	-	3,447,787	23.55%
Vocational Education Program (71300)	2,144,563	3,462	155,088	504,858	9,801	1,633,366	23.50%
Student Body Education Prog (71400)	806,099	35,000	188,740	279,782	95,018	466,299	33.26%
<b>Support</b>							
Attendance (72110)	\$ 251,831		\$ 32,783	\$ 79,508	\$ 15,229	\$ 157,094	31.57%
Health Services (72120)	727,275		58,816	198,601	2,538	526,137	27.31%
Other Support Services (72130)	1,437,517	1,425	118,143	349,989	12,950	1,076,002	24.32%
Regular Instruction (72210)	1,591,197	1,276	126,247	435,728	17,557	1,139,188	27.36%
Special Educ Program (72220)	920,712	304,362	96,714	304,218	217,014	703,842	24.83%
Vocational Educ Prog (72230)	157,069	400	13,095	43,507	1,750	112,212	27.63%
Education Technology (72250)	1,188,363	92,096	55,514	360,659	373,706	546,095	28.17%
Other Programs (72290) OPEB	210,000		-	-	-	210,000	0.00%
Board of Education (72310)	1,382,993	47,000	37,036	789,151	76,400	564,443	55.19%
Director of Schools (72320)	480,831		29,126	170,125	25,157	285,549	35.38%
Office of Principals (72410)	3,091,273		253,205	816,382	-	2,274,891	26.41%
Fiscal Services (72510)	11,561		-	-	-	11,561	0.00%
Human Resources (72520)	322,403		23,986	121,875	9,079	191,448	37.80%
Operation of Plant (72610)	3,792,978		256,862	1,663,927	121,048	2,008,002	43.87%
Maintenance of Plant (72620)	2,086,521	187,879	155,642	651,159	412,725	1,210,517	28.63%
Transportation (72710)	3,472,570	18,422	267,219	1,134,274	1,686,167	670,552	32.49%
Central & Other (72810)	142,402	32,149	12,423	37,060	-	137,492	21.23%

FUND CATEGORY	ORIGINAL BG FY 24/25	AMENDED FY 24/25	EXPENDED NOV	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
<b>Non-Instructional</b>							
Community Services (73300)	\$ 633,021	\$ 436,852	\$ 74,214	\$ 325,172	\$ 197,575	\$ 547,125	30.39%
Early Childhood Education (73400)	1,119,253	(22,319)	86,041	258,285	-	838,649	23.55%
<b>Capital Outlay &amp; Debt Service</b>							
Capital Outlay (76100)	\$ 750,000		\$ -	\$ -	\$ -	\$ 750,000	0.00%
Principal Debt Service (82130)	174,000		-	-	-	174,000	0.00%
Interest Debt Service (82230)	12,108		-	-	-	12,108	0.00%
<b>Total School General Fund</b>	<b>\$ 56,426,480</b>	<b>\$ 1,101,863</b>	<b>\$ 4,499,898</b>	<b>\$ 16,136,544</b>	<b>\$ 3,338,965</b>	<b>\$ 38,052,834</b>	<b>28.05%</b>
<b>School Federal Projects Fund (142)</b>							
Regular Instruction (71100)	\$ 1,212,099	\$ 120,451	\$ 102,968	\$ 329,453	\$ 1,838	\$ 1,001,260	24.72%
Special Education Program (71200)	1,058,900	173,272	89,045	247,762	18,256	966,154	20.11%
Vocational Education Program (71300)	71,165	59,211	13,519	60,596	3,943	65,837	46.48%
Health Services (72120)	-	51,342	51,342	51,342	-	-	100.00%
Other Support Services (72130)	202,571	170,126	8,536	55,785	4,608	312,304	14.97%
Regular Instruction (72210)	330,524	545,137	40,653	300,338	128,540	446,782	34.30%
Special Educ Program (72220)	247,825	250,321	16,366	95,259	16,211	386,676	19.12%
Vocational Educ Prog (72230)	5,000		329	916	1,749	2,335	18.32%
Transportation (72710)	188,786	26,795	14,610	44,774	-	170,806	20.77%
Capital Outlay (76100)	-	725,061	74,961	725,061	-	0	100.00%
<b>Total Federal Projects Fund</b>	<b>\$ 3,316,869</b>	<b>\$ 2,121,718</b>	<b>\$ 412,328</b>	<b>\$ 1,911,288</b>	<b>\$ 175,145</b>	<b>\$ 3,352,154</b>	<b>35.14%</b>
<b>Centralized Cafeteria Fund (143)</b>							
Food Service (73100)	\$ 4,256,482	\$ -	338,704	\$ 1,360,785	\$ 1,049,788	\$ 1,845,910	31.97%
<b>Total Centralized Cafeteria</b>	<b>\$ 4,256,482</b>	<b>\$ -</b>	<b>\$ 338,704</b>	<b>\$ 1,360,785</b>	<b>\$ 1,049,788</b>	<b>\$ 1,845,910</b>	<b>31.97%</b>
<b>General Debt Service (151)</b>							
General Government Debt (82110)	\$ 2,097,337		\$ 224,753	\$ 327,549	\$ 400	\$ 1,769,388	15.62%
Education Debt (82130)	3,143,191		15,509	836,438	850	2,305,902	26.61%
<b>Total General Debt Service</b>	<b>\$ 5,240,528</b>	<b>\$ -</b>	<b>\$ 240,262</b>	<b>\$ 1,163,988</b>	<b>\$ 1,250</b>	<b>\$ 4,075,290</b>	<b>22.21%</b>
<b>School Capital Projects Fund (177)</b>							
Education Capital Proj (91300)	\$ 634,965	\$ -	\$ 1,496	\$ 354,493	\$ 140,045	\$ 140,427	55.83%
<b>Total School Capital Projects</b>	<b>\$ 634,965</b>	<b>\$ -</b>	<b>\$ 1,496</b>	<b>\$ 354,493</b>	<b>\$ 140,045</b>	<b>\$ 140,427</b>	<b>55.83%</b>
<b>Other Capital Projects Fund (178)</b>							
Other Gen Government Proj (91190)	2,127,145	-		539,863	955,279	632,003	25.38%
<b>Total Other Capital Projects</b>	<b>\$ 2,127,145</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 539,863</b>	<b>\$ 955,279</b>	<b>\$ 632,003</b>	<b>25.38%</b>

## Franklin Co Trustee's Interest Earned Analysis & Comparison

November-24

**Current Amt Invested in the Following:**

CD	\$ 16,000,000	Interest Bearing Check/Savings	\$ 30,196,288	Mutual Funds	\$ -
<b>Gross Interest Earned for the Month of Nov</b>					\$ 154,929.00

Fund Number	Fund Title	Gross Collections	Trustee Fee Admin Fee 2%	Net Fund Collections
101	County General	\$ 10,075.18	\$ (201.50)	\$ 9,873.68
115	Library	\$ 701.91	\$ (14.04)	\$ 687.87
131	Highway	\$ 204.72	\$ (4.09)	\$ 200.63
141	Schools General	\$ 5,070.21	\$ (101.40)	\$ 4,968.81
151	General Debt Service	\$ 138,876.94	\$ (2,777.54)	\$ 136,099.40
<b>Total</b>		<b>\$ 154,928.96</b>	<b>\$ (3,098.58)</b>	<b>\$ 151,830.38</b>

### Interest Revenue Monthly Fiscal Comparison

	County	Library	Highway	Schools	Gen Debt
Nov-23	\$ 10,515.54	\$ 742.98	\$ 197.22	\$ 4,812.11	\$ 113,492.15
Nov-24	\$ 9,873.68	\$ 687.87	\$ 200.63	\$ 4,968.81	\$ 136,099.40
Over/Under	\$ (641.86)	\$ (55.11)	\$ 3.41	\$ 156.69	\$ 22,607.25

### Interest Year to Date Revenue Fiscal Comparison

	County	Library	Highway	Schools	Gen Debt
2023/24	\$ 47,651.19	\$ 4,772.51	\$ 809.65	\$ 23,485.33	\$ 527,508.53
2024/25	\$ 51,973.72	\$ 3,660.97	\$ 987.43	\$ 24,393.45	\$ 804,063.22
Over/Uner	\$ 4,322.54	\$ (1,111.55)	\$ 177.78	\$ 908.13	\$ 276,554.69

### Appropriated Fiscal Year 2024/25 44110 Interest Earned

	Appropriation	Collected	% Collected	Balace to Collect
101 County General (OPEB& ARP)	\$ 115,000	\$ 51,974	45.19%	\$ 63,026
115 Library	\$ 9,200	\$ 3,661	39.79%	\$ 5,539
131 Highway (OPEB)	\$ 2,000	\$ 987	49.37%	\$ 1,013
141 School General Fund (OPEB)	\$ 15,000	\$ 24,393	162.62%	\$ (9,393)
151 General Debt Service	\$ 1,400,000	\$ 804,063	57.43%	\$ 595,937

## Franklin Co Trustee's Interest Earned Analysis & Comparison

December-24

### Current Amt Invested in the Following:

CD	\$ 16,000,000	Interest Bearing Check/Savings	\$ 40,771,426	Mutual Funds	\$ -
<b>Gross Interest Earned for the Month of Dec</b>				\$ 169,827.00	

Fund Number	Fund Title	Gross Collections	Trustee Fee Admin Fee 2%	Net Fund Collections
101	County General	\$ 9,248.52	\$ (184.97)	\$ 9,063.55
115	Library	\$ 642.51	\$ (12.85)	\$ 629.66
131	Highway	\$ 181.17	\$ (3.62)	\$ 177.55
141	Schools General	\$ 4,919.99	\$ (98.40)	\$ 4,821.59
151	General Debt Service	\$ 154,835.30	\$ (3,096.71)	\$ 151,738.59
<b>Total</b>		<b>\$ 169,827.49</b>	<b>\$ (3,396.55)</b>	<b>\$ 166,430.94</b>

### Interest Revenue Monthly Fiscal Comparison

	County	Library	Highway	Schools	Gen Debt
Dec-23	\$ 10,207.25	\$ 721.28	\$ 191.21	\$ 4,669.53	\$ 100,826.80
Dec-24	\$ 9,063.55	\$ 629.66	\$ 177.55	\$ 4,821.59	\$ 151,738.59
Over/Under	\$ (1,143.70)	\$ (91.62)	\$ (13.66)	\$ 152.06	\$ 50,911.79

### Interest Year to Date Revenue Fiscal Comparison

	County	Library	Highway	Schools	Gen Debt
2023/24	\$ 57,858.44	\$ 5,493.79	\$ 1,000.85	\$ 28,154.86	\$ 628,335.33
2024/25	\$ 61,037.27	\$ 4,290.63	\$ 1,164.98	\$ 29,215.04	\$ 955,801.81
Over/Uner	\$ 3,178.84	\$ (1,203.17)	\$ 164.12	\$ 1,060.18	\$ 327,466.48

### Appropriated Fiscal Year 2024/25 44110 Interest Earned

	Appropriation	Collected	% Collected	Balance to Collect
101 County General (OPEB)	\$ 115,000	\$ 61,037	53.08%	\$ 53,963
115 Library	\$ 9,200	\$ 4,291	46.64%	\$ 4,909
131 Highway (OPEB)	\$ 2,000	\$ 1,165	58.25%	\$ 835
141 School General Fund (OPEB)	\$ 15,000	\$ 29,215	194.77%	\$ (14,215)
151 General Debt Service	\$ 1,400,000	\$ 955,802	68.27%	\$ 444,198

## Local Option Sales Tax Analysis & Comparison

Oct-24 (Received in November)

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	338,535.53	(3,808.52)	334,727.01	334,727.01	-
Winchester	659,246.41	(7,416.52)	651,829.89	325,914.94	322,655.79
Cowan	30,659.96	(344.92)	30,315.04	15,157.52	15,005.94
Decherd	220,404.55	(2,479.55)	217,925.00	108,962.50	107,872.87
Estill Springs	57,104.55	(642.43)	56,462.12	28,231.06	27,948.75
Huntland	24,256.32	(272.88)	23,983.44	11,991.72	11,871.80
Tullahoma	12,164.16	(136.85)	12,027.31	6,013.66	5,953.52
Monteagle - FC	863.07	(9.71)	853.36	426.68	422.41
<b>Total</b>	<b>1,343,234.55</b>	<b>(15,111.39)</b>	<b>1,328,123.16</b>	<b>831,425.08</b>	<b>491,731.10</b>

### Local Option Sales Tax Monthly Revenue Fiscal Comparison

Oct-23	727,422		
Oct-24	831,425	*Note Franklin County received an additional \$989.37 & This includes the new Online Sales that is not listed on the Monthly County Local Option Data	
<b>Over/Under</b>	<b>104,003</b>		

### Local Option Sales Tax Year to Date Revenue Fiscal Comparison

2023/24	3,021,067
2024/25	3,316,795
<b>Over/Under</b>	<b>295,728</b>

### Sales Tax 2024/25 Appropriations

	Appropriation	Collected	% Collected	Balance to Collect
141 General Schools	7,900,000	2,643,080	33.46%	5,256,920
151 General Debt Service	1,698,000	673,715	39.68%	1,024,285

# Finance Committee

November 14, 2024

The Finance Committee met in the community room, meeting was called to order by Mayor Guess, at 6:00 P.M.

**Members Present:** Carolyn Wiseman, Dale Schultz, Scottie Riddle, David Eldridge, Cary Holman and Mayor Chris Guess; Andrea Smith- Ex Officio  
Jenny Phillips, Secretary;

1. **\*Motion** by Schultz, second by Riddle to receive and file the October 10, 2024 Finance Minutes. The vote resulted in all Ayes, motion carried.
2. **\*Motion** by Riddle, second by Holman to receive and file the September 2024 Sales Tax Report. The vote resulted in all Ayes, motion carried.
3. **\*Motion** by Schultz, second by Riddle to receive and file the October 2024 Interest Earned Report. The vote resulted in all Ayes, motion carried.
4. **\*Motion** by Wiseman, second by Schultz to receive and file the October 2024 Finance Directors Report. The vote resulted in all Ayes, motion carried.
5. **\*Motion** by Riddle, second by Wiseman to approve and send to the commission with recommendations BG Amendment BOE 11/12. The vote resulted in all Ayes, motion carried.
6. **\*Motion** by Riddle, second by Wiseman to approve and send to the commission with recommendations BG Amendment Co Gen & Other Funds. The vote resulted in all Ayes, motion carried.
7. **\*Motion** by Wiseman, second by Holman to approve and send to the commission with recommendations Co Gen Opioid Restricted Funds Amendment. The vote resulted in all Ayes, motion carried.
8. **\*Motion** by Schultz, second by Riddle to approve the 2025 Finance Calendar with the dates as in and moving the time from 6pm to 10am. The vote resulted in all Ayes, motion carried
9. **\*Motion** by Wiseman, second by Holman to approve the Proposed Budget Calendar FY26. The vote resulted in all Ayes, motion carried.
10. **\*Motion** by Riddle, second by Holman to approve and send to the commission with recommendations the Resolution Approving the Memorandum of Understanding between Franklin Co Commission and Franklin Co Mayor regarding the Federal American Rescue Plan Act Funds in the subaward Agreement with the Tennessee Dept of Health. The vote resulted in all Ayes, motion carried.
11. **\*Motion** by Riddle, second by Schultz to adjourn at 6:18pm. The vote resulted in all Ayes, motion carried.

Respectfully Submitted

Mayor, Chris Guess  
CG/jp

**Franklin County Board of Commissioners**

**Legislative Committee**

**November 14, 2024**

**The Legislative Committee met in the Community Room at the Franklin County Annex Building and was called to order at 5:30PM by Tyler Bauer who chaired the meeting.**

**MEMBERS PRESENT:** Tyler Bauer, Dale Schultz, and Glenn Summers

**OTHERS PRESENT:** Sharon Byrum, Secretary, Tina Sanders, Denise Marshall, Brian Justice

**Approval of minutes-** October 10, 2024

***Motion made by Schultz, second by Summers. All Ayes. Motion carried.***

**Old Business-** NONE

**New Business-**

1. Nominate and Elect New Chairman.  
***Motion made by Summers to elect Chairman when have full Committee second by Schultz. All Ayes, Motion***
2. Approve Legislative Committee Meeting Schedule for 2025.  
***Motion made by Schultz and Second by Summers. All Ayes. Motion carried.***
3. Approve County Commission Meeting Schedule for 2025.  
***Motion made by Schultz second by Summers. All Ayes. Motion carried.***
4. Approval of (9) Notary Applications.  
***Motion made by Schultz and second by Summers. All Ayes. Motion carried.***

**Public Comments:** None

**Adjourn:**

***Motion made by Schultz and second by Summers to adjourn at 5:31pm. All Ayes. Motion carried.***

Respectfully submitted,

Tyler Bauer, Commissioner

**CHANCERY COURT**  
**SUMMARY OF QUARTERLY REPORTS**  
**SECOND QUARTER 2024-2025**

**Franklin County**

24000 (Litigation Tax, Delinquent Taxes, Officer Costs, Data)	\$	406,821.87
29900 (Fees and Commissions)	\$	43,102.50
<b>TOTAL</b>	\$	<u>449,924.37</u>

This 9<sup>th</sup> day of January, 2025.

  
\_\_\_\_\_  
Katelyn Isbell  
Clerk & Master





GENERAL LEDGER - FINANCIAL REPORT  
YEAR FORMAT  
FISCAL YEAR 2025 - PERIOD ENDING 12/31/2024

ACCT	DESCRIPTION	BEGINNING BALANCE	GENERAL	RECEIPTS	DISBURSEMENTS	COMMISSIONS	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCE
24296	RaceTrack Renewal Fee	.00	.00	.00	.00	.00	.00	.00	.00
24310	REALTY PROGRAM	.00	.00	.00	.00	.00	.00	.00	.00
24320	JUVENILE FINES	.00	.00	.00	.00	.00	.00	.00	.00
24480	OTHER COUNTY COLLECTIONS	.00	.00	.00	.00	.00	.00	.00	.00
24492	HELPING SCHOOLS	.00	.00	307.40	307.40	.00	.00	.00	.00
	*** SUB-TOTAL ***	.00	.00	3,862.37	3,684.62	177.75	.00	.00	.00
26000	DUE TO LITIGANTS, HEIRS, & OTHERS	.00	.00	.00	.00	.00	.00	.00	.00
26010	ML Specialty Certificate	.00	.00	.00	.00	.00	.00	.00	.00
26300	CHILD SUPPORT DUE FAMILIES	.00	.00	.00	.00	.00	.00	.00	.00
26301	JUVENILE RESTITUTION/PROCESS	.00	.00	.00	.00	.00	.00	.00	.00
26303	INVESTMENT(S)(HEIRS,LITIG,OTHER)	.00	.00	.00	.00	.00	.00	.00	.00
26310	PUBLICATIONS	.00	.00	22.00	22.00	.00	.00	.00	.00
26311	REFUNDS	.00	.00	1,420.37	1,420.37	.00	.00	.00	.00
26315	CONTRIBUTIONS - ORGAN DONOR PR	.00	.00	9,825.75	9,825.75	.00	.00	.00	.00
26401	CREDIT CARD FEES - BIS	.00	.00	15,812.73	15,812.73	.00	.00	.00	.00
26405	CREDIT CARD - BANK	.00	.00	26,880.85	26,880.85	.00	.00	.00	.00
	*** SUB-TOTAL ***	.00	.00	26,880.85	26,880.85	.00	.00	.00	.00
28900	FEE & COMMISSION ACCOUNT								
28900	CLERK'S FEES/COMMISSIONS	-1,453.00	.00	136,167.73	210,534.23	-72,086.59	-2,401.66	.00	-1,554.75
28901	COMPUTER FEES EARMARK	.00	.00	1,125.00	1,125.00	.00	.00	.00	.00
28902	DATA PROCESSING FEES EARMARK	.00	.00	.00	.00	.00	.00	.00	.00
28951	TITLE RECAP EARMARKS	.00	.00	4,556.70	4,556.70	.00	.00	.00	.00
28955	EVS NOTICE COUNTY EARMARK	.00	.00	3,770.00	3,770.00	.00	.00	.00	.00
28957	EARMARK TITLE LOCAL 3	.00	.00	18,816.00	18,816.00	.00	.00	.00	.00
	*** SUB-TOTAL ***	-1,453.00	.00	164,435.43	238,801.93	-72,086.59	-2,401.66	.00	-1,554.75
	*** TOTAL ***	-1,498.00	.00	2,614,444.54	2,616,709.45	.00	-2,401.66	.00	-1,534.75



FRANKLIN COUNTY CLERK  
GENERAL LEDGER - FINANCIAL REPORT  
YEAR FORMAT  
FISCAL YEAR 2025 - PERIOD ENDING 12/31/2024

ACCT	DESCRIPTION	BEGINNING BALANCE	GENERAL	RECEIPTS	DISBURSEMENTS	COMMISSIONS	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCE
24298	RaceTrack Renewal Fee	.00	.00	.00	.00	.00	.00	.00	.00
24310	REALITY PROGRAM	.00	.00	.00	.00	.00	.00	.00	.00
24320	JUVENILE FINES	.00	.00	.00	.00	.00	.00	.00	.00
24490	OTHER COUNTY COLLECTIONS	.00	.00	.00	.00	.00	.00	.00	.00
24492	HELPING SCHOOLS	.00	.00	307.40	307.40	.00	.00	.00	.00
	*** SUB-TOTAL ***	.00	.00	3,862.37	3,694.62	177.75	.00	.00	.00
26000	DUE TO LITIGANTS, HEIRS, & OTHERS	.00	.00	.00	.00	.00	.00	.00	.00
26010	ML Specialty Certificate	.00	.00	.00	.00	.00	.00	.00	.00
26300	CHILD SUPPORT DUE FAMILIES	.00	.00	.00	.00	.00	.00	.00	.00
26301	JUVENILE RESTITUTION/PROCESS	.00	.00	.00	.00	.00	.00	.00	.00
26303	INVESTMENTS(HEIRS,LITIG,OTHER)	.00	.00	.00	.00	.00	.00	.00	.00
26310	PUBLICATIONS	.00	.00	.00	.00	.00	.00	.00	.00
26311	REFUNDS	.00	.00	22.00	22.00	.00	.00	.00	.00
26315	CONTRIBUTIONS - ORGAN DONOR PR	.00	.00	1,420.37	1,420.37	.00	.00	.00	.00
26401	CREDIT CARD FEES - BIS	.00	.00	9,625.75	9,625.75	.00	.00	.00	.00
26405	CREDIT CARD - BANK	.00	.00	15,812.73	15,812.73	.00	.00	.00	.00
	*** SUB-TOTAL ***	.00	.00	26,880.85	26,880.85	.00	.00	.00	.00
29900	FEE & COMMISSION ACCOUNT	-1,453.00	.00	136,167.73	210,534.23	-72,066.59	-2,401.66	.00	-1,554.75
29900	CLERK'S FEES/COMMISSIONS	.00	.00	1,125.00	1,125.00	.00	.00	.00	.00
29901	COMPUTER FEES EARMARK	.00	.00	.00	.00	.00	.00	.00	.00
29902	DATA PROCESSING FEES EARMARK	.00	.00	4,556.70	4,556.70	.00	.00	.00	.00
29981	TITLE REGAP EARMARKS	.00	.00	3,770.00	3,770.00	.00	.00	.00	.00
29985	EIVS NOTICE COUNTY EARMARK	.00	.00	18,816.00	18,816.00	.00	.00	.00	.00
29987	EARMARK TITLE LOCAL 3	.00	.00	164,435.43	238,801.93	-72,066.59	-2,401.66	.00	-1,554.75
	*** SUB-TOTAL ***	-1,453.00	.00	2,614,444.54	2,616,709.45	.00	-2,401.66	.00	-1,534.75
	*** TOTAL ***	-1,498.00	.00	2,614,444.54	2,616,709.45	.00	-2,401.66	.00	-1,534.75

FRANKLIN COUNTY CLERK  
 GENERAL LEDGER - FINANCIAL REPORT  
 YEAR FORMAT  
 FISCAL YEAR 2025 - PERIOD ENDING 12/31/2024

5

ACCT DESCRIPTION	BEGINNING BALANCE	GENERAL	RECEIPTS	DISBURSEMENTS	COMMISSIONS	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCE
SUMMARY OF ASSETS:								
CASH ON HAND	1,275.00							1,275.00
CITIZENS COMMUNITY BANK	45.00							80.00
CREDIT CARDS	.00							.00
RETURN CK RECEIVABLE	178.00							279.75
TITLE GIFT VOUCHER	.00							.00
RENEWAL GIFT VOUCHER	.00							.00
*** TOTAL ***	1,498.00							1,634.75

THIS REPORT IS SUBMITTED IN ACCORDANCE WITH REQUIREMENTS OF SECTION 5-8-505, AND/OR 67-5-1902, TENNESSEE CODE ANNOTATED, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ACCURATELY REFLECTS TRANSACTIONS OF THIS OFFICE FOR THE PERIOD ENDING DECEMBER 31, 2024.

*True* *True* by *E. Moore*  
 (Signature) \_\_\_\_\_ (Date) 1/6/25  
*Doris* *Clerk*  
 (Title) \_\_\_\_\_

This report is to be filed with the County Executive and County Clerk.

TX Result Report

P 1  
 01/06/2025 10:41  
 Serial No. AA2K013011677  
 TC: 19789

Addressee	Start Time	Time	Prints	Result	Note
MAYOR FAX	01-06 10:40	00:00:46	003/003	OK	CALL

**Note** TMR:Timer TX, POL:Polling, ORG:Original Size Setting, FME:Frame Erase TX,  
 DPS:Page Separation TX, MIX:Mixed Original TX, CALL:Manual TX, CSRC:CSRC,  
 FWD:Forward, PC:PC-FAX, BND:Double-Sided Binding Direction, SP:Special Original,  
 FCODE:F-Code, RTX:Re-TX, RLY:Relay, MBX:Confidential, BUL:Bulletin,  
 IPADR:IP Address Fax, I-FAX:Internet Fax IP-FAX: IP-FAX(SIP)

**Result** OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,  
 TEL: Rx from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,  
 Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full, LOVR:Receiving length Over,  
 POVR:Receiving page Over, FIL:File Error, DC:Decode Error, MDN:MDN Response Error,  
 DSN:DSN Response Error, PRINT:Compulsory Memory Document Print,  
 DEL:Compulsory Memory Document Delete, SEND:Compulsory Memory Document Send.

FRANKLIN COUNTY CLERK  
 GENERAL LEDGER - FINANCIAL REPORT  
 YEAR FORMAT  
 FISCAL YEAR 2025 - PERIOD ENDING 12/31/2024

ACCT	DESCRIPTION	BEGINNING BALANCE	GENERAL	RECEIPTS	DISBURSEMENTS	COMMISSIONS	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCE
SUMMARY OF ASSETS:									
	CASH ON HAND	1,275.00							1,275.00
	CITIZENS COMMUNITY BANK	45.00							80.00
	CREDIT CARDS	.00							.00
	RETURN CK RECEIVABLE	178.00							279.75
	TITLE GIFT VOUCHER	.00							.00
	RENEWAL GIFT VOUCHER	.00							.00
	*** TOTAL ***	1,498.00							1,634.75

THIS REPORT IS SUBMITTED IN ACCORDANCE WITH REQUIREMENTS OF SECTION 5-8-505 AND/OR 67-5-1902, TENNESSEE CODE ANNOTATED, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ACCURATELY REFLECTS TRANSACTIONS OF THIS OFFICE FOR THE PERIOD ENDING DECEMBER 31, 2024.

*Teresa Ann G. E. Moore*  
 (Signature)

1/6/25  
 (Date)

*Doreen Clark*  
 (Title)

This report is to be filed with the County Executive and County Clerk.

5





# Franklin County Reentry Quarterly Report October – December 2024

## Thinking for a Change:

In November, Franklin County Reentry implemented a new curriculum called Thinking for a Change. Eight incarcerated females are enrolled in the class. Thinking for a Change is held two days per week and will last approximately four months. The class is designed to teach our client's how their thought processes effect their behavior. After just a few weeks into the class, clients are reporting that the class is really making them understand how their thinking effects their behavior. Clients say that the class is encouraging them to think before they act and think before they speak. Clients report that the class is helping them understand their feelings and process their emotions more effectively. Clients are also reporting that Thinking for a Change is helping them develop better social skills they will be able to use when they reenter society. Thinking for a Change instructors, Lynn Ventola and Scott Halloway, have been pleased with the curriculum and the effects it is having on the clients. Franklin County Reentry is looking forward to starting a men's Thinking for a Change class in January.

## Quarterly Summary

Completing full reentry classes – 20  
Participating in MRT classes only – 26  
Participating in Refresher classes – 17  
Participating in Thinking for a Change – 8

Total Number of Individuals Receiving Reentry  
Services and Classroom Instruction:

71

Number of Individuals Entering Long  
Term Treatment and Employment:

17

Number of individuals that completed  
full reentry classes this quarter and  
remain incarcerated

16

## Guest Speakers

Robert Tipps, Faith Based; Dave Van Buskirk, Toastmasters; Eric Vanzant, Parenting; Maegan Acklen, TN Vocational Rehab; David Eldridge, Building Self Esteem; Sandy Schultz, HiSet; Debbie Pearson, JSP

**Franklin County, Tennessee**  
**Office Of The Register Of Deeds**  
**Financial Report**  
**For The Period Of 10/01/2024 - 12/31/2024**

Account Description	Beginning Balance	Adjustments	Receipts	Transfers In	Disbursements	Transfers Out	Commission	Ending Balance
MORTGAGE TAX	0.00	0.00	-142743.85	0.00	138917.71	0.00	3425.84	0.00
CONVEYANCE TAX	0.00	0.00	-351598.24	0.00	343157.83	0.00	8458.31	0.00
DP FEES	0.00	0.00	-4030.00	0.00	4030.00	0.00	0.00	0.00
E-FILE FEES	0.00	0.00	-1848.00	0.00	1848.00	0.00	0.00	0.00
REGISTER'S FEES	0.00	0.00	-788.00	0.00	788.00	0.00	0.00	0.00
RECORDING FEES	-1008.00	-235.65	-5710.87	0.00	67810.57	0.00	-11894.15	-1008.00
MISCELLANEOUS FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESCRROW	-1066.89	0.00	-203.39	0.00	0.00	0.00	0.00	-1270.38
	-2075.99	-235.55	-558920.05	0.00	558952.21	0.00	0.00	-2278.38
<b>SUMMARY OF ASSETS:</b>								
CASH	0.00							0.00
CHECK	0.00							0.00
ACH	0.00							0.00
CARD	0.00							0.00
BANK	653.98							1209.38
ACCOUNTS RECEIVABLE	372.00							220.00
TILL	650.00							650.00
	2075.99							2278.38

This report is submitted in accordance with requirements of Section 5-9-505 and / or 5-1902, as amended, Tennessee Code Annotated, and to the best of my knowledge, information and belief accurately reflect transactions of this office for the period 10/01/2024 through 12/31/2024.

\_\_\_\_\_ Date 1-7-2025  
 Register of Deeds  
 \_\_\_\_\_ Date 1-8-2025  
 County Mayor (Only Required On Annual Reports)

Franklin County Tennessee  
 Office Of The Register Of Deeds  
 Financial Report  
 For The Period Of 10/01/2024 - 12/31/2024

Account Description	Beginning Balance	Adjustments	Receipts	Transfers In	Disbursements	Transfers Out	Commission Transfers	Ending Balance
MORTGAGE TAX	0.00	0.00	-142743.65	0.00	139317.71	0.00	3425.84	0.00
CONVEYANCE TAX	0.00	0.00	-351698.24	0.00	343157.93	0.00	8438.31	0.00
DP FEES	0.00	0.00	-4030.00	0.00	4030.00	0.00	0.00	0.00
E-FILE FEES	0.00	0.00	-1848.00	0.00	1848.00	0.00	0.00	0.00
REGISTER'S FEES	0.00	0.00	-788.00	0.00	788.00	0.00	0.00	0.00
RECORDING FEES	-1009.00	-235.55	-55710.87	0.00	67810.57	0.00	-11884.15	-1009.00
MISCELLANEOUS FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESCHROW	-1086.99	0.00	-203.39	0.00	0.00	0.00	0.00	-1270.38
	-2075.99	-235.55	-656920.05	0.00	656952.21	0.00	0.00	-2279.38
<b>SUMMARY OF ASSETS:</b>								
CASH	0.00							0.00
CHECK	0.00							0.00
ACH	0.00							0.00
CARD	0.00							0.00
BANK	853.99							1209.38
ACCOUNTS RECEIVABLE	372.00							220.00
TILL	850.00							850.00
	2075.99							2279.38

This report is submitted in accordance with requirements of Section 5-8-505 and / or 67-5-1902, as amended, Tennessee Code Annotated, and to the best of my knowledge, information and belief accurately reflect transactions of this office for the period 10/01/2024 through 12/31/2024.

*Thomas G. Berger*  
 Register of Deeds Date 1-7-2025

County Mayor (Only Required On Annual Reports) \_\_\_\_\_ Date \_\_\_\_\_

*Corrected  
 Forward  
 1-9-25*

FRANKLIN COUNTY SHERIFFS OFFICE  
October, November, and December 2024  
2<sup>nd</sup> QUARTER FISCAL YEAR 2024-2025

---

Total number of persons arrested (FCSO only) 300

Total persons arrested and brought in from other departments 247

Prisoner days served (General Sessions Sentences) 3,078

Prisoner days served (State prisoners serving jail time in our facility) 1,674

Total Inmates housed this quarter 13,890

State & Criminal Warrants Served 1,059

Total Attempts to Serve 2,271

Out of County Trips Made 199

Total Number of Funerals Escorted 21

Traffic Accidents with Injuries 29

Traffic Accidents without Injuries 94

Business, Church, and School Areas Checked 1,261

Traffic Enforcement 889

DUI Arrest 17

Drug Cases 22

**Criminal Cases Investigated 105**

**Criminal Cases Cleared 71**

**Violent Crimes (murder, rape, agg. Assault, armed robbery, agg. Burglary, etc.) 13**

**Cash received for serving papers, offense & accident reports \$6,766.20**

**Quarterly Report**  
**of**  
**The University of Tennessee Extension & Tennessee State Cooperative Extension**  
**October – December 2024**

**Franklin County Agricultural Programs – Matthew Deist**

- **TAEP Program Success:** Through a coordinated effort amongst Extension Agents and the TDA, 90 Franklin County farmers/producers were approved for the 2024-2025 TAEP Program.
- **Chamber of Commerce's Ag Day:** Presented an overview of County agricultural and Extension offerings to a group of over 50 people.
- **Bridge Program:** Educated a dozen youth on ryegrass seed germination, reading seed labels, and area (ft<sup>2</sup>) calculations.
- **Farm Equipment Expo:** Co-hosted the with the support of Franklin Farmers Co-op, Penner Trailer Sales, Tri-Green, and others.
- **WZYX Radio Opportunities:** 5 weekly radio "Crop Updates" / 12 weekly "Ag. Reports" w/ TN Market Highlights / 3 separate hour-long radio segments on "Hey Y'all with Chrissy"
- **Sunday Short Read Newsletter:** Circulated 2 editions to over ~1,000 people
- **Soil Fertility Clinic Sampling:** Pulled 715 soil plugs on 40 acres to determine effectiveness of grid sample by acreage increments
- **A.M. Rotary Club Presentation:** Presented on Franklin County agriculture, invasive pests, pesticides, environmental stewardship, etc.
- **Western Horsemen Article:** Interviewed on Hay Storage considerations by Hope Ashburn, agriculture author (Red Horse on a Red Hill). Provided original photos with help from Vivien Allen.
- **Grazing Loss Assessment for FSA:** Upon request, agent thoroughly researched local rain and drought data to provide an estimate on % grazing loss
- **New Nursery Specialist Introductions:** Introduced several local nurserymen to our new Middle TN Nursery Specialist Dr. Kaitlin Barrios
- **Precision Ag. Specialist Interviews:** Reviewed, selected, and interviewed applicants with other members of the search team to fill our Precision Ag. Position.

**Family and Consumer Science – Mary Beth Henley**

- Monthly Embroidery Club (First Tuesday) 29 participants and Quilt club (First Wed.) 23 participants
- Conducted a Quilted Table runner class for 9 participants
- Collaborated with FCHS Career and Technical Education class to teach a cooking class to 100 students.
- Hosted FC Chamber of Commerce Leadership Ag Day- provided kick-off and closing presentations
- Attended Thrive 95 Conference for Extension County Directors.
- Assisted 4-H at the County's Trunk or Treat event.
- Hosted 2 Basket classes – Utensil Basket- 13 participants, Market Basket- 17 participants
- Partnered with Library to distribute 4 Lap Quilts to Veterans for Veteran's Day. Quilts made by Family & Community Education Club members. Volunteer value \$2,143.36
- Conducted Co-Parenting/Parenting Apart classes for 3 participants.
- Attended TN Association of Family and Community Education Clubs Annual Conference in Paris, TN.
- Attended Central Region Family and Community Education Clubs Board meeting as Agent Advisor.
- Attended Tractor delivery event for Tracy Robinson named "2024 TN Outstanding Young Farmer." He will have use of the Case IH tractor for a year and will compete for the National title in January, 2025.
- Interviewed 4 candidates for new 4-H Agent position.
- Conducted *On My Own* financial education program at FCHS for 73 students.
- Hosted a President's Luncheon for Family and Community Education Club Presidents and County Council- 10 participants.

FRANKLIN COUNTY TENNESSEE  
 Veterans Service Office  
 839 Dinah Shore Boulevard  
 Winchester, Tennessee 37398

VETERANS SERVICE OFFICE QUARTERLY REPORT

OCTOBER-DECEMBER 2024

	OCT	NOV	DEC	TOTAL
Assistance Over the Phone	883	633	689	2205
Office Visits	226	146	170	542
Claims and Correspondence Filed on behalf of Veterans & Dependents	198	163	267	628
<b>Total Assistance Provided to Veterans &amp; Dependents</b>	<b>1307</b>	<b>942</b>	<b>1126</b>	<b>3375</b>
Home Visits & Outreaches (FOOD BOXES DELIVERIES FOR VETERANS=76)	21	29	14 +76	140
Veteran Service Officer Training (hours)	16	6	8	30
Veterans That Were Provided Help for Groceries, Utilities, Lodging (\$1529.02)	2	2	0	4
Trips Paid for Veterans on FC Public Transportation (\$740.50)	25	16	17	58
Mileage	302	249	215	766
<b>AMERICAN LEGION= 63</b> <b>VFW= 36</b> <b>DEPT. TN= 76</b>				

BOBBY CLARK  
 Veterans Service Officer

*Bobby R Clark*

# CLERK'S CERTIFICATE



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

**RESOLUTION 1a-0125 A Resolution Amending the Franklin County Board of Education General Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2025**

This document was approved at a regular session of the Franklin County Board of Commissioners on January 21 2025 and is recorded on file in my office in Commission Minute Book 45. Witness my hand and official seal, at office in Winchester, Tennessee, this the 22 day of January 2025.

  
Tina Sanders, County Clerk  
of Franklin County, Tennessee





A RESOLUTION AMENDING THE FRANKLIN CO BOARD OF EDUCATION GENERAL FUND BUDGET OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2025

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 Board of Education Budget Fund,

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

Department & Description	Account Number					Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Other Student Support- Other Salaries	141	72130	189				\$ 32,667.00
Other Student Support-Guidance Personnel	141	72130	123			\$ 32,667.00	
						\$ 32,667.00	\$ 32,667.00
<b>Advocate replacing Counselor</b>							
Regular Ins Program-Equipment	141	71100	722		713		\$ 2,748.99
Career and Tech Program-Other Charges	141	72230	599		713		\$ 1,000.00
Sprint Lease-Reserve Account	141	34555			713	\$ 3,748.99	
						\$ 3,748.99	\$ 3,748.99
<b>Sprint/Nextel Grant AV Program</b>							
Revenue-Reserve Special Student Recog	141	34555			137	\$ 4,520.00	
Revenue-Contribution and Gifts	141	44570			137	\$ 2,500.00	
Student Body Ed-Other Charges	141	71400	599		137		\$ 7,020.00
						\$ 7,020.00	\$ 7,020.00
<b>FCHS Girls Soccer Recognition</b>							
Regular Instructional Program-Other supplies	141	71100	499		804		\$ 6,000.00
Vocational Educational Program-Certified Teacher	141	71300	116		804		\$ 64,520.00
Vocational Educational Program-Other Salaries	141	71300	189		804		\$ 80,715.80
Vocational Educational Program-Social Security	141	71300	201		804		\$ 8,532.64
Vocational Educational Program-State Retire	141	71300	204		804		\$ 8,819.06
Vocational Educational Program-Life Insurance	141	71300	206		804		\$ 100.28
Vocational Educational Program-Medical Ins	141	71300	207		804		\$ 16,495.68
Vocational Educational Program-Employer Medical	141	71300	212		804		\$ 1,868.79
Vocational Educational Program-Retirement	141	71300	217		804		\$ 586.43
Vocational Educational Program-Other Contracted	141	71300	399		804		\$ 5,700.00
Vocational Educational Program-Instructional Sup	141	71300	429		804		\$ 30,191.00
Vocational Educational Program-Other Supplies	141	71300	499		804		\$ 4,050.00
Vocational Educational Program-Other Charges	141	71300	599		804		\$ 649,116.93
Vocational Educational Program-Vocational Ins	141	71300	730		804		\$ 96,748.00
Support Serv/Reg Instructional Program-Inservice	141	72210	524		804		\$ 10,000.00
Support Serv/Voc Ed program-Other Salaries	141	72230	189		804		\$ 3,000.00
Support Serv/Voc Ed Program-Social Security	141	72230	201		804		\$ 248.00
Support Serv/Voc Ed Program-State Retirement	141	72230	204		804		\$ 347.60
Support Serv/Voc Ed Program-Employer Med	141	72230	212		804		\$ 58.00
Transportation-Trans Equipment	141	72710	729		804		\$ 102,000.00
Regular Capital Outlay-Architects	141	76100	304		804		\$ 140,000.00
Regular Capital Outlay- Other Contracted	141	76100	399		804		\$ 81,078.20
Regular Capital Outlay-Building Construction	141	76100	706		804		\$ 450,000.00
Regular Capital Outlay-Other Equipment	141	76100	790		804		\$ 294,000.00
Revenue	141	46790			804	\$ 2,054,176.41	
						\$ 2,054,176.41	\$ 2,054,176.41
<b>Innovative School Models (ISM)</b>							

Community Services-Other Charges	141	73300	599		146		\$	15,000.00
Revenue	141	47590			146		\$	15,000.00
							\$	15,000.00
<b>SOR III</b>								

TISA-Outcomes Allocation	141	46510			OUTCO		\$	330,402.50
Regular Instruction-Instructional Supplies	141	71100	429		OUTCO		\$	330,402.50
							\$	330,402.50
<b>FY25 TISA Outcomes Allocation</b>								

Community Services-Revenue	141	47590			DEC24	148		\$	13,656.00
Community Services- Other Salaries	141	73300			TCAMP	148	\$	499.78	
Community Services-Social Security	141	73300			TCAMP	148	\$	21.90	
Community Services-Pensions	141	73300			TCAMP	148	\$	10.22	
Community Services-Employer Medicare	141	73300			TCAMP	148	\$	7.90	
Community Services-Lease/Payments	141	73300			DEC24	148	\$	0.58	
Community Services-Travel	141	73300			DEC24	148	\$	2,350.09	
Community Services-Travel	141	73300			TCAMP	148	\$	5,143.50	
Community Services-Other Supplies	141	73300			DEC24	148	\$	1,621.95	
Community Services-Other Supplies	141	73300			TCAMP	148	\$	3,938.25	
Community Services-Inservice	141	73300			TCAMP	148	\$	61.83	
							\$	13,656.00	
<b>Drug Endangered Children (Amended Contract)</b>									

Community Services-Contract Services	141	73300	399		902		\$	68,442.00
Community Services-Indirect Cost	141	73300	504		902		\$	2,100.00
Community Services-Inservice/Staff	141	73300	524		902		\$	3,000.00
Community Services-Other Charges	141	73300	599		902		\$	20,000.00
Revenue	141	47590			902		\$	93,542.00
							\$	93,542.00
<b>Coalition ARPA (Amended Contract)</b>								

Approved this the 21st Day of January 2025  
pending School Board January 13, 2025

  
Chris Guess, Honorable Franklin County Mayor &

Chairman to  
the Commission

Attest:

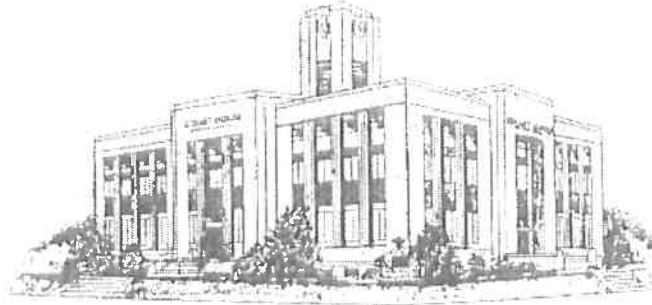
  
Tina Sanders, County Clerk

Resolution Sponsored By: Wiseman & Riddle

Motion to Adopt By: L Johnson Second By: S. Horsch

Votes: Ayes: 15 Nays: Pass: Declaration: Passed

# CLERK'S CERTIFICATE



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

**RESOLUTION 1b-0125 A Resolution Amending the General and Drug Control Fund Budgets of Franklin County, Tennessee for the fiscal year ending June 30, 2025**

This document was approved at a regular session of the Franklin County Board of Commissioners on January 21 2025 and is recorded on file in my office in Commission Minute Book 45. Witness my hand and official seal, at office in Winchester, Tennessee, this the 22 day of January 2025.

  
Tina Sanders, County Clerk  
of Franklin County, Tennessee



**RESOLUTION# - 16-0125**

**A RESOLUTION AMENDING THE GENERAL & DRUG CONTROL FUND BUDGETS OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.**

**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 & Drug Control Fund Budgets of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
<b>County General Fund 101</b>							
Contributions & Gifts - TNRMT	101	44570		SAFE		11,772.74	
Co Bldgs - Other Equipment	101	51800	790	SAFE			11,772.74
<b>Total County General Fund 101</b>						<b>11,772.74</b>	<b>11,772.74</b>
<b>Budget Safety Grant Proceeds FY25</b>							
Other Federal Revenue	101	47590		WORKF			18,177.50
Comm Reentry - Other Supplies	101	54230	499	WORKF		1,677.50	
Comm Reentry - Other Equipment	101	54230	790	WORKF		16,500.00	
<b>Total County General Fund 101</b>						<b>18,177.50</b>	<b>18,177.50</b>
<b>Remove Workforce Grant for Comm Reentry - Did not receive</b>							
Comm Reentry - Leases	101	54230	330			100.00	
Comm Reentry - Other Contract Services	101	54230	399				100.00
<b>Total County General Fund 101</b>						<b>100.00</b>	<b>100.00</b>
<b>Move Comm Reentry Funds for Copier that is owned</b>							
Other State Grants	101	46980		BROWN		365,248.00	
Other Public Health & Welfare - Contracted Ser	101	55900	399				365,248.00
<b>Total County General Fund 101</b>						<b>365,248.00</b>	<b>365,248.00</b>
<b>Budget Brownfield Grant - Remediation of Brownfield Sites Franklin County</b>							
Health Grant Revenue	101	46310				58,400.39	
Other Local Health Services - Social Worker	101	55190	130			2,404.00	
Other Local Health Services - Other Salaries &	101	53900	189				45,000.00
Other Local Health Services - Social Security	101	53900	201				2,653.35
Other Local Health Services - Pensions	101	53900	204				3,206.42
Other Local Health Services - Life Insurance	101	53900	206				46.60
Other Local Health Services - Medical Premium	101	53900	207				9,055.01
Other Local Health Services - Unemployment	101	53900	210				22.00
Other Local Health Services - Employer Medica	101	53900	212				620.54
<b>Total County General Fund 101</b>						<b>60,804.39</b>	<b>60,603.92</b>
<b>Amend Franklin County Health Dept Grant to add Nutritional Educator (100 Grant)</b>							

61

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
<b>Drug Control Fund 122</b>							
Restricted for Public safety	122	34525				25,000.00	
Drug Enforcement - Motor Vehicles	122	54150	718				25,000.00
<b>Total Drug Control Fund 122</b>						<b>25,000.00</b>	<b>25,000.00</b>
<b>Budget Funds for Motor Vehicles</b>							

Approved this the 21st Day of January 2025.



Chris Guess, Honorable County Mayor & Chairman of the Commission

ATTEST:



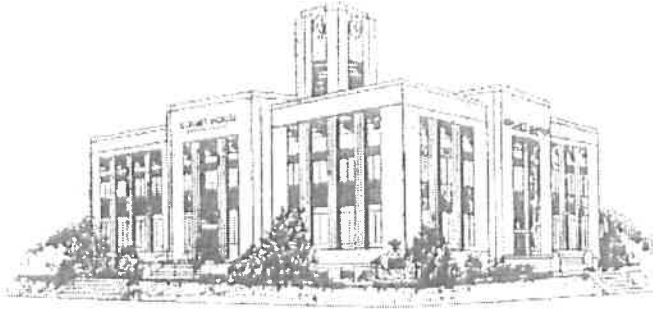
Tina Sanders, County Clerk

Resolution Sponsored By: Riddle & Wiseman

Motion to Adopt By: Keller Second By: Bauer Votes: Ayes 15 Nays Abstain

Declaration: Passed


# CLERK'S CERTIFICATE



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

**RESOLUTION 1c-0125 A Resolution Authorizing submission of an application for a Brownfield Assessment Coalition Grant for FY 2024-2025 from the United States Environmental Protection Agency- Brownfields and authorizing the acceptance of said Grant.**

This document was approved at a regular session of the Franklin County Board of Commissioners on January 21, 2025 and is recorded on file in my office in Commission Minute Book 45. Witness my hand and official seal, at office in Winchester, Tennessee, this the 22 day of January 2025.

  
Tina Sanders, County Clerk  
of Franklin County, Tennessee



RESOLUTION # 1C-0125

**Resolution authorizing submission of an application for a Brownfield Assessment Coalition Grant for FY 2024 - 2025 from the United States Environmental Protection Agency - Brownfields and authorizing the acceptance of said Grant.**

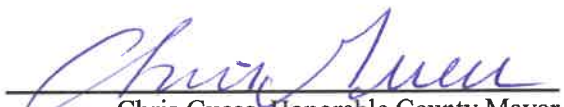
**Whereas**, the Franklin County Commission intends to apply for the aforementioned Grant from the Environmental Protection Agency - Brownfield funds and,

**Whereas**, the contract for the Grant for period beginning October 1, 2024 ending October 1, 2029 will impose certain legal obligations upon Franklin County.

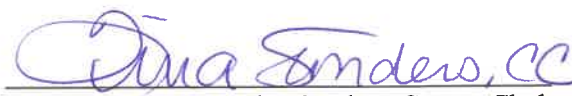
**THEREFORE, BE IT RESOLVED:**

1. That the County Mayor of Franklin County is authorized to apply on behalf of Franklin County for a Environmental Protection Agency Brownfield Assessment Coalition Grant for FY 2024 - 2029.
2. That should the said application be approved by the United States Environmental Protection Agency then the County Mayor of Franklin County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the US Environmental Protection - Brownfield Assessment Coalition Grant for FY 2024 – 2029 by Franklin County.

Approved at the regularly meeting held on the 21<sup>st</sup> day of January, 2025.

  
 Chris Guess, Honorable County Mayor  
 & Commission Chair

ATTEST:

  
 Tina Sanders, County Clerk

RESOLUTION SPONSORED BY: Wiseman & Riddle

MOTION TO ADOPT: Bauer SECOND: McMillan

VOTES: AYES: 15 NAYS:     ABSTAIN:     DECLARATION: Passed

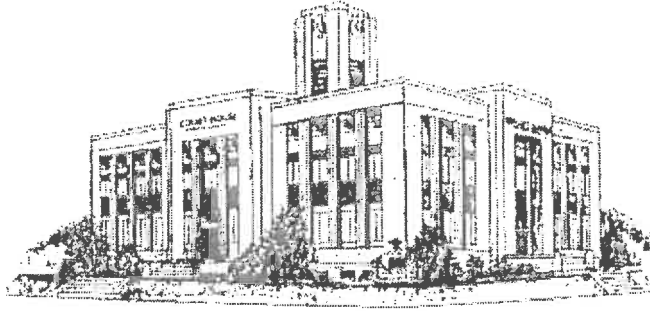
### Franklin County Government Grant Pre-Application Notification Form

Department or Organization Applying for Grant: <b>Franklin County Mayor's Office</b>	
Grant/Program Title: <b>TDEC Brownfield Assessment Coalition Grant</b>	
Grant Beginning Period: <b>10/1/24</b>	
Grant Ending Period: <b>2029</b>	
Grant Amount: <b>\$1,200,000</b>	
Funding Agency (i.e. State, Federal, Private): <b>TN Dept of Environment &amp; Conservation</b>	
<b>Funding Agency Contact Information</b>	
Name	<b>Elyse Salinas, US EPA</b>
Address	<b>Office of Brownfields &amp; Land Revitalization</b>
Phone	
Fax	
Email	<b>Brownfields@epa.gov</b>
Funding Percentage or Match (i.e. 100% or 75%/25%): <b>100%</b>	
Funding Type (Revenue Advanced or Reimbursed): <b>Drawdown from County Specific EPA Funding Acct</b>	
Ongoing Funding Requirements (Yes/No & Length Required): <b>No</b>	
Indirect Cost Availability (Yes/No): <b>No</b>	
Grant Beneficiary: <b>Franklin County</b>	
Purpose of Grant: <b>Assess, Cleanup, and redevelop underutilized properties while protecting health and environment in Franklin County</b>	
<b>Brownfield applicable sites</b>	
Person/Dept Responsible for Grant Program Management: <b>Chelle Daniels</b>	
Person/Dept Responsible for Reporting Expenditures: <b>Andrea Smith / Chelle Daniels</b>	
Person/Dept Responsible for Requesting Revenue Claims: <b>Andrea Smith / Chelle Daniels</b>	
Grant Requirements for Continuation of Program or Cooperative Agreements:	
<b>N/A</b>	
Grant Requirements for Equipment, Ownership & Insurance: <b>N/A</b>	
Grant Requirements for Annual Cost of Upgrade/Maintenance, etc.: <b>N/A</b>	
Grant Requirements for Employment or Contracted Services: <b>N/A</b>	
Will this grant add Value to Franklin County's Fixed Assets? (Yes/No): <b>No</b>	
Will this grant add Expense to Franklin County's Insurance Expense? (Yes/No): <b>No</b>	
Approving Official Signature: <b>Chris Guess, County Mayor</b>	Date: <b>11/13/24</b>

65



# CLERK'S CERTIFICATE



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

## **RESOLUTION 1d-0125 A Resolution AMENDING TRANE'S SCOPE OF WORK FOR FRANKLIN COUNTY, TENNESSEE**

This document was approved at a regular session of the Franklin County Board of Commissioners on January 21, 2025 and is recorded on file in my office in Commission Minute Book 45. Witness my hand and official seal, at office in Winchester, Tennessee, this the 22 day of January 2025.

A handwritten signature in cursive script that reads "Tina Sanders, CC".

Tina Sanders, County Clerk  
of Franklin County, Tennessee



RESOLUTION 1d-0125

RESOLUTION AMENDING TRANE'S SCOPE OF WORK FOR FRANKLIN COUNTY, TENNESSEE

BE IT RESOLVED, by the Board of Commissioners of Franklin County, Tennessee, in session assembled the 21<sup>ST</sup> day of January, 2025.

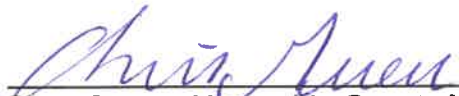
WHEREAS, the Board of Commissioners of Franklin County, Tennessee approved an Energy Efficiency Program through TRANE USA on September 28, 2023, and

WHEREAS, the program has been beneficial to Franklin County and funds are still available to add a much-needed roof project at the old Townsend School, and

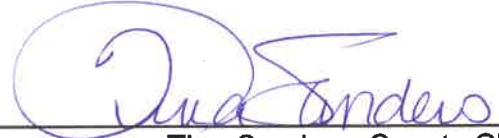
WHEREAS, the County Mayor and Finance Committee have found the county will experience savings on the Townsend Roof Project if added to the existing TRANE USA energy project and approved this recommendation in the January 9, 2025 finance committee meeting,

NOW THEREFORE BE IT RESOLVED, that the Franklin County Board of Commissioners hereby approve this request and authorize the Franklin County Mayor and Finance Director to proceed with adding Townsend Roof to the existing Project list.

Adopted, this 21<sup>st</sup> day of January, 2025.

  
Chris Guess, Honorable County Mayor & Chairman to the Commission

ATTEST:

  
Tina Sanders, County Clerk

RESOLUTION SPONSORED BY: Riddle & Wiseman

MOTION TO ADOPT: Keller SECOND BY: Shetter

VOTES: AYES 15 NAYS \_\_\_\_\_ ABSTAIN \_\_\_\_\_ DECLARATION: passed

*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 updated Employee Handbook!

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

Sincerely,  
*Chris Guess*  
County Mayor

Franklin County Finance Department / Human Resource Department

**TELEPHONE**

931-967-1279

Franklin County Mayor

**TELEPHONE**

931-967-2905

**WEBSITE**

[www.franklincountyfinance.com](http://www.franklincountyfinance.com)

[www.franklincotn.us](http://www.franklincotn.us)

**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)

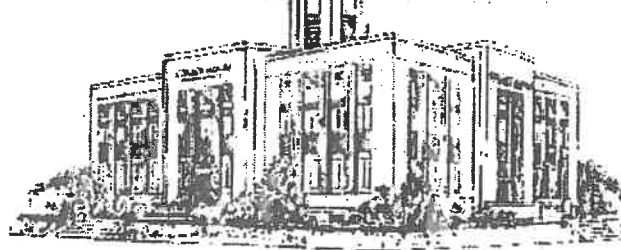
Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yyyy)

**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.

# CLERK'S CERTIFICATE

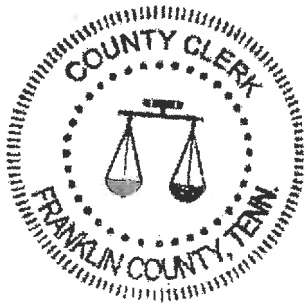


I, Phillip Custer, County Clerk of Franklin County, Tennessee hereby certify that the attached document is a true and correct copy of:

## **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 17<sup>TH</sup> day of June 2020.



*Phillip Custer*  
Phillip Custer, County Clerk  
of Franklin County, Tennessee

# Table of Contents

## **Introduction**

Introduction .....	1
--------------------	---

## **State and Federal Policies**

Equal Employment Policy .....	2
Equal Employment Opportunity Grievance Procedures .....	2
Workplace Harassment/Sexual Harassment .....	3
Americans with Disabilities Act .....	3
Title VI of the Civil Rights Act of 1964 .....	4
HIPAA .....	4
Employment at-Will .....	4
USERRA .....	4
ERISA .....	4

## **Code of Ethics**

Ethical Conduct .....	5
Conflict of Interest .....	5

## **Classification and Compensation**

Probationary Employees .....	6
Temporary and Seasonal Employees .....	6
Part-Time Employees .....	6
Full-Time Employees .....	6
Job Classification .....	6
Pay Procedures.....	6
Exempt and Nonexempt Employees .....	7
Overtime Compensation/Compensatory Time .....	7
Working During Lunch Periods .....	7
Working Before/After Regular Hours .....	7

## **General Personnel Policies**

Attendance .....	8
Work Hours and Time Clock .....	8
Direct Deposit .....	8

Inclement Weather .....	8
Central Personnel Files .....	9
Promotions, Transfers, and Reassignments .....	9
Progressive Discipline Procedure .....	10
Suspensions .....	11
Demotions .....	11
Dismissals/Terminations .....	11
Resignations .....	11
Garnishments and Levies .....	11
Retirement .....	12
Alcohol and Drugs – Drug Free Workplace .....	12

## **Safety**

Workplace Safety .....	14
Tobacco Use .....	14
Government Records.....	14
Computer Use .....	15
Dress & Grooming.....	15
Personal Property .....	15

## **Leave Policies**

Attendance .....	16
Annual Leave/Vacation .....	16
Holidays .....	17
Sick Leave .....	17
Maternity/Paternity Leave .....	18
Bereavement Leave/Funeral Leave .....	18
Military Leave .....	18
Family and Medical Leave Act (FMLA) .....	19
Jury Duty or Court Appearance .....	20

## **Employee Benefits**

Benefits Eligibility .....	21
Medical Coverage .....	21
Post-Employment Medical Insurance Benefit .....	21
Dental and Vision Coverage .....	21
Identification Cards .....	22
Annual Enrollment/Transfer Period .....	22
Benefit Premiums/Payroll Deduction .....	22
COBRA .....	22
Employee Assistance Program .....	22



Retirement .....23  
Flexible Spending Accounts ..... 23  
Life Insurance ..... 23  
Longevity..... 23  
COCTP ..... 23  
Supplemental Benefits .....24  
On the Job Injury (OJI) .....24  
Change in Status .....24

***Exhibits***

- (A) Time Clock Procedures***
- (B) Non-Smoking & Vaping Policy***
- (C) Dress Code Policy – Circuit Court Clerk***
- (D) Certification of Attendance at Funeral Services***
- (E) Infectious Disease Control Policy***

## 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.

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

### ***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 (USERRA) is a federal law, passed in 1994, that protects military service members and veterans from employment discrimination on the basis of their service, and allows them to regain their civilian jobs following a period of uniformed service.

## 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 15<sup>th</sup> 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.

***Working from Home***

Franklin County does not encourage employees to work from home. If the need arises that an employee does need to work from home, this will be a Department Head/Elected Official decision. At that time they will need to discuss with the HR Department for advisement.

# 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 office 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](http://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](http://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*

## ***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**

<b>New Year's Day</b> -----	January 1
<b>Martin Luther King, Jr., Day</b> ---	January (3 <sup>rd</sup> Monday)
<b>Presidents Day</b> -----	February
<b>Good Friday</b> -----	March or April
<b>Memorial Day</b> -----	May (last Monday)
<b>Juneteenth</b> -----	June 19
<b>Independence Day</b> -----	July 4
<b>Labor Day</b> -----	September (1 <sup>st</sup> Monday)
<b>Veterans Day</b> -----	November 11
<b>Thanksgiving Day</b> -----	November (4 <sup>th</sup> Thursday and Friday after Thanksgiving)
<b>Christmas</b> -----	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**

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. **\*If no leave is available, a physician's statement will be required.**
3. Employee's Accumulated SICK LEAVE may be used per year for illness of employee's

104

\*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 Shall 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 with a reasonable notice of five (5) days before. Emergency discession may be approved by the department head.

**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.*



## FRANKLIN COUNTY GOVERNMENT

---

### **Inclement Weather Policy**

#### ***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, as he is responsible for all county facilities. Closing information will be given to the local radio stations, Franklin County Mayor Social Media. County Employees will receive a text from Consolidate Communications as a notification. Department heads are responsible for maintaining an updated list for Consolidated Communications in order for notification. The County Mayor office 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.**

When the County Mayor closes the building early the employees that were on the clock at the time of the closing will be paid for their remaining time of their work schedule.

When the County Mayor closes for inclement weather before the employee begins their shifts the County will pay Inclement Weather Leave for their shift up to ten (10) days per each fiscal year. If the County Mayor has to close the County for more than ten day then an employee may use their Comp Time and Vacation Time to compensate. Employees who might be required to work during these times will be given Inclement Weather Leave that they may take at a future date. This leave must be taken by June 30 of the fiscal year earned, and will not accrue into any other leave.



# 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](http://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. Additional information regarding retirement benefits may be obtained from your personnel office or <https://treasury.tn.gov/Retirement>

## ***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 5<sup>th</sup> year of employment. (5<sup>th</sup> year - \$300.00, 6<sup>th</sup> 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.

## ***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.

## **Workers' Compensation**

You are protected under the Workers Compensation program 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

122



**Robert Baggett**  
**Circuit Court Clerk**  
**Franklin County, Tennessee**

**DRESS CODE POLICY**  
**Effective August 18, 2022**

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 skirts, shorts, 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 with 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 the office or in court. 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 or tennis shoes will be considered acceptable office attire. Denim should be clean with no holes, tears or frays. Tennis and athletic shoes may be worn if they are clean and neat in appearance.

**T-shirts Are Not Acceptable Office Attire**

Long or short sleeve t-shirts, with or without writing, are not considered acceptable office attire. The following are exceptions to the rule.

- 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.
- T-shirts supporting Pam Anderson on Fridays are acceptable office attire.
- T-shirts supporting the Isaiah 17 House are acceptable on the 17<sup>th</sup> day of the month or an alternative day, if the 17<sup>th</sup> is on a weekend.

**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 (See exceptions)
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. Canvas shoes (See Friday exceptions)
19. Crocs
20. 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**

FRS/10/16/E

**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).**

***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 social distancing guidelines to minimize the spread of the disease among the staff. .



# 2025

## JANUARY

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

## FEBRUARY

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

## MARCH

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

## APRIL

S	M	T	W	T	F	S
30	31	1	2	3	45,751	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

## MAY

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

## JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

## JULY

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

## AUGUST

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

## OCTOBER

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

## NOVEMBER

S	M	T	W	T	F	S
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

## DECEMBER

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

# **FRANKLIN COUNTY, TENNESSEE**

**CHRIS GUESS, COUNTY MAYOR**

855 DINAH SHORE BLVD., SUITE 3  
WINCHESTER, TN 37398

OFFICE: (931) 967-2905

FAX: (931) 962-0194

[fcmayor@franklincotn.us](mailto:fcmayor@franklincotn.us)



**January 21, 2025**

## **APPOINTMENTS/REAPPOINTMENTS**

### **AUDIT COMMITTEE (1yr Term)**

**Reappoint - Mitch Coby**

**Reappoint- Jackie Axt**

**Reappoint - Helen Tinnerman**

**Reappoint - Mike Rowland**

**Reappoint - Margaret Lynch**



**JUDICIAL COMMISSIONER (1 Yr Term)**

**APPOINT**

**Penny Standley- Part-Time Judicial Commissioner**

**Pavilion Board (3 yr Term)**

**Reappoint - Scottie Riddle**

**SOLID WASTE MANAGEMENT BOARD (3 yr Term)**

**Appoint- CHRIS HAWKERSMITH**

**Appoint- SAM DAVIDSON**

January 3, 2025

Honorable Chris Guess  
Franklin County Mayor


Re: Appointment of Penny Stanley as part-time  
Judicial Commissioner

Dear Mayor Guess:

I am writing to respectfully request that the County Commission appoint Ms. Penny Stanley as part-time judicial commissioner at the Commission meeting on January 21, 2025. I am requesting that this matter be placed on your agenda for that night.

I would appreciate the Commission's favorable consideration on this matter and understand that a copy of this letter will be placed in each commissioner's packet. With best regards, I remain

Yours very truly,



David L. Stewart

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 JANUARY 21, 2025 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. CARRIE ARNOLD	210 SCHWARTZ ST ESTILL SPRINGS TN 37330	931-434-9838	185 HOSPITAL RD WINCHESTER TN 37398	931-967-8553	
2. JAYME BAKER	2039 GOURONECK RD NW TULLAHOMA TN 373883271	931-434-8801	168 W LINCOLN ST TULLAHOMA TN 373883870	931-485-5407	
3. JANICE D. DODSON	333 ANDERSON CEMETERY RD SEWANEE TN 37383	931-588-9380	188 HOSPITAL RD WINCHESTER TN 37398	931-967-8346	
4. JAMES DAVID DUNCAN	PO BOX 486 TULLAHOMA TN 37388	931-455-5916	301 N JACKSON ST TULLAHOMA TN 37388	931-485-3417	
5. KIM HARAWAY	290 FOREVER LANE BELVIDERE TN 37306	931-962-3282	1418 DINAH SHORE BLV WINCHESTER TN 37398	931-967-3342	
6. JACK W. HUSKIN	131 HICKORY HILL DRIVE ESTILL SPRINGS TN 37330	931-308-6233	131 HICKORY HILL DR ESTILL SPRINGS TN 37330	931-308-6233	
7. JENNIFER A. JACKSON	331 HIGHTOP LN DECHERD TN 37324	931-308-1731	300 FIRST AVE NW WINCHESTER TN 37398	931-967-2222	
8. PAMELA MAOK	1804 PAYNES CHURCH RD ESTILL SPRINGS TN 37330	931-434-9767	300 N JACKSON ST TULLAHOMA TN 37388	931-434-9767	
9. COURTNEY D MARCLE-FRAZIER	1717 W LINCOLN ST TULLAHOMA TN 37388	931-461-2818	411 B. H. GOETHERT PKWY TULLAHOMA TN 37388	931-393-7267	
10. MATT MASON	1815 WILDERNESS WAY COTTONTOWN TN 37048	931-252-4410	301 2ND AVE NW WINCHESTER TN 37388	931-967-2978	
11. KAYLA MCKINNEY	1296 LIBERTY RD WINCHESTER TN 37398	931-273-6669	1738 DECHERD BLVD DECHERD TN 37324	931-967-8578	
12. LORI WASH	2094 ROCK CREEK RD ESTILL SPRINGS TN 37303572	931-608-1586	308 1/2 SOUTH JACKSON STREET TULLAHOMA TN 37388	-	
13. TREVA SIMPSON	131 HICKORY HILL DR ESTILL SPRINGS TN 37330	931-681-6984	131 HICKORY HILL DR ESTILL SPRINGS TN 37330	931-649-3398	
14. REBEKAH STEWART	1494 STEWART RD HUNTLAND TN 37345	931-681-5125	187 1ST AVE NE WINCHESTER TN 37398	931-967-9440	
15. HEATHER L. WALSH	112 N WEST ST DECHERD TN 37324	678-617-0605	101 S COLLEGE ST WINCHESTER TN 37398	931-313-6232	
16. D'ANN WHITE	PO BOX 995 DECHERD TN 37324	615-796-1584	PO BOX 995 DECHERD TN 37324	615-796-1584	

SIGNATURE

CLERK OF THE COUNTY OF FRANKLIN, TENNESSEE

DATE

Inclement Weather .....	8
Central Personnel Files .....	9
Promotions, Transfers, and Reassignments .....	9
Progressive Discipline Procedure .....	10
Suspensions .....	11
Demotions .....	11
Dismissals/Terminations .....	11
Resignations .....	11
Garnishments and Levies .....	11
Retirement .....	12
Alcohol and Drugs – Drug Free Workplace .....	12

## **Safety**

Workplace Safety .....	14
Tobacco Use .....	14
Government Records.....	14
Computer Use .....	15
Dress & Grooming.....	15
Personal Property .....	15

## **Leave Policies**

Attendance .....	16
Annual Leave/Vacation .....	16
Holidays .....	17
Sick Leave .....	17
Maternity/Paternity Leave .....	18
Bereavement Leave/Funeral Leave .....	18
Military Leave .....	18
Family and Medical Leave Act (FMLA) .....	19
Jury Duty or Court Appearance .....	20

## **Employee Benefits**

Benefits Eligibility .....	21
Medical Coverage .....	21
Post-Employment Medical Insurance Benefit .....	21
Dental and Vision Coverage .....	21
Identification Cards .....	22
Annual Enrollment/Transfer Period .....	22
Benefit Premiums/Payroll Deduction .....	22
COBRA .....	22
Employee Assistance Program .....	22