

# TOWN OF MOUNT CARMEL, TENNESSEE

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## BOARD OF MAYOR and ALDERMEN MINUTES

August 23, 2016

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### BOARD OF MAYOR AND ALDERMEN MEETING

A regular meeting of the Board of Mayor and Aldermen of the Town of Mount Carmel, Tennessee, was held upstairs at the Town of Mount Carmel City Hall, 100 East Main Street, on August 23, 2016, at 6:30 p.m.

Those present and participating at the meeting:

Eugene Christian, Alderman  
Margaret Christian, Alderman  
Wanda Davidson, Alderman  
Paul Hale, Alderman  
Carl Wolfe, Alderman  
Chris Jones, Vice-Mayor  
Larry Frost, Mayor

Those absent:

None

Staff Present:

Marian Sandidge, City Recorder  
Gary Lawson, City Administrator  
John Pevy, City Attorney  
Cody Bussell, Detective  
Ryan Christian, Fire Chief  
Tammy Conner, CMFO  
Jeff Jackson, Chief of Police  
Steven McLain, Mechanic  
Vince Pishner, Building Inspector/Stormwater  
Jason Salyer, Public Works Director

### CALL TO ORDER

The Mount Carmel Board of Mayor and Aldermen regular meeting was called to order on August 23, 2016, at 6:30 p.m. by Mayor Larry Frost at Mount Carmel City Hall. Mayor Frost also chaired the meeting.

### PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Frost led the Prayer and Alderman Hale led the Pledge of Allegiance.

### ROLL CALL

Marian Sandidge, City Recorder, conducted roll call. Board members present were Mayor Frost, Alderman Eugene Christian, Alderman Margaret Christian, Alderman Davidson, Alderman Hale, Alderman Wolfe and Vice Mayor Jones. Attorney John Pevy was also present. An attendance list is attached.

### APPROVAL AND/OR CORRECTION OF THE MINUTES

A motion was made by Alderman Eugene Christian and seconded by Alderman Carl Wolfe to approve the minutes of the Board Mayor and Aldermen Meeting dated July 26, 2016, as written. The Board unanimously agreed. Motion passed.

### **VISITORS COMMENTS**

George Bridwell of 411 Poplar read the following complaint:

August 22, 2016

I, George Bridwell, am making an ethical complaint on the following Mt. Carmel BOA members: Wanda Worley Davidson, Eugene Christian, Margaret Christian, Carl Wolfe and Chris Jones. These members willfully shut down the new Town of Mt Carmel Senior Center that operated under BOA control in a lawful, legal, ethical and physical responsible way. These BOA members then voted the return of the independent Mount Carmel-Hawkins County Senior Citizens Center, Inc. This 501(c)(3) Corporation has acted unlawfully and illegally for many years. They ignored state law requirements listed in TCA 6-54-111c and Section 6 of the Senior Citizens operations. The one year lease previous required by the city was changed to a 5 year lease without the other board members knowledge or input. It has now been over 6 months and their financial provisions of their lease (providing 3 year financial statement and audits) have not been fulfilled. They have also violated item 11 of their lease agreement by not performing the provisions of the agreement. Since the independent corporation has always shown a history of non-compliance, the 5 named Alderman's lack of action is a continued disrespect of state laws and of legal entity of the residents of Mt. Carmel. They must make decisions against corporations that continue to operate unlawfully. The five BOA Alderman did not respect state laws or the legal entity of the residents of Mt. Carmel by their unlawful, unethical actions.

George Bridwell  
411 Poplar St.  
Mt. Carmel, TN 37645



Diane Adams of 416 Banner Court inquired as to whether the Appeal Hearing for Phillip Robinette was still scheduled to be heard on August 24, 2016. Mayor Frost said it is still scheduled for that date. She asked Alderman Paul Hale if he advised the Board of Mayor and Aldermen about the status of Church Hill EMS. Mr. Hale said he had not.

Connie Walters along with her husband, Marvin "Bo" Walters, live at 431 S Central Avenue in Church Hill, and own two rental houses at 200 & 202 West Main Street in Mount Carmel. Connie appealed to the Board to grant their request to rezone those two houses from B-2 arterial business to MX-2 mixed use. Mount Carmel Animal Hospital owns the property next door and wants to purchase the property to expand their business.

### **OLD BUSINESS**

**A. ORDINANCE NO. 16-442. AN ORDINANCE TO AMEND THE CODE OF ORDINANCES BY CHANGING TITLE 14 AS NEEDED TO CHANGE HOW RETAIL PARKING SPACES ARE DETERMINED.** (second reading) Mayor Frost presented Ordinance No. 16-442, "AN ORDINANCE TO AMEND THE CODE OF ORDINANCES BY CHANGING TITLE 14 AS NEEDED TO CHANGE HOW RETAIL PARKING SPACES ARE DETERMINED." A motion was made by Alderman Eugene Christian and seconded by Vice-Mayor Jones to adopt Ordinance 16-442 as presented. Those voting Yes: Eugene Christian, Margaret Christian, Davidson, Hale, Jones, Wolfe, and Frost. Those voting No: None. Those Absent: None. Mayor Frost announced that Ordinance No. 16-442 passed on its second and final reading.

**NEW BUSINESS**

**A. ORDINANCE NO. 16-443. AN ORDINANCE TO AMEND THE ORDER OF BUSINESS AT THE BOARD OF MAYOR AND ALDERMEN MEETING OF THE TOWN OF MOUNT CARMEL, TENNESSEE, ADOPTING BOARD GENERAL RULES OF ORDER. (first reading)** Mayor Frost presented Ordinance No. 16-443, "AN ORDINANCE TO AMEND THE ORDER OF BUSINESS AT THE BOARD OF MAYOR AND ALDERMEN MEETING OF THE TOWN OF MOUNT CARMEL, TENNESSEE, ADOPTING BOARD GENERAL RULES OF ORDER." Aldermen Eugene Christian voiced his concern that the City Administrator be allowed to speak at the Board Meetings. Therefore a motion was made by Vice-Mayor Jones and seconded by Alderman Margaret Christian to adopt Ordinance 16-443 as presented. Those voting Yes: Eugene Christian, Margaret Christian, Davidson, Hale, Jones, Wolfe, and Frost. Those voting No: None. Those Absent: None. Mayor Frost announced that Ordinance No. 16-443 passed on its first reading.

**B. ORDINANCE NO. 16-444. AN ORDINANCE OF THE TOWN OF MOUNT CARMEL, TENNESSEE AMENDING THE FISCAL YEAR 2016-2017 GENERAL FUND BUDGET, PASSED BY ORDINANCE NO. 16-440. (first reading)** This amendment was to appropriate \$5,000 for the revenue and expenditure from the Governors' Highway Safety Grant awarded to the Police Department, and appropriating \$59,600 from retained earnings for one new full time employee for the Public Works Department. Mayor Frost told the Board he is not in favor of adding another employee to the Public Works Department. However, Mayor Frost presented Ordinance No. 16-444, "AN ORDINANCE OF THE TOWN OF MOUNT CARMEL, TENNESSEE AMENDING THE FISCAL YEAR 2016-2017 GENERAL FUND BUDGET, PASSED BY ORDINANCE NO. 16-440." A motion was made by Alderman Eugene Christian and seconded by Vice-Mayor Jones to adopt Ordinance 16-444 as presented. Those voting Yes: Eugene Christian, Margaret Christian, Davidson, Jones, and Wolfe. Those voting No: Hale and Frost. Those Absent: None. Mayor Frost announced that Ordinance No. 16-444 passed on its first reading.

**C. RESOLUTION 16-537. A RESOLUTION TO REPORT ADJUSTMENTS MADE BY THE RECORDER TO THE FISCAL YEAR GENERAL FUND AND SEWER FUND BUDGETS FOR THE VARIOUS DEPARTMENTS FOR THE FISCAL PERIOD JULY 1, 2015, THROUGH, JUNE 30, 2016 PER ORDINANCE 15-428.** Mayor Frost presented Resolution 16-537, "A RESOLUTION TO REPORT ADJUSTMENTS MADE BY THE RECORDER TO THE FISCAL YEAR GENERAL FUND AND SEWER FUND BUDGETS FOR THE VARIOUS DEPARTMENTS FOR THE FISCAL PERIOD JULY 1, 2015, THROUGH, JUNE 30, 2016 PER ORDINANCE 15-428." A motion was made by Alderman Eugene Christian and seconded by Vice-Mayor Jones to adopt Resolution 16-537 as presented. The Board unanimously agreed. Motion passed.

**D. RESOLUTION 16-538. A RESOLUTION AMENDING THE SCHEDULE OF FEES, FINES, RATES AND COSTS AS OF AUGUST 23, 2016.** Mayor Frost presented Resolution 16-538, "A RESOLUTION AMENDING THE SCHEDULE OF FEES, FINES, RATES AND COSTS AS OF AUGUST 23, 2016." After some discussion about the changes, a motion was made by Alderman Eugene Christian and seconded by Vice-Mayor Jones to adopt Resolution 16-538 as presented. The Board unanimously agreed. Motion passed.

**E. RESOLUTION 16-539. A RESOLUTION AUTHORIZING THE TOWN OF MOUNT CARMEL TO PARTICIPATE IN THE TML RISK MANAGEMENT POOL "SAFETY PARTNERS" LOSS CONTROL MATCHING GRANT PROGRAM."** Mayor Frost presented Resolution 16-539, "A RESOLUTION AUTHORIZING THE TOWN OF MOUNT CARMEL TO PARTICIPATE IN THE TML RISK MANAGEMENT POOL "SAFETY PARTNERS" LOSS CONTROL MATCHING GRANT PROGRAM." The Police Department is applying for the Safety Grant. Safety equipment purchases up to \$3,000 can be made by the department with up to \$1,500 being reimbursed if the Town is awarded the grant. A motion was made by Alderman Eugene Christian and seconded by Vice-Mayor Jones to adopt Resolution 16-539 as presented. The Board unanimously agreed. Motion passed.

**F. DISCUSS THE REZONING REQUEST OF CONNIE AND MARVIN WALTERS FOR THE PROPERTY AT 200 and 202 MAIN STREET FROM B-2 ARTERIAL BUSINESS TO MX-2 MIXED USE.**

Mayor Frost called upon Building Inspector and Secretary of the Planning Commission, Vince Pishner, to explain the request. The rezoning request previously went before the Planning Commission, but ended in a tie vote. City Administrator Gary Lawson told the Board he supports their request since the business planning to purchase the property already provides sales tax revenue to the Town. The property currently zoned B-2 arterial business requires retail sales. The Walters are requesting the property be rezoned to MX-2 mixed use, which allows service business and residential use. They want to sell the property to Mount Carmel Pet Hospital so they can expand their business by adding additional animal kennels. The Town's current Planner, Jessica Harmon, does not suggest the Town rezone the property for various reasons, but told the Board it was their decision. After much discussion, a motion was made by Vice-Mayor Jones and seconded by Aldermen Margaret Christian to rezone 200 and 202 Main Street from B-2 arterial business to MX-2 mixed use. Those voting Yes: Eugene Christian, Margaret Christian, Davidson, Jones, and Wolfe. Those voting No: Hale and Frost. Those Absent: None. Mayor Frost announced that the motion passed on its first reading.

**G. VARIANCE REQUEST FROM THE CARTERS VALLEY VOLUNTEER FIRE DEPARTMENT TO CONDUCT A TURKEY SHOOT FROM SEPTEMBER 1, 2016 to MARCH 31, 2017 ON THURSDAY EVENINGS FROM 6:00 p.m. to 8:00 p.m.** Mayor Frost presented a VARIANCE REQUEST FROM THE CARTERS VALLEY VOLUNTEER FIRE DEPARTMENT TO CONDUCT A TURKEY SHOOT FROM SEPTEMBER 1, 2016 to MARCH 31, 2017 ON THURSDAY EVENINGS FROM 6:00 p.m. to 8:00 p.m. A motion was made by Alderman Hale and seconded by Alderman Eugene Christian to grant the variance request. The Board unanimously agreed. Motion passed.

**H. DISCUSS THE ETHICS COMPLAINT FILED and ITS MERIT.** The following ethics complaint filed by Janice Dean was read aloud by Town Attorney, John Pevy:

August 1, 2016

I am making an ethics complaint on Larry Frost, Mayor of Mount Carmel Tennessee. Mayor Frost gave out a written police report about me to the Hawkins County Commissioners at their meeting, August 13, 2015. The report, with many false statements and private information, was prepared by detective Phillip Robinette, August 13, 2015. In my opinion, the report was made and delivered to the commissioners with a malicious intent. The mayor wanted to embarrass me, but his main purpose was to influence the commissioners to give him the \$20,000 donation for his Senior Center, not to the Chartered Senior Center where I was a member of the board of directors. The report had personal information about me. It included, my full name and address, my eye color, my hair color, my age, my height and weight. It included my telephone number, my date of birth and my social security number. These are very personal things. An elected official should not be making this information public about a private citizen. The report stated that Alderman Eugene Christian requested the investigation to be made. Alderman Christian denies talking to Detective Robinette about an investigation except to say there should not be one made.

Janice E. Dean  
511 Carnation Lane  
Mount Cannel, Tn.  
37645

423 357 7345

Mayor Frost and Alderman Hale asked to be excused from voting on the issue. After some discussion, Pevy told the Board there were three possible choices that could be made: 1) Complaint has merit; 2) Complaint has no merit; or 3) Complaint needs further investigation. If the complaint has merit the Board will need to make a decision on what independent third party would be hired to do the investigation. Pevy said if a further investigation proves merit the only punishment would be public censor. Following some additional discussion, Vice-Mayor Jones made a motion to postpone their decision until the Board could determine if the Mayor is currently under investigation by the Tennessee Bureau of Investigation (TBI). He later withdrew that motion. A motion was then made by Alderman Davidson and seconded by Vice-Mayor Jones for further investigation to actually find out if the Mayor was indeed being investigated by TBI. Those voting Yes: Alderman Davidson, Alderman Wolfe and Vice-Mayor Jones. Those voting No: None. Those Excused: Mayor Frost and Alderman Hale. Those Sustaining: Alderman Eugene Christian

and Alderman Margaret Christian. Motion passed. Attorney Pevy will contact the proper authorities regarding this issue and report back to the Board.

**I. DISCUSS THE PERSONNEL POLICY AND PROCEDURE MANUAL.** Alderman Margaret Christian expressed her concern that the current personnel policy and procedure manual needs some serious work, especially the appeal process:

**5.30 WHO HEARS APPEALS**

If the dismissal is undertaken by a supervisor or Department Head, the appeal shall be heard by the Mayor. If the dismissal is ordered by the City Administrator, the appeal shall be heard by the Mayor. If the dismissal is undertaken by the Mayor, the appeal shall be heard by the Board of Mayor and Aldermen. A majority vote of those members present hearing the appeal is necessary to overturn the disciplinary action of the Mayor.

Attorney Pevy suggested the appeal process be removed in its entirety from the personnel manual since Tennessee is an at-will employer. Mayor Frost suggested the Town contact John Grubbs, MTAS HR specialist, to work with the Town on restructuring the whole personnel policy and procedure manual. Following much discussion, a motion was made by Alderman Margaret Christian and seconded by Vice-Mayor Jones to have Attorney Pevy prepare a draft ordinance to amend the grievance procedure and who hears the appeals with the suggestion of 5.30 to read as follows:

**5.30 WHO HEARS APPEALS**

All appeals will be heard by the Board of Mayor and Aldermen. A majority of the vote of those members present hearing the appeal is necessary to overturn the disciplinary action. Appeal hearings will be heard following the next scheduled regular Board of Mayor and Aldermen meeting.

The Board unanimously agreed. Motion passed.

**MAYOR COMMENTS**

Mayor Frost told the Board the manager at the new Horizon Credit Union on Main Street has shown an interest in sponsoring the Mount Carmel Block Party. Since the Merchant's Association had not been able to find a sponsor in the last two years there has not been a Block Party.

**ALDERMEN COMMENTS**

Alderman Margaret Christian recently visited the Mount Carmel City Park. She commended Public Works Director, Jason Salyer, and City Administrator, Gary Lawson, for seeing that the trees recently contracted to be cut were cleared away and the park looks great.

Vice-Mayor Jones said he realizes the Town has been dealing with a lot of issues lately. He reminded everyone the most important thing is making sure the citizens are taken care of. The city employees are working at their hardest to provide the best service. He encouraged the Board to put their issues aside and work toward a common goal.

Alderman Eugene Christian said the employees are what makes this Town run. He said he appreciated every one of them.

Alderman Paul Hale asked City Administrator Gary Lawson if Ryan Christian had received his \$2.00 per hour raise. City Administrator Gary Lawson said he had not given Fire Chief Ryan Christian the raise because his supervisor had not recommended it. Mr. Hale also told the Board he had received several complaints about the cars parked on the state right-of-way at the Rocket Auto Center on 620 Main Street. He asked Police Chief Jackson why his department had not been enforcing the no-parking. Mr. Jackson replied he did not feel comfortable having his department enforce something the Board had not voted on.

Police Chief Jeff Jackson told the Board he recently received confirmation the signal light and improvements to the intersection at 11W and Englewood Avenue is in the design phase which should end in the fall of 2017. The project should then be put out for sealed bids by February 2018. Mr. Jackson brought attention to the yearly Police Report. The breakdown of accidents within the Town shows that Carters Valley Road still, even after all the improvements, is the most dangerous road in the City. It had the worst accident rate followed by Independence Avenue and Highway 11W. Hopefully, the improvements to Highway 11W at Englewood Avenue will take care of the majority of the accidents at that location in the future.

Chief Jeff Jackson reported all surplus items were sold on govdeals.com with the exception of an old ice machine which does not work. It was offered for \$1.00. It used to be at the concession stand at the City Park. The Hawkins County Sheriff's office contacted Police Chief Jackson asking if it would be possible to have the ice machine donated to them for parts so they can repair their ice machine. A motion was made by Alderman Eugene Christian and seconded by Alderman Margaret Christian to donate the ice machine to the Hawkins County Sheriff's Department. The Board unanimously agreed. Motion passed.

**ATTORNEY COMMENTS**

Attorney John Pevy had no comments.

**DEPARTMENT AND COMMITTEE WRITTEN REPORTS.**

The department and committee written reports are attached to the minutes.

**ADJOURNMENT**

Being no further business, a motion was made by Alderman Margaret Christian to adjourn the meeting at 7:54 p.m.

Approved:   
Larry Frost, Mayor

Attest:   
Marian Sandidge, City Recorder



TOWN OF MOUNT CARMEL, TENNESSEE

Sign In

ATTENDANCE RECORD  
 DATE: AUGUST 23, 2016  
BOARD of MAYOR and ALDERMEN  
MEETING

1. Marian Conditge	23. Eve Jackson
2. Carl Wolfe	24. Margaret V. Chusman
3. Frank & Mary Lou Simon	25. Claude Lambert
4. Sue Jurett	26. Shirley White
5. Sherill D. Parker Sr	27. Barrett White
6. Brenda J. Parker	28. Amy Connor
7. Ann Cox	29. Carolyn Vachon
8. Charles Norma	30. <del>John J. Collins</del>
9. Alice Norma	31. <del>John J. Collins</del>
10. Bill Deon	32. <del>John J. Collins</del>
11. Janice Deas	33. <del>John J. Collins</del>
12. Artie Mullins	34. Diane Deans
13. Jennifer L Williams	35. Robin Deans
14. Margaret Denton	36. Bo Walters
15. PM Hill	37. Connie Walters
16. GEORGE BRISWELL	38. Yicki Padd Shelton
17. Cecil F. Elders	39. Vincent Adams
18. Ray Denton	40. <del>John J. Collins</del>
19. Wadda Davidson	41. <del>John J. Collins</del>
20. Gary Parker	42. <del>John J. Collins</del>
21. Judy Rhoton	43. <del>John J. Collins</del>
22. James Rhoton	44. <del>John J. Collins</del>

August 22, 2016

I, George Bridwell, am making an ethical complaint on the following Mt. Carmel BOA members: Wanda Worley Davidson, Eugene Christian, Margaret Christian, Carl Wolfe and Chris Jones.

These members willfully shut down the new Town of Mt Carmel Senior Center that operated under BOA control in a lawful, legal, ethical and physical responsible way. These BOA members then voted the return of the independent Mount Carmel-Hawkins County Senior Citizens Center, Inc. This (501c3) Corporation has acted unlawfully and illegally for many years. They ignored state law requirements listed in TCA 6-54-111c and Section 6 of the Senior Citizens operations . The one year lease previous required by the city was changed to a 5 year lease without the other board members knowledge or input. It has now been over 6 months and their financial provisions of their lease (providing 3 year financial statement and audits) have not been fulfilled. They have also violated item 11 of their lease agreement by not preforming the provisions of the agreement. Since the independent corporation has always shown a history of non compliance, the 5 named Alderman's lack of action is a continued disrespect of state laws and of legal entity of the residents of Mt. Carmel. They must make decisions against corporations that continue to operate unlawfully.

The five BOA Alderman did not respect state laws or the legal entity of the residents of Mt. Carmel by their unlawful, unethical actions.

George Bridwell  
411 Poplar St.  
Mt. Carmel, TN 37645

A handwritten signature in cursive script that reads "George Bridwell". The signature is written in black ink and is positioned below the typed name and address.

**ORDINANCE 2016-442**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES BY CHANGING TITLE 14 AS NEEDED TO CHANGE HOW RETAIL PARKING SPACES ARE DETERMINED**

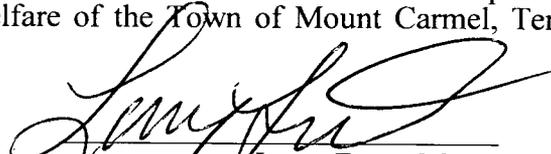
**BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN AS FOLLOWS:**

SECTION I. That Title 14, Chapter 6 of the Code of Ordinances is changed as follows

A. 14-610(2)(xiv) Delete this paragraph and replace with the following:

14-610(2)(xiv). Retail business and similar uses. One (1) space for each two hundred (200) square feet of net retail space. Net retail space expressly excludes the square footage of the walls surrounding the retail sales area, break rooms, storage rooms, utility rooms, office/meeting rooms and rest rooms.

SECTION II. That this ordinance shall take effect from and after the date of its passage and publication, as the law directs, the public welfare of the Town of Mount Carmel, Tennessee requiring it.

  
Larry Frost, Mayor

ATTEST:

  
Marian Sandidge, Recorder



municipality, unless the street giving access to the lot upon which said building is proposed to be placed shall have been accepted, opened, or used as a public street prior to that time or unless such street corresponds in its location and lines with a street shown on a subdivision plat approved by the Mount Carmel Regional Planning Commission. (Ord. #292, July 2005, as replaced by Ord. #13-394, June 2013)

**14-608. Height and density.** No building or structure shall hereafter be erected or altered so as to exceed the height limit, to accommodate or house a greater number of families, to have narrower or smaller front yards or side yards that are required or specified in the regulations herein for the district in which it is located. (Ord. #292, July 2005, as replaced by Ord. #13-394, June 2013)

**14-609. Annexations.** All territory which may hereafter be annexed to the Town of Mount Carmel, Tennessee, shall be considered to be in a R-1 Single Family Residential District unless otherwise classified. (Ord. #292, July 2005, as replaced by Ord. #13-394, June 2013)

**14-610. Off-street automobile parking.** (1) General standards required. (a) Site plan. A site plan showing all parking spaces, landscaping, dimensions, setbacks, ingress/egress and any other parking requirements requested shall be submitted to and approved by the building inspector.

(b) Location. All required off-street parking spaces shall be located on the same lot as the structure or use to which they are accessory or on a lot contiguous thereto which has the same zoning classification and is under the same ownership.

(c) Parking surfaces. All parking lots other than single and two-family residential shall be paved with asphalt, concrete, or permeable pavers.

(d) Dimensions. No parking space shall be of dimensions of less than nine feet (9') in width and nineteen feet (19') in length. All parking spaces shall be striped and shall be maintained.

(e) Grades. Grades within the paved area of a parking lot shall at no place be less than one percent (1%) or more than twelve percent (12%). Grades of driveways or entrances from a public street serving a parking lot shall at no point exceed twelve percent (12%).

(f) Car repair. No motor vehicle repair work except emergency service shall be permitted in association with any required off-street parking facilities.

(g) Drive-thru business stacking lanes. Stacking lanes shall be designed to prevent circulation congestion, both on site and on adjacent public streets. Drive-thru establishments shall provide a minimum of four

(4) stacking spaces (within the site) before the transaction window. If said separate stacking lane is curbed, an emergency by-pass or exit shall be provided. An additional space shall also be provided adjacent to the transaction window.

(2) Minimum parking spaces required. (a) Off-street automobile parking spaces shall be provided on every lot on which any of the following uses are hereafter established:

- (i) Churches. One (1) space for each four (4) seats.
- (ii) Day care center, private schools, public schools or places of instruction and similar uses. Two (2) spaces for every three (3) employees plus such number of spaces for students as may be required for schools.
- (iii) Residential dwellings:
  - (1) Single and duplex -- Two (2) spaces for each unit.
  - (2) Multi-family -- Two (2) spaces each unit, plus one (1) visitor space per three (3) units.
- (iv) Funeral parlors. One (1) space for each four (4) seats in the chapel.
- (v) Gasoline service stations, automobile repair garages and similar establishments. Two (2) spaces for each bay or similar facility plus one (1) space for each employee; but, not less than five (5) total.
- (vi) Hospitals and nursing homes. One (1) space for each two (2) staff or visiting doctors plus one (1) space for each two (2) employees and one (1) space for each four (4) beds, computed on the largest number of employees on duty at any period of time.
- (vii) Hotel. One (1) space for each three (3) employees plus one (1) space for each guest room.
- (viii) Industry. One (1) space for each two (2) employees, computed on the largest number of persons employed at any period during day or night.
- (ix) Motels. One (1) space for each three (3) employees plus one (1) space for each accommodation.
- (x) Offices. (1) Medical. One (1) space for each two hundred (200) square feet of floor space.
  - (2) Other professional. One (1) space for each three hundred (300) square feet of floor space.
  - (3) General. One (1) space for each three hundred (300) square feet of floor space.
- (xi) Places of public assembly. One (1) space for each three (3) seats in the principal assembly area.

(xii) Recreation and amusement areas without seating capacity. One (1) space for each four (4) customers computed on maximum service capacity.

(xiii) Restaurants, clubs and lodges. One (1) space for each three (3) employees, plus one (1) space for each four (4) seats.

(xiv) Retail business and similar uses. One (1) space for each two hundred (200) square feet of gross floor space.

(xv) Schools. High schools require one (1) space for each faculty member, plus one (1) space for each four (4) pupils. Elementary and junior high schools require four (4) spaces for each classroom.

(xvi) Mobile home parks. Two (2) spaces each unit, plus one (1) visitor space per three (3) units.

(xvii) Wholesale business. One (1) space for each two (2) employees based on maximum seasonable employment.

(3) Landscape requirements for parking areas. (a) Off-street parking areas containing ten (10) or more parking spaces shall be landscaped.

(b) Number of trees required. (i) One (1) shade tree shall be provided per ten (10) parking spaces, or any fraction thereof. A maximum of fifty percent (50%) of the required shade trees may be replaced by ornamental trees at a ratio of two (2) ornamental trees for each shade tree replaced. An approved tree list will be provided by the building inspector.

(ii) The following general standards for tree planting shall apply:

(A) Tree sizes. (1) Shade trees shall be a minimum of two inches (2") in caliper.

(2) Ornamental trees shall be a minimum of one and a half inches (1 1/2") in caliper.

(3) Evergreen trees shall be a minimum height of four feet (4') at the time of planting.

(B) Location. (1) No tree shall be planted closer than five feet (5') from any street right-of-way, driveway, sidewalk or curb.

(2) No tree shall be planted closer than ten feet (10') from any fire hydrant, utility pole or streetlight.

(3) No tree shall be planted so as to block visibility at any street intersection.

(c) It shall be the obligation of the occupant(s) of each building, structure or use on whose premises landscaped strips are located to maintain said landscaped strips.

MOTION: Vice-Mayor Chris Jones SECOND: Alderman Margaret Christian FIRST READING	AYES	NAYS	OTHER
ALDERMAN EUGENE CHRISTIAN	X		
ALDERMAN MARGARET CHRISTIAN	X		
ALDERMAN WANDA DAVIDSON	X		
ALDERMAN PAUL HALE	X		
ALDERMAN CARL WOLFE	X		
VICE-MAYOR CHRIS JONES	X		
MAYOR LARRY FROST	X		
<b>TOTALS</b>	<b>7</b>	<b>0</b>	<b>0</b>

PASSED FIRST READING: July 26, 2016

MOTION: Alderman Eugene Christian SECOND: Vice-Mayor Chris Jones SECOND READING	AYES	NAYS	OTHER
ALDERMAN EUGENE CHRISTIAN	X		
ALDERMAN MARGARET CHRISTIAN	X		
ALDERMAN WANDA DAVIDSON	X		
ALDERMAN PAUL HALE	X		
ALDERMAN CARL WOLFE	X		
VICE-MAYOR CHRIS JONES	X		
MAYOR LARRY FROST	X		
<b>TOTALS</b>	<b>7</b>	<b>0</b>	<b>0</b>

PASSED SECOND READING: August 23, 2016

MEMORANDUM TO: BMA  
FROM: Building Inspector  
SUBJECT: Change to Parking Requirements for Retail Establishments  
DATE: July 13, 2016

1. Attached is a change to the Municipal Code which is recommended by the Planning Commission.
2. The recommended change is how the number of required spaces for a retail establishment is determined. Presently, the number of parking spaces required is based on the gross retail area of the building. The proposal is to determine the number of parking spaces based on the net retail sales area which is what many nearby municipalities do. This will reduce the number of parking spaces and may make it easier to locate a retail establishment on some of the smaller parcels in the business areas.
3. A copy of the present requirement is also attached.

  
VINCE PISHNER

2 Encl  
as



## Order Confirmation

<b><u>Ad Order Number</u></b> 0001320259	<b><u>Customer</u></b> TOWN OF MOUNT CARMEL	<b><u>Payor Customer</u></b> TOWN OF MOUNT CARMEL
<b><u>Sales Rep.</u></b> sedwards	<b><u>Customer Account</u></b> 59632	<b><u>Payor Account</u></b> 59632
<b><u>Order Taker</u></b> sedwards	<b><u>Customer Address</u></b> P O BOX 1421, . MOUNT CARMEL TN 37645 USA	<b><u>Payor Address</u></b> P O BOX 1421, . MOUNT CARMEL TN 37645 USA
<b><u>Ordered By</u></b>	<b><u>Customer Phone</u></b> 423-357-7311	<b><u>Payor Phone</u></b> 423-357-7311
<b><u>Order Source</u></b>	<b><u>Customer Fax</u></b>	<b><u>Customer EMail</u></b> mcch@chartertn.net

**NOTICE**  
The Town of Mount Carmel, TN, on August 23, 2016, passed Ordinance No. 16-442. "An Ordinance to Amend the Code of Ordinances by Changing Title 14 as Needed to Change How Retail Parking Spaces are Determined."

TOWN OF MOUNT CARMEL  
Marian Sandidge, City Recorder

Pub 1T: 08/25/2016

<b><u>Tear Sheets</u></b> 0	<b><u>Proofs</u></b> 0	<b><u>Affidavits</u></b> 1	<b><u>Payment Method</u></b>	
<b><u>Invoice Text:</u></b>				
<b><u>Blind Box</u></b>	<b><u>Materials</u></b>	<b><u>Color</u></b> <NONE>		
<b><u>Net Amount</u></b> \$34.37	<b><u>Tax Amount</u></b> \$0.00	<b><u>Total Amount</u></b> \$34.37	<b><u>Payment Amt</u></b> \$0.00	<b><u>Amount Due</u></b> \$34.37

<b><u>Ad Number</u></b> 0001320259-01	<b><u>Ad Type</u></b> XLegal Liner	<b><u>Ad Size</u></b> 1.0 X 19 Li	<b><u>Pick Up Number</u></b>
<b><u>External Ad #</u></b>	<b><u>Ad Attributes</u></b>		

**Run Dates**                      8/25/2016

**RESOLUTION NO. 16-537**

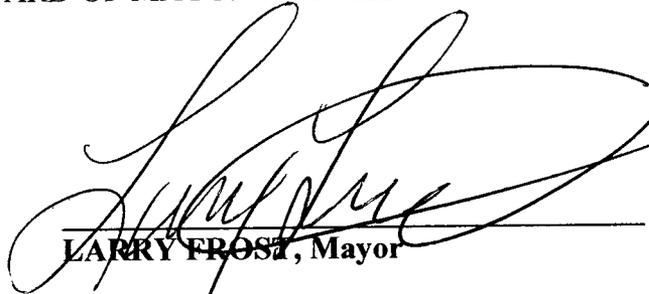
**RESOLUTION TO REPORT ADJUSTMENTS MADE BY THE RECORDER TO THE FISCAL YEAR GENERAL FUND AND SEWER FUND BUDGETS FOR THE VARIOUS DEPARTMENTS FOR THE FISCAL PERIOD JULY 1, 2015, THROUGH JUNE 30, 2016, PER ORDINANCE 15-428.**

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, AS FOLLOWS:

Section I. In accordance with previously passed Ordinance No. 15-428, the City Recorder was given the authority by the Board of Mayor and Aldermen to make the attached adjustments within each fund to the Fiscal Year 2016 General Fund and Sewer Fund Budgets; and

Section II. The Recorder reports to the Board of Mayor and Aldermen the attached amendments to the General Fund FY 2016 Budget (Exhibit A) and the Sewer Fund FY 2016 Budget (Exhibit B).

ADOPTED BY THE BOARD OF MAYOR AND ALDERMEN ON THIS THE 23<sup>rd</sup> DAY OF AUGUST, 2016.

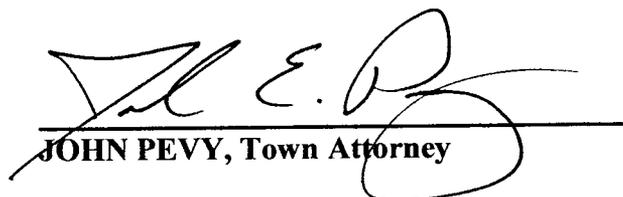
  
\_\_\_\_\_  
LARRY FROST, Mayor

ATTEST:

  
\_\_\_\_\_  
MARIAN SANDIDGE, City Recorder



APPROVED AS TO FORM:

  
\_\_\_\_\_  
JOHN PEVY, Town Attorney

<b>FIRST READING</b>	<b>AYES</b>	<b>NAYS</b>	<b>OTHER</b>
Alderman Eugene Christian	X		
Alderman Margaret Christian	X		
Alderman Wanda Davidson	X		
Alderman Paul Hale	X		
Alderman Carl Wolfe	X		
Vice-Mayor Christopher Jones	X		
Mayor Larry Frost	X		
<b>TOTALS</b>	7	0	0

PASSED: August 23, 2016

**GENERAL FUND  
DECREASED REVENUE AND/OR  
INCREASED EXPENDITURE/APPROPRIATION**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
ADMINISTRATION		
41500237	ADVERTISING	\$25
POLICE DEPARTMENT		
42100216	INTERNET SERVICES	\$25
SOLID WASTE & RECYCLING		
43200121	WAGES	<u>\$250</u>
		<b>TOTAL \$300</b>

Section II. That in appropriating the above-described additional expenditure of funds or the reduction of revenue funds, the following source of funds and/or expenditure reduction is identified:

**GENERAL FUND INCREASED REVENUE AND/OR DECREASED EXPENDITURE  
AND/OR FUND BALANCE REDUCTION**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
ADMINISTRATION		
41500142	EMPLOYEE INSURANCE	\$25
POLICE DEPARTMENT		
42100142	EMPLOYEE INSURANCE	\$25
SOLID WASTE & RECYCLING		
43200122	OVERTIME WAGES	<u>\$250</u>
		<b>TOTAL \$300</b>

**SEWER FUND  
DECREASED REVENUE AND/OR  
INCREASED EXPENDITURE/APPROPRIATION**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
SEWER		
52200122	OVERTIME	\$260
52200245	TELEPHONE	\$20
52200540	DEPRECIATION	<u>\$9,800</u>
		<b>TOTAL \$10,080</b>

Section II. That in appropriating the above-described additional expenditure of funds or the reduction of revenue funds, the following source of funds and/or expenditure reduction is identified:

**SEWER FUND INCREASED REVENUE AND/OR DECREASED EXPENDITURE  
AND/OR FUND BALANCE REDUCTION**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
52200361	PUMP STATION REPAIR & MAINTENANCE	<u>\$10,080</u>
	<b>TOTAL</b>	<b>\$10,080</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16  
**GENERAL FUND #110**

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>REVENUES:</b>					
<b>TAX REVENUES:</b>					
31100 REAL ESTATE TAXES	\$1,047,040.66	\$1,015,000.00	\$1,039,043.86	\$1,040,000.00	\$1,051,250.00
31200 DELINQUENT PROPERTY TAXES	\$42,604.30	\$30,000.00	\$43,280.75	\$44,000.00	\$44,775.00
31300 PENALTY PROPERTY TAX	\$9,513.56	\$10,000.00	\$8,859.40	\$9,000.00	\$9,000.00
31610 LOCAL OPTION SALES TAX	\$350,938.79	\$280,000.00	\$245,010.27	\$320,000.00	\$300,000.00
31710 WHOLESALE BEER TAX	\$48,821.37	\$35,000.00	\$31,475.12	\$35,000.00	\$35,000.00
31912 CHARTER CABLE FRANCHISE	\$70,009.05	\$53,000.00	\$54,807.41	\$55,000.00	\$56,000.00
<b>TOTAL TAXES</b>	<b>\$1,568,927.73</b>	<b>\$1,423,000.00</b>	<b>\$1,422,476.81</b>	<b>\$1,503,000.00</b>	<b>\$1,496,025.00</b>
<b>INTERGOVERNMENTAL REVENUE:</b>					
33191 POSTAL CONTRACT	\$20,660.75	\$22,536.00	\$16,904.25	\$22,536.00	\$22,536.00
33410 STATE SUPPLEMENT PAY	\$0.00	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00
33419 CIVIL WAR LIBRARY GRANT	\$0.00	\$0.00	\$752.60	\$752.60	\$0.00
33423 RURAL DEVELOPMENT LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33424 GHHSO HI VISIBILITY FY 13-14	\$4,770.00	\$0.00	\$0.00	\$0.00	\$0.00
33426 GHHSO ALCOHOL ENFORCEMENT GRANT FY 15-16	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
33429 GHHSO HIGH VISIBILITY GRANT FY 15-16	\$0.00	\$0.00	\$0.00	\$0.00	\$20,911.00
33430 GHHSO ALCOHOL ENFORCEMENT GRANT FY 14-15	\$13,362.16	\$0.00	\$0.00	\$8,500.00	\$12,485.00
33431 GHHSO NETWORK COORDINATOR GRANT FY 12-13	\$3,154.33	\$0.00	\$0.00	\$0.00	\$0.00
<b>33432 GHHSO CARTERS VALLEY RD DUI GRANT</b>	<b>\$4,866.90</b>	<b>\$0.00</b>	<b>\$11,271.37</b>	<b>\$11,271.00</b>	<b>\$13,900.00</b>
33433 GHHSO NETWORK GRANT	\$1,000.69	\$0.00	\$0.00	\$0.00	\$0.00
33436 TML SAFETY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33510 STATE SALES TAX	\$385,142.23	\$350,000.00	\$306,531.62	\$385,000.00	\$390,000.00
33520 STATE INCOME TAX (Hall Income Tax)	\$14,259.68	\$4,500.00	\$11,058.43	\$11,058.00	\$8,000.00
33530 STATE BEER TAX	\$2,568.90	\$2,500.00	\$1,394.68	\$2,500.00	\$2,600.00
33551 STATE STREET AID REVENUE	\$140,408.69	\$140,000.00	\$109,338.23	\$140,000.00	\$141,000.00
33552 STATE GASOLINE TAX	\$11,240.37	\$10,000.00	\$8,311.35	\$10,000.00	\$10,000.00
33591 TVA PAYMENTS IN LIEU OF TAXES	\$60,064.38	\$58,000.00	\$31,461.50	\$58,000.00	\$59,000.00
33593 CORPORATE EXCISE TAX (Bank & Industry Earnings)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36991 TELECOMMUNICATIONS REVENUE	\$548.38	\$400.00	\$411.00	\$411.00	\$400.00
33722 FIRE DEPT. FORESTRY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>\$662,047.46</b>	<b>\$591,536.00</b>	<b>\$501,035.03</b>	<b>\$653,628.60</b>	<b>\$689,432.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
FINES AND FORFEITURES:					
34510 ANIMAL CONTROL (Fess, Fines & Adoption)	\$1,404.00	\$1,000.00	\$653.25	\$800.00	\$750.00
35110 CITY COURT FINES & COST	\$85,694.17	\$85,000.00	\$56,666.25	\$75,600.00	\$75,000.00
35112 REDFLEX PHOTO SPEED ENFORCEMENT	\$47,193.58	\$36,000.00	\$28,932.03	\$38,576.04	\$36,000.00
35160 COUNTY COURT FINES & COST	\$5,690.77	\$6,000.00	\$3,232.96	\$4,310.61	\$4,000.00
35140 DRUG RELATED FINES	\$1,495.66	\$500.00	\$918.53	\$1,000.00	\$500.00
35200 DRUG CONTRIBUTIONS	\$31,332.07	\$2,500.00	\$1,893.86	\$2,000.00	\$2,000.00
36300 INTEREST EARNINGS-DRUG FUND	\$72.36	\$50.00	\$43.89	\$58.52	\$50.00
<b>TOTAL FINES AND FORFEITURES REVENUE</b>	<b>\$172,882.61</b>	<b>\$131,050.00</b>	<b>\$92,340.77</b>	<b>\$122,345.17</b>	<b>\$118,300.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>MISCELLANEOUS REVENUE:</b>					
32610 BUILDING PERMITS	\$7,750.85	\$4,000.00	\$6,296.80	\$7,000.00	\$6,000.00
33719 LIBRARY DONATIONS/REVENUE	\$5,688.25	\$5,000.00	\$5,576.19	\$5,576.00	\$5,000.00
33720 FIRE DEPARTMENT REVENUE	\$26,267.39	\$15,000.00	\$17,010.26	\$17,500.00	\$15,000.00
34310 STATE HIGHWAY CONTRACT	\$27,679.67	\$15,000.00	\$5,007.36	\$8,676.00	\$8,500.00
34320 CEMETERY CHARGES	\$0.00	\$3,650.00	\$0.00	\$0.00	\$3,650.00
34742 SENIOR CITIZEN REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,900.00
36100 INTEREST EARNINGS-GENERAL	\$5,171.39	\$1,000.00	\$3,114.04	\$3,300.00	\$2,500.00
36200 INTEREST EARNINGS-STATE STREET AID	\$528.35	\$200.00	\$320.17	\$426.89	\$300.00
36716 CHILD SAFETY SEAT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36930 PROCEEDS FROM SALE NOTES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36932 PROCEEDS FROM INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36990 MISCELLANEOUS REVENUE	\$62,811.65	\$18,000.00	\$49,723.49	\$49,800.00	\$21,800.00
36992 REIMBURSE WRECKER SERVICES	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00
36993 SEXUAL OFFENDER REGISTRY REVENUE	\$0.00	\$100.00	\$300.00	\$300.00	\$100.00
36995 DONATIONS VETERANS MEMORIAL WALL	\$450.00	\$200.00	\$1,770.00	\$1,820.00	\$300.00
37298 CONSTRUCTION/DEVELOPMENT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37301 BULLET PROOF VESTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>\$136,447.55</b>	<b>\$62,250.00</b>	<b>\$89,118.31</b>	<b>\$94,398.89</b>	<b>\$65,150.00</b>
<b>TOTAL DRUG FUND</b>	<b>\$32,900.09</b>	<b>\$3,050.00</b>	<b>\$2,856.28</b>	<b>\$3,058.52</b>	<b>\$2,550.00</b>
<b>TOTAL STATE STREET AID</b>	<b>\$140,937.04</b>	<b>\$140,200.00</b>	<b>\$109,658.40</b>	<b>\$140,426.89</b>	<b>\$141,300.00</b>
<b>TOTAL GENERAL REVENUE</b>	<b>\$2,366,468.22</b>	<b>\$2,064,586.00</b>	<b>\$1,992,456.24</b>	<b>\$2,229,887.25</b>	<b>\$2,225,057.00</b>
<b>OTHER AVAILABLE FUNDS GENERAL (Retained Earnings)</b>	<b>\$0.00</b>	<b>\$474,764.00</b>	<b>\$0.00</b>	<b>\$146,000.00</b>	<b>\$346,953.00</b>
<b>OTHER AVAILABLE FUNDS SSA</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>
<b>OTHER AVAILABLE FUNDS DRUG FUND</b>	<b>\$0.00</b>	<b>\$32,000.00</b>	<b>\$1,958.94</b>	<b>\$28,000.00</b>	<b>\$30,000.00</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$2,540,305.35</b>	<b>\$2,734,600.00</b>	<b>\$2,106,929.86</b>	<b>\$2,547,372.67</b>	<b>\$2,845,860.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

**EXPENDITURES:**

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>GENERAL GOVERNMENT:</b>					
41000172 ELECTION EXPENSE	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00
41000235 DUES (TML MUNICIPAL LEAGUE)	\$1,517.00	\$1,600.00	\$1,517.00	\$1,525.00	\$1,600.00
41000240 UTILITIES	\$12,652.37	\$14,000.00	\$9,893.72	\$13,191.63	\$15,000.00
41000245 TELEPHONE	\$4,506.44	\$4,500.00	\$1,045.48	\$2,500.00	\$4,500.00
41000254 ENGINEERING SERVICES	\$1,100.00	\$15,000.00	\$9,575.00	\$12,766.67	\$15,000.00
41000510 INSURANCE (PROPERTY & LIABILITY)	\$42,267.23	\$55,400.00	\$47,915.19	\$63,886.92	\$69,000.00
41000511 INSURANCE PAYOUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41000551 REAPPRAISAL COSTS (Reappraisal costs + tax roll, notices, books & tax mail)	\$5,894.71	\$6,500.00	\$7,185.92	\$7,186.00	\$7,600.00
41000597 SAFETY PROGRAM	\$2,421.59	\$3,000.00	\$1,208.36	\$1,611.15	\$3,000.00
41000691 BANK SERVICE CHARGES	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
41000720 FIRST TN DEVELOPMENT DISTRICT	\$1,110.00	\$1,110.00	\$1,110.00	\$1,200.00	\$1,200.00
41000723 SENIOR CITIZENS DONATION	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$0.00
41000724 HAWKINS COUNTY CHAMBER OF COMMERCE (Three Star Program)	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
41000726 OF ONE ACCORD LUNCHBOX PROGRAM	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
41000940 CAPITAL OUTLAY (For Emergency Repairs)	\$16,000.00	\$0.00	\$8.00	\$10.00	\$10,000.00
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$126,969.34</b>	<b>\$142,210.00</b>	<b>\$117,958.67</b>	<b>\$143,377.36</b>	<b>\$130,500.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>ADMINISTRATION:</b>					
41500121 WAGES	\$155,097.67	\$169,000.00	\$116,017.46	\$154,689.95	\$175,000.00
41500141 SOCIAL SECURITY	\$12,114.58	\$14,000.00	\$8,524.77	\$11,366.36	\$14,000.00
41500142 EMPLOYEE INSURANCE	\$20,791.74	\$34,000.00	\$24,629.29	\$32,839.05	\$33,975.00
41500143 RETIREMENT	\$17,248.15	\$19,000.00	\$11,946.83	\$15,929.11	\$19,000.00
41500146 WORKERS COMP.	\$535.32	\$1,500.00	\$877.12	\$1,754.24	\$1,750.00
41500147 UNEMPLOYMENT TAX	\$181.83	\$450.00	\$1.88	\$250.00	\$540.00
41500148 TRAINING	\$3,015.00	\$4,000.00	\$1,158.62	\$1,544.83	\$4,000.00
<b>41500161 FEES OF ALDERMEN &amp; MAYOR</b>	<b>\$11,694.26</b>	<b>\$11,600.00</b>	<b>\$5,952.54</b>	<b>\$11,600.00</b>	<b>\$15,800.00</b>
41500162 CITY ADMINISTRATOR	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
<b>41500216 INTERNET SERVICES</b>	<b>\$764.52</b>	<b>\$980.00</b>	<b>\$498.29</b>	<b>\$664.39</b>	<b>\$1,675.00</b>
41500217 WEB SERVICES	\$125.00	\$2,025.00	\$200.00	\$266.67	\$1,425.00
41500220 CABLE TELEVISION CHANNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41500233 HOUSING AUTHORITY	\$0.00	\$1,000.00	\$22.25	\$22.25	\$500.00
41500234 NEWSLETTER	\$0.00	\$0.00	\$431.38	\$432.00	\$900.00
41500237 ADVERTISING	\$3,903.89	\$2,000.00	\$647.16	\$1,400.00	\$2,625.00
41500250 CITY JUDGE	\$4,600.00	\$4,800.00	\$3,600.00	\$4,600.00	\$4,800.00
<b>41500251 MEDICAL</b>	<b>\$175.00</b>	<b>\$250.00</b>	<b>\$106.80</b>	<b>\$142.40</b>	<b>\$500.00</b>
<b>41500252 LEGAL SERVICES</b>	<b>\$9,367.62</b>	<b>\$20,000.00</b>	<b>\$4,611.09</b>	<b>\$6,148.12</b>	<b>\$40,000.00</b>
41500253 ACCOUNTING AND AUDITING FEES	\$17,265.00	\$21,100.00	\$20,581.25	\$21,000.00	\$21,000.00
41500255 COMP HARDWARE & SOFTWARE SUPPORT	\$16,585.05	\$22,200.00	\$17,607.45	\$20,000.00	\$24,000.00
41500257 PLANNING SERVICES	\$6,300.00	\$8,400.00	\$6,300.00	\$8,400.00	\$8,400.00
41500266 REPAIR AND MAINTENANCE BUILDING	\$8,634.69	\$15,000.00	\$5,857.36	\$7,809.81	\$65,000.00
41500280 TRAVEL	\$395.25	\$3,000.00	\$1,435.14	\$1,913.52	\$3,000.00
41500290 CONTRACTUAL SERVICES	\$637.50	\$1,200.00	\$85.00	\$1,450.00	\$2,600.00
<b>41500298 COMMISSION FEES (Clerk &amp; Master)</b>	<b>\$977.05</b>	<b>\$2,500.00</b>	<b>\$654.13</b>	<b>\$872.17</b>	<b>\$2,475.00</b>
41500310 OFFICE SUPPLIES & POSTAGE	\$12,058.34	\$15,000.00	\$9,400.09	\$12,533.45	\$15,000.00
<b>41500312 PITNEY BOWES RENTAL &amp; SUPPLIES</b>	<b>\$864.00</b>	<b>\$900.00</b>	<b>\$648.00</b>	<b>\$864.00</b>	<b>\$1,125.00</b>
41500479 MISCELLANEOUS EXPENSES	\$3,539.05	\$5,000.00	\$2,051.26	\$2,735.01	\$5,000.00
41500625 OPERATING LEASE COPIER	\$1,512.00	\$1,520.00	\$1,134.00	\$1,512.00	\$1,512.00
41500940 EQUIPMENT	\$7,745.05	\$2,500.00	\$1,079.00	\$2,500.00	\$0.00
41500947 COMPUTER & EQUIPMENT	\$0.00	\$42,653.00	\$19,487.00	\$42,653.00	\$2,500.00
<b>TOTAL ADMINISTRATION:</b>	<b>\$316,127.56</b>	<b>\$425,578.00</b>	<b>\$265,545.16</b>	<b>\$367,892.33</b>	<b>\$473,102.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>POLICE DEPARTMENT:</b>					
42100121 WAGES	\$249,789.63	\$250,000.00	\$182,409.39	\$243,212.52	\$275,000.00
42100122 OVERTIME	\$31,005.46	\$23,400.00	\$27,414.98	\$36,553.31	\$28,400.00
42100141 SOCIAL SECURITY	\$19,596.04	\$20,000.00	\$14,818.83	\$19,758.44	\$22,000.00
42100142 EMPLOYEE INSURANCE	\$55,856.34	\$65,000.00	\$47,635.64	\$63,514.19	\$76,775.00
42100143 RETIREMENT	\$29,290.73	\$30,000.00	\$16,572.54	\$22,096.72	\$30,000.00
42100146 WORKERS COMP.	\$13,706.38	\$20,000.00	\$13,703.00	\$18,270.67	\$23,000.00
42100147 UNEMPLOYMENT TAX	\$314.42	\$1,080.00	\$105.50	\$140.67	\$1,350.00
42100148 TRAINING	\$4,093.00	\$5,500.00	\$1,812.00	\$2,416.00	\$5,500.00
42100216 INTERNET SERVICES	\$1,140.70	\$4,200.00	\$1,164.35	\$1,552.47	\$4,175.00
42100219 ECOM - 911	\$392.00	\$400.00	\$392.00	\$400.00	\$400.00
42100235 DUES	\$60.00	\$500.00	\$225.00	\$500.00	\$500.00
42100245 TELEPHONE	\$6,588.07	\$6,500.00	\$4,244.48	\$5,659.31	\$6,500.00
42100251 MEDICAL SERVICES	\$1,042.00	\$1,000.00	\$554.46	\$739.28	\$1,250.00
42100255 COMPUTER HARDWARE & SOFTWARE SUPPORT	\$11,936.75	\$19,200.00	\$12,965.43	\$19,200.00	\$19,200.00
42100259 WRECKER/TOWING SERVICES	\$260.00	\$500.00	\$225.00	\$300.00	\$700.00
42100261 SEXUAL OFFENDER REGISTRY	\$50.00	\$200.00	\$0.00	\$300.00	\$200.00
42100266 BUILDING REPAIR & MAINTENANCE	\$0.00	\$5,000.00	\$4,056.20	\$5,408.27	\$6,000.00
42100280 TRAVEL	\$3,843.93	\$6,000.00	\$3,152.43	\$6,000.00	\$6,000.00
42100310 OFFICE SUPPLIES & POSTAGE	\$4,643.61	\$4,500.00	\$4,351.21	\$5,801.61	\$6,000.00
42100320 OPERATING SUPPLIES	\$4,309.27	\$6,500.00	\$3,715.10	\$4,953.47	\$7,500.00
42100321 ALCOHOL TRAINING CLASSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42100324 CHILD RESTRAINT SEATS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42100325 BULLET PROOF VESTS	\$27.99	\$2,000.00	\$0.00	\$500.00	\$3,000.00
42100326 CLOTHING AND UNIFORMS	\$5,344.80	\$6,500.00	\$3,874.19	\$5,165.59	\$4,150.00
42100330 VEHICLE OPERATING EXPENSE	\$11,578.98	\$15,000.00	\$7,276.91	\$9,702.55	\$18,000.00
42100331 FUEL EXPENSE	\$21,552.34	\$31,000.00	\$12,806.28	\$17,075.04	\$31,000.00
42100336 RADIO EXPENSE	\$217.64	\$3,000.00	\$0.00	\$0.00	\$3,000.00
42100479 MISCELLANEOUS EXPENSE	\$199.13	\$1,000.00	\$121.27	\$500.00	\$1,000.00
42100560 DEPARTMENT OF SAFETY CHARGES	\$9,663.00	\$12,000.00	\$4,731.21	\$6,808.00	\$12,000.00
42100625 OPERATING LEASE COPIER	\$1,752.00	\$1,752.00	\$1,314.00	\$1,752.00	\$1,800.00
42100705 GHSO HIGH VISABILITY GRANT FY 15-16	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
42100706 GHSO ALCOHOL ENFORCEMENT GRANT FY 15-16	\$0.00	\$0.00	\$0.00	\$0.00	\$20,911.00
42100707 GHSO ALCOHOL ENFORCEMENT GRANT FY 14-15	\$2,161.18	\$0.00	\$0.00	\$8,500.00	\$12,485.00
42100708 GHSO NETWORK COORDINATOR GRANT FY 12-13	\$1,156.23	\$0.00	\$0.00	\$0.00	\$0.00
42100711 GHSO HIGH VISABILITY GRANT	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
42100712 GHSO CARTERS VALLEY DUI GRANT FY 14-15	\$2,256.73	\$0.00	\$3,010.00	\$3,010.00	\$0.00
42100940 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL POLICE DEPARTMENT</b>	<b>\$498,828.35</b>	<b>\$541,732.00</b>	<b>\$372,651.40</b>	<b>\$509,790.08</b>	<b>\$632,796.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>FIRE DEPARTMENT:</b>					
42200121 WAGES	\$26,893.66	\$29,000.00	\$22,762.91	\$30,350.55	\$30,000.00
42200122 OVERTIME	\$8,820.74	\$20,000.00	\$11,406.35	\$15,208.47	\$20,000.00
42200123 VOLUNTEER INCENTIVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$10,850.00
42200141 SOCIAL SECURITY	\$2,501.26	\$4,000.00	\$2,392.68	\$3,190.24	\$4,000.00
42200142 EMPLOYEE INSURANCE	\$5,342.29	\$6,500.00	\$5,088.28	\$6,784.37	\$7,300.00
42200143 RETIREMENT	\$3,920.09	\$5,200.00	\$3,051.38	\$4,068.51	\$5,200.00
42200146 WORKERS COMP.	\$1,576.44	\$4,800.00	\$2,144.28	\$4,288.56	\$4,800.00
42200147 UNEMPLOYMENT TAX	\$50.89	\$90.00	\$7.07	\$90.00	\$90.00
42200148 TRAINING	\$754.44	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
42200216 INTERNET SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42200235 DUES	\$100.00	\$300.00	\$50.00	\$300.00	\$300.00
<b>42200238 PUBLIC RELATIONS/PARADE</b>	<b>\$2,417.12</b>	<b>\$2,500.00</b>	<b>\$2,716.30</b>	<b>\$2,720.00</b>	<b>\$3,300.00</b>
42200240 UTILITIES	\$10,218.61	\$12,000.00	\$9,740.03	\$12,986.71	\$14,000.00
42200245 TELEPHONE	\$2,104.56	\$2,800.00	\$2,606.13	\$3,474.84	\$4,200.00
42200251 MEDICAL SERVICES <small>(Fit tests, physicals, drug testing, hepatitis shots etc)</small>	\$211.00	\$1,000.00	\$700.00	\$933.33	\$1,200.00
42200255 COMPUTER HARDWARE & SOFTWARE SUPPORT	\$440.00	\$450.00	\$679.98	\$680.00	\$680.00
42200266 BUILDING REPAIR & MAINT.	\$17,734.07	\$13,000.00	\$13,411.99	\$17,882.65	\$15,000.00
42200280 TRAVEL	\$1,983.16	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
42200281 OSHA TESTING <small>(Fire Extinguishers, Air Packs, Air Bottles)</small>	\$1,624.50	\$5,500.00	\$1,350.00	\$1,800.00	\$5,500.00
<b>42200290 CONTRACTUAL SERVICES</b> <small>(Breathing air systems and generator)</small>	<b>\$850.00</b>	<b>\$1,400.00</b>	<b>\$1,050.38</b>	<b>\$1,400.51</b>	<b>\$1,700.00</b>
42200310 OFFICE SUPPLIES & POSTAGE	\$2,139.04	\$2,000.00	\$673.64	\$898.19	\$2,000.00
42200320 OPERATING SUPPLIES	\$4,516.48	\$3,500.00	\$813.96	\$1,085.28	\$3,500.00
42200326 CLOTHING AND UNIFORMS	\$4,486.72	\$3,500.00	\$1,782.63	\$2,376.84	\$3,800.00
42200330 VEHICLE OPERATING EXPENSE	\$21,268.33	\$21,000.00	\$4,312.36	\$21,000.00	\$21,000.00
42200331 FUEL EXPENSE	\$2,404.97	\$3,500.00	\$1,716.75	\$2,289.00	\$3,500.00
42200335 FIRE DEPT FORESTRY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42200336 RADIO EXPENSE	\$176.46	\$1,500.00	\$0.00	\$250.00	\$1,500.00
42200344 FIRE DEPARTMENT EQUIPMENT <small>(bunker gear)</small>	\$24,176.33	\$2,500.00	\$0.00	\$2,500.00	\$3,500.00
42200479 MISCELLANEOUS EXPENSE	\$80.89	\$1,000.00	\$287.93	\$1,000.00	\$1,000.00
42200940 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL FIRE DEPARTMENT</b>	<b>\$146,792.05</b>	<b>\$151,040.00</b>	<b>\$88,745.03</b>	<b>\$141,558.04</b>	<b>\$171,920.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>DRUG FUND:</b>					
42129320 OPERATING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
42129327 CRIME PREVENTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42129691 BANK SERVICE CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42129742 SPECIAL INVESTIGATIVE FUNDS	\$2,000.00	\$5,000.00	\$0.00	\$2,500.00	\$1,000.00
42129940 EQUIPMENT	\$26,690.00	\$28,500.00	\$4,815.22	\$4,820.00	\$25,000.00
<b>TOTAL DRUG FUND</b>	<b>\$28,690.00</b>	<b>\$33,500.00</b>	<b>\$4,815.22</b>	<b>\$7,320.00</b>	<b>\$31,000.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>BUILDING INSPECTION/STORMWATER MANAGEMENT:</b>					
42420121 WAGES	\$20,394.99	\$28,000.00	\$17,398.93	\$23,198.57	\$33,000.00
42420141 SOCIAL SECURITY	\$1,560.21	\$2,200.00	\$1,331.00	\$1,774.67	\$2,600.00
42420146 WORKERS COMPENSATION	\$1,170.55	\$2,100.00	\$2,659.80	\$5,319.60	\$2,800.00
42420147 UNEMPLOYMENT TAX	\$36.01	\$90.00	\$0.00	\$0.00	\$90.00
42420148 TRAINING	\$75.00	\$600.00	\$601.62	\$802.16	\$1,000.00
<b>42420235 DUES/PERMITS</b>	<b>\$3,640.00</b>	<b>\$4,200.00</b>	<b>\$3,915.00</b>	<b>\$4,200.00</b>	<b>\$4,300.00</b>
42420245 TELEPHONE	\$320.18	\$500.00	\$335.85	\$447.80	\$500.00
42420269 DEMOLITION	\$0.00	\$3,000.00	\$0.00	\$0.00	\$2,500.00
42420280 TRAVEL	\$420.69	\$600.00	\$242.94	\$323.92	\$800.00
42420320 OPERATING SUPPLIES	\$1,371.96	\$800.00	\$946.21	\$1,261.61	\$1,500.00
42420330 VEHICLE OPERATING EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42420331 FUEL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42420479 MISCELLANEOUS EXPENSES	\$0.00	\$600.00	\$0.00	\$0.00	\$1,000.00
42420940 EQUIPMENT	\$37.84	\$0.00	\$0.00	\$100.00	\$0.00
<b>TOTAL BUILDING INSPECTION/STORMWATER MANAGEMENT</b>	<b>\$29,027.43</b>	<b>\$42,690.00</b>	<b>\$27,431.35</b>	<b>\$37,428.33</b>	<b>\$50,090.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>HIGHWAYS AND STREETS:</b>					
43100121 WAGES	\$133,145.55	\$180,000.00	\$104,232.26	\$138,976.35	\$160,000.00
43100122 OVERTIME	\$5,473.22	\$11,000.00	\$3,331.22	\$4,441.63	\$11,000.00
43100141 SOCIAL SECURITY	\$9,164.62	\$16,000.00	\$6,903.11	\$9,204.15	\$12,500.00
43100142 EMPLOYEE INSURANCE	\$34,362.74	\$92,000.00	\$40,174.39	\$53,565.85	\$61,000.00
43100143 RETIREMENT	\$16,356.09	\$22,000.00	\$9,774.45	\$13,032.60	\$20,000.00
43100146 WORKERS COMP.	\$13,845.62	\$25,000.00	\$17,834.42	\$35,668.84	\$22,000.00
43100147 UNEMPLOYMENT TAX	\$153.95	\$540.00	\$26.27	\$35.03	\$360.00
43100148 EDUCATION & TRAINING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<b>43100216 INTERNET &amp; CABLE SERVICES</b>	<b>\$1,267.09</b>	<b>\$1,500.00</b>	<b>\$970.41</b>	<b>\$1,293.88</b>	<b>\$1,750.00</b>
43100240 UTILITIES	\$5,768.25	\$7,200.00	\$5,134.04	\$6,845.39	\$7,200.00
43100245 TELEPHONE	\$2,986.22	\$5,300.00	\$2,344.59	\$3,126.12	\$4,500.00
<b>43100251 MEDICAL</b>	<b>\$206.00</b>	<b>\$500.00</b>	<b>\$170.46</b>	<b>\$227.28</b>	<b>\$750.00</b>
43100266 REPAIR AND MAINTENANCE GARAGE	\$21,022.43	\$10,000.00	\$2,178.57	\$2,904.76	\$10,000.00
43100268 REPAIR AND MAINTENANCE STREETS	\$8,137.46	\$20,000.00	\$5,886.29	\$7,848.39	\$20,000.00
43100280 TRAVEL	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
43100294 EQUIPMENT RENTAL	\$67.41	\$500.00	\$0.00	\$500.00	\$500.00
43100310 OFFICE SUPPLIES AND POSTAGE	\$263.26	\$1,000.00	\$780.84	\$1,041.12	\$1,500.00
43100320 OPERATING SUPPLIES	\$3,607.16	\$5,000.00	\$3,667.39	\$4,889.85	\$5,500.00
43100326 CLOTHING AND UNIFORMS	\$1,710.50	\$4,000.00	\$1,483.49	\$1,977.99	\$4,000.00
43100330 EQUIPMENT OPERATING EXPENSE	\$14,049.36	\$25,000.00	\$10,568.74	\$14,091.65	\$25,000.00
43100331 FUEL EXPENSE	\$23,093.29	\$30,000.00	\$12,462.28	\$16,616.37	\$30,000.00
43100343 TRAFFIC LIGHT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43100479 MISCELLANEOUS EXPENSES	\$0.00	\$1,500.00	\$41.31	\$55.08	\$1,200.00
43100482 DRAINAGE REPAIR	\$7,044.21	\$10,000.00	\$6,484.97	\$12,000.00	\$15,000.00
<b>43100931 PAVING</b>	<b>\$431,961.66</b>	<b>\$342,736.00</b>	<b>\$343,413.48</b>	<b>\$350,000.00</b>	<b>\$153,400.00</b>
43100940 EQUIPMENT	\$93,130.00	\$16,000.00	\$16,000.00	\$90,000.00	\$0.00
<b>TOTAL HIGHWAYS AND STREETS</b>	<b>\$826,816.09</b>	<b>\$828,776.00</b>	<b>\$593,862.98</b>	<b>\$768,342.32</b>	<b>\$569,160.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>STATE STREET AID:</b>					
43190247 STREET LIGHTING	\$42,154.53	\$43,500.00	\$31,639.09	\$42,185.45	\$43,500.00
43190342 SIGN PARTS AND SUPPLIES	\$2,134.60	\$5,000.00	\$2,740.98	\$3,654.64	\$5,000.00
43190343 TRAFFIC LIGHT MAINTENANCE	\$1,169.62	\$3,000.00	\$897.83	\$3,000.00	\$3,500.00
43190400 MATERIALS AND SUPPLIES-STREET	\$27,278.87	\$81,000.00	\$17,811.43	\$28,000.00	\$117,000.00
43190621 RETIREMENT OF NOTES <small>(SSA Paving)</small>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43190642 INTEREST ON NOTES <small>(SSA Paving)</small>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43190931 PAVING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43190940 EQUIPMENT	\$0.00	\$25,000.00	\$5,057.98	\$6,000.00	\$70,000.00
<b>TOTAL STATE STREET AID</b>	<b>\$72,737.62</b>	<b>\$157,500.00</b>	<b>\$58,147.31</b>	<b>\$82,840.09</b>	<b>\$239,000.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>SOLID WASTE &amp; RECYCLING:</b>					
43200121 WAGES	\$30,951.85	\$32,000.00	\$23,248.68	\$30,998.24	\$33,050.00
43200122 OVERTIME	\$1,139.70	\$3,000.00	\$287.69	\$383.59	\$2,750.00
43200141 SOCIAL SECURITY	\$1,916.47	\$2,600.00	\$1,600.05	\$2,133.40	\$2,600.00
43200142 EMPLOYEE INSURANCE	\$15,738.10	\$20,000.00	\$6,545.09	\$8,726.79	\$11,200.00
43200143 RETIREMENT	\$3,842.11	\$3,800.00	\$2,421.58	\$3,228.77	\$3,500.00
43200146 WORKERS COMP.	\$2,184.42	\$3,200.00	\$2,459.00	\$3,278.67	\$3,600.00
43200147 UNEMPLOYMENT TAX	\$35.99	\$90.00	\$0.00	\$90.00	\$90.00
43200251 MEDICAL	\$0.00	\$200.00	\$0.00	\$100.00	\$200.00
43200290 TRASH CONTRACT	\$153,928.44	\$161,425.00	\$104,015.52	\$161,425.00	\$162,000.00
43200320 OPERATING SUPPLIES	\$0.00	\$300.00	\$0.00	\$150.00	\$300.00
43200330 EQUIPMENT OPERATING EXPENSE	\$5,235.70	\$5,500.00	\$4,744.87	\$6,326.49	\$8,000.00
43200940 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL SOLID WASTE DISPOSAL</b>	<b>\$214,972.78</b>	<b>\$232,115.00</b>	<b>\$145,322.48</b>	<b>\$216,840.95</b>	<b>\$227,290.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>ANIMAL CONTROL DEPARTMENT:</b>					
42400121 WAGES	\$16,903.19	\$19,500.00	\$12,566.23	\$16,754.97	\$20,000.00
42400122 OVERTIME	\$594.62	\$3,500.00	\$993.11	\$1,324.15	\$3,150.00
42400141 SOCIAL SECURITY	\$1,337.20	\$2,000.00	\$1,037.28	\$1,383.04	\$2,000.00
42400143 RETIREMENT	\$17.91	\$200.00	\$0.00	\$0.00	\$0.00
42400146 WORKERS COMP.	\$858.00	\$1,600.00	\$1,089.52	\$1,452.69	\$1,700.00
42400147 UNEMPLOYMENT TAX	\$64.54	\$90.00	\$0.92	\$90.00	\$90.00
42400148 TRAINING	\$773.62	\$1,200.00	\$436.38	\$1,200.00	\$2,100.00
42400216 INTERNET SERVICES	\$479.88	\$550.00	\$400.65	\$534.20	\$1,200.00
42400235 DUES	\$0.00	\$100.00	\$40.00	\$100.00	\$100.00
42400240 UTILITIES	\$812.43	\$1,500.00	\$662.20	\$882.93	\$1,500.00
42400245 TELEPHONE	\$538.89	\$550.00	\$409.73	\$546.31	\$600.00
42400251 MEDICAL	\$1,488.22	\$1,200.00	\$231.00	\$308.00	\$1,000.00
42400266 REPAIR AND MAINT. BUILDINGS	\$3,039.53	\$3,500.00	\$5,672.03	\$7,562.71	\$5,000.00
42400280 TRAVEL	\$1,619.15	\$1,500.00	\$1,225.59	\$1,634.12	\$2,000.00
42400310 OFFICE SUPPLIES AND POSTAGE	\$419.98	\$200.00	\$120.47	\$160.63	\$700.00
42400320 OPERATING SUPPLIES	\$881.29	\$250.00	\$293.63	\$391.51	\$700.00
42400323 FOOD (ANIMALS)	\$0.00	\$600.00	\$0.00	\$150.00	\$400.00
42400326 CLOTHING AND UNIFORMS	\$0.00	\$500.00	\$421.93	\$562.57	\$2,000.00
42400330 EQUIPMENT OPERATING EXPENSE	\$1,618.26	\$2,500.00	\$180.49	\$240.65	\$2,000.00
42400331 FUEL EXPENSE	\$2,579.11	\$2,800.00	\$1,292.48	\$1,723.31	\$2,800.00
42400479 MISCELLANEOUS EXPENSES	\$0.00	\$100.00	\$0.00	\$100.00	\$150.00
42400940 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL ANIMAL CONTROL:</b>	<b>\$34,025.82</b>	<b>\$43,940.00</b>	<b>\$27,073.64</b>	<b>\$37,101.79</b>	<b>\$49,190.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>LIBERTY HILL CEMETERY:</b>					
43500252 LEGAL SERVICES	\$0.00	\$1,650.00	\$0.00	\$0.00	\$1,650.00
43500265 CEMETERY REPAIR & MAINTENANCE	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
<b>TOTAL CEMETERY:</b>	\$0.00	\$3,650.00	\$0.00	\$0.00	\$3,650.00

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>SENIOR CITIZENS:</b>					
44300121 WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00
44300141 SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
44300146 WORKERS COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
44300147 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00
44300148 TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
44300216 PHONE, INTERNET & CABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
43300240 UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44300234 NEWSLETTER	\$0.00	\$0.00	\$0.00	\$0.00	\$375.00
44300245 TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44300251 MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
44300255 COMPUTER HARDWARE SOFTWARE SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
44300266 REPAIR & MAINTENANCE BUILDING	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
44300280 TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
44300290 CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00
44300294 EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00
44300310 OFFICE EXPENSE AND POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
<b>44300320 OPERATING SUPPLIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,300.00</b>
44300479 MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
44300510 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44300722 FIRST TN HUMAN RESOURCE AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
44300940 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
44300947 COMPUTER & COMPUTER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
<b>TOTAL SENIOR CITIZENS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65,405.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>GENERAL DEBT SERVICE:</b>					
41500621 RETIREMENT OF NOTES (Court Program)	\$2,768.74	\$0.00	\$0.00	\$0.00	\$0.00
41500642 INTEREST ON NOTES (Court Program)	\$119.30	\$0.00	\$0.00	\$0.00	\$0.00
42100621 RETIREMENT OF NOTES (Police Programs)	\$8,625.26	\$0.00	\$0.00	\$0.00	\$0.00
42100642 INTEREST ON NOTES (Police Program)	\$371.67	\$0.00	\$0.00	\$0.00	\$0.00
42200621 RETIREMENT OF NOTES (Fire Vehicles)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42200642 INTEREST ON NOTES (Fire Vehicles)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL GENERAL DEBT SERVICE	\$11,884.97	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL STATE STREET AID	\$72,737.62	\$157,500.00	\$58,147.31	\$82,840.09	\$239,000.00
TOTAL GENERAL FUND	\$2,301,503.95	\$2,532,791.00	\$1,701,839.19	\$2,328,264.05	\$2,526,133.00
TOTAL DRUG FUND	\$28,690.00	\$33,500.00	\$4,815.22	\$7,320.00	\$31,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,402,931.57</b>	<b>\$2,723,791.00</b>	<b>\$1,764,801.72</b>	<b>\$2,418,424.14</b>	<b>\$2,796,133.00</b>
<i>EXCESS FUNDS AVAILABLE/ (-) LOSS-SSA</i>	\$68,199.42	\$2,700.00	\$51,511.09	\$57,586.80	\$2,300.00
<i>EXCESS FUNDS AVAILABLE/ (-) LOSS-GEN.</i>	<b>\$64,964.27</b>	<b>\$6,559.00</b>	<b>\$290,617.05</b>	<b>\$47,623.20</b>	<b>\$45,877.00</b>
<i>EXCESS FUNDS AVAILABLE/ (-) LOSS-DRUG</i>	\$4,210.09	\$1,550.00	\$0.00	\$23,738.52	\$1,550.00

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>RECREATION:</b>					
44440146 WORKERS COMP	-\$573.00	\$0.00	\$0.00	\$0.00	\$0.00
44440216 INTERNET	\$1,088.22	\$1,080.00	\$913.39	\$1,217.85	\$1,080.00
44440240 UTILITIES	\$2,979.99	\$4,000.00	\$2,713.21	\$3,617.61	\$4,000.00
44440245 TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>44440296 JOINT RECREATION DIRECTOR (40%)</b>	<b>\$29,086.19</b>	<b>\$33,600.00</b>	<b>\$24,674.74</b>	<b>\$32,899.65</b>	<b>\$37,000.00</b>
44440297 JOINT RECREATION PROGRAMS	\$17,167.09	\$25,000.00	\$7,787.04	\$22,000.00	\$25,000.00
44440300 VETERAN WAR MEMORIAL PARK	\$2,687.15	\$2,800.00	\$4,467.27	\$5,956.36	\$2,800.00
44440320 OPERATING SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
44440479 MISCELLANEOUS EXPENSES	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
44440725 PARK DEVELOPMENT AND OPERATION	\$3,614.10	\$8,000.00	\$225.58	\$8,000.00	\$33,000.00
<b>TOTAL RECREATION</b>	<b>\$56,049.74</b>	<b>\$75,730.00</b>	<b>\$40,781.23</b>	<b>\$73,691.48</b>	<b>\$104,130.00</b>

TOWN OF MOUNT CARMEL - GENERAL FUND BUDGET FY16

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>LIBRARY:</b>					
44800121 WAGES	\$18,901.64	\$24,500.00	\$12,902.08	\$17,202.77	\$28,500.00
44800141 SOCIAL SECURITY	\$1,445.92	\$2,000.00	\$986.96	\$1,315.95	\$2,200.00
44800146 WORKERS COMPENSATION	\$15.86	\$100.00	\$65.25	\$87.00	\$150.00
44800147 UNEMPLOYMENT TAX	\$67.67	\$180.00	\$27.26	\$36.35	\$200.00
44800148 TRAINING	\$0.00	\$200.00	\$30.00	\$100.00	\$200.00
<b>44800216 INTERNET SERVICE</b>	<b>\$439.89</b>	<b>\$500.00</b>	<b>\$359.91</b>	<b>\$479.88</b>	<b>\$750.00</b>
44800240 UTILITIES	\$2,582.37	\$3,000.00	\$2,171.15	\$2,894.87	\$3,500.00
44800245 TELEPHONE	\$330.74	\$450.00	\$233.16	\$310.88	\$450.00
<b>44800251 MEDICAL</b>	<b>\$130.00</b>	<b>\$100.00</b>	<b>\$55.91</b>	<b>\$74.55</b>	<b>\$200.00</b>
44800255 COMPUTER HARDWARE SOFTWARE SUPPORT	\$1,940.95	\$2,500.00	\$364.00	\$485.33	\$2,500.00
<b>44800266 BUILDING REPAIR AND MAINTENANCE</b>	<b>\$605.03</b>	<b>\$1,000.00</b>	<b>\$682.31</b>	<b>\$909.75</b>	<b>\$1,450.00</b>
44800280 TRAVEL	\$29.13	\$500.00	\$295.54	\$394.05	\$500.00
44800310 OFFICE SUPPLIES & POSTAGE	\$765.84	\$1,000.00	\$366.65	\$650.00	\$1,000.00
<del>44800311 COMPUTER EQUIPMENT (no longer use this line)</del>	<del>\$0.00</del>	<del>\$0.00</del>	<del>\$0.00</del>	<del>\$0.00</del>	<del>\$0.00</del>
44800479 MISCELLANEOUS EXPENSES	\$0.00	\$500.00	\$0.00	\$250.00	\$500.00
44800490 BOOKS	\$5,171.33	\$5,000.00	\$2,741.99	\$5,000.00	\$5,200.00
44800618 CIVIL WAR LIBRARY GRANT 2012	\$0.00	\$2,500.00	\$750.00	\$750.00	\$0.00
44800619 STATE LIBRARY GRANT 11-12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44800620 RURAL DEVELOPMENT LIBRARY GRANT 11-12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44800625 COPIER MAINTENANCE	\$400.00	\$500.00	\$300.00	\$500.00	\$800.00
44800721 SUMMER READING PROGRAM	\$507.45	\$800.00	\$135.08	\$800.00	\$800.00
44800940 EQUIPMENT	\$6,676.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL LIBRARY</b>	<b>\$40,009.82</b>	<b>\$45,330.00</b>	<b>\$22,467.25</b>	<b>\$32,241.37</b>	<b>\$48,900.00</b>

TOWN OF MOUNT CARMEL - SEWER FUND BUDGET FY2016

**SEWER FUND #412**

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>REVENUES:</b>					
<b>OPERATING REVENUES:</b>					
37210 SEWER SERVICE CHARGES	\$770,263.36	\$770,000.00	\$578,336.06	\$771,114.75	\$928,031.00
37294 ACCOUNTING FEES	\$4,233.54	\$3,500.00	\$3,850.00	\$3,850.00	\$3,500.00
37296 SEWER TAP FEES	\$3,500.00	\$3,000.00	\$7,500.00	\$7,500.00	\$7,500.00
37298 SEWER DEVELOPMENT FEES (Developer Contributions)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37299 MISCELLANEOUS REVENUE	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
<b>TOTAL OPERATING REVENUES</b>	<b>\$777,996.90</b>	<b>\$776,600.00</b>	<b>\$589,686.06</b>	<b>\$782,464.75</b>	<b>\$939,131.00</b>
<b>EXPENDITURES:</b>					
<b>ADMINISTRATION AND GENERAL EXPENSES:</b>					
52200252 LEGAL SERVICES	\$10,749.50	\$3,500.00	\$554.55	\$739.40	\$4,000.00
52200253 ACCOUNTING AND AUDITING	\$5,755.00	\$6,000.00	\$2,193.75	\$2,925.00	\$3,000.00
52200298 COLLECTION FEES (First Utility District)	\$23,367.00	\$25,000.00	\$15,624.00	\$20,832.00	\$25,500.00
52200299 BILLING SERVICES-COLLECTIONS, INC.	\$372.22	\$250.00	\$146.83	\$195.77	\$350.00
52200310 OFFICE EXPENSE AND POSTAGE	\$1,314.63	\$1,500.00	\$478.36	\$637.81	\$1,500.00
52200691 BANK SERVICE CHARGES	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00
<b>TOTAL ADMINISTRATION AND GENERAL EXPENSES</b>	<b>\$42,058.35</b>	<b>\$36,750.00</b>	<b>\$18,997.49</b>	<b>\$25,829.99</b>	<b>\$34,850.00</b>

TOWN OF MOUNT CARMEL - SEWER FUND BUDGET FY2016

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>OPERATING EXPENSES:</b>					
52200121 WAGES	\$99,407.14	\$100,000.00	\$63,117.91	\$84,157.21	\$135,000.00
52200122 OVERTIME	\$29,938.65	\$30,000.00	\$20,102.08	\$26,802.77	\$33,260.00
52200132 BONUS PAY SEWER EMPLOYEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52200141 SOCIAL SECURITY	\$9,316.11	\$10,000.00	\$5,933.15	\$7,910.87	\$12,000.00
52200142 EMPLOYEE INSURANCE	\$16,334.46	\$25,000.00	\$13,663.55	\$18,218.07	\$35,000.00
52200143 RETIREMENT	\$12,743.96	\$15,000.00	\$7,723.67	\$10,298.23	\$15,000.00
52200146 WORKER'S COMP	\$3,601.86	\$6,000.00	\$4,393.51	\$6,000.00	\$7,200.00
52200147 UNEMPLOYMENT INSURANCE	\$177.43	\$360.00	\$19.82	\$360.00	\$360.00
52200148 TRAINING	\$809.55	\$2,000.00	\$0.00	\$1,500.00	\$2,000.00
52200216 INTERNET SERVICES	\$480.12	\$550.00	\$360.09	\$540.00	\$600.00
52200235 DUES	\$1,749.68	\$2,000.00	\$1,476.60	\$2,000.00	\$2,000.00
52200240 UTILITIES	\$67,674.39	\$75,000.00	\$58,634.89	\$78,179.85	\$80,000.00
52200245 TELEPHONE	\$4,990.77	\$5,200.00	\$2,776.68	\$3,702.24	\$4,520.00
52200251 MEDICAL SERVICES	\$360.00	\$400.00	\$150.91	\$201.21	\$350.00
52200254 ARCH., ENG., AND LANDSCAPING	\$0.00	\$5,000.00	\$1,115.00	\$1,486.67	\$5,000.00
52200255 COMPUTER HARDWARE & SOFTWARE SUPPORT	\$0.00	\$250.00	\$562.95	\$750.60	\$2,200.00
52200260 REPAIR AND MAINT. SERVICES	\$7,624.77	\$9,000.00	\$6,166.95	\$8,222.60	\$9,000.00
52200268 REPAIR & MAINT. ROADS	\$260.00	\$2,500.00	\$0.00	\$1,000.00	\$1,500.00
52200280 TRAVEL	\$0.00	\$2,000.00	\$0.00	\$1,000.00	\$1,000.00
52200290 OTHER CONTRACTUAL SERVICES	\$1,350.78	\$2,000.00	\$1,207.63	\$1,610.17	\$2,000.00
52200320 OPERATING SUPPLIES	\$7,935.88	\$6,000.00	\$2,642.07	\$3,522.76	\$7,000.00
52200322 CHEMICALS	\$11,988.75	\$20,000.00	\$8,202.85	\$10,937.13	\$15,000.00
52200326 CLOTHING AND UNIFORMS	\$4,706.87	\$5,000.00	\$3,427.19	\$4,569.59	\$6,500.00
52200330 VEHICLE OPERATING EXPENSE	\$2,264.35	\$2,500.00	\$2,443.93	\$3,258.57	\$4,000.00
52200331 FUEL EXPENSE	\$4,232.33	\$5,200.00	\$2,589.18	\$3,452.24	\$5,200.00
52200361 PUMP STATION REPAIR & MAINT.	\$54,345.36	\$50,000.00	\$42,709.12	\$56,945.49	\$44,920.00
52200362 RESIDENTIAL PUMP REPAIR & MAINT.	\$31,058.06	\$20,000.00	\$27,042.68	\$36,056.91	\$63,000.00
52200363 SEWER LINE REPAIR & MAINT.	\$6,263.25	\$12,000.00	\$4,228.34	\$5,637.79	\$12,000.00
52200364 WASTEWATER TREATMENT PLANT REPAIR & MAINT.	\$31,004.44	\$40,000.00	\$20,090.25	\$26,787.00	\$32,500.00
52200479 MISCELLANEOUS EXPENSES	\$147.06	\$350.00	\$0.00	\$100.00	\$250.00
52200510 INSURANCE	\$14,089.08	\$21,000.00	\$15,971.73	\$21,000.00	\$21,000.00
52200533 MACHINERY & EQUIPMENT RENTAL	\$609.05	\$2,000.00	\$591.91	\$789.21	\$2,000.00
52200540 DEPRECIATION	\$216,975.00	\$216,975.00	\$150,910.00	\$226,365.00	\$236,165.00

TOWN OF MOUNT CARMEL - SEWER FUND BUDGET FY2016

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
OPERATING EXPENSES CONTINUED:					
52200596 STATE PERMIT FEE	\$3,460.00	\$3,500.00	\$3,460.00	\$3,460.00	\$3,500.00
52200952 BFI SLUDGE DISPOSAL FEES	\$11,138.08	\$8,000.00	\$9,675.93	\$12,901.24	\$40,000.00
52200955 BELT PRESS/ROTO ROTOR MAINT.	\$2,038.43	\$3,000.00	\$4,843.66	\$6,458.21	\$8,000.00
52200956 SEWER BLOWERS	\$33,360.27	\$5,000.00	\$507.45	\$1,508.00	\$9,800.00
<b>TOTAL OPERATING EXPENSES</b>	\$692,435.93	\$712,785.00	\$486,741.68	\$677,689.64	\$858,825.00
<b>TOTAL ADMINISTRATION AND OPERATING EXPENDITURES</b>	\$734,494.28	\$749,535.00	\$505,739.17	\$703,519.63	\$893,675.00
<b>OPERATING GAIN/ (-) LOSS</b>	\$43,502.62	\$27,065.00	\$83,946.89	\$78,945.12	<b>\$45,456.00</b>

TOWN OF MOUNT CARMEL - SEWER FUND BUDGET FY2016

ITEM DESCRIPTION:	ACTUAL BUDGET JUNE 30, 2014	PROPOSED BUDGET JUNE 30, 2015	NINE MONTHS ACTUAL	TWELVE MONTHS PROJECTED	PROPOSED BUDGET JUNE 30, 2016
<b>REVENUE:</b>					
<b>NON OPERATING REVENUE:</b>					
36100 INTEREST EARNINGS	\$1,078.08	\$900.00	\$660.76	\$881.01	\$800.00
36120 TLDA INTEREST	\$0.00	\$500.00	\$0.00	\$0.00	\$200.00
36931 PROCEEDS FROM SALE OF NOTES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37295 CDBG GRANT 2014-15	\$292,396.66	\$525,000.00	\$0.00	\$0.00	\$525,000.00
37297 EECBG GRANT 2010-11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>BEGINNING AVAILABLE FUNDS:</b>					
37994 OTHER AVAILABLE FUNDS (Retained Earnings)	\$10,840.00	\$20,000.00	\$0.00	\$0.00	\$97,500.00
<b>TOTAL AVAIL. FOR CAPITAL IMP. &amp; FIXED CHARGES</b>	<b>\$347,817.36</b>	<b>\$573,465.00</b>	<b>\$84,607.65</b>	<b>\$79,826.13</b>	<b>\$668,956.00</b>
<b>CAPITAL IMPROVEMENTS:</b>					
52200401 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52200256 EECBG GRANT 2010-11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52200258 CDBG GRANT 2014-15	\$308,429.81	\$545,000.00	\$0.00	\$0.00	\$545,000.00
52200940 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL AVAILABLE FOR FIXED CHARGES</b>	<b>\$39,387.55</b>	<b>\$28,465.00</b>	<b>\$84,607.65</b>	<b>\$79,826.13</b>	<b>\$123,956.00</b>
<b>FIXED CHARGES:</b>					
52200165 RETIREMENT OF COURT JUDGMENT INTEREST (Interest)	\$1,291.00	\$662.00	\$662.00	\$662.00	\$0.00
52200613 2003 SEWER REV/TAX BONDS (Principal)	\$11,356.25	\$0.00	\$0.00	\$0.00	\$0.00
52200614 2013 SEWER REV/TAX BONDS (Principal)	\$30,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
52200615 TLDA BONDS (Principal)	\$113,828.31	\$116,518.00	\$97,019.21	\$116,518.00	\$119,060.00
52200621 RETIREMENT OF NOTES PUMP STATION #3 (Principal)	\$10,735.33	\$10,961.00	\$10,960.40	\$10,961.00	\$0.00
52200622 RETIREMENT OF COURT JUDGMENT (Principal)	\$14,809.00	\$15,568.00	\$15,568.00	\$15,568.00	\$0.00
52200633 2003 SEWER REV/TAX INTEREST	\$15,078.58	\$0.00	\$0.00	\$0.00	\$0.00
52200635 TLDA INTEREST	\$16,543.53	\$13,853.00	\$11,825.48	\$13,853.00	\$12,311.00
52200642 INTEREST ON NOTES (Pump Station #3)	\$688.47	\$230.00	\$229.79	\$230.00	\$0.00
52200643 2013 SEWER REV/TAX INTEREST	\$5,781.84	\$12,338.00	\$6,386.00	\$12,338.00	\$13,270.00
<b>TOTAL FIXED CHARGES</b>	<b>\$220,112.31</b>	<b>\$205,130.00</b>	<b>\$177,650.88</b>	<b>\$205,130.00</b>	<b>\$179,641.00</b>
<b>NET GAIN/ (-) LOSS</b>	<b>\$4.13</b>	<b>\$1,382.00</b>	<b>\$65,504.38</b>	<b>\$52,743.13</b>	<b>\$98,375.00</b>

**DEBT/DEPRECIATION (must fund the largest)**

Depreciation	\$226,365.00	Depreciation
Debt	\$154,060.00	Principal
net gain (-) loss	<b>Difference</b>	<b>\$72,305.00</b>

**RESOLUTION NO. 16-538**

**A RESOLUTION AMENDING THE SCHEDULE OF FEES,  
FINES, RATES & COSTS AS OF AUGUST 23, 2016.**

**WHEREAS**, the monetary amount of all fees or charges levied or assessed in the code of ordinances shall be established by the Board of Mayor and Alderman as the necessity or advisability of same may from time to time require.

**BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMAN** as follows:  
That the following fee and rate schedule is hereby adopted.

**GENERAL**

**Animal Control Fees:**

Dog/Cat Registration	\$10 spay/neuter
Dog/Cat Registration	\$20 unaltered
Kennel Fee	\$5 per day
Small Animal Trap Deposit	\$45 refundable upon return
Large Animal Trap Deposit	\$75 refundable upon return
Livestock Permit	\$10

**Beer Permit**

Privilege Tax	\$100 annually
Application Fee	\$250
TBI Background Check & Fingerprinting	\$29

**Liquor License**

Privilege Tax	In accordance <i>Tenn. Code Anno. §57-4-301</i>
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**Impounded Vehicle Fee**

Storage	\$25 per day
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**Local Background Check  
(employment/housing/hunting)**

\$10

**Peddlers Permit**

\$20 plus a \$1,000 surety bond

**Peddlers Fireworks Permit**

\$300 plus a \$1,000 surety bond

**Police Reports:**

Accidents Reports	.15¢ black & white or .50¢ color per page
Offense Reports	.15¢ black & white or .50¢ color per page

**Return Check Fee:**

\$30

**Subdivision/Zoning Book:**

\$6

Sexual Offender Permit Fee \$150

Sign Permit \$50

**Building Permits**

For residential new construction, the following fees are for the inspections outlined below and one failure/extra; any additional owner/contractor requested or re-inspections for failures/insufficient work will be at a prepaid cost of \$45.00 each:

<u>Type of inspection</u>	<u>When Conducted</u>
Set back/footer ditch Poured concrete or insulated concrete foundation	Prior to footer/pier concrete being placed After forming/reinforcing but before pouring concrete
Underslab plumbing	Prior to covering the plumbing and/or basement slab being placed
Rough framing/plumbing/mechanical	After all framing/fire blocking, rough in electrical, plumbing and mechanical are complete but before insulation is installed.
Covered insulation	After insulation in walls, ceiling, floors which will be covered by finishing products (sheetrock or similar) is installed but before installation of the finishing product.
Garage separation	If attached garage has living space above or a basement garage, type X sheetrock is required on the ceiling, inspection required after sheetrock is installed but before it is taped.
Pre-electric	After final approval by the electrical inspector
Final	After the project including driveway, walk(s), and yard is complete but before occupancy

**Building Permits:**

Base fee: \$20

Residential Construction (single family): \$0.10 per square foot of living space plus  
(Includes houses, garages, additions and \$45 per inspection (minimum of 4 for new)  
remodeling to create living space from garages \$45 per inspection (minimum of 2 all others)  
and/or basements/attics) plus the following  
additions if applicable

If drive under or attached garage  
under living spaces:

If plumbing under concrete slab \$45 per inspection

If poured concrete or insulated \$45 per inspection  
concrete foundation

Residential single family REMODELING: \$20 base + \$45 per inspection = \$65  
(Decks, retaining walls, porches, replacement  
windows, structural changes/repairs)

Roofs	\$20 base + \$45 per inspection = \$65
Owner/Contractor Built Storage Buildings, Pools, Barns & Carports	\$20 + \$45 per inspection (minimum 2) = \$110
Prefabricated Storage Buildings of 200 sq. ft or less and Prefabricated Pools 24 inches or less	\$20 base fee

**Plumbing permits:**

**Residential:**

New Construction	\$20
Remodeling (first \$1.00 - \$5,000 of cost--material and labor)	\$50
Additional cost: \$10.00 per \$1000.00 of cost exceeding \$5,000.00 up to maximum of	\$100
Any Additional inspections for both new & remodeling:	\$45

**Commercial:**

Minimum fee	\$100
Fee for each fixture exceeding 10 (e.g. toilets, sinks, bathtubs, showers, water heaters, separate hose bibbs)	\$5
Additional inspections due to insufficient or unacceptable work:	\$45

**Mechanical including gas permits:**

**Residential:**

New construction	\$20
Remodeling (fee for changes to heating/venting duct, air conditioning, new or replacement ducts, air conditioners, heat pumps, furnaces, wall heaters, space heaters, pool heaters, power/heating boilers and other permanent equipment/fixtures) first \$1.00-\$5,000.00 of cost--material and labor.	\$50
Additional fee: \$10.00 per \$1000 of cost exceeding \$5,000.00 up to maximum of	\$100
Additional inspection for both new & remodeling due to insufficient or unacceptable work:	\$45

**Commercial:**

Minimum fee \$100

Fee for changes to heating/venting duct, gas pipe; new or replacement ducts, gas pipe, air conditioners, heat pumps, furnaces, wall heaters, space heaters, pool heaters, power/heating boilers and other permanent equipment/fixtures) first \$1.00-\$1,000.00 of cost-material and labor.-included in the \$100.00 minimum

Fee per \$1,000.00 of costs \$1,001.00-\$9,999.00 \$10

Fee per \$1,000.00 of costs \$10,000.00 and above \$5

Additional inspection due to insufficient or unacceptable work \$45

**Multi-family residential and other business/commercial/industrial/institutional Fees will be based on the estimated cost/valuation of the project as follows:**

Inspection fee: \$100 includes 5 inspections. Any inspection thereafter \$45 each

Total valuation Fee

\$1,000 and less \$20

\$1,000 to 50,000 \$20 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000.

\$50,000 to \$100,000 \$265 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof, to and including \$100,000.

\$100,000 to \$500,000 \$465 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000.

\$500,000 and up \$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.

Moving Fee: \$100 For moving of any building or structure

Demolition Fee: \$100 For demolition of any commercial building or structure.

\$50 For demolition of any residential building to include outbuildings and/or barns if demolished at the same time as the residence.

\$50 For demolition of outbuildings and/or barns.

Building Permit Penalties: Where work for which a permit is required by code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of code in the execution of the work nor from any other penalties prescribed.

Refunds: Building permit fees, less a \$20 administration fee, may be refunded if a.) the permit is denied, or b.) the project is canceled provided that: no work has commenced, no inspection has taken place, and that application is made to the Treasurer within six (6) months of the application for building permit date.

**Development/Planning/Stormwater/Floodplain fees:**

Stormwater basins \$100 each plus \$100 per inspection (minimum of 1). *NOTE: This fee does not apply if the developer has paid the development fees for subdivisions.*

Development fees:

- (1) Subdivisions \$1,000 minimum charge for each phase of the subdivision, plus \$50 for each lot over 10 but less than 40, \$25 each lot over 40.
- (b) 5 Lots or Less \$50 per lot for 5 or less.
- (2) Multifamily Housing Units \$250 min. + \$50 per unit over five (5), (maximum of \$1,000 fee)
- (3) Industrial, Commercial or Institutional Sites \$5 per \$1,000 of construction costs on permit (maximum of \$1,000 fee)

2<sup>nd</sup> Driveway/curb cut fee: \$30 if purchased with original building permit, \$50 if purchased after the building permit.

Grading permit:

- Restricted (before stormwater installed) \$150
- Unrestricted (stormwater installed) \$50

**Planning commission:**

Public Hearing, Agenda Appearance	\$35
Variances/appeals single lots	\$35
Variances/appeals multi-residential and/or commercial	\$85
Special called meeting fee	\$50
Floodplain plan review fee	\$100
Advertising Expense fee	\$25
Rezoning fee	\$200

Construction Board of Adjustment  
& Appeals Application Fee                      \$250 per application  
*(Will be refunded if appeal is granted)*

**Mud/Silt/Debris Prevention, Clean-up, Repair Fees, per incident:**

Service charge and Administration fee	\$250
Any material or rental equipment used	Cost + 15%
The Cost of Equipment and Personnel Computed as Follows:	
Backhoe and/or Bobcat	\$46 per hour, 2 hour minimum
Dump truck	\$82 per hour, 2 hour minimum
Pickup truck	\$16 per hour, 2 hour minimum
Fire truck	\$150 per hour, 2 hour minimum
Supervisory personnel	\$60 per hour, 2 hour minimum
Maintenance Worker	\$30 per hour, 2 hour minimum
Operator or Mechanic	\$40 per hour, 2 hour minimum

*NOTE: The above costs will be at 1½ times the above for after hours/weekend/holiday work.*

**Cleanup of Overgrowth/rubbish/old appliances, etc; mowing of lawns; removal of structures;**

Service charge;    \$200; and  
The actual cost of such cleanup & removal if by a contractor or individual hired by the Town;  
and/or, The landfill charges and costs; and  
The cost(s) of equipment and personnel computed as follows:

Backhoe or bobcat	\$46 per hour, two hour minimum
Loader	\$87 per hour, two hour minimum
Dozer	\$118 per hour, two hour minimum
Dump truck	\$82 per hour, two hour minimum
Ton truck	\$20 per hour, two hour minimum
Pickup truck	\$16 per hour, two hour minimum
Trailer	\$15 per hour, two hour minimum
Blower	\$15 per hour, two hour minimum
Riding mower	\$60 per hour, two hour minimum
Push mower	\$50 per hour, two hour minimum
Weed eater	\$45 per hour, two hour minimum
Bush hog	\$60 per hour, two hour minimum
Chainsaw	\$50 per hour, two hour minimum
Supervisory personnel	\$60 per hour, two hour minimum
Maintenance Worker	\$30 per hour, two hour minimum
Operator or Mechanic	\$40 per hour, two hour minimum

**Unsafe Building Fees:**

Administrative fee for Town initiated repair, alteration or improvement, plus any material, equipment, contractor, or rental cost plus 15% \$300

Administrative fee for Town causing structure to be vacated and closed, plus any material, equipment, contractor, or rental cost plus 15% \$300

Administrative fee for causing structure to be removed or demolished, plus any material, equipment, contractor, or rental cost plus 15% \$300

**COURT FEES, FINES & COSTS**

CHARGE NAME	COURT COST	FINE	ED. FEE	LIT TAX	TOTAL
ACCIDENT RESULTING IN DAMAGE,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
ANIMALS ABANDONMENT,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ANIMAL ADEQUATE FOOD, WATER AND SHELTER,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ANIMAL CITY TAGS, ALTERED	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
ANIMAL CITY TAGS, NOT ALTERED	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
ANIMALS IN HEAT,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ANIMAL HUMANE TREATMENT,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ANIMAL-NOISY	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ANIMAL-NO CITY TAGS,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ANIMAL ORDINANCE 1ST OFFENSE,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ANIMAL ORDINANCE 2ND OFFENSE,	\$77.25	\$40.00	\$0.00	\$0.00	\$117.25
ANIMAL-RABIES VACCINATIONS AND REGISTRATION,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ANIMAL-RUNNING AT LARGE,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
BICYCLE-RIDING-USE OF PLAY VEHICLES,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
BUMPER REQUIRED,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
CHILD RESTRAINT,	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00
CROSSING HIGHWAY DIVIDER,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
DESTROYING CITY PROPERTY,	\$76.25	\$40.00	\$1.00	\$13.75	\$131.00
DISTURBING THE PEACE,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
DRIVER TO EXERCISE DUE CARE,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
DRIVING LEFT OF CENTER,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
DRIVING ON WRONG SIDE OF ROAD,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
DRIVING RIGHT LANE EXCEPT TO PASS,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
DRIVING TO SLOW IMPEDING FLOW OF TRAFFIC,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
EXCESSIVE NOISE FROM VEHICLE,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
FAILURE TO MAINTAIN CONTROL,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
FAILURE TO MAINTAIN CONTROL W/ACCIDENT,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
FAILURE TO REPORT ACCIDENT,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
FAILURE TO SIGNAL,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
FAILURE TO APPEAR,	\$76.25	\$50.00	\$1.00	\$13.75	\$141.00
FAILURE TO APPEAR ( <i>certified mail service of process</i> )	\$82.25	\$50.00	\$1.00	\$13.75	\$147.00

FAILURE TO OBEY OFFICER,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
FAILURE TO PAY FINES, FEES AND COSTS,	\$76.25	\$50.00	\$1.00	\$13.75	\$141.00
FAILURE TO STOP FOR BLUE LIGHTS,	\$76.25	\$45.00	\$1.00	\$13.75	\$136.00
FAILURE TO YIELD RIGHT OF WAY,	\$71.25	\$40.00	\$1.00	\$13.75	\$131.00
FAILURE TO YIELD RIGHT OF WAY CAUSING ACCIDENT,	\$76.25	\$45.00	\$1.00	\$13.75	\$136.00
FALSE REPORT OF MOTOR VEHICLE ACCIDENT,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
FINANCIAL RESPONSIBILITY-INSURANCE PROOF,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
FOLLOWING TOO CLOSE,	\$76.25	\$25.00	\$1.00	\$13.75	\$116.00
FOLLOWING TOO CLOSE W/ACCIDENT,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
HEALTH OR SANITATION NUISANCE,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
ILLEGAL BURNING,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
IMMEDIATE NOTICE OF ACCIDENT,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
IMPROPER LANE USE,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
IMPROPER PASSING,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
IMPROPER PASSING (NO PASSING ZONE),	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
IMPROPER PASSING OF SCHOOL BUS,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
IMPROPER PASSING(MUST PASS SAFELY)	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
IMPROPER TURN LT OR RT,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
INTERFERRING WITH AN OFFICER,	\$76.25	\$45.00	\$1.00	\$13.75	\$136.00
JUNK CARS,	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
KENNEL FEES, (per day)	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
LEAVING SCENE OF ACCIDENT,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
LICENSE CHANGE OF ADDRESS,10 DAYS	\$76.25	\$25.00	\$1.00	\$13.75	\$116.00
LICENSE DRIVING WITHOUT LICENSE IN POSSESSION,	\$86.25	\$15.00	\$1.00	\$13.75	\$116.00
LIGHT LAW FAILURE TO DIM,	\$76.25	\$25.00	\$1.00	\$13.75	\$116.00
LIGHT LAW HEADLIGHTS REQUIRED IN RAIN,	\$76.25	\$25.00	\$1.00	\$13.75	\$116.00
LIGHT LAW-MOTORCYCLE,	\$76.25	\$25.00	\$1.00	\$13.75	\$116.00
LIGHT LAW VIOLATION,	\$76.25	\$25.00	\$1.00	\$13.75	\$116.00
LIMITATION ON BACKING,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
LITTERING(CITY CODE),	\$77.25	\$35.00	\$0.00	\$0.00	\$112.25
MOTORCYCLE HELMET REQUIRED,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
MOTORCYCLE HEADLIGHT ON,	\$76.25	\$25.00	\$1.00	\$13.75	\$116.00
MUFFLER LAW,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
NOISE VIOLATION,	\$76.25	\$35.00	\$1.00	\$0.00	\$112.25
OBEDIENCE TO ANY TRAFFIC CONTROL DEVICES,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
OBEY SIGNAL APPROACH OF TRAIN,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
OBSTRUCTION TO DRIVER'S VIEW,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
OPEN CONTAINER(BEER/WHISKEY),	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
OVERGROWN YARD,	\$77.25	\$35.00	\$1.00	\$0.00	\$112.25
PARKING PROHIBITED EXCEPT DISABLED,	\$76.25	\$35.00	\$1.00	\$1.00	\$113.25
PHOTO ENFORCEMENT VIOLATION(CONTESTED),	\$76.25	\$50.00	\$1.00	\$13.75	\$141.00
POSTING OF SIGNS ILLEGALLY,	\$76.25	\$25.00	\$1.00	\$13.75	\$116.00
REGISTRATION-ADDRESS INCORRECT,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00
REGISTRATION-CROSSED TAGS,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00
REGISTRATION-DRIVING UNREGISTERED VEHICLE,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00
REGISTRATION-EXPIRED TAGS,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00

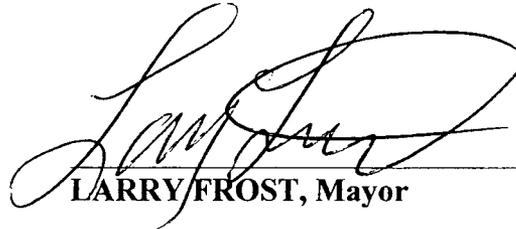
REGISTRATION-FAIL TO DISPLAY,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00
REGISTRATION-IMPROPER DISPLAY,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00
REGISTRATION-MISUSE,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00
REGISTRATION-NO CERTIFICATE IN VEHICLE,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00
REGISTRATION-TN REQUIRED 30 DAY RESIDENT,	\$76.25	\$15.00	\$1.00	\$13.75	\$116.00
RETURNED CHECK FEE,	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
SEAT BELT REQUIRED, (1st Offense)	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
SEAT BELT REQUIRED, (2nd Offense)	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
SPEEDING,	\$76.25	\$49.00	\$1.00	\$13.75	\$140.00
STOP SIGN VIOLATION,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
STOP SIGN VIOLATION W-ACCIDENT,	\$76.25	\$40.00	\$1.00	\$13.75	\$131.00
TEXTING WHILE DRIVING,	\$10.00	\$50.00	\$0.00	\$0.00	\$60.00
TRAFFIC CONTROL SIGNALS,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
TRAFFIC CONTROL DEVICE,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
TRUCKS TO BE EQUIPPED W-REARVIEW MIRROR,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
TURN SIGNALS,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
UNAUTHORIZED VEHICLE ON ROAD,	\$76.25	\$35.00	\$1.00	\$13.75	\$126.00
UNLAWFUL HAULING OF LITTER,	\$76.25	\$35.00	\$0.00	\$0.00	\$112.25
VOIDED TICKET,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WARNING,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WINDOW TINT VIOLATION,	\$86.25	\$25.00	\$1.00	\$13.75	\$126.00
WINDSHIELD WIPERS REQUIRED,	\$86.25	\$25.00	\$1.00	\$13.75	\$126.00

**SEWER**

User Rates - Water Dept. Metered (based on 90% usage)	\$32.50 on first 2,000 gallons \$5.25 for each additional 1,000 gallons
User Rates - Metered Flow any source other than First Utility District (Based on 100% treated)	\$32.50 on first 2,000 gallons \$5.25 for each additional 1,000 gallons
Tap Fee	\$2,500 minimum up to actual for each connection
Apartments, Suites & Car Wash Bays Tap Fees	\$2,500 for the first connection \$500 for each add. apartment, suite(s) or bay(s)
Inspection Fee (initial)	Free
Additional Inspection Fee	\$13.50 each
Additional Permit Fee	\$7.50 each
Accounting Fee	\$35 per name change
Dry Tap Fee	\$12 annually

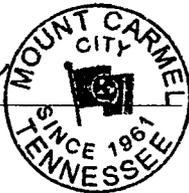
Un-metered Well Fee	\$325 annually
Septic Trucks	\$20 to discharge up to 2,000 gallons \$20 for each additional 2,000 gallons
Pool fill and top off	One Sewer credit of each per year

**ADOPTED** this the 23<sup>rd</sup> day of August, 2016.

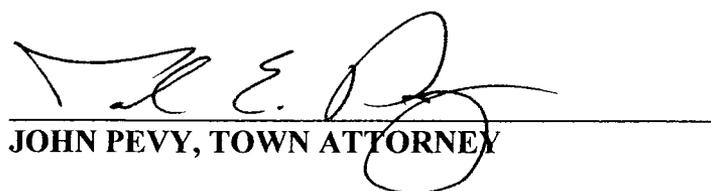
  
\_\_\_\_\_  
**LARRY FROST, Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**MARIAN SANDIDGE, Recorder**



**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
**JOHN PEVY, TOWN ATTORNEY**

Motion: Alderman Eugene Christian  
Second: Vice-Mayor Chris Jones

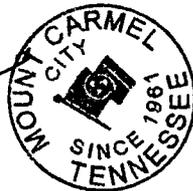
FIRST READING	AYES	NAYS	OTHER
Alderman Eugene Christian	x		
Alderman Margaret Christian	x		
Alderman Wanda Davidson	x		
Alderman Paul Hale	x		
Alderman Carl Wolfe	x		
Vice-Mayor Christopher Jones	x		
Mayor Larry Frost	x		
<b>TOTALS</b>	<b>7</b>	<b>0</b>	<b>0</b>

PASSED FIRST READING: August 23, 2016

**ATTEST:**

*Marian Sandidge*

**MARIAN SANDIDGE, City Recorder**



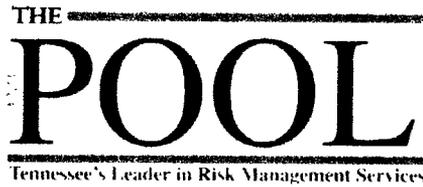
**APPROVED AS TO FORM:**

*John Pevy*

**JOHN PEVY, Town Attorney**

<b>FIRST READING</b>	<b>AYES</b>	<b>NAYS</b>	<b>OTHER</b>
Alderman Eugene Christian	x		
Alderman Margaret Christian	x		
Alderman Wanda Davidson	x		
Alderman Paul Hale	x		
Alderman Carl Wolfe	x		
Vice-Mayor Chris Jones	x		
Mayor Larry Frost	x		
<b>TOTALS</b>	<b>7</b>	<b>0</b>	<b>0</b>

PASSED FIRST READING: **August 23, 2016**



## 2016-2017 "Safety Partners" Matching Grant Program Guidelines

The Pool is pleased to announce the launch of its 19<sup>th</sup> series of the  
**"Safety Partners" Matching Grant Program**  
for all members who have **workers' compensation coverage** with The Pool.

***OBJECTIVE: To help eligible Pool members purchase safety items designed to reduce workers' compensation claims.***

**Safety reimbursable items include:**

Expenditures for employee safety devices, equipment and safety training, or employee education/training that is necessary to control an employee safety hazard.

**Please read this information in its entirety before completing the application:**

- 1) The Pool will **reimburse up to 50 percent** of the cost of the safety-related approved item(s) with a maximum reimbursement based on the Priority Classification matrix rating.
- 2) **Matching grant funds must be used for employee safety related items.**
- 3) Entity must be an existing Pool member and must currently have **workers' compensation coverage** with The Pool as of 7/1/2016.
- 4) Entity must be in good standing with The Pool **and in compliance with previous loss control recommendations.**

**DEADLINE:** Friday, August 12, 2016 (close of business)

**GRANT NOTIFICATION DATE:** Week of September 6, 2016

**ELIGIBILITY:** Available **ONLY** to Pool members with **Workers' Compensation Coverage** since **July 1, 2016**. Your **expenditure** may be made between **January 1, 2016 and May 1, 2017**.

## **RULES FOR PARTICIPATION**

1. **Applications must be submitted online.** The application is **DATE SENSITIVE** and is subject to available funds. Direct all questions to your loss control consultant (please refer to pg. 4).
2. A signed **Resolution** or **Motion** (by the appropriate official: mayor or chairman of the board) passed by the governing body of the city/agency **MUST BE** provided. For boards of local government agencies that do not pass resolutions, a sample **Motion** is attached and may be signed by the appropriate Executive.

**NOTE:** IF your resolution/motion cannot be approved and signed when your application is ready, you may submit the application only by including a notation on the application stating that your resolution/motion will follow after your board or council meeting (list the date of meeting). Since the APPLICATION is date sensitive, it is NOT necessary to submit the application and resolution/motion together. (Samples of each are attached). Your grant check will not be sent to you until we have received this document.

3. The Pool will **reimburse** approved grants for one-half of the paid expenditures (50 percent), **up to the maximum funding level for the participant's assigned classification.**
4. *If* the Grant Committee approves your application, you will be asked to submit proof of payment(s) for your safety-related purchased item(s) **before** we can process your grant check. **Invoices** alone will **NOT** be used as proof of payment. We must have copies of **cancelled checks** or a **proof-positive paper trail** for approved items. Verification of payment should be submitted to Tahtia Carver at [tcarver@thepool-tn.org](mailto:tcarver@thepool-tn.org) or faxed to 615-371-9212, along with your grant "Notification of Approval" letter.

THE  
**POOL**  
Tennessee's Leader in Risk Management Services

5. The **deadline** for us to receive your application and close this program is Friday, August 12, 2016 (close of business). Approval/pending/non-approval **grant notifications will be distributed the week of September 6, 2016.**
6. Only ONE grant application may be approved for each town/city/agency during any given FISCAL YEAR. You may not "roll-over" an application from one fiscal year to another.
7. **Total** all estimates and final paid receipts!
8. **If approved for a grant, your proof of payment for expenditures must be received in this office by May 1, 2017, or your grant money WILL be awarded to the next "pending" member's application.**

**GRANT CONSIDERATIONS:** Consideration of grants will be based on a variety of issues, such as your entity's risk management practices, loss experience, and availability of funding and submission date.

1. The primary consideration will be the amount of available funding for the fiscal year.
2. Priority will be given to risk exposures noted in the loss control site surveys, recommendations and/or loss trends, and a history of sound risk management practices.

Grant funding will depend on the matrix rating (*Priority Classification*) assigned to a Pool member which assesses the workers' compensation **earned premium** contribution and loss experience for the **previous year**. This process allows all members that might have high losses, but who are in compliance with sound risk management practices, to have equal consideration. Your earned premium from the previous year is available **after July 2, 2016**, at which time you may call to inquire about your classification. Call 800-624-9698 and ask for Tahtia Carver.

If you need to know about your classification or if you have additional questions, please contact your loss control consultant.

**West Tennessee**  
**Paul Chambliss**  
731-225-2439  
pchambliss@thepool-tn.org

**Middle Tennessee**  
**Chester Darden**  
615-406-0944  
cdarden@thepool-tn.org

**East Tennessee**  
**Judy Housley**  
865-250-0413  
jhousley@thepool-tn.org

### **Rating Classifications Funding Levels**

(based upon earned workers' comp premium for previous year 2015-2016)

Class I – Up to \$3,000

Class II – Up to \$2,000

Class III – Up to \$1,500

Class IV – Up to \$1,000

Class V – Up to \$500

Class VI – Up to \$250

### **Workers' Compensation Coverage Classification Levels**

Class I – Contributed earned premium for the previous year \$200,000 or more in the requested coverage area.

Class II – Contributed earned premium for the previous year between \$100,000 and \$199,999 in the requested coverage area.

Class III – Contributed earned premium for the previous year between \$25,000 and \$99,999 in the requested coverage area.

Class IV – Contributed earned premium for the previous year between \$10,000 and \$24,999 in the requested coverage area.

Class V – Contributed earned premium for the previous year between \$2,500 and \$9,999 in the requested coverage area.

Class VI – Contributed less than \$2,499 in earned premium for the previous year in the requested coverage area.

**Subject:** SAFETY PARTNERS GRANT SUBMITTED -- 08/11/16 10:05:15 CST  
**From:** George Copas (gcopas901@gmail.com)  
**To:** mariansandidge@yahoo.com;  
**Date:** Thursday, August 11, 2016 11:11 AM

----- Forwarded message -----

**From:** <DoNotReplySafetyGrant@thepool-un.org>  
**Date:** Aug 11, 2016 11:05 AM  
**Subject:** SAFETY PARTNERS GRANT SUBMITTED --- 08/11/16 10:05:15 CST  
**To:** <gcopas901@gmail.com>  
**Cc:**

CONGRATULATIONS! You have submitted a Safety Partners Grant to The Pool for consideration.

Please review the following information; should there be any changes contact Tahtia Carver or you may fax a copy to Tahtia Carver at (615) 371-9212.

## 2016 - 2017 "Safety Partners" Loss Control Matching Grant Program

### TML RISK MANAGEMENT POOL GRANT APPLICATION

<b>Application Date:</b>	Thursday 11th of August 2016
<b>Participant city (or Agency) Name:</b>	MOUNT CARMEL POLICE DEPARTMENT
<b>P.O. Box Address or Street:</b>	100 E. MAIN ST.
<b>City:</b>	MOUNT CARMEL
<b>Zip Code:</b>	37645
<b>Contact Person:</b>	GEORGE COPAS
<b>Contact Person - Title:</b>	MAJOR (ASSISTANT CHIEF OF POLICE)
<b>Contact Person - Telephone:</b>	(423) 817-2984
<b>Contact Person - Fax:</b>	(423) 357-1184
<b>Contact Person - Email:</b>	gcopas901@gmail.com
<b>No of Full Time Employees in City/Agency"</b>	4
<b>No. Employees Affected by this Purchase:</b>	24
<b>City/Agency Desires to Purchase the Following:</b>	High Visibility Traffic Safety Vest and flash lights with safety cones for full, part time and reserve officers.
<b>Justification for the Needed Purchase:</b>	A serious concern within our Jurisdiction is high visibility in our personnel and we wish to focus on making our Officers more visible via High Visibility Traffic Vests. We considered several important factors when making safety assessments that determine the most appropriate type equipment needed for traffic safety. The 1st is the obvious consideration of the State, and local standards and regulations. These standards state that all persons working within the right-of-way of a state-aid highway who are exposed either to traffic or to construction shall wear high-visibility safety vest / apparel that meet the set guidelines. The 2nd is to consider which will offer optimum visibility in daytime, low-light and nighttime conditions in a variety of low visibility environments including both clear and inclement weather conditions. The 3rd consideration to be taken into account is the site-specific characteristics. This would include such factors as: • Sight / stopping distances – allowing traffic the appropriate amount of time and distance to recognize the Officer within the scene. • Constrained work zones that have limited space available in the temporary traffic control zone. • The proximity to traffic. • Traffic speed and volume. We intend on utilizing every available resource to insure safety of all.
<b>Resolution</b>	You have selected to submit your application at a later time. Your next meeting is schedule for <b>08/23/2016</b> . Once you have the completed form you may email the completed form to Tahtia Carver or you may fax a copy to Tahtia Carver at (615) 371-9212.
<b>Estimate #1 - Calculated Total</b>	\$2,020
<b>Estimate #2 - Calculated Total</b>	\$2,150

<b>Approving Supervisor - Name</b>	Jeff Jackson
<b>Approving Supervisor - Email</b>	mcpd_jackson@yahoo.com

This email has been scanned by the Symantec Email Security.cloud service.

APPLICATION  
TO THE  
MOUNT CARMEL PLANNING COMMISSION/BOARD OF ZONING APPEALS

7-20-16

Date Received \_\_\_\_\_  
(FOR STAFF USE)

Case Number 2016-07-01

I/we hereby petition the Mount Carmel Planning Commission/Board of Zoning Appeals to hear and decide the following:

Street Address: 200/202 W. Main Blvd.

(Attach a map showing an accurate boundary survey of the property, if necessary to the action requested.)

Acreage of the property almost 1 acre 100 frontage x 407 to railroad

Tax Map No. 33A, Control Group 33A-B-8, Parcel No. 8

Present Zoning B2

Proposed use of the property Future expansion of pet clinic / rental

Action requested rezone to MX-2

Why Petitioner feels proposed action is justified We have a buyer for our property if it can be rezoned to MX-2. The pet clinic needs this property and we need to sell it. We have owned this property for 33 years and never had a serious offer to purchase it. The problem is only 100 ft. frontage. All restaurants, retail, etc  
(If more space is needed, attach another sheet.)

Name address, and phone number of the owner(s) of the property in question, or the agent of the owner:

Morris "Bo" Bonnie Walters  
431 S. Central Ave.  
Church Hill, Tn. 37642

I/We certify that the above information is true and correct, and give my/our permission to the Planning Commission for the Town of Mount Carmel to erect appropriate signs on the subject property notifying all interested citizens of the time and place for discussion and action on this petition.

Morris R. Walters - Bonnie Walters  
SIGNATURE OF OWNER(S)  
357-6558

NOTICE OF INFORMATION ON FILING AND PAYMENT

- (1) The application shall be accompanied by a payment in the amount of \$ \_\_\_\_\_, payable to the Recorder of the Town of Mount Carmel, to defray a portion of the administrative cost of processing this application.
- (2) All applications shall be filed in the Office of the Recorder, in the Town Hall, at least two weeks prior to the meeting at which the matter is to be considered by the Planning Commission.
- (3) The Planning Commission may give public notice of the proposed action by erecting an appropriate sign on the affected property, and will send a notice of the time and place for a public discussion of the proposed action to adjacent property owners.

usually require more. It can probably never be sold as retail property. Rezoning will change nothing but allow a valuable business to Mount Carmel the ability to expand in the future. We are aging and our heirs live 100-350 miles away and will not be able to maintain or sell the property. The pet clinic is considered a professional business, but it also sells retail products such as dog food, grooming products, flea & tick treatments, ect.

We realize other properties could be requested to be rezoned. But each case should be considered on its own merit. We have a buyer now and a valuable business to Mt. Carmel needs expanding. This we think will not hurt, but help Mount Carmel because it can not be used for retail.

We respectfully implore you to rezone  
2007202 W. Main Blvd. J

Thank you.

Bob Connie Walters

Memo to BMA  
From Building Inspector  
SUBJECT: 200 and 202 Main Street Rezoning Request  
August 11, 2016

1. Bo and Connie Walters are requesting that the property they own on Main Street (tax map 33A B parcel 8) be rezoned from Arterial Business, B-2 to Mixed Use 2, MX-2. The application is attached. Signs were posted on the property July 22, 2016 and a letter was mailed to adjoining property owners July 27, 2016, copy attached.
2. The B-2 uses permitted include retail only on the first floor whereas MX2 uses include service businesses as well as retail. The applicants have a potential buyer who wants to use the property as a professional service business which would be permitted in the MX2 zone but is not a permitted use on the first floor of the B-2 zone. Even though the property is currently zoned B-2, it is presently used as residential which is a grandfathered use.
3. Approval of this request will result in a split of the B-2 zone but the veterinary clinic is located beside this parcel which results in the retail only already being split. The parcel is 100 feet wide and about 450 feet deep and by itself unlikely to attract most retail uses. However, together with other parcels on either side, it could be more marketable. This section of Main Street (Englewood to the BB&T Bank) has stayed B-2 (retail only on the first floor) with the thought that a developer may use the entire tract for future retail use.
4. However, the retail only on the first floor use has been in place for a number of years with no interest by developers despite extensive outreach by the Town. The veterinary clinic needs to expand and doing so on this property is the only means of doing so. Even though it is a service business, it does generate sales tax with the retail sale of several products.
5. The Planning Commission considered the request August 9, 2016 and by a tie vote recommends you deny the request. City Manager Gary Lawson recommends approval of the request which requires a majority vote of the entire BMA to reverse the Planning Commission recommendation.

  
Vince Pishner  
Zoning Administrator

2 Encl  
as

## RESOLUTION NO. 16-539

### A RESOLUTION AUTHORIZING THE TOWN OF MOUNT CARMEL TO PARTICIPATE IN THE TML RISK MANAGEMENT POOL "SAFETY PARTNERS" LOSS CONTROL MATCHING GRANT PROGRAM.

WHEREAS, the safety and well being of the employees of the Town of Mount Carmel is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the Town of Mount Carmel employees; and

WHEREAS, the TML Risk Management Pool seeks to encourage the establishment of a safe workplace by offering a "Safety Partners" Loss Control Matching Grant Program; and

WHEREAS, the Town of Mount Carmel now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, as follows:

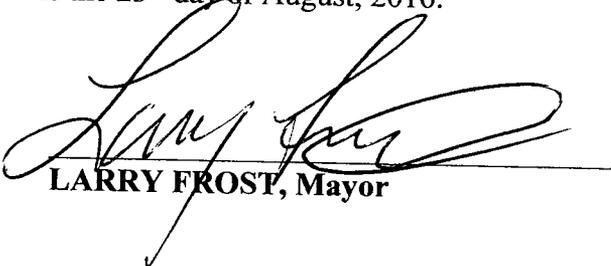
SECTION I. That the Town of Mount Carmel, Tennessee, is hereby authorized to submit an application for a "Safety Partners" Loss Control Matching Grant through the TML Risk Management Pool.

SECTION II. That the Town of Mount Carmel is further authorized to provide a matching sum of \$1,500.00 to serve as a match for any monies provided by the grant.

SECTION III. That the Drug Fund will be providing for the expenditure for the above-noted grant.

SECTION IV. That in appropriating the above-described expenditure of funds the Drug Fund revenue will be reimbursed with the grant revenue received.

Duly passed and approved this the 23<sup>rd</sup> day of August, 2016.

  
LARRY FROST, Mayor

**Town of Mt Carmel, TN  
Office of the Building Inspector  
100 East Main Street  
PO Box 1421  
Mount Carmel, TN 37645  
July 27, 2016**

**REZONING REQUEST**

R & K Vets  
204 Main Street  
Mount Carmel TN 37645

Eastman Credit Union  
PO Box 1989  
Kingsport TN 37662

Powers Special Needs Trust  
Scott T Powers  
220 Rosehaven Court  
Kingsport TN 37663

RE: Property at 200/202 Main Street, Mount Carmel, TN Tax Control Map 033A Group B Parcel 008.00

Dear Property Owners:

This is to advise that the owner of the referenced property which joins property owned by you has requested the referenced property be rezoned from Arterial Business, B-2 to Mixed Use 2, MX-2.

The Planning Commission will consider the rezoning request at its regular meeting at 6:30 p.m. on August 9, 2016 in the Fire Hall, 217 Hammond Avenue, Mount Carmel, TN. You may attend and voice any comments/concerns or mail comments/concerns so they arrive sufficiently in advance (no later than noon August 9, 2016) to be considered.

If you have any questions or comments please feel free to contact me at 612-8119.

Sincerely,



Vince Pishner,  
Planning Commission Recorder

August 1, 2016

I am making an ethics complaint on Larry Frost, Mayor of Mount Carmel Tennessee. Mayor Frost gave out a written police report about me to the Hawkins County Commissioners at their meeting, August 13, 2015. The report, with many false statements and private information, was prepared by detective Phillip Robinette, August 13, 2015.

In my opinion, the report was made and delivered to the commissioners with a malicious intent. The mayor wanted to embarrass me, but his main purpose was to influence the commissioners to give him the \$20,000 donation for his Senior Center, not to the Chartered Senior Center where I was a member of the board of directors. The report had personal information about me. It included , my full name and address, my eye color, my hair color, my age, my height and weight. It included my telephone number, my date of birth and my social security number. These are very personal things. An elected official should not be making this information public about a private citizen. The report stated that Alderman Eugene Christian requested the investigation to be made. Alderman Christian denies talking to Detective Robinette about an investigation except to say there should not be one made.

Janice E. Dean  
511 Carnation Lane  
Mount Carmel, Tn.

37645

423 357 7345



MILLIGAN & COLEMAN PLLP  
ATTORNEYS AT LAW  
230 WEST DEPOT STREET  
GREENEVILLE, TENNESSEE 37743

MAILING ADDRESS  
P. O. BOX 1060  
GREENEVILLE, TN 37744-1060

TELEPHONE (423) 639-6811  
TELECOPIER (423) 639-0278

THOMAS L. KILDAY  
RONALD W. WOODS  
JEFFREY M. WARD  
THOMAS J. GARLAND, JR.  
ELIJAH T. SETTLEMIRE  
JOHN E. PEVY

S. J. MILLIGAN  
1889-1982  
JAMES W. FLETCHER  
1924-1991  
N.R. COLEMAN, JR.  
1922-2012  
—  
GENE P. GABY  
RETIRED

August 2, 2016

Board of Mayor and Aldermen  
Town of Mount Carmel  
100 E. Main St. East  
Mt. Carmel TN 37645

Re: *Mount Carmel*  
Our File No. 16-600

Dear Board Member:

It has been brought to my attention that an Ethics Complaint has been filed with the Town, triggering provisions within the Municipal Code which require your input. Attached is a copy of said Ethics Complaint.

Chapter 1, section 710 of the Municipal Code provides a method for addressing such complaints, and states in relevant part at subsection (c):

(c) When a complaint of a violation of any provision of this chapter is lodged against a member of the town's board of mayor and aldermen, the board of mayor and aldermen shall either determine that the complaint has merit, determines that the complaint does not have merit, or determine that the complaint has sufficient merit to warrant further investigation. If the board determines that a complaint warrants further investigation, it shall authorize an investigation by the city attorney or another individual or entity chosen by the board of mayor and aldermen.

Reading this section, in light of the upcoming August 24, 2016 appeal hearing, the Board of Mayor and Aldermen has a number of considerations and options that I would like to highlight briefly.

(1) The Board may elect to take this Ethics Complaint into consideration at the next regularly called meeting on August 30, 2016, and at that time review and determine what course of action it wishes to take with regard to the merits of the complaint, as well as potential further investigation;

RULES  
OF THE  
TENNESSEE ETHICS COMMISSION  
CHAPTER 0580-01-05  
RULES PERTAINING TO PROHIBITED CONDUCT

TABLE OF CONTENTS

0580-01-05-.01	Purpose and Scope	0580-01-05-.03	Prohibited Activities
0580-01-05-.02	Definitions	0580-01-05-.04	Personal Gift Exception

**0580-01-05-.01 PURPOSE AND SCOPE.**

These rules are promulgated for the purpose of proscribing prohibited conduct and exceptions to these prohibitions for lobbyists, employers of lobbyists, candidates and officials of the executive and legislative branches, and immediate family members of such candidates and officials, pursuant to T.C.A. §§ 3-6-304 through 3-6-305.

**Authority:** T.C.A. §§3-6-107(1), 3-6-304 through 305, 3-6-308(a)(9). **Administrative History:** Original rule filed February 3, 2009; effective June 26, 2009.

**0580-01-05-.02 DEFINITIONS.**

- (1) Commission. The Tennessee Ethics Commission.
- (2) Official. A person who is an "official in the executive branch" of state government, as defined in Tenn. Code Ann. § 3-6-301(19), or a person who is an "official in the legislative branch" of state government, as defined in Tenn. Code Ann. § 3-6-301(20).

**Authority:** T.C.A. § §3-6-107(1), 3-6-103(a)(1), 3-6-301. **Administrative History:** Original rule filed February 3, 2009; effective June 26, 2009.

**0580-01-05-.03 PROHIBITED ACTIVITIES.**

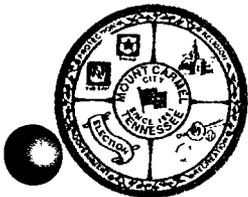
- (1) No lobbyist, employer of a lobbyist, Official, or such Official's immediate family, as those terms are defined in these rules and by T.C.A. § 3-6-301, shall engage in any conduct prohibited by T.C.A. § 3-6-304.
- (2) No lobbyist or employer of a lobbyist shall provide, directly or indirectly, to a candidate for public office, an Official, or the immediate family of such candidate or Official, a gift as prohibited in T.C.A. § 3-6-305, nor shall the candidate, Official, or immediate family thereof accept such a gift, except as allowed by T.C.A. § 3-6-305 or these Rules.
- (3) The ban on campaign contributions set forth in T.C.A. § 3-6-304(j) does not prohibit contributions by a lobbyist to an incumbent legislator or governor that are made in support of his or her election to a federal office.
- (4) Campaign contributions from a lobbyist to an incumbent legislator who is running for a local public office are prohibited.

**Authority:** T.C.A. §§ 3-6-107(1), 2-10-310(a)(2), 3-6-301(12), 3-6-304 through 3-6-305, 3-6-308(a)(9). **Administrative History:** Original rule filed February 3, 2009; effective June 26, 2009.

**0580-01-05-.04 PERSONAL GIFT EXCEPTION.**

- (1) Gifts given for a non-business purpose and motivated by a close personal friendship are not subject to the gift ban pursuant to T.C.A. § 3-6-305(b)(3).
- (2) In determining whether a gift is motivated by a close personal friendship, the Commission may consider factors including, but not limited to, the following, giving them such weight as may be appropriate in the facts and circumstances of each case:
  - (a) Whether the lobbyist or individual who is an employer of a lobbyist paid for or provided the gift out of his or her own personal funds or account, or whether the gift is instead being charged to the lobbyist's business account, an employer of the lobbyist, or a lobbying firm.
  - (b) Whether the cost of the gift is taken as a business deduction by the lobbyist, a lobbying firm, or employer of the lobbyist.
  - (c) Whether there has been a history of gift giving between the lobbyist or the employer of a lobbyist, on the one hand, and the candidate, Official, or his or her immediate family, on the other hand; and the nature of the previous gift giving.
  - (d) Whether the candidate, Official, or immediate family member has reciprocated with a gift to the lobbyist or the employer of the lobbyist in the past, and whether the gift has been of similar value.
  - (e) Whether the lobbyist or the employer of a lobbyist provides the same or similar items to other candidates, Officials, or the immediate families of such candidates or Officials at the same time, who are not also close personal friends.
  - (f) Whether the timing and circumstances of the gift are appropriate; whether a lobbyist or an employer of a lobbyist has a matter that is currently before or will shortly be before the Official.
  - (g) In the case of a gift given by an individual who works for an employer of a lobbyist, whether the gift-giver is involved in lobbying activities on behalf of the employer.

**Authority:** T.C.A. §§ 3-6-107(1); 3-6-305(b)(3), 3-6-308. **Administrative History:** Original rule filed February 3, 2009; effective June 26, 2009.



# Town of Mount Carmel

GARY LAWSON, MAYOR  
100 East Main Street, P.O. Box 1421  
Mount Carmel, Tennessee 37645  
Phone (423) 357-7311 Fax (423) 357-7710  
E-Mail mcch@chartertn.net

March 1, 2007

Tennessee Ethics Commission  
SunTrust Bank Building  
201 4<sup>th</sup> Ave N., Suite 1820  
Nashville, TN 37243

RE: Code of Ethics Ordinance

Dear Commission:

In accordance with your request, please find enclosed a certified copy of Ordinance No. 320, an *Ordinance to Adopt a Code of Ethics* for the Town of Mount Carmel passed on February 27, 2007, at the regularly scheduled Mount Carmel Board of Mayor and Aldermen Meeting.

Should you have any questions or if any additional information is needed, please do not hesitate to call on me.

Sincerely,  
TOWN OF MOUNT CARMEL

*Marian Sandidge*  
Marian Sandidge, Administrative Assistant

.ms  
Enclosure

03/01/07 10:00 AM

**ORDINANCE NO. 320**

**AN ORDINANCE TO ADOPT A CODE OF ETHICS FOR OFFICERS AND EMPLOYEES; TO FIX THE EFFECTIVE DATE OF THIS ORDINANCE ; AND, TO FIX A PENALTY FOR THE VIOLATION THEREOF.**

**WHEREAS**, Public Chapter No. 1 of the Extraordinary Session of the General Assembly requires municipalities to adopt a code of ethics by ordinance by July 1, 2007; and,

**WHEREAS**, the Recorder is required to notify the TENNESSEE ETHICS COMMISSION in writing that the MTAS Model Ethical Standards have been adopted, along with the date of their adoption. Now therefore,

**BE IT ORDAINED** by the Board of Mayor and Aldermen as follows:

SECTION I. That the Town of Mount Carmel Municipal Code, Title 1 is hereby amended by adding a new chapter, to be numbered Chapter 9, which said chapter shall read as follows:

Title 1

**GENERAL ADMINISTRATION**

Chapter 9

**CODE OF ETHICS**

Section

- 1-901. Applicability.
- 1-902. Definition of "personal interest."
- 1-903. Disclosure of personal interest by official with vote.
- 1-904. Disclosure of personal interest in non-voting matters.
- 1-905. Acceptance of gratuities, etc.
- 1-906. Use of information.
- 1-907. Use of municipal time, facilities, etc.
- 1-908. Use of position or authority.
- 1-909. Outside employment.
- 1-910. Ethics complaints.

**Sec. 1-901 Applicability.**

This chapter is the code of ethics for personnel of the Town of Mount Carmel, it applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created by the Town. The words "municipal" and "Town" or "Town of Mount Carmel" include these separate entities <sup>1</sup>.

**Sec. 1-902 Definition of "personal interest."**

a. For purposes of Sections 4-103 and 104, "personal interest" means:

---

<sup>1</sup>State statutes dictate many of the ethics provisions that apply to municipal officials and employees. For provisions relative to the following, see the Tennessee Code Annotated (T.C.A.) Sections indicated:

Campaign finance - T.C.A. Title 2, Chapter 10.

Conflict of interests - T.C.A. §§6-54-107, 108; 12-4-101, 102.

Conflict of interests disclosure statements - T.C.A. § 8-50-501 and the following sections.

Consulting fee prohibition for elected municipal officials - T.C.A. §§ 2-10-122, 124.

Crimes involving public officials (bribery, soliciting unlawful compensation, buying and selling in regard to office) - T.C.A. §39-16-101 and the following sections.

Crimes of official misconduct, official oppression, misuse of official information - T.C.A. § 39-16-401 and the following sections.

Ouster law - T.C.A. § 8-47-101 and the following sections. A brief synopsis of each of these laws appears in the appendix of the municipal code.

This chapter is the code of ethics for personnel of the Town of Mount Carmel. It applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created by the Town. The words "municipal" and "Town" or "Town of Mount Carmel" include these separate entities.

1. Any financial, ownership, or employment interest in the subject of a vote by a municipal board not otherwise regulated by state statutes on conflicts of interest; or

2. Any financial, ownership, or employment interest in a matter to be regulated or supervised; or

3. Any such financial, ownership, or employment interest of the official's or employee's spouse, parent(s), step parent(s), grandparent(s), sibling(s), child(ren), or stepchild(ren).

b. The words "employment interest" include a situation in which an official or employee or a designated family member is negotiating possible employment with a person or organization that is the subject of the vote or that is to be regulated or supervised.

c. In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over the provisions of this chapter.

**Sec. 1-903 Disclosure of personal interest by official with vote.**

An official with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, the official may recuse himself <sup>2</sup> from voting on the measure.

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<sup>2</sup> Masculine pronouns include the feminine. Only masculine pronouns have been used for convenience and readability.

**Sec. 1-904 Disclosure of personal interest in non-voting matters.**

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

**Sec. 1-905 Acceptance of gratuities, etc.**

An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the Town;

- a. For the performance of an act, or refraining from performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or
- b. That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business.

**Sec. 1-906 Use of information.**

- a. An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law.
- b. An official or employee may not use or disclose information obtained in his official capacity or position of

employment with the intent to result in financial gain for himself or any other person or entity.

**Sec. 1-907 Use of municipal time, facilities, etc.**

- a. An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to himself.
- b. An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to any private person or entity, except as authorized by legitimate contract or lease that is determined by the Board of Mayor and Alderman to be in the best interest of the Town.

**Sec. 1-908 Use of position or authority.**

- a. An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the Town.
- b. An official or employee may not use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized by the Charter, general law, or ordinance or policy of the Town.

**Sec. 1-909 Outside employment.**

A full-time employee of the Town may not accept any outside employment without written authorization from their department head.

**Sec. 1- 910 Ethics complaints.**

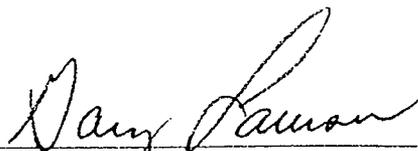
- a. The town attorney is designated as the ethics officer of the Town. Upon the written request of an official or employee potentially affected by a provision of this chapter, the town attorney may render an oral or written advisory ethics opinion based upon this chapter and other applicable law.
- b. Except as otherwise provided in this subsection,
  1. the town attorney shall investigate any credible complaint against an appointed official or employee charging any violation of this chapter, or may undertake an investigation on his own initiative when he acquired information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that , in the attorney;'s judgment, constitutes a violation of this code of ethics.
  2. The town attorney may request the Board of Mayor and Aldermen to hire another attorney, attorney, individual, or entity to act as ethics officer when he has or will have a conflict of interest in a particular matter.
  3. When a complaint of a violation of any provision of this chapter is lodged against a member of the Town's Board of Mayor and Aldermen, the Board of Mayor and Aldermen shall either determine that the complaint has merit, determine that the complaint does not have merit, or determine that the complaint has sufficient merit to warrant further investigation. If the Board determine that a complaint warrants further investigation, it shall

authorize an investigation by the town attorney or another individual or entity chosen by the Board of Mayor and Aldermen.

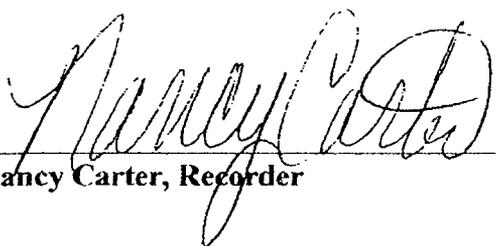
- c. The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.
- d. When a violation of this code of ethics also constitutes a violation of a personnel policy, rule, or regulation or a civil service policy, rule, or regulation,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

SECTION II. That any elected official or appointed member of a separate municipal board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this chapter shall be subject to punishment as provided by the charter or other applicable law, and in addition is subject to censure by the Board of Mayor and Aldermen. Any appointed official or an employee who violates any provision of this chapter shall be subject to disciplinary action.

SECTION III. That this ordinance shall take effect from and after its date of passage, as the law directs, the public welfare of the Town of Mount Carmel demanding it.

  
\_\_\_\_\_  
Gary W. Lawson, Mayor

ATTEST:

  
\_\_\_\_\_  
Nancy Carter, Recorder

Passed First Reading 1-23-07

Passed Second Reading 2-27-07

Published On \_\_\_\_\_

FIRST READING	AYES	NAYS	OTHER
VICE-MAYOR EUGENE CHRISTIAN	✓		
ALDERMAN RICHARD GABRIEL	✓		
MAYOR GARY LAWSON	✓		
ALDERMAN TRESA MAWK	✓		
ALDERMAN THOMAS WHEELER	✓		
ALDERMAN CARL WOLFE	✓		
ALDERMAN WANDA WORLEY	✓		
<b>TOTALS</b>	7		

PASSED FIRST READING: 1-23-07

SECOND READING	AYES	NAYS	OTHER
VICE-MAYOR EUGENE CHRISTIAN	✓		
ALDERMAN RICHARD GABRIEL	✓		
MAYOR GARY LAWSON	✓		
ALDERMAN TRESA MAWK	✓		
ALDERMAN THOMAS WHEELER	✓		
ALDERMAN CARL WOLFE	✓		
ALDERMAN WANDA WORLEY	✓		
<b>TOTALS</b>	7	0	0

PASSED SECOND READING: 2-27-07

PUBLISHED ON: _____ DATE: _____ NEWSPAPER: <u>Knoxpost-Journal</u>
--

CERTIFICATION

The undersigned hereby certifies that the attached Ordinance was duly adopted at a meeting of the Mount Carmel Board of Mayor and Aldermen held on 2-27-07, which meeting was duly and properly convened and a quorum was present throughout such meeting; and such Ordinance has not been repealed, amended or otherwise altered as of this date.

Dated: 3-1-07

Attest:

  
\_\_\_\_\_  
Nancy Carter, City Recorder

# Tennessee Ethics Commission

The Tennessee Ethics Commission was created with the passage of the *Comprehensive Governmental Ethics Reform Act of 2006*, signed into law by Governor Bredesen on February 15, 2006. The Commission's jurisdiction was effective October 1, 2006. Among its many mandates, the Commission has the responsibility to:

- Promulgate rules and regulations (pursuant to the Uniform Administrative Procedures Act) to implement the provisions of the Act;
- Recommend "Guiding Principles of Ethical Conduct" for the General Assembly, the executive agencies, lobbyists, and employers of lobbyists;
- Receive complaints and conduct investigations, in conjunction with the Tennessee Attorney General's office;
- Compel the attendance of witnesses and the production of documents as needed to conduct its investigations;
- Conduct an annual ethics course for supervisory personnel of the Executive Branch, the General Assembly, and lobbyists;
- Provide an ethics manual for lobbyists and employers of lobbyists with the employer of the lobbyist, on its initial Lobbyist Registration Statement, being required to verify receipt of the manual;
- Collect and disseminate Disclosure of Interests Statements for the General Assembly, Governor, Governor's Cabinet, the Constitutional Officers, other state officials, local elected officials and candidates and appointees to such positions;
- Provide public access to the documents and forms filed with the Commission to the extent financially and technologically practical; and
- Provide an annual report to the Governor and the General Assembly by February 1st concerning the administration and enforcement of laws under the jurisdiction of the Commission, including the necessity, or lack of necessity, for any additional action or additional legislation that will serve to further the purposes of the law.

In 2009, the Bureau of Ethics and Campaign Finance was created in order to consolidate management and administrative functions of the Tennessee Ethics Commission and the Registry of Election Finance, in order to save the taxpayers of Tennessee and the regulated entities several hundred thousand dollars per year. The separate six-member boards of the Commission and the Registry continue to exist with no change in their respective jurisdictions, powers, duties, and authority.

# Seeking Advice

If you have questions concerning a specific situation after you complete your training, you may seek assistance from the Ethics Commission in several ways:

- For simple questions, you may contact the Ethics Commission by e-mail, [ethics.counsel@tn.gov](mailto:ethics.counsel@tn.gov), or telephone, (615) 741-7959
- For a more detailed question, you may request an informal response (IR). (Please note that the Commission may be required to issue an IR, even if not requested, depending on the nature of the question.) The facts of the situation must be provided in writing (e-mail or letter). The Commission will respond with an answer, by e-mail, usually within 24 hours. (T.C.A § 3-6-117)
- For a question that deals with a statute that is subject to interpretation, the Commission must issue a formal advisory opinion (AO). The facts of the situation must be provided in writing. Because AOs are more complex and are issued by the Commission, the response time is longer than for an IR. You may view past AOs by clicking on the link at the bottom left of the training site.

In addition to seeking advice from the Commission, the Commission's website ([www.tn.gov/sos/tec](http://www.tn.gov/sos/tec)) can provide answers to many questions.



**PERSONNEL POLICIES  
AND  
PROCEDURES**



**TOWN OF MOUNT CARMEL, TENNESSEE**

**APPROVED: September 27, 2001  
AMENDED: March 25, 2003; August 24, 2004, March 22, 2005,  
October 25, 2005, December 27, 2005, July 22, 2008, February 23, 2010,  
October 25, 2011, August 28, 2012, September 24, 2013**

## FOREWORD

The Town of Mount Carmel is pleased to welcome you as a municipal employee. You are now part of an organization that exists for one purpose, to serve the people of Mount Carmel. Your job is to serve all of the people of the town with efficiency and courtesy. It is well to bear in mind that the services of the town are as good as, and no better than, the employees performing them.

This personnel policy manual is written to acquaint new employees and remind old employees of the advantages and the responsibilities of town employment. In addition, it provides guidance to supervisors and members of the Governing body.

Just as the services extended by the town are important to the citizenry, the well-being and welfare of the town employees are also essential.

Every town job is important and the manner in which you perform your job determines to a large extent the public relations of town government, as well as pay increases. You will find being considerate and courteous, as well as conscientious, reliable, and prompt, gives you more satisfaction in your work and, at the same time, increases the regard that the people of Mount Carmel have for town employees.

These policies have been approved by the Board of Mayor and Aldermen and employees should review this manual at least twice a year.

Nothing contained anywhere in this manual should be construed as a contract for employment, nor a promise or guarantee for perpetual association or advancement in pay or position. It is not intended to create a property interest in future employment. Every individual employment contract must be in writing, approved by the Board of Mayor and Aldermen, and signed by the Mayor.

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# CHAPTER I

## GENERAL PROVISIONS

### 1.10 ADOPTION OF RULES

These rules and amendments to these rules apply to each employee (contract employees and independent contractors are not covered).

### 1.20 AMENDMENT OF RULES PROCEDURES

These rules may be amended from time-to-time as the needs of the service require. Amendments and revisions of these rules and regulations not inconsistent with the Town Charter may be initiated by the Governing Body. Proposed amendments or revisions, in whole or in part, will be reviewed with town personnel prior to implementation. Changes in applicable superseding state and federal law shall take effect upon the effective date(s) of such superseding laws.

Holders of copies of these Personnel Policies are responsible for inserting changes as they are issued and for keeping their respective copies of the Policies up to date.

Copies of this Manual are issued to all covered employees. Replacement copies may be obtained from the Office of the City Recorder. Manuals shall be returned upon employee separation or upon request by the City Administrator.

Suggestions for amendments to these Policies are welcome at any time from any employee. Such suggestions should be submitted in writing to the City Administrator.

### 1.30 ADMINISTRATION OF RULES

On a day-to-day basis the City Administrator shall be charged with the responsibility of the administration of the provisions of these policies. However, the policies are not meant to remove or diminish the authority of the Mayor as Chief Executive Officer. In the event of a vacancy in the position of City Administrator or in the event of the temporary absence of the City Administrator, any function to be exercised by the City Administrator may also be exercised by the Mayor.

### 1.40 COVERAGE OF THE RULES

These policies apply to all covered employees of the Town of Mount Carmel, Tennessee, including all existing employees at the date of the adoption of these policies, and these rules shall supersede any written or unwritten rules or practices of the Town of Mount Carmel and are intended to supersede any conflicting ordinance.

### 1.50 DEFINITIONS

Whenever the following terms are used, they shall have the following meanings:

- (1) Absence Without Leave - The unauthorized absence of an employee from place of duty during normal duty hours.
- (2) Appointed Position - A position in which there is vested a grant of power either discretionary or ministerial with duties created and defined by law (e.g. City Administrator, Recorder, Treasurer, City Judge, Fire Chief, City Attorney, Public Utilities Board Manager, Recreation Director, etc.).
- (3) Appointing Authority - The Board of Mayor and Aldermen in the case of the City Administrator and Recorder, the Mayor in the case of all other appointed positions and Department Heads with the advise and consent of the Board of Mayor and Aldermen, the Public Utilities Board in the case of sewer department employees, and Department Heads in the case of all other employees.
- (4) City - Town of Mount Carmel, Tennessee.
- (5) Complaint - A misunderstanding or disagreement on the part of an employee arising out of a belief that they are being treated unfairly in regard to the terms or conditions of their employment.
- (6) Cooperation - Ability to work with others.
- (7) Dismissal - The termination of employment of an employee.
- (8) Emergency Employee - An employee hired to provide temporary assistance because of a special project or temporary increase in workload.
- (9) Employee - Any person in the employ of the town who receives a salary or wage. Non-exempt employees are

- paid by the hour and will be paid overtime when they work over 40 hours in any one workweek. Exempt employees include City Administrator, Recorder, Police Chief, Public Works Foreman, Waste Water Foreman, Treasurer and any other employee in a position qualifying as "exempt" under the Fair Labor Standards Act.
- (10) Exempt employee – An employee compensated on a salary basis who also meets one of the definitions under the Fair Labor Standards Act for an employee exempt from the provisions of the overtime compensation provisions.
- (11) Contract Employees - Employees who work under an individual contract, e.g. Recreation Director, City Judge, etc.
- (12) Employee Classifications
- A. Full-time Permanent - A permanent position that normally requires a minimum 40 work hours per week.
- B. Part-time Permanent - A permanent position that normally requires less than 40 work hours per week.
- C. Full-time Temporary - A temporary position lasting for an unspecified amount of time that does normally require a minimum 40 work hours per week. This employee shall not receive fringe benefits provided other employees.
- D. Part-time Temporary - A temporary position lasting for an unspecified amount of time which normally requires less than 40 work hours per week. This employee shall not receive fringe benefits provided other employees.
- (13) Governing Body - The Board of Mayor and Aldermen
- (14) Grievance - An appeal of termination.
- (15) His/he - These words and all similar references to the masculine gender shall be understood to include the feminine gender as well.
- (16) Immediate Family - A husband, wife, child, father, mother, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandchildren and grandparents of employee.
- (17) Initiative - Ability to plan and execute without being instructed in specific detail.
- (18) Knowledge of Work - Knowledge of the job through education, training and experience. An understanding of "why" as well as "how".
- (19) Reduction in Force - Involuntary termination (reduction in work force) of employment because of lack of work, lack of funds, privatization or reorganization.
- (20) Leave of Absence - An approved period of time during which the employee is not physically present for work.
- (21) Leave Without Pay - Time off from work for the employee's personal reasons and for which period the employee receives no pay and shall not accumulate benefits.
- (22) Non-exempt employee – An employee who receives a regular hourly wage and is required to account for all time worked as well as the use of sick, vacation and other leave time on an hourly basis who is entitled to overtime pay at a rate of not less than one and one-half times his or her hourly rate after having worked forty (40) hours of work in any given work week;
- (23) On-Call Employee – An employee required to respond within thirty (30) minutes to a call to report to work that is placed outside normally scheduled working hours.
- (24) Pay Period - The period of time between normal paydays that are every other Thursday.
- (25) Personal Appearance - Neatness, cleanliness, style of clothing, grooming, and appearance that is appropriate for the job being performed.
- (26) Probationary Period - A period of six (6) months during which an employee is required to demonstrate his fitness for a particular position as part of the selection process.
- (27) Production - Quantity of work accomplished in a specific period of time.
- (28) Public Relations - Manners, courtesy, tact, diplomacy, proper speech and grammar, and ability to meet and work with the public.
- (29) Quality of Work - Accuracy, thoroughness, neatness, intelligence, analytical and reflective of organized thought.
- (30) Reinstatement - The privilege of rehire, which may be granted to a former employee who voluntarily terminates their employment while in good standing and after giving proper notice.
- (31) Resignation - Voluntary termination of employment by an employee.
- (32) Suspension - An enforced leave of absence, with or without pay, for disciplinary purposes or pending investigation of charges against the employee.
- (33) Transfer - The movement of an employee from one position to another that has the same pay assignment.

(34) Working Day - One shift during which an employee is scheduled to work.

(35) Work Week - The number of hours regularly scheduled to be worked during any seven consecutive days by an individual employee.

## **CHAPTER II**

### **EQUAL EMPLOYMENT OPPORTUNITY**

#### **2.10 PROHIBITION OF DISCRIMINATION**

It is the policy of the Town of Mount Carmel, Tennessee, to provide equal opportunity employment to all qualified applicants and to all employees with respect to initial employment, advancement, and general working conditions, without regard to age, race, creed, color, sex or national origin.

Discrimination against any person in recruitment, examination, employment training, promotion, retention, discipline or any other aspects of personnel administration because of political or religious opinions or affiliations or because of race, national origin or other non-merit factors is prohibited. Discrimination on the basis of age or sex or physical disability is prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

#### **2.20 DISCRIMINATION COMPLAINTS AND APPEALS**

Applicants for employment with the town alleging discrimination in the town employment priorities or policies, and employees of the town with complaints of discrimination shall follow the complaint and appeals procedure set forth below:

- A. The affected applicant or employee shall file a written complaint with the Town.
- B. Within ten working days after the complaint has been filed, the City Administrator shall meet with the affected employee, the party(ies) concerned in the complaint and any other persons necessary to make a decision concerning the action (unless the complaint is made against the City Administrator or Mayor in which case the Vice-Mayor shall process the complaint).
- C. Within fifteen (15) working days after the complaint has been filed, a written decision on the complaint will be rendered. A copy of the decision shall be given to the party(ies) named in the complaint.
- D. All employees of, or applicants for employment with the Town of Mount Carmel, who believe they have been discriminated against also have a right to file a complaint with the Tennessee Human Rights Commission and/or the U.S. Equal Employment Opportunity Commission.
- E. No employee of, or applicant for employment with, the town shall be disciplined or discriminated against in any way because of the proper use of the Discrimination, Complaints, and Appeals Procedure.

#### **2.30 SEXUAL HARASSMENT**

Sexual harassment will not be tolerated by the Town of Mount Carmel. The town affirms that all men and women are to be treated fairly and equally with dignity and respect. Any form of sexual harassment contradicts the policies of the town and will be treated as discrimination on the basis of sex.

Sexual harassment is a form of employee misconduct that undermines the integrity of the employee relationship. It refers to behavior which is not welcome, which is personally offensive, which weakens morale, and which therefore interferes with the work effectiveness of its victims and their co-workers. A supervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. Similarly, an employee of the department or division who behaves in this manner in the process of conducting department or division business is engaging in sexual harassment. Sexual harassment may include actions such as:

- Sex-oriented verbal "kidding" or abuse;
- Subtle pressure for sexual activity;
- Physical contact such as patting, pinching, or constant brushing against another body; and
- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status.

Landline calls incurring fees shall be assigned to the appropriate departmental budget code. If a Town phone is used for personal long distance or fee services, the Supervisor must be notified and the Town reimbursed.

**D. Other**

The nature of the technology required to support the wireless mobile telephone is rapidly evolving. Phones may have additional features such as cameras, text messaging, Internet access, etc. The intent of this policy is to apply the principles enumerated herein to any such add-on or accessory feature.

**E. Recordings**

Employees that use devices to record telephone conversations shall do so only in a manner consistent with the status of such applicable Local, State and Federal Laws.

## **CHAPTER IV LEAVE**

**4.10 VACATION LEAVE**

No temporary employee, working full-time or part-time, shall be entitled to vacation leave. Permanent part-time employees are not entitled to vacation leave.

At the date of the adoption of these Policies, each employee shall be entitled to his vacation time earned up to that date and thereafter each full-time permanent employee shall earn vacation time in accordance with the following schedule:

<u>YEARS SERVICE</u>	<u>ALLOWABLE VACATION PER YEAR</u>
1-year	one week
2-years	two weeks
8-years	three weeks
14-years	four weeks
20-years	five weeks

Vacation time accrued shall not exceed two (2) years entitlement calculated from the anniversary date of each year of employment. Vacation time not taken within two (2) years of the date accrued shall be cashed out. At no time, shall any employee take more vacation time per year than is allowed under the above schedule under "allowable vacation per year" column, or up to two years accrual.

Vacation leave must be applied for by the employee and may be used only when approved by the department head, who shall designate such time or times when it will least interfere with the efficient operation of the department. However, this action must not be arbitrary and the department head may not unreasonably defer the taking of vacation leave so that employees are deprived of vacation rights. Employee vacation shall be allocated on January 1 of each year for the coming year based on what the employee qualifies for at that date. Any additional vacation that employees qualify for will not be awarded until after the anniversary date. Unless there is an emergency, all employees shall provide their supervisor with two weeks notice when requesting vacation time.

Department heads must apply for vacation leave to the City Administrator for approval. For vacation leave purposes, an employee granted the privilege of "re-instatement" as defined on page 3 is a new employee. However, an employee re-instated after leave with or without pay or re-instated as a result of a grievance will not be considered a new employee.

Vacation leave shall not accrue to any employee on probation, in a non-pay status for 20 consecutive work hours during any pay period, suspension, lay-off, or leave of absence without pay, unless otherwise directed by the City Administrator.

No vacation leave shall be granted for less than one hour.

Vacation leave shall be taken on a normal workweek basis. Paid holidays falling within a period of vacation leave shall not be counted as vacation. Each employee, upon retirement or voluntary separation from the town, shall be paid for unused accumulated vacation leave. Upon the death of any employee, their estate shall be paid for their unused accumulated vacation leave.

#### 4.20 SICK LEAVE

Each regular full-time employee will accrue sick leave at the rate of one work day per pay period. Employees may accumulate an unlimited amount of sick leave, which may be carried over from one calendar year to another.

Generally, employees become eligible to use sick leave in the following situations:

1. When an employees is incapacitated by sickness or a non-job-related injury, or they are seeking medical, dental or other diagnosis or treatment.
2. When necessary care and attendance of a member of the employee's immediate family is approved by a department head. Immediate family members are defined in Section 1.50 "Definitions," No. 16, "Immediate family."
3. When employees have received notice from their doctor that they may jeopardize the health of others because they have been exposed to a contagious disease.

Sick leave benefits shall commence on the first day of such absence and shall continue for as long as sick leave credit remains. A one work-day absence while sick will constitute a charge of one day of sick leave. Each day deducted from an employee's sick leave accumulation shall be for a regular workday and shall not include holidays and scheduled days off.

Sick leave shall be requested in advance for any non-emergency medical, dental or other diagnosis or treatment. Employees shall, when possible, notify their department head of their illness or incapacity before they are due to report to work on the first day of any sick leave. When an employee is not physically capable of doing so, they shall give notice as soon as possible.

To prevent abuse of the sick leave privilege, department heads are required to satisfy themselves that an employee is genuinely ill before sick leave is authorized. Any absence may require a doctor's certificate; and, any absence in excess of three workdays may also require a doctor's certificate to return to work, if, in the opinion of the department head, such action is deemed appropriate. Sick leave may be denied, and appropriate disciplinary action taken, when an employee is shown to be abusing sick leave privileges.

Sick leave shall not accrue to an employee who is on "leave without pay," including Short-term Disability, or is absent from work without approved excuse for 5 or more work days during any pay period

An employee, upon exhausting all earned sick leave, may use earned annual leave (vacation). After an employee has exhausted their accrued sick leave and vacation leave, leave with, or without pay may be granted at the discretion of the mayor as a reasonable accommodation to disabled people. Also, employees may be placed on special leave without pay, or they may be terminated if unable to perform their job or another job with or without a reasonable accommodation. Should employees later be able to return to work, upon presentation of certification by a doctor, they shall be given preference for employment in a position for that they are qualified, with the approval of the mayor.

Employees may not borrow against future sick leave or transfer earned sick leave to another employee. Only the mayor may make exceptions to leave policy due to unusual and/or extenuating circumstances.

No employee shall be paid for accumulated sick leave. All accumulated sick leave shall expire upon an employees separation from employment; except that, an employee who retires under the Tennessee Consolidated Retirement System shall have all unused sick leave credited as additional time worked when calculating the employee's retirement benefits. (Res. 335, December 27, 2005)

#### 4.30 HOLIDAY LEAVE

The following shall be paid holidays for all permanent employees and shall be observed on the dates and days as prescribed by law:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Veterans' Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

The town offices, except essential services, shall be closed on official holidays. When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. Permanent part-time employees shall not be eligible for paid holidays.

All full-time permanent non-exempt employees required to work on a holiday may receive an equal amount of time off preferably within the same pay period or may be paid for those holiday hours worked at the rate of one and one-half times their regular rate at the discretion of the Department Head.

If a holiday occurs while an employee is on Workers' Compensation leave or other disability compensation leave, and is not using sick leave or vacation leave, no credit for the holiday shall be allowed.

In order to receive pay for an observed holiday, an employee must not have been absent without pay on the work day immediately preceding or immediately following the holiday unless excused by the supervisor or unless taking vacation or sick leave on such days.

Holidays that occur during a vacation, sick, funeral or other authorized leave shall not be charged against the leave.

#### 4.40 CIVIL LEAVE

Employees are eligible for paid civil leave in the following situations:

1. When an employee is called to serve as a juror or is appointed to serve as a clerk or judge on an election board, the employee is entitled to his regular pay. Any fees paid to him as a result of this service shall be turned over to the town.
2. For the purpose of voting if the employee's working hours prevent voting during the time the polls are open.
3. When an employee is called to perform emergency civilian duty.
4. When an employee is subpoenaed to appear in court on behalf of the town.

An employee who is required by subpoena to appear in court as a plaintiff, defendant or witness on a personal matter shall not be granted civil leave, but may be granted vacation leave or leave without pay.

An employee whose public service duty is completed before the end of his normal working day with the town shall return to his post of duty.

#### 4.50 MATERNITY LEAVE

A pregnant employee may request maternity leave at such time as she feels she is unable to perform her normal duties or when her physician advises her to do so. Such leave shall be for a period not to exceed ninety (90) calendar days and shall be without pay after accrued vacation and sick leave have been expended.

An employee on maternity leave is expected to return to work after childbirth, miscarriage or abortion at the end of the 90-day leave of absence, or as soon thereafter as she can be reasonably expected to perform her normal duties. Failure to report at the end of the 90-day leave shall be considered as a resignation unless a time extension has been approved by the City Administrator.

#### **4.60 FUNERAL LEAVE**

Up to three (3) days in-state or (5) days out-of- state of funeral leave with pay may be granted for attendance of funerals of the immediate family of an employee. Any additional days may be charged to vacation, sick leave, or taken as leave without pay with the approval of the Department Head. One day of funeral leave with pay may be allowed for attendance of funerals of other non-immediate family members.

All funeral leave must first be approved by the employee's immediate supervisor. In situations where several employees wish to have time off to attend a funeral or funerals, discretion must be used by supervisory personnel so that town service can be maintained.

#### **4.70 MILITARY LEAVE/VETERANS' RE-EMPLOYMENT**

Any regular employee who has completed six months of satisfactory employment and who enters the U. S. armed forces will be placed on military leave. The City Administrator, mayor, or department head will approve military leave without pay when the employee presents his/her official orders. The employee must apply for reinstatement within 90 days after release from active duty.

The employee will be reinstated to a position in the current classification plan at least equivalent to his/her former job. His/her salary for the assigned position will be the salary provided under the position classification and compensation plan prevailing at the time of reinstatement or re-employment. If no job is available at the time the employee returns, he/she will be reinstated into the first available position. No current full-time employee will be terminated or laid off to allow for reinstatement.

Any regular full-time employee who is a member of the U.S. Army Reserve, Navy Reserve, Air Force Reserve, Marine Reserve, or any of the armed forces will be granted military leave for any field training or active duty required (excluding extended active duty). Such leave will be granted upon presentation of the employee's official order to his/her jurisdictional official. Compensation for such leave will be paid pursuant to Tenn. Code Anno. § 8-33-109.

It will be the employee's responsibility to arrange with the department head to attend monthly meetings on regular off-time, with pay applicable to the annual two-week training period. Employees entering an extended active duty will be given 15 days of pay when placed on military leave.

#### **4.80 INJURY LEAVE**

Town employees are subject to the provisions of the Tennessee Workman's Compensation Act and are entitled to the benefits of that law, whether by injury or occupational disease arising out of and in the course of employment.

Injury or occupational disease occurring out of and in the course of employment shall be reported to the Recorder and/or supervisor as soon as possible and the Recorder shall file the necessary reports.

The Recorder will furnish information and reports concerning injuries, or alleged injuries, or occupational diseases which are or may be within the scope of the Workman's Compensation Act, in order that proper medical attention is provided, compensation and expenses are paid, investigation and determination of legal liability may be made and that compensation is terminated when the disability ceases or benefits are exhausted.

An employee entitled to be paid Workman's Compensation for temporary disability may be granted sick leave with full pay for the first five (5) working days of such disability, including the day of injury (if disability began that day, assuming

such employee has sufficient accumulated sick leave). At the expiration of the sick leave, provisions of the Workman's Compensation Act shall apply.

An employee who is receiving Workman's Compensation for an injury or occupational disease occurring out of and in the course of employment, shall have the option of electing to use accumulated sick leave and/or vacation leave to supplement Workman's Compensation up to, but not exceeding the employee's regular rate of pay. After all such sick and/or vacation leave has been used, the employee shall not be entitled to any compensation except that authorized by

the Workman's Compensation Act. Such injured employees shall be carried in a leave without pay status for a period not to exceed one (1) year after which employment shall cease.

Employees injured on the job that receive a restricted release or restricted permission to return to work may be returned to their prior position if reasonable accommodation can be made without violating the medical restriction(s). Likewise, such an employee may be placed in another position within the town if such an open position exists and the injured employee's restrictions may be accommodated. Nothing herein should be construed as a commitment on the part of the Town to make work or create a position for an injured employee.

#### **4.90 ABSENCE WITHOUT LEAVE**

Absence by an employee from place of duty not specifically authorized or covered in this manual shall be charged as absence without leave. Absence without leave shall be in a non-pay status and may be cause for reprimand or dismissal.

#### **4.100 FAMILY LEAVE**

The Family and Medical Leave Act of 1993, 29U.S.C. 2601 *et seq.*, shall be followed by the town. Please refer to the FMLA policy adopted by the Board of Mayor and Alderman. (See Resolution 265, September 24, 2002.)

#### **4.110 RECORDS TO BE MAINTAINED**

The Recorder shall maintain a record of each employee, accounting for time worked and all absences from work. The record shall include a compilation of vacation leave earned, used and unused, sick leave earned, used and unused, and any other type of approved leave used or unused.

All such reports shall be compiled by the Recorder in December each year, shall be verified by each employee, and shall be signed by said employee and by the Recorder.

All employment applications of unsuccessful applicants will be maintained in a separate file apart from employee personnel files.

## **CHAPTER V**

### **EMPLOYEE COMPLAINTS AND GRIEVANCES**

#### **5.10 EMPLOYEE COMPLAINTS**

In keeping with the philosophy that employee dissatisfaction should be resolved at the earliest opportunity with a minimum of paperwork, it is the Town policy to encourage employees to informally submit any job-related complaints to their immediate supervisors. The supervisor shall listen with care to employees, shall attempt to understand their points of view, and shall provide clear and timely responses to employee complaints. An employee remaining dissatisfied after conferring with his immediate supervisor with a working condition or other aspect of employment (not related to the grievance procedure) may then discuss the matter with the City Administrator and/or Mayor.

#### **5.20 WHAT DISCIPLINARY MATTERS ARE APPEALABLE**

An employee may file a written appeal of a dismissal within seven (7) calendar days after actual or constructive receipt of notice of the dismissal. No other disciplinary action is subject to appeal.

#### **5.30 WHO HEARS APPEALS**

If the dismissal is undertaken by a supervisor or Department Head, the appeal shall be heard by the Mayor. If the dismissal is ordered by the City Administrator, the appeal shall be heard by the Mayor. If the dismissal is undertaken by the Mayor, the appeal shall be heard by the Board of Mayor and Aldermen. A majority vote of those members present hearing the appeal is necessary to overturn the disciplinary action of the Mayor.

#### **5.40 GRIEVANCE PROCEDURE**

An employee may submit a written grievance within seven (7) calendar days after the cause of the grievance arises or becomes known to the employee. The grievance shall clearly state the basis for the grievance and the relief requested. The appeal of a decision of the City Administrator or Mayor to the Board of Mayor and Aldermen must also be made in writing within seven (7) days of the decision. Time limits shall be strictly enforced. Late submission of a grievance at any stage of the procedure shall bar its consideration. The employee shall be afforded an opportunity to attend the appeal, to be represented by anyone of his/her choosing, and to present evidence and/or witnesses on his/her behalf. The appeal shall be heard within thirty (30) days after filing. If a hearing is held a decision shall be rendered within ten (10) calendar days following the conclusion of the hearing.

#### **5.50 TYPES OF DISCIPLINARY ACTION**

All employees of the Town shall be subject to the following types of disciplinary action:

- A. Oral reprimand
- B. Written reprimand
- C. Suspension without pay
- D. Reduction of pay grade
- E. Demotion
- F. Dismissal

## **CHAPTER VI**

### **DISCIPLINARY ACTION**

#### **6.10 GROUNDS**

The following shall be grounds for taking disciplinary action against a town employee, which will range from oral reprimand to discharge. However, this list is not inclusive. Other conduct not described herein, may result in disciplinary action.

- (1) Tardiness, early departure, absence without leave, abandonment of position, or other failure to maintain a satisfactory attendance record;
- (2) Unsatisfactory performance of duties in terms of quality or quantity;
- (3) For supervisors, inability to plan, organize, or direct the work of subordinates;
- (4) In positions requiring initiative and independent judgment, the inability to perform duties without excessive supervision;
- (5) Insubordination, including the refusal or failure to comply with a proper order of higher authority or the refusal of failure to perform assigned work within capabilities;
- (6) Abuse of sick leave or other benefits;
- (7) Neglect, waste, damage, misuse, or unauthorized taking of any kind of town property;
- (8) Failure to retain qualifications necessary for the job;
- (9) Use of offensive language toward or abusive, improper, or discourteous treatment of a member of the public or another town employee;
- (10) Harassment or unfair treatment of any person because of political or religious opinions or affiliations or because of race, color, national origin, marital status, veteran status, age, sex or physical disability;
- (11) Possession, use or presence under the influence of an intoxicating beverage or illegal drug while on duty or on town property;
- (12) Fighting or gambling while on duty or on town property;
- (13) Acceptance of any gratuity or gift for performance or non-performance of duties, use of town position or time for private gain, or other conflict of interest violation;
- (14) Unauthorized or improper use of official authority;
- (15) Violation of the prohibitions on political activity or solicitation;
- (16) Use or attempted use of political influence or bribery to obtain a favorable personnel action;
- (17) Falsification of any town document or record;
- (18) Unauthorized disclosure of official information;

- (19) Conviction of a crime under such circumstances that unfitness for the position results or that disciplinary action is otherwise necessary in the best interest of the town;
- (20) Failure to observe required safety precautions or to communicate any violation of safety rules;
- (21) Conduct unbecoming a town employee, tending to be prejudicial to the reputation of the town government, or otherwise contravening the public interest.
- (22) Violation of the constitution of the United States or the State of Tennessee, any state or federal law or regulations or any town ordinance.
- (23) Any other act or failure to act that demonstrates that the offender is unsuitable or unfit for employment with the Town of Mount Carmel.
- (24) Failure to notify supervisor, as required by department rule prior to the start of their shift if unable to work.
- (25) Breach of required confidentiality.
- (26) Sabotage.
- (27) Waste of time.
- (28) Failure to promptly report to their immediate supervisor any deficiencies in the town equipment, programs, services or other property including the regular scheduled maintenance.

#### **6.20 ADMINISTRATION OF DISCIPLINE**

Disciplinary action shall be consistent with the nature of the deficiency or violation involved and the record of the employee. Disciplinary action shall be imposed in a clear and business like manner and, as appropriate, shall be directed at improving the employee's performance and/or conduct and at avoiding recurrence of the deficiency or violation.

#### **6.30 DISCIPLINARY AUTHORITY**

Unless otherwise provided by supplemental personnel regulations, all supervisors shall have the authority to issue oral and written reprimands to their subordinate employees. Department head level shall have the authority for other types of disciplinary action, except that suspensions without pay and dismissals shall require the prior approval of the City Administrator or Mayor. Disciplinary action other than oral reprimands shall be thoroughly documented for inclusion in the official personnel records of the employees involved.

#### **6.40 PROTECTIVE SUSPENSION**

When an employee is under investigation for a crime or official misconduct, he or she may be suspended from work with pay for the duration of the investigation or proceeding if necessary to protect the public interest. Once charged with a crime or official misconduct, the suspension may be without pay. Any return to duty shall be under such terms and conditions as may be specified by the Town, which may include reimbursement for all back pay and benefits if acquitted.

#### **6.50 OTHER**

In the event of willful destruction of property, restitution shall be made to the Town of Mount Carmel. Assignments to undesirable tasks, shifts, hours of work, or any measure other than the foregoing shall not be used for disciplinary purposes.

A written record shall be kept for all disciplinary actions and proceedings, including oral reprimands, and placed in the employee's personnel file. This provision shall be strictly adhered to by all supervisory personnel. Exception: Oral reprimands may not necessarily be placed in the employee's file, but will be reported to the City Administrator in writing.

#### **6.51 TRAFFIC VIOLATIONS WHILE OPERATING CITY VEHICLES**

All employees will report to their Supervisor, who in turn will report to the Safety Committee Chairman, receipt of any traffic citation received by the employee while operating a city vehicle, whether it be issued by an officer or by photo enforcement cameras.

When the employee receives a citation he/she will be counseled by their supervisor and a copy of the citation shall be placed in their personnel file. If no additional citations are received within a year after the date of the first citation, all records will be expunged from their personnel file.

Should the employee receive another citation within the year following the first citation while operating a city vehicle, he/she will receive a written reprimand, which along with a copy of the citation, will be placed in their personnel file. The employee will be placed on probation for one year as of the date of the second violation. If no additional citations are received with a year after the date of the second citation, all records will be expunged from their personnel file.

Should any additional citations be received by the employee while operating a city vehicle, if the employee is on probation, the employee may be suspended for up to three days or terminated. Should the employee fail to report the receipt of any citation while operating a city vehicle or fail to provide documentation of such to his Supervisor within three working days, the employee will receive a written reprimand which will be placed in their personnel file, and be placed on three days suspension without pay.

## **CHAPTER VII**

### **STAFFING**

#### **7.10 POLICY STATEMENT**

It is the policy of the town to seek qualified applicants and employ them to carry out the functions of the town. Each position for which applicants are sought and each position filled must have a job description that is available to the applicant/employee.

Additionally, no town official may enter into any oral or written contract or agreement with a town employee or potential town employee on behalf of the Town unless approved by the Mayor.

#### **7.20 ANNOUNCEMENT OF AVAILABLE POSITIONS**

Vacancies in positions or the creation of a new position shall be announced. Announcements may be posted in appropriate places throughout the town and may be sent to newspapers, radio stations, educational institutions, professional and vocational societies, public officials and to such other organizations and individuals as the town may deem appropriate. Announcements may include:

- A. Information concerning the time for filing applications.
- B. A description of duties and responsibilities of the position.
- C. Minimum or additional desirable qualifications.
- D. Salary or other compensation range.
- E. Such other information as will assist interested persons to understand fully the nature of the employment and the procedure necessary to apply.
- F. All town employees will be encouraged to live within the town limits, if possible.

To assure sufficient numbers of qualified applicants, the town may continue to accept applications after the originally announced filing date. If the filing date is extended, such action will be appropriately publicized.

The town may also decide to accept applications for certain positions without any closing date, in which case the announcement for the position shall so state.

#### **7.30 APPLICATION AND EXAMINATION**

All applications shall be made on a form prescribed by the Recorder and shall be filed with the Recorder on or prior to the closing date specified in the announcement or postmarked before midnight of that date. All applications shall be signed and the truth of the statements contained therein certified by such signature.

The town may give examinations to establish employment and promotion lists. The tests in such examinations may be written or oral; a demonstration of skill; an evaluation of experience and education; an interview designed to determine general fitness for the position; physical tests of strength, stamina or dexterity; or a combination of these, which shall fairly appraise and determine the merit, qualification, fitness and ability of applicants. Such tests if administered, shall be practical in character and shall relate to the duties and responsibilities of the position for which the applicant is being

or

(2) The Board may elect to hold a Special Called Meeting to consider this Ethics Complaint wherein it would review and determine what course of action it wishes to take with regard to the merits of the complaint, as well as potential further investigation.

From my review of the Municipal Code, regardless of the Board's determination pertaining to the allegations within the Ethics Complaint, the Mayor will preside over the appeal hearing on August 24, 2016. The relevant Appendix to the Municipal Code governing the appeal procedure is as follows:

5.30 Who Hears Appeals

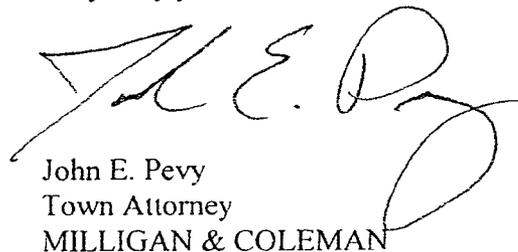
If the dismissal is undertaken by a supervisor or Department Head, the appeal shall be heard by the Mayor. If the dismissal is ordered by the City Administrator, the appeal shall be heard by the Mayor. If the dismissal is undertaken by the Mayor, the appeal shall be heard by the Board of Mayor and Aldermen. A majority vote of those members present hearing the appeal is necessary to overturn the disciplinary action of the Mayor.

By its inclusion in the Municipal Code, this would mean that the above provision was voted on through Ordinance, and would require an Ordinance to overturn.

Additionally, if the Board elects to hold a Special Called Meeting to decide this issue, and there determines that the Ethics Complaint "warrants further investigation," as contemplated in Chapter 1, Section 710, subsection (c), there is a high probability that such investigation would not be concluded prior to the scheduled August 24, 2016 appeal date. Though there are no formal ramifications of this fact, it is another factor to consider when debating how to handle this situation.

As this is an ongoing concern for the Town, I wanted to send this letter apprising you all of this matter, and provide you with some potential options for addressing this issue. If anything within this letter requires more clarification, please feel free to contact me. Thank you for your time.

Very truly yours,



John E. Pevy  
Town Attorney  
MILLIGAN & COLEMAN

JEP  
Enclosure

examined and shall fairly test relative capacity and fitness of persons examined to perform the duties of the position(s) to which they seek to be appointed or promoted. An applicant may be required to possess scholastic education qualifications if the position for which he is being examined requires professional or technical knowledge, skills and abilities.

**7.40 MEDICAL EXAMINATIONS**

Before hiring, new employees may be required to undergo a medical examination to determine physical and mental fitness to perform work in the position for which application is made. The expense of the examination will be paid by the town. Existing employees may also be required to undergo a physical examination to determine physical and mental fitness to continue to perform their duties. Expense of the examination will be paid by the town.

**7.50 EMPLOYEE ORIENTATION**

The department heads and supervisors have a duty to orient all new employees. Such orientation training includes familiarization of the duties of the position, the hours of work, relationship to other employees, safety precautions, the rights and obligations of an employee, and information about the unit or department.

**7.60 PROMOTION**

Whenever possible, vacancies will be filled by a qualified person presently employed by the town. However, the town may recruit applicants from outside the town service whenever there is reason to believe that better qualified applicants are available. Promotion within the town service shall be based upon the qualifications of the person being considered.

**7.70 PROBATION PERIOD**

No employee will be considered to be a permanent employee until the probationary period has been satisfactorily completed. Each new or promoted employee shall be notified of his probationary status. Probationary employees receive limited benefits while on probation. Full time employees shall be offered the opportunity to enroll for health insurance benefits at the time of employment, but must complete their one hundred eighty (180) day probationary period before being considered as a permanent employee. At the end of one hundred eighty (180) days, probationary employees shall receive all other benefits as provided other employees. (As amended by the Board of Mayor and Aldermen on March 25, 2003.)

The probationary status shall begin immediately upon the first day on the job and end on the one hundred eightieth (180th) day of employment. At this time the supervisor will advise the employee as to whether or not their performance is acceptable. The employee will complete an evaluation and the supervisor and City Administrator will complete an evaluation. An adjustment in wage rate may be made by the Mayor upon the recommendation of the City Administrator or Supervisor; the town retains the right of preemptive termination of any probationary employee. A Department Head may grant an extension of the probationary period not to exceed sixty (60) days of the original probationary period with the approval of the City Administrator.

**7.80 RE-EMPLOYMENT**

An individual who is separated from the service with the town for more than thirty-one (31) days, may be re-employed by complying with all the requirements of a new employee and shall be entitled to only those benefits offered to a new employee. Exception: Former employees who leave without proper notice, or were convicted of a felony will not be considered for re-employment.

**7.90 DRUG TESTING**

The Town of Mount Carmel is concerned about the safety of its citizens and its workers. The town drug testing policy will be available to all employees. (Res 458).

**7.91 DRIVER'S LICENSES**

Every employee who is required to have a driver's license is required to notify the City Recorder of any change in the status of that license. The City Recorder shall check the status of licensed operators with the Department of Safety every six months. Employees are strictly prohibited from operating any Town vehicle or equipment that would require an operator's license, unless the employee has a current license to operate the vehicle or equipment. (Ord 13-398)

**7.92 USE OF TOWN VEHICLES and EQUIPMENT.**

All Town vehicles and equipment are for official use only. No person other than a Town employee may operate a town vehicle or piece of machinery. Drivers and/or operators must have a valid Tennessee driver's license and be approved by the Mayor. (Ord 13-398)

**7.100 EMPLOYMENT OF RELATIVES**

Immediate family members will not be considered for employment with the town. Relatives of employees may be employed by the town as long as they are working in different departments, present exceptions accepted.

No supervisor shall supervise his or her immediate family members. No member of an immediate family, including spouse, mother or stepmother, father or stepfather, children, sister, brother, grandparents, current mother-in-law or current father-in-law, step-grandparents, grandparents-in-law, and grandchildren, shall be employed in such capacity as to have one directly supervised by the other. This does not preclude employment of immediate family member under other lines of supervision.

That in carrying out the Mayor's duties pursuant to *Tenn. Code Anno. §6-3-106(b)(2)(A)*, in employing, promoting, disciplining, suspending and discharging all employees and department heads, in accordance with the PERSONNEL POLICIES AND PROCEDURES adopted by the Board of Mayor and Aldermen, the Mayor shall submit the employment or promotion, but not the discipline, suspension and discharge, of a member of the immediate family of an existing employee for confirmation by the Board of Mayor and Aldermen. In confirming or denying the employment the Board shall consider the specific benefit to the Town; the specific qualifications of the candidate for employment or promotion; the line of supervision; and any other similar factor affecting the interest of the Town.

**7.110 PHYSICAL STANDARDS FOR EMPLOYMENT**

By the nature of the work required, all job descriptions with the Town of Mount Carmel shall outline the physical qualifications to perform the work required.

**20 EMERGENCY EMPLOYMENT**

If any emergency arises the City Administrator or the Mayor may, without complying with the provisions of the personnel rules concerning regular employment, employ such persons as are necessary to meet the emergency.

**7.130 PAY RATES IN DEMOTION**

The rates of pay for any demoted employee shall be determined as follows:

- A. If the rate of pay in the higher position is higher than the rate of pay for the position to which demoted, the rate of pay shall be reduced to the rate of pay in the lower position.
- B. If the rate of pay in the higher position falls within the range of the position to which demoted, the rate of pay shall remain unchanged.

**7.140 EMPLOYEE TRAINING**

- A. Employees are encouraged to participate in conferences, conventions and meetings that have a direct relationship to the employees' position and the town services. Employees shall be considered for training programs, conventions, etc. on an annual basis. Department heads shall determine training needs on an annual basis and can include formal classes, seminars, workshops, reading material, videotapes and other methods available. Approval for attendance at such conferences, conventions and meetings shall be obtained from the department head and Town Administrator.
- B. As a condition of approval for extensive specialized training for any employee, that employee shall be required to reimburse the Town for the costs and expenses advanced or paid on behalf of the employee attendant to such training.
- C. Extensive specialized training shall include, but not be limited to, Police, Fire and Wastewater Operator certification.
- D. The procedure for reimbursement shall include the execution of a written agreement by the employee setting forth the terms for such reimbursement, which terms shall include a provision for the *pro rata* reduction of the reimbursement obligation by 1/24 for each month worked by the employee after completion of the training.

- E. Any portion of the reimbursement obligation which remains unpaid at the time an employee discontinues their employment may be deducted from any final salary and benefits payment to the employee upon separation.

#### **7.150 LAYOFF, TERMINATION, and/or RESIGNATION**

Return of property - when an employee leaves the employment of the town of Mount Carmel, they will be required to return their keys, personnel policy, equipment, etc. issued to them before receiving their final paycheck.

Layoff - The department head, with approval of the City Administrator or Mayor, may lay off any employee because of a reduction in required personnel, because of a lack of work within the department, re-organization of a department or town function, a shortage of funds or materials and/or completion of a project.

Employees laid off shall receive one week's notice. Consideration: multiple job skills, most recent performance appraisal, knowledge, skills, abilities, attitude, disciplinary action. Employees laid off have no priority on re-hiring.

#### **7.160 GARNISHMENTS**

An assignment or garnishment of a portion of an employee's compensation is an inconvenient and unnecessary administrative expense to the town. The town may take such disciplinary steps, including dismissal, as are legally allowed and appropriate in the particular matter.

## **CHAPTER VIII**

### **PERFORMANCE EVALUATION**

#### **8.10 PERFORMANCE EVALUATION PROCESS**

The system of performance appraisal may be used for purposes of promotion, dismissal, demotion, reductions in force, and re-instatement, as well as to keep employees advised of what is expected of them and how well they are meeting these expectations.

Performance appraisal may be governed by the following:

- A. The appraisal of work performance provides recognition for effective performance and identifies aspects of performance that could be improved.
- B. Performance appraisal is a continuing responsibility of all supervisors, and supervisors shall discuss performance informally with each employee as often as necessary to insure effective performance throughout the year.
- C. Each supervisor may discuss with the employee his overall work performance at least once in each 12 calendar months for the purpose of informing the employees of the caliber of his work, helping the employee recognize areas where performance could be improved and developing with the employee a plan for accomplishing such improvements.
- D. Complaints on performance appraisals on the basis of abuse, harassment, or discrimination, are subject to the Complaint procedure described in Chapter V.
- E. Each employee shall be given a copy of the written appraisal governing his own performance, and the original will be placed in his permanent personnel file.

#### **8.20 FREQUENCY OF REPORTS**

Annual performance reports shall be prepared each June on all permanent employees.

#### **8.30 REVIEW OF PERFORMANCE REPORT**

- (1) The superior shall sign the report.
- (2) The superior shall discuss the report with the employee being rated, pointing out obvious weaknesses and strong points.
- (3) The employee being rated shall indicate by signature that the report has been discussed with said employee. Signature of employee does not imply agreement with the report. If the employee desires, he may submit a written statement that shall be attached to the report and becomes a permanent part thereof.
- (4) All reports will finally be reviewed by the City Administrator and Mayor.

**8.40 RECORDS TO BE MAINTAINED**

The Recorder is the official custodian of all Town records and shall maintain the following records which may be used when preparing performance reports:

- A. Individual vacation and sick leave record.
- B. Copy of each position description form.
- C. Copy of each performance report.
- D. Copy of any corrective and/or disciplinary action correspondence.
- E. Copy of suspension notices.
- F. Copy of any favorable communications including evidence of self-improvement efforts.
- G. Copy of unfavorable communications.
- H. Copy of in-service training records.
- I. Copies of time sheets.
- J. Copy of employee license number and driving record.

**8.50 MAINTENANCE OF RECORDS**

All personnel records and files shall be retained to satisfy state and federal requirements and Mount Carmel Code, Title 1, Chapter 5, "Document and Record Retention".

**8.60 PUBLIC REVIEW OF RECORDS**

The inspection of personnel records shall be subject to Tenn. Code Anno. § 10-7-503.

**8.70 EMPLOYEE PERFORMANCE**

No supervisor, employee or town official, shall provide references on current or former employees without (1) a written release from the current or former employee and (2) a written form letter from the prospective employer. No references will be given by telephone.

**CHAPTER IX**

**POLITICAL ACTIVITY, ETHICS AND CONDUCT**

**9.10 POLITICAL ACTIVITY**

Every employee of the Town shall enjoy the same rights of other citizens of Tennessee to be a candidate for any state or local political office, the right to participate in political activities by supporting or opposing political parties, political candidates, and petitions to governmental entities; provided, that the city is not required to pay the employee's salary for work not performed for the governmental entity; and provided further, that unless otherwise authorized by law or local ordinance, an employee of a municipal government shall not be qualified to run for elected office in the local governing body of such local governmental unit in which the employee is employed. (Tenn. Code Anno. section 7-15-1501.)

**9.20 ETHICS**

Acceptance of gratuities. No municipal officer or employee shall accept any money or other consideration or favor from anyone other than the town for the performance of an act which he would be required or expected to perform in the regular course of his duties; nor shall any officer or employee accept, directly or indirectly, any gift, gratuity, or favor of any kind which might reasonably be interpreted as an attempt to influence his actions with respect to town business.

**9.30 OUTSIDE EMPLOYMENT**

No full-time officer or employee of the city shall accept or continue any outside employment if the work interferes with the satisfactory performance of the officer's or employee's duties. In addition, no such employee shall then accept or continue any outside employment if the work is incompatible with his city employment, or is likely to cast discredit upon or create embarrassment for the city.

10 **TERMINATION, ACCOUNTABILITY AND DISCLOSURE ACT**

All employees are responsible for disclosing conflicts of interest. This could include, but is not limited to, the hiring of immediate family members, using confidential information to obtain financial gain, the use of town personnel, resources, property, supplies or funds for personal use or gain or entering into certain contracts without having an open bidding process and voting on issues where personal gain is involved.

**9.50 USE OF MUNICIPAL TIME, FACILITIES, ETC.**

No municipal officer or employee shall use or authorize the use of municipal time, facilities, equipment, or supplies such as, but not limited to private use of town vehicles, personal telephone calls, copies, internet service, etc. for private gain or advantage to himself or any other private person or group. Provided, however, that his prohibition shall not apply where the board of mayor and aldermen has authorized the use of such time, facilities, equipment, or supplies, and the town is paid at such rates as are normally charged by private sources for comparable services.

**9.60 USE OF POSITION**

No municipal officer or employee shall make or attempt to make private purchases, for cash or otherwise, in the name of the town, nor shall he otherwise use or attempt to use his position to secure unwarranted privileges or exemptions for himself or others.

**TOWN OF MOUNT CARMEL  
PERSONNEL POLICIES AND PROCEDURES**

This manual is the property of the Town of Mount Carmel, Tennessee.

MANUAL NO. \_\_\_\_\_

The employee to whom this manual is issued is responsible for its care and good condition and for inserting supplements and making corrections necessary to keep it current. Also, the employee is required to know and understand this manual and accept appropriate discipline if the manual is not followed. Whenever there is doubt as to the meaning or intent of a rule, policy, or procedure, the employee shall seek an interpretation or explanation.

The manual is official town property issued to employees. It must be returned in good condition when the employee leaves the town service.

If found, please return to the Town of Mount Carmel, Tennessee.

I have read the foregoing Town of Mount Carmel, Tennessee, Personnel Policies and Procedures Manual, have been given the opportunity to ask any questions about its content, understand its terms, and agree to abide by its terms.

Issued to: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of employee receiving this manual: \_\_\_\_\_

**Subject:** Passed Ordinances for the Town of Mount Carmel  
**From:** Marian Sandidge (mariansandidge@yahoo.com)  
**To:** sedwards@timesnews.net;  
**Date:** Wednesday, September 25, 2013 11:09 AM

September 25, 2013

Sheryl Edwards  
Kingsport Times-News  
Classified Advertising Department  
P.O. Box 479  
Kingsport, TN 37662

RE: Adopted Ordinance for the Town of Mount Carmel

Dear Sheryl:

Please publish the following advertisement in the Legal Section one time:

The Town of Mount Carmel, Tennessee, on September 24, 2013, passed the following Ordinances:  
**ORDINANCE NO. 13-398, AN ORDINANCE AMENDING THE PERSONNEL POLICIES and PROCEDURES TITLE 4, "MUNICIPAL PERSONNEL", CHAPTER VII, "STAFFING", BY ADDING SECTION 7.91, "DRIVER'S LICENSE" and SECTION 7.92., "USE OF TOWN VEHICLES and EQUIPMENT"; and ORDINANCE NO. 13-399, AN ORDINANCE OF THE TOWN OF MOUNT CARMEL, TENNESSEE AMENDING THE FISCAL YEAR 2013-2014 GENERAL FUND BUDGET, PASSED BY ORDINANCE NO. 13-395.**

Should you have any questions or if any additional information is needed, please do not hesitate to call on me.

Sincerely,

TOWN OF MOUNT CARMEL

Marian Sandidge, City Recorder

# KINGSPORT TIMES-NEWS

## PUBLICATION CERTIFICATE

Kingsport, TN 9/26/13

This is to certify that the Legal Notice hereto attached was published in the Kingsport Times-News, a daily newspaper published in the City of Kingsport, County of Sullivan, State of Tennessee, beginning in the issue of September 26, 2013, and appearing 1 consecutive weeks/times, as per order of

Town of Mount Carmel

Signed Sheryl Edwards

**PUBLIC NOTICE**

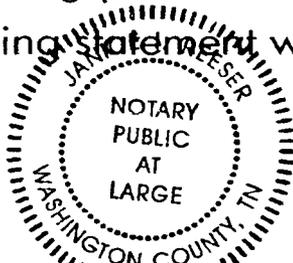
The Town of Mount Carmel, Tennessee, on September 24, 2013, passed the following Ordinances: ORDINANCE NO. 13-398, AN ORDINANCE AMENDING THE PERSONNEL POLICIES and PROCEDURES TITLE 4, "MUNICIPAL PERSONNEL", CHAPTER VII, "STAFFING", BY ADDING SECTION 7.91, "DRIVER'S LICENSE" and SECTION 7.92, "USE OF TOWN VEHICLES and EQUIPMENT"; and ORDINANCE NO. 13-399, AN ORDINANCE OF THE TOWN OF MOUNT CARMEL, TENNESSEE AMENDING THE FISCAL YEAR 2013-2014 GENERAL FUND BUDGET, PASSED BY ORDINANCE NO. 13-395.

PUB1T; 09/26/13

STATE OF TENNESSEE, SULLIVAN COUNTY, TO WIT:

Personally appeared before me this 26th day of September, 2013, Sheryl Edwards

of the Kingsport Times-News and in due form of law made oath that the foregoing statement was true to the best of my knowledge and belief.



James L. Reeser  
Notary Public

My commission expires 3-2-2016

## Order Confirmation

<u>Ad Order Number</u> 0001109471	<u>Customer</u> TOWN OF MOUNT CARMEL	<u>Payor Customer</u> TOWN OF MOUNT CARMEL
<u>Sales Rep.</u> sedwards	<u>Customer Account</u> 59632	<u>Payor Account</u> 59632
<u>Order Taker</u> sedwards	<u>Customer Address</u> P O BOX 1421, , MT CARMEL TN 37645 USA	<u>Payor Address</u> P O BOX 1421, , MT CARMEL TN 37645 USA
<u>Ordered By</u>	<u>Customer Phone</u> 423-357-7311	<u>Payor Phone</u> 423-357-7311
<u>Order Source</u>	<u>Customer Fax</u>	<u>Customer EMail</u> mcch@chartertn.net
<u>PO Number</u>		

**PUBLIC NOTICE**  
 The Town of Mount Carmel, Tennessee, on September 24, 2013, passed the following Ordinances: ORDINANCE NO. 13-398, AN ORDINANCE AMENDING THE PERSONNEL POLICIES and PROCEDURES TITLE 4, "MUNICIPAL PERSONNEL", CHAPTER VII, "STAFFING", BY ADDING SECTION 7.91, "DRIVER'S LICENSE" and SECTION 7.92, "USE OF TOWN VEHICLES and EQUIPMENT"; and ORDINANCE NO. 13-399, AN ORDINANCE OF THE TOWN OF MOUNT CARMEL, TENNESSEE AMENDING THE FISCAL YEAR 2013-2014 GENERAL FUND BUDGET, PASSED BY ORDINANCE NO. 13-395.

PUB1T: 09/26/13

<u>Tear Sheets</u> 0	<u>Proofs</u> 0	<u>Affidavits</u> 1	<u>Payment Method</u>
<u>Invoice Text:</u>			
<u>Blind Box</u>	<u>Materials</u>	<u>Color</u> <NONE>	
<u>Net Amount</u> \$43.46	<u>Tax Amount</u> \$0.00	<u>Total Amount</u> \$43.46	<u>Payment Amt</u> \$0.00
			<u>Amount Due</u> \$43.46

<u>Ad Number</u> 109471-01	<u>Ad Type</u> LL Legal Liner	<u>Ad Size</u> 1.0 X 31 Li	<u>Pick Up Number</u> 0001104358
<u>External Ad #</u>	<u>Ad Attributes</u>		

Run Dates                      9/26/2013

Fund : 110 General Fund

Monthly Comparative

8.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
31100	Property Taxes (Current)	1,025,000.00	0.00	0.00	1,025,000.00	100.00%
31200	Property Taxes (Prior Years)	30,000.00	(5,869.17)	(5,869.17)	24,130.83	80.44%
31300	Int, Penalty, And Court Cost On Prop Tax	9,000.00	(1,448.39)	(1,448.39)	7,551.61	83.91%
31610	Local Sales Tax	350,000.00	0.00	0.00	350,000.00	100.00%
31710	Wholesale Beer Tax	40,000.00	(4,468.76)	(4,468.76)	35,531.24	88.83%
31912	Cable TV Franchise Tax	56,000.00	0.00	0.00	56,000.00	100.00%
32610	Building Permits	6,100.00	(615.80)	(615.80)	5,484.20	89.90%
33191	Postal Contract	22,536.00	(1,878.25)	(1,878.25)	20,657.75	91.67%
33410	State Supplement Pay	3,600.00	0.00	0.00	3,600.00	100.00%
33510	State Sales Tax	395,000.00	(36,549.36)	(36,549.36)	358,450.64	90.75%
33520	State Income Tax	6,000.00	(8,289.25)	(8,289.25)	(2,289.25)	-38.15%
33530	State Beer Tax	2,600.00	0.00	0.00	2,600.00	100.00%
33551	State Street Aid Revenue	145,000.00	(13,153.27)	(13,153.27)	131,846.73	90.93%
33552	State Gasoline Tax	10,500.00	(920.42)	(920.42)	9,579.58	91.23%
33591	Tva Payments In Lieu Of Taxes	60,000.00	0.00	0.00	60,000.00	100.00%
33719	Library Donations	5,000.00	(85.05)	(85.05)	4,914.95	98.30%
33720	Fire Department Revenue	17,000.00	(570.00)	(570.00)	16,430.00	96.65%
34310	State Highway Contract	10,000.00	(1,065.00)	(1,065.00)	8,935.00	89.35%
34320	Cemetery Charges	3,650.00	0.00	0.00	3,650.00	100.00%
34510	Animal Control - Charges For Services	500.00	0.00	0.00	500.00	100.00%
35110	City Court Fines And Costs	80,000.00	(4,603.92)	(4,603.92)	75,396.08	94.25%
35112	Redflex Photo Speed Enforcement	27,500.00	(3,257.36)	(3,257.36)	24,242.64	88.16%
35140	Drug Related Fines	400.00	0.00	0.00	400.00	100.00%
35160	County Court Fines And Costs	4,000.00	(334.30)	(334.30)	3,665.70	91.64%
35200	Drug Contributions	1,500.00	(118.75)	(118.75)	1,381.25	92.08%
36100	Interest Earnings	2,800.00	0.00	0.00	2,800.00	100.00%
36200	Interest Earnings - State Street Aid	325.00	0.00	0.00	325.00	100.00%
36300	Interest Earnings - Drug Fund	50.00	0.00	0.00	50.00	100.00%
36990	Miscellaneous Revenues	20,000.00	4,326.01	4,326.01	24,326.01	121.63%
36991	Telecommunications Revenue	400.00	(42.91)	(42.91)	357.09	89.27%
36992	Reimburse Wrecker Services	300.00	0.00	0.00	300.00	100.00%

Fund : 110 General Fund		Monthly Comparative				8.33%
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36993	Sexual Offender Registry Revenue	200.00	0.00	0.00	200.00	100.00%
36995	Donations Veterans Memorial Wall	100.00	0.00	0.00	100.00	100.00%
<b>Total For Fund:</b>	<b>110</b>	<b>2,335,061.00</b>	<b>(78,943.95)</b>	<b>(78,943.95)</b>	<b>2,256,117.05</b>	<b>96.62 %</b>

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>41000</b>	<b>General Government</b>							
172			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Election Officials, Clerks, Etc.	0.00		0.00			0.00
235			(1,600.00)	(1,600.00)	1,517.00	(83.00)	94.81%	1,517.00
		Dues	0.00		0.00			0.00
240			(15,000.00)	(15,000.00)	190.84	(14,809.16)	1.27%	190.84
		Utilities	0.00		0.00			0.00
245			(4,600.00)	(4,600.00)	351.36	(4,248.64)	7.64%	351.36
		Telephone And Other Communication Services	0.00		0.00			0.00
254			(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
		Engineering Services	0.00		0.00			0.00
510			(69,000.00)	(69,000.00)	0.00	(69,000.00)	0.00%	0.00
		Insurance	0.00		0.00			0.00
551			(9,200.00)	(9,200.00)	0.00	(9,200.00)	0.00%	0.00
		Reappraisal Costs	0.00		0.00			0.00
597			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Safety Program	0.00		0.00			0.00
691			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
		Bank Service Charges	0.00		0.00			0.00
720			(1,200.00)	(1,200.00)	1,110.00	(90.00)	92.50%	1,110.00
		First Tn Development District	0.00		0.00			0.00
722			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		First TN Human Resource Agency	0.00		0.00			0.00
724			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Hawkins Co Chamber Of Commerce	0.00		0.00			0.00
726			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Of One Accord Summer Lunchbox	0.00		0.00			0.00
940			(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00%	0.00
		Equipment	0.00		0.00			0.00

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>41500</b>		<b>Financial Administration</b>						
121			(192,000.00)	(192,000.00)	7,700.93	(184,299.07)	4.01%	7,700.93
		Wages	0.00		0.00			0.00
141			(16,000.00)	(16,000.00)	612.20	(15,387.80)	3.83%	612.20
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(32,000.00)	(32,000.00)	4,459.44	(27,540.56)	13.94%	4,459.44
		Employee Insurance	0.00		0.00			0.00
143			(18,000.00)	(18,000.00)	1,203.88	(16,796.12)	6.69%	1,203.88
		Employee Retirement Plan	0.00		0.00			0.00
146			(1,550.00)	(1,550.00)	0.00	(1,550.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(560.00)	(560.00)	8.48	(551.52)	1.51%	8.48
		Unemployment Insurance	0.00		0.00			0.00
148			(4,000.00)	(4,000.00)	50.00	(3,950.00)	1.25%	50.00
		Employee Education And Training	0.00		0.00			0.00
161			(15,500.00)	(15,500.00)	0.00	(15,500.00)	0.00%	0.00
		Fees Of Alderman And Mayor	0.00		0.00			0.00
162			(12,000.00)	(12,000.00)	1,000.00	(11,000.00)	8.33%	1,000.00
		City Administrator	0.00		0.00			0.00
216			(2,500.00)	(2,500.00)	252.30	(2,247.70)	10.09%	252.30
		Internet Services	0.00		0.00			0.00
217			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Web Services	0.00		0.00			0.00
233			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Housing Authority	0.00		0.00			0.00
234			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Newsletter	0.00		0.00			0.00
237			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Advertising	0.00		0.00			0.00

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
250			(4,800.00)	(4,800.00)	400.00	(4,400.00)	8.33%	400.00
	City Judge		0.00		0.00			0.00
251			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Medical Services		0.00		0.00			0.00
252			(38,000.00)	(38,000.00)	0.00	(38,000.00)	0.00%	0.00
	Legal Services		0.00		0.00			0.00
253			(23,000.00)	(23,000.00)	0.00	(23,000.00)	0.00%	0.00
	Accounting And Auditing Fees		0.00		0.00			0.00
255			(32,000.00)	(32,000.00)	14,730.00	(17,270.00)	46.03%	14,730.00
	Computer Hardware/Software Support		0.00		0.00			0.00
257			(8,400.00)	(8,400.00)	2,100.00	(6,300.00)	25.00%	2,100.00
	Planning And Zoning Services		0.00		0.00			0.00
266			(20,000.00)	(20,000.00)	604.22	(19,395.78)	3.02%	604.22
	Repair And Maintenance Buildings		0.00		0.00			0.00
280			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
	Travel		0.00		0.00			0.00
290			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
	Contractual Services		0.00		0.00			0.00
298			(2,500.00)	(2,500.00)	237.60	(2,262.40)	9.50%	237.60
	Commission Fees		0.00		0.00			0.00
310			(16,000.00)	(16,000.00)	400.73	(15,599.27)	2.50%	400.73
	Office Supplies And Postage		0.00		0.00			0.00
312			(2,100.00)	(2,100.00)	216.00	(1,884.00)	10.29%	216.00
	Pitney Bowes Supplies		0.00		0.00			0.00
479			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Miscellaneous		0.00		0.00			0.00
625			(1,800.00)	(1,800.00)	0.00	(1,800.00)	0.00%	0.00
	Operating Lease Copier		0.00		0.00			0.00
947			(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
	New Computer/Support/Equipment		0.00		0.00			0.00

Town of Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>42100</b>	<b>Police Department</b>							
121			(282,000.00)	(282,000.00)	14,680.28	(267,319.72)	5.21%	14,680.28
	Wages		0.00		0.00			0.00
122			(25,000.00)	(25,000.00)	2,165.09	(22,834.91)	8.66%	2,165.09
	Overtime Wages		0.00		0.00			0.00
141			(24,000.00)	(24,000.00)	1,103.56	(22,896.44)	4.60%	1,103.56
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(93,000.00)	(93,000.00)	11,866.99	(81,133.01)	12.76%	11,866.99
	Employee Insurance		0.00		0.00			0.00
143			(30,000.00)	(30,000.00)	1,809.82	(28,190.18)	6.03%	1,809.82
	Employee Retirement Plan		0.00		0.00			0.00
146			(23,000.00)	(23,000.00)	0.00	(23,000.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(960.00)	(960.00)	17.32	(942.68)	1.80%	17.32
	Unemployment Insurance		0.00		0.00			0.00
148			(5,500.00)	(5,500.00)	550.00	(4,950.00)	10.00%	550.00
	Employee Education And Training		0.00		0.00			0.00
216			(4,100.00)	(4,100.00)	330.40	(3,769.60)	8.06%	330.40
	Internet Services		0.00		0.00			0.00
219			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
	Ecom		0.00		0.00			0.00
235			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Dues		0.00		0.00			0.00
245			(6,500.00)	(6,500.00)	69.52	(6,430.48)	1.07%	69.52
	Telephone And Other Communication Services		0.00		0.00			0.00
251			(1,400.00)	(1,400.00)	105.00	(1,295.00)	7.50%	105.00
	Medical Services		0.00		0.00			0.00
255			(18,000.00)	(18,000.00)	896.00	(17,104.00)	4.98%	896.00
	Computer Hardware/Software Support		0.00		0.00			0.00

Town of Port Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
259			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Wrecker/Towing Services	0.00		0.00			0.00
261			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Sexual Offender Registry	0.00		0.00			0.00
266			(6,000.00)	(6,000.00)	478.70	(5,521.30)	7.98%	478.70
		Repair And Maintenance Buildings	0.00		0.00			0.00
280			(6,000.00)	(6,000.00)	236.00	(5,764.00)	3.93%	236.00
		Travel	0.00		0.00			0.00
310			(6,000.00)	(6,000.00)	526.99	(5,473.01)	8.78%	526.99
		Office Supplies And Postage	0.00		0.00			0.00
320			(8,000.00)	(8,000.00)	65.10	(7,934.90)	0.81%	65.10
		Operating Supplies	0.00		0.00			0.00
325			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Bullet Proof Vests	0.00		0.00			0.00
326			(4,500.00)	(4,500.00)	837.83	(3,662.17)	18.62%	837.83
		Clothing And Uniforms	0.00		0.00			0.00
330			(20,000.00)	(20,000.00)	1,633.17	(18,366.83)	8.17%	1,633.17
		Vehicle Operating Expense	0.00		0.00			0.00
331			(28,000.00)	(28,000.00)	1,284.53	(26,715.47)	4.59%	1,284.53
		Fuel Expense	0.00		0.00			0.00
336			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Radio Expense	0.00		0.00			0.00
479			(1,000.00)	(1,000.00)	42.05	(957.95)	4.21%	42.05
		Miscellaneous	0.00		0.00			0.00
560			(12,000.00)	(12,000.00)	0.00	(12,000.00)	0.00%	0.00
		Dept Of Safety Charges	0.00		0.00			0.00
625			(1,752.00)	(1,752.00)	0.00	(1,752.00)	0.00%	0.00
		Operating Lease Copier	0.00		0.00			0.00

Fund : 110

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>42129</b>	<b>Drug Fund</b>							
320			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Operating Supplies		0.00		0.00			0.00
940			(9,200.00)	(9,200.00)	0.00	(9,200.00)	0.00%	0.00
	Equipment		0.00		0.00			0.00
<b>42200</b>	<b>Fire Department</b>							
121			(48,000.00)	(48,000.00)	1,120.87	(46,879.13)	2.34%	1,120.87
	Wages		0.00		0.00			0.00
122			(20,000.00)	(20,000.00)	436.13	(19,563.87)	2.18%	436.13
	Overtime Wages		0.00		0.00			0.00
123			(10,850.00)	(10,850.00)	0.00	(10,850.00)	0.00%	0.00
	VOLUNTEER INCENTIVE PAY		0.00		0.00			0.00
141			(5,500.00)	(5,500.00)	98.62	(5,401.38)	1.79%	98.62
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(7,800.00)	(7,800.00)	1,102.60	(6,697.40)	14.14%	1,102.60
	Employee Insurance		0.00		0.00			0.00
143			(7,500.00)	(7,500.00)	249.93	(7,250.07)	3.33%	249.93
	Employee Retirement Plan		0.00		0.00			0.00
146			(3,800.00)	(3,800.00)	0.00	(3,800.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(80.00)	(80.00)	0.00	(80.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00
148			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
235			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Dues		0.00		0.00			0.00
238			(3,100.00)	(3,100.00)	0.00	(3,100.00)	0.00%	0.00
	Public Relations/Parade		0.00		0.00			0.00
240			(14,000.00)	(14,000.00)	64.10	(13,935.90)	0.46%	64.10
	Utilities		0.00		0.00			0.00

Town of Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245			(2,200.00)	(2,200.00)	969.74	(1,230.26)	44.08%	969.74
		Telephone And Other Communication Services	0.00		0.00			0.00
251			(1,500.00)	(1,500.00)	40.00	(1,460.00)	2.67%	40.00
		Medical Services	0.00		0.00			0.00
255			(1,700.00)	(1,700.00)	0.00	(1,700.00)	0.00%	0.00
		Computer Hardware/Software Support	0.00		0.00			0.00
266			(12,000.00)	(12,000.00)	1,876.42	(10,123.58)	15.64%	1,876.42
		Repair And Maintenance Buildings	0.00		0.00			0.00
280			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
281			(5,500.00)	(5,500.00)	0.00	(5,500.00)	0.00%	0.00
		Osha Testing	0.00		0.00			0.00
290			(1,800.00)	(1,800.00)	0.00	(1,800.00)	0.00%	0.00
		Contractual Services	0.00		0.00			0.00
310			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Office Supplies And Postage	0.00		0.00			0.00
320			(3,000.00)	(3,000.00)	1,050.00	(1,950.00)	35.00%	1,050.00
		Operating Supplies	0.00		0.00			0.00
326			(3,800.00)	(3,800.00)	0.00	(3,800.00)	0.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
330			(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00%	0.00
		Vehicle Operating Expense	0.00		0.00			0.00
331			(2,500.00)	(2,500.00)	121.72	(2,378.28)	4.87%	121.72
		Fuel Expense	0.00		0.00			0.00
336			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Radio Expense	0.00		0.00			0.00
344			(3,800.00)	(3,800.00)	0.00	(3,800.00)	0.00%	0.00
		Fire Department Equipment	0.00		0.00			0.00
479			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Miscellaneous	0.00		0.00			0.00

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
940			(5,500.00)	(5,500.00)	0.00	(5,500.00)	0.00%	0.00
		Equipment	0.00		0.00			0.00
<b>42400</b>		<b>Animal Control Department</b>						
121			(24,000.00)	(24,000.00)	0.00	(24,000.00)	0.00%	0.00
		Wages	0.00		0.00			0.00
122			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Overtime Wages	0.00		0.00			0.00
141			(2,100.00)	(2,100.00)	0.00	(2,100.00)	0.00%	0.00
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(1,000.00)	(1,000.00)	100.90	(899.10)	10.09%	100.90
		Employee Insurance	0.00		0.00			0.00
143			(2,600.00)	(2,600.00)	0.00	(2,600.00)	0.00%	0.00
		Employee Retirement Plan	0.00		0.00			0.00
146			(1,600.00)	(1,600.00)	0.00	(1,600.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(80.00)	(80.00)	0.00	(80.00)	0.00%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
216			(2,100.00)	(2,100.00)	125.28	(1,974.72)	5.97%	125.28
		Internet Services	0.00		0.00			0.00
235			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
		Dues	0.00		0.00			0.00
240			(2,500.00)	(2,500.00)	6.85	(2,493.15)	0.27%	6.85
		Utilities	0.00		0.00			0.00
245			(650.00)	(650.00)	43.38	(606.62)	6.67%	43.38
		Telephone And Other Communication Services	0.00		0.00			0.00
251			(1,200.00)	(1,200.00)	0.00	(1,200.00)	0.00%	0.00
		Medical Services	0.00		0.00			0.00

Town of West Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266			(7,000.00)	(7,000.00)	0.00	(7,000.00)	0.00%	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
280			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
310			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Office Supplies And Postage	0.00		0.00			0.00
320			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
323			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
		Food (Animals)	0.00		0.00			0.00
326			(1,800.00)	(1,800.00)	0.00	(1,800.00)	0.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
330			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Vehicle Operating Expense	0.00		0.00			0.00
331			(2,500.00)	(2,500.00)	0.64	(2,499.36)	0.03%	0.64
		Fuel Expense	0.00		0.00			0.00
479			(150.00)	(150.00)	0.00	(150.00)	0.00%	0.00
		Miscellaneous	0.00		0.00			0.00
<b>42420</b>		<b>Building Inspection/Stormwater Managemnt</b>						
121			(35,000.00)	(35,000.00)	968.43	(34,031.57)	2.77%	968.43
		Wages	0.00		0.00			0.00
141			(2,700.00)	(2,700.00)	74.10	(2,625.90)	2.74%	74.10
		Oasi (Employer's Share)	0.00		0.00			0.00
146			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(80.00)	(80.00)	0.00	(80.00)	0.00%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	50.00	(950.00)	5.00%	50.00
		Employee Education And Training	0.00		0.00			0.00

Town of West Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
235			(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
	Dues		0.00		0.00			0.00
245			(500.00)	(500.00)	37.94	(462.06)	7.59%	37.94
	Telephone And Other Communication Services		0.00		0.00			0.00
269			(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.00%	0.00
	Demolition		0.00		0.00			0.00
280			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
	Travel		0.00		0.00			0.00
320			(1,500.00)	(1,500.00)	16.99	(1,483.01)	1.13%	16.99
	Operating Supplies		0.00		0.00			0.00
479			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Miscellaneous		0.00		0.00			0.00
<b>43100</b>	<b>Highways And Streets</b>							
121			(165,000.00)	(165,000.00)	6,526.51	(158,473.49)	3.96%	6,526.51
	Wages		0.00		0.00			0.00
122			(9,000.00)	(9,000.00)	0.00	(9,000.00)	0.00%	0.00
	Overtime Wages		0.00		0.00			0.00
141			(12,600.00)	(12,600.00)	406.60	(12,193.40)	3.23%	406.60
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(60,000.00)	(60,000.00)	6,408.96	(53,591.04)	10.68%	6,408.96
	Employee Insurance		0.00		0.00			0.00
143			(19,000.00)	(19,000.00)	876.83	(18,123.17)	4.61%	876.83
	Employee Retirement Plan		0.00		0.00			0.00
146			(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(320.00)	(320.00)	7.82	(312.18)	2.44%	7.82
	Unemployment Insurance		0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00

Town of Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
216			(2,000.00)	(2,000.00)	136.07	(1,863.93)	6.80%	136.07
	Internet Services		0.00		0.00			0.00
240			(7,200.00)	(7,200.00)	92.93	(7,107.07)	1.29%	92.93
	Utilities		0.00		0.00			0.00
245			(4,500.00)	(4,500.00)	105.18	(4,394.82)	2.34%	105.18
	Telephone And Other Communication Services		0.00		0.00			0.00
251			(500.00)	(500.00)	132.00	(368.00)	26.40%	132.00
	Medical Services		0.00		0.00			0.00
266			(10,000.00)	(10,000.00)	28.67	(9,971.33)	0.29%	28.67
	Repair And Maintenance Buildings		0.00		0.00			0.00
268			(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00%	0.00
	Repair And Maintenance Roads And Streets		0.00		0.00			0.00
280			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Travel		0.00		0.00			0.00
294			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
	Equipment Leasing		0.00		0.00			0.00
310			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Office Supplies And Postage		0.00		0.00			0.00
320			(6,000.00)	(6,000.00)	269.26	(5,730.74)	4.49%	269.26
	Operating Supplies		0.00		0.00			0.00
326			(4,000.00)	(4,000.00)	50.47	(3,949.53)	1.26%	50.47
	Clothing And Uniforms		0.00		0.00			0.00
330			(25,000.00)	(25,000.00)	3,316.24	(21,683.76)	13.26%	3,316.24
	Vehicle Operating Expense		0.00		0.00			0.00
331			(20,000.00)	(20,000.00)	1,435.37	(18,564.63)	7.18%	1,435.37
	Fuel Expense		0.00		0.00			0.00
479			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Miscellaneous		0.00		0.00			0.00
482			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Drainage Repair		0.00		0.00			0.00

Town of Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
931			(140,000.00)	(140,000.00)	0.00	(140,000.00)	0.00%	0.00
	Paving		0.00		0.00			0.00
943			(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
	Road Construction		0.00		0.00			0.00
<b>43190</b>	<b>State Street Aid</b>							
247			(46,000.00)	(46,000.00)	3,388.96	(42,611.04)	7.37%	3,388.96
	Street Lighting		0.00		0.00			0.00
342			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Sign Parts And Supplies		0.00		0.00			0.00
343			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Traffic Light Maintenance		0.00		0.00			0.00
400			(95,000.00)	(95,000.00)	0.00	(95,000.00)	0.00%	0.00
	Materials And Supplies		0.00		0.00			0.00
931			(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
	Paving		0.00		0.00			0.00
940			(42,000.00)	(42,000.00)	0.00	(42,000.00)	0.00%	0.00
	Equipment		0.00		0.00			0.00
<b>43200</b>	<b>Solid Waste And Recycling</b>							
121			(38,000.00)	(38,000.00)	1,349.04	(36,650.96)	3.55%	1,349.04
	Wages		0.00		0.00			0.00
122			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
	Overtime Wages		0.00		0.00			0.00
141			(2,800.00)	(2,800.00)	69.65	(2,730.35)	2.49%	69.65
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(25,000.00)	(25,000.00)	2,185.52	(22,814.48)	8.74%	2,185.52
	Employee Insurance		0.00		0.00			0.00
143			(3,700.00)	(3,700.00)	247.00	(3,453.00)	6.68%	247.00
	Employee Retirement Plan		0.00		0.00			0.00
146			(3,400.00)	(3,400.00)	0.00	(3,400.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00

Town of Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

User:  
 Date/Time:

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
147			(80.00)	(80.00)	0.00	(80.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00
251			(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
	Medical Services		0.00		0.00			0.00
290			(162,000.00)	(162,000.00)	13,001.94	(148,998.06)	8.03%	13,001.94
	Contractual Services		0.00		0.00			0.00
320			(500.00)	(500.00)	110.08	(389.92)	22.02%	110.08
	Operating Supplies		0.00		0.00			0.00
330			(7,000.00)	(7,000.00)	916.79	(6,083.21)	13.10%	916.79
	Vehicle Operating Expense		0.00		0.00			0.00
<b>43500</b>	<b>Liberty Hill Cemetery</b>							
252			(1,650.00)	(1,650.00)	0.00	(1,650.00)	0.00%	0.00
	Legal Services		0.00		0.00			0.00
265			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Cemetery Repair and Maintenance		0.00		0.00			0.00
<b>44440</b>	<b>Recreation</b>							
216			(1,200.00)	(1,200.00)	179.96	(1,020.04)	15.00%	179.96
	Internet Services		0.00		0.00			0.00
240			(4,000.00)	(4,000.00)	190.23	(3,809.77)	4.76%	190.23
	Utilities		0.00		0.00			0.00
296			(37,000.00)	(37,000.00)	0.00	(37,000.00)	0.00%	0.00
	Joint Recreation Director		0.00		0.00			0.00
297			(25,000.00)	(25,000.00)	0.00	(25,000.00)	0.00%	0.00
	Joint Recreation Programs		0.00		0.00			0.00
300			(2,500.00)	(2,500.00)	150.03	(2,349.97)	6.00%	150.03
	Veteran War Memorial Park		0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Operating Supplies		0.00		0.00			0.00
479			(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
	Miscellaneous		0.00		0.00			0.00

Town of Port Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
725			(33,000.00)	(33,000.00)	3,169.19	(29,830.81)	9.60%	3,169.19
		Park Development And Operation	0.00		0.00			0.00
<b>44800</b>	<b>Library</b>							
121			(35,000.00)	(35,000.00)	824.15	(34,175.85)	2.35%	824.15
		Wages	0.00		0.00			0.00
141			(2,700.00)	(2,700.00)	63.04	(2,636.96)	2.33%	63.04
		Oasi (Employer's Share)	0.00		0.00			0.00
146			(150.00)	(150.00)	0.00	(150.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(240.00)	(240.00)	5.36	(234.64)	2.23%	5.36
		Unemployment Insurance	0.00		0.00			0.00
148			(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
216			(800.00)	(800.00)	59.99	(740.01)	7.50%	59.99
		Internet Services	0.00		0.00			0.00
240			(3,500.00)	(3,500.00)	56.35	(3,443.65)	1.61%	56.35
		Utilities	0.00		0.00			0.00
245			(450.00)	(450.00)	39.74	(410.26)	8.83%	39.74
		Telephone And Other Communication Services	0.00		0.00			0.00
251			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Medical Services	0.00		0.00			0.00
255			(2,895.00)	(2,895.00)	0.00	(2,895.00)	0.00%	0.00
		Computer Hardware/Software Support	0.00		0.00			0.00
266			(1,500.00)	(1,500.00)	8.00	(1,492.00)	0.53%	8.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
280			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
310			(1,000.00)	(1,000.00)	59.90	(940.10)	5.99%	59.90
		Office Supplies And Postage	0.00		0.00			0.00

Town of Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 110

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
479			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Miscellaneous		0.00		0.00			0.00
490			(5,200.00)	(5,200.00)	245.02	(4,954.98)	4.71%	245.02
	Materials		0.00		0.00			0.00
625			(800.00)	(800.00)	100.00	(700.00)	12.50%	100.00
	Operating Lease Copier		0.00		0.00			0.00
721			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
	Summer Reading Program		0.00		0.00			0.00
940			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Equipment		0.00		0.00			0.00
<b>Total For Fund: 110</b>			(2,747,747.00)	(2,747,747.00)	130,610.82	(2,617,136.18)	4.75 %	130,610.82
			0.00		0.00			0.00

Fund : 412 Sewer Fund

Monthly Comparative 8.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36100	Interest Earnings	800.00	0.00	0.00	800.00	100.00%
36120	Interest Earnings - Tlda	100.00	0.00	0.00	100.00	100.00%
37210	Sewer Service Charges	929,000.00	(76,931.40)	(76,931.40)	852,068.60	91.72%
37294	Accounting Fees	2,800.00	(560.00)	(560.00)	2,240.00	80.00%
37295	Cdbg Grant \$500,000 2014-15	489,305.00	0.00	0.00	489,305.00	100.00%
37296	Sewer Tap Fees	5,000.00	0.00	0.00	5,000.00	100.00%
37299	Miscellaneous - Sewer	100.00	0.00	0.00	100.00	100.00%
<b>Total For Fund: 412</b>		<b>1,427,105.00</b>	<b>(77,491.40)</b>	<b>(77,491.40)</b>	<b>1,349,613.60</b>	<b>94.57 %</b>

Town of Carmel  
Statement of Expenditures and Encumbrances  
July 2016

Fund : 412

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52200	Sewer							
121			(130,000.00)	(130,000.00)	6,014.13	(123,985.87)	4.63%	6,014.13
	Wages		0.00		0.00			0.00
122			(35,000.00)	(35,000.00)	473.69	(34,526.31)	1.35%	473.69
	Overtime Wages		0.00		0.00			0.00
141			(14,000.00)	(14,000.00)	390.28	(13,609.72)	2.79%	390.28
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(46,000.00)	(46,000.00)	6,161.84	(39,838.16)	13.40%	6,161.84
	Employee Insurance		0.00		0.00			0.00
143			(18,000.00)	(18,000.00)	1,226.02	(16,773.98)	6.81%	1,226.02
	Employee Retirement Plan		0.00		0.00			0.00
146			(7,200.00)	(7,200.00)	0.00	(7,200.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(320.00)	(320.00)	2.51	(317.49)	0.78%	2.51
	Unemployment Insurance		0.00		0.00			0.00
148			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
216			(600.00)	(600.00)	45.19	(554.81)	7.53%	45.19
	Internet Services		0.00		0.00			0.00
235			(2,000.00)	(2,000.00)	881.10	(1,118.90)	44.06%	881.10
	Dues		0.00		0.00			0.00
240			(80,000.00)	(80,000.00)	399.39	(79,600.61)	0.50%	399.39
	Utilities		0.00		0.00			0.00
245			(4,800.00)	(4,800.00)	433.12	(4,366.88)	9.02%	433.12
	Telephone And Other Communication Services		0.00		0.00			0.00
251			(250.00)	(250.00)	105.00	(145.00)	42.00%	105.00
	Medical Services		0.00		0.00			0.00
252			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Legal Services		0.00		0.00			0.00

Fund : 412

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
253			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
	Accounting And Auditing Fees		0.00		0.00			0.00
254			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Engineering Services		0.00		0.00			0.00
255			(1,800.00)	(1,800.00)	0.00	(1,800.00)	0.00%	0.00
	Computer Hardware/Software Support		0.00		0.00			0.00
258			(742,284.00)	(742,284.00)	77,886.03	(664,397.97)	10.49%	77,886.03
	Cdbg Grant \$500,000 2014-15		0.00		0.00			0.00
260			(5,000.00)	(5,000.00)	2,188.75	(2,811.25)	43.78%	2,188.75
	Repair And Maintenance Services		0.00		0.00			0.00
268			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Repair And Maintenance Roads And Streets		0.00		0.00			0.00
280			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Travel		0.00		0.00			0.00
290			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Contractual Services		0.00		0.00			0.00
298			(23,425.00)	(23,425.00)	1,961.00	(21,464.00)	8.37%	1,961.00
	Commission Fees		0.00		0.00			0.00
299			(250.00)	(250.00)	28.34	(221.66)	11.34%	28.34
	Billing Services And Collections		0.00		0.00			0.00
310			(1,600.00)	(1,600.00)	47.00	(1,553.00)	2.94%	47.00
	Office Supplies And Postage		0.00		0.00			0.00
320			(7,500.00)	(7,500.00)	903.83	(6,596.17)	12.05%	903.83
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	1,677.75	(13,322.25)	11.19%	1,677.75
	Chemicals		0.00		0.00			0.00
326			(6,500.00)	(6,500.00)	465.24	(6,034.76)	7.16%	465.24
	Clothing And Uniforms		0.00		0.00			0.00
330			(4,000.00)	(4,000.00)	531.16	(3,468.84)	13.28%	531.16
	Vehicle Operating Expense		0.00		0.00			0.00

Fund : 412

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
331			(3,800.00)	(3,800.00)	240.14	(3,559.86)	6.32%	240.14
	Fuel Expense		0.00		0.00			0.00
361			(50,000.00)	(50,000.00)	1,433.47	(48,566.53)	2.87%	1,433.47
	Pump Station Repair And Maintenance		0.00		0.00			0.00
362			(68,000.00)	(68,000.00)	6,693.93	(61,306.07)	9.84%	6,693.93
	Residential Pump Repair And Maintenance		0.00		0.00			0.00
363			(11,000.00)	(11,000.00)	675.00	(10,325.00)	6.14%	675.00
	Sewer Line Repair And Maintenance		0.00		0.00			0.00
364			(36,000.00)	(36,000.00)	570.96	(35,429.04)	1.59%	570.96
	Wastewater Plant Repair And Maintenance		0.00		0.00			0.00
479			(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
	Miscellaneous		0.00		0.00			0.00
510			(21,000.00)	(21,000.00)	0.00	(21,000.00)	0.00%	0.00
	Insurance		0.00		0.00			0.00
533			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Machinery And Equipment Rental		0.00		0.00			0.00
540			(236,149.00)	(236,149.00)	0.00	(236,149.00)	0.00%	0.00
	Depreciation		0.00		0.00			0.00
596			(3,500.00)	(3,500.00)	0.00	(3,500.00)	0.00%	0.00
	State Permit Fees		0.00		0.00			0.00
635			(8,713.00)	(8,713.00)	10,864.32	2,151.32	124.69%	10,864.32
	Tlida Interest		0.00		0.00			0.00
643			(11,036.00)	(11,036.00)	0.00	(11,036.00)	0.00%	0.00
	Interest on Notes		0.00		0.00			0.00
691			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Bank Service Charges		0.00		0.00			0.00
952			(38,000.00)	(38,000.00)	150.00	(37,850.00)	0.39%	150.00
	Bfi Sludge Disposal		0.00		0.00			0.00
955			(5,000.00)	(5,000.00)	57.37	(4,942.63)	1.15%	57.37
	Belt Press/Roto Rooter Maintenance		0.00		0.00			0.00

Town of Carmel  
 Statement of Expenditures and Encumbrances  
 July 2016

Fund : 412

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
956			(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
	Sewer Plant Blowers		0.00		0.00			0.00
<b>Total For Fund:</b>	<b>412</b>		(1,669,977.00)	(1,669,977.00)	122,506.56	(1,547,470.44)	7.34 %	122,506.56
			0.00		0.00			0.00

# Mt. Carmel Department of Public Works

## Monthly Report

Period Of Report From 7/1/16 To 7/31/16

Street Department	Current Month	No.of Employees	YTD Totals	Previous YTD
Hours Plowing Snow	0	4		
Tons of Salt Spreaded	0	4		
Tons of Cold Mix Used	1	4		
Hours Mowing	105.5	4		
Hours Weed Eating	16	2		
Number of Signs Repaired	4	2		
Number of Holes Patched	23	4		
Hours Street Maintenance	80.5	4		
Gallons of Brine Used	0	2		0

State Street Aid	Current Month	No.of Employees	YTD Totals	Previous YTD
Hours Mowing	24.5	4		335.5
Hours Weed Eating / Spraying	1	2		105
Hours Picking Up Litter	7.5	2		104.5
Hours Trimming Trees	0	3		0
Number of Holes Patched	0	4		8
Number of Signs Repaired	0	2		8
Hours Street Maintenance	0	4		85.5
Hours Plowing Snow	0	4		
Tons of Salt Spreaded	0	4		82.5

Building - Ground - Recycling	Current Month	No.of Employees	YTD Totals	Previous YTD
Number of White Goods	17	1		156
Number of Furniture	126	1		446
Loads of Brush	49	1		422
Loads of Bagged Leaves	0	1		108
Loads Of Leaves ( Leaf Vac. )	0	2		41
Recycle Trips	3	2		45
Loads of Brush Took to Piggy Back	0	1		0
Gallons of Weed Killer Used ( City)	100	2		0
Gallons of Weed Killer Used(State)	30 gal	2		0

# Mt. Carmel Department of Public Works

## Monthly Report

City Park	Current Month	No. of Employees	YTD Totals	Previous YTD	
Hours Mowing Park	10	2	32.0	0	
Hours Weed Eating	12	1	2.0	0	
Hours Cleaning Park	22	2	21	0	
Hours Cleaning Restrooms	22	2	15	0	
Veterans Memorial - Park	2	2	2	0	
Gallons of Weed Killer Used	30	2	50	0	

Maintenance	Current Month	No. of Employees	YTD Totals	Previous YTD	
Hours of Building Maintenance	110.5	5		1254.5	
Hours fo Grounds Maintenance	47	5		1259.5	
Hours of Repairing Equipment	23	2		437.5	
Hours of Servicing Equipment	19	2		250.5	
Hours Cleaning Equipment	8	2		35	

Employees	Current Overtime	YTD Overtime
David Wallen		
Carl Calton		
Jason Salyer		
Steven McLain		
Steve bowman		