

# TOWN OF MOUNT CARMEL, TENNESSEE

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## BOARD OF MAYOR AND ALDERMEN MINUTES

February 28, 2017

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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 February 28, 2017, at 6:30 p.m.

Those present and participating at the meeting:

Eugene Christian, Alderman  
Margaret Christian, Alderman  
Wanda Davidson, Alderman  
Jennifer Williams, Alderman  
Carl Wolfe, Vice-Mayor  
Chris Jones, Mayor

Those absent:

Diane Adams, Alderman

Staff Present:

Marian Sandidge, City Recorder  
Gary Lawson, City Administrator  
John Pevy, City Attorney  
Jeff Jackson, Chief of Police  
Tammy Conner, CMFO  
Allie Hite, Librarian  
Hunter Jones, Reserve Officer  
Steven McLain, Mechanic  
Tim Risner, Fire Chief  
Vince Pishner, Building Inspector/Stormwater  
Jason Salyer, Public Works Director  
Grady White, Patrol Officer

### CALL TO ORDER

The Mount Carmel Board of Mayor and Aldermen regular meeting was called to order on February 28, 2017, at 6:30 p.m. by Mayor Chris Jones at Mount Carmel City Hall. Mayor Jones also chaired the meeting.

### PRAYER AND PLEDGE OF ALLEGIANCE

Alderman Margaret Christian led the Prayer and Vice-Mayor Carl Wolfe led the Pledge of Allegiance.

### ROLL CALL

Marian Sandidge, City Recorder, conducted roll call. Board members present were Alderman Eugene Christian, Alderman Margaret Christian, Alderman Wanda Worley, Alderman Jennifer Williams, Vice-Mayor Carl Wolfe and Mayor Chris Jones. Alderman Diane Adams was absent. Attorney John Pevy was also present. An attendance list is attached.

### WELCOME FROM THE MAYOR

Mayor Jones welcomed everyone to the meeting and thanked them for attending.

### **APPROVAL AND/OR CORRECTION OF THE MINUTES**

A motion was made by Alderman Eugene Christian and seconded by Alderman Jennifer Williams to approve the minutes of the Board Mayor and Aldermen Meeting dated January 24, 2017. The Board unanimously agreed. Motion passed.

### **VISITORS COMMENTS**

Janice Dean, 511 Carnation Lane, asked for any of the books from the Library that the Board declared as surplus to be donated to the Wellmont Cancer and Hematology Institute, 4485 W Stone Drive, Kingsport, TN 37660.

Claude Lawson, 441 Mimosa, said the Fire Department wasted enough water on Sunday that they could have washed out the tile in front of his house that is stopped up. He said he did not drive a city vehicle when he worked for the Town, and he does not think someone who is not an employee should drive a city vehicle either. He wants any city vehicle that has blue lights on it be plainly marked.

Sue Jarrett, Senior Center Director, who lives at 316 Poplar Street, thanked the Board for the Automated External Defibrillator (AED) unit placed on the wall at the Senior Center. They recently received the training required for operation.

Phil Holt, Library Board Chairman, who lives at 400 Lotus View Court, thanked the Public Works Department for the recent litter pickup.

### **OLD BUSINESS**

#### ***Prior to voting***

**A. ORDINANCE NO. 17-450. AN ORDINANCE TO VACATE AN UNUSED AND UNOPENED PUBLIC RIGHT OF WAY, ALSO KNOWN AS PEARL STREET. (first reading).** Prior to voting, a motion was made by Mayor Chris Jones and seconded by Alderman Margaret Christian, to postpone the vote until after (A) in New Business. The Board unanimously agreed. Motion passed.

**B. DECLARE CERTAIN ITEMS FROM PARK AND RECREATION, PUBLIC WORKS DEPARTMENT, POLICE DEPARTMENT, FIRE DEPARTMENT, LIBRARY AND SEWER DEPARTMENT AS SURPLUS FOR DISPOSAL.** Mayor Chris Jones presented detailed lists and photographs of the items each department asked to be declared surplus to be sold on govdeals.com, sold as scrap metal or donated. The lists and photographs are attached to the minutes. A motion was made by Alderman Margaret Christian and seconded by Vice-Mayor Carl Wolfe to declare the items as surplus to sell on govdeals.com, sold as scrap metal or donated to the Wellmont Cancer and Hematology Institute, 4485 W Stone Drive, Kingsport, TN 37660, with the exception of the Mercedes vehicle listed by the Sewer Department. The Board unanimously agreed. Motion passed.

**C. DISCUSS THE POSITION OF MECHANIC.** A motion was made by Vice-Mayor Carl Wolfe and seconded by Mayor Chris Jones to do away with the position of full-time certified D.O.T. mechanic/public works employee. Those voting Yes: Alderman Eugene Christian, Alderman Margaret Christian, Alderman Wanda Davidson, Alderman Jennifer Williams, Vice-Mayor Carl Wolfe, and Mayor Chris Jones. Those voting No: None. Those Absent: Alderman Diane Adams. Motion passed.

### **NEW BUSINESS**

**A. COMMUNITY CENTER.** There are two pieces of property next to the City Park that the Town is considering purchasing to build a community center in the future. The community center would house the senior center, library, athletic activities, and meetings. After much discussion about planning and cost, a motion was made by Alderman Margaret Christian and seconded by Alderman Jennifer Williams to appoint City Administrator Gary Lawson to start looking into cost, engineering and planning for a community center and report back to the board. The Board unanimously agreed. Motion passed.

**BACK TO OLD BUSINESS**

**D. ORDINANCE NO. 17-450. AN ORDINANCE TO VACATE AN UNUSED AND UNOPENED PUBLIC RIGHT OF WAY, ALSO KNOWN AS PEARL STREET. (first reading).** Attorney Allen Coup representing the Grimes Estate, said they could not go forward in closing the estate until this matter was settled. This was an intended right of way but it was never opened. Mr. Grimes used it for personal use for over 50 years and until his death. Mayor Chris Jones presented Ordinance No. 17-450 "AN ORDINANCE TO VACATE AN UNUSED AND UNOPENED PUBLIC RIGHT OF WAY, ALSO KNOWN AS PEARL STREET." A motion was made by Alderman Eugene Christian and seconded by Alderman Margaret Christian to adopt Ordinance No. 17-450 as presented on its first reading. Those voting Yes: Alderman Eugene Christian, Alderman Margaret Christian, Alderman Wanda Davidson, Alderman Jennifer Williams, Vice-Mayor Carl Wolfe, and Mayor Chris Jones. Those voting No: None. Those Absent: Alderman Diane Adams. Mayor Chris Jones announced that Ordinance No. 17-450 passed on its first reading.

**BACK TO NEW BUSINESS**

**B. PRESENTATION OF APPRECIATION PLAQUE TO THE MOUNT CARMEL LIBRARY COMMITTEE.** City Administrator Gary Lawson presented a plaque to the Mount Carmel Library in appreciation for all their hard work. Phil Holt, Committee Chairman accepted and thanked the Board for all their support and help. He explained the Committee is currently working on revising and updating their policies and procedures. He also reminded everyone that on Monday mornings the library is having children's story time. Mr. Holt also recognized librarian Allie Hite for all her hard work.

**C. RESOLUTION NO. 17-547. A RESOLUTION TO DECLARE CERTAIN POLICE EQUIPMENT SURPLUS PROPERTY AND DONATE SAID PROPERTY TO THE HAWKINS COUNTY, TENNESSEE, SHERIFF'S DEPARTMENT.** Mayor Chris Jones Resolution No. 17-547, "A RESOLUTION TO DECLARE CERTAIN POLICE EQUIPMENT SURPLUS PROPERTY AND DONATE SAID PROPERTY TO THE HAWKINS COUNTY, TENNESSEE, SHERIFF'S DEPARTMENT." City Administrator Lawson told the Board the Police Department has a moving targeting system they no longer need or use, and the Hawkins County Sheriff's Department had expressed an interest in installing it at the Phipps Bend shooting range. A motion was made by Alderman Eugene Christian and seconded by Vice-Mayor Carl Wolfe to donate said property to the Hawkins County Sheriff's Office. The Board unanimously agreed. Motion passed.

**D. RESOLUTION NO. 17-548. A RESOLUTION TO PARTICIPATE IN THE TENNESSEE HOUSING DEVELOPMENT (THDA) HOME INVESTMENT PARTNERSHIP PROGRAM.** Mayor Chris Jones Resolution No. 17-548, "A RESOLUTION TO PARTICIPATE IN THE TENNESSEE HOUSING DEVELOPMENT (THDA) HOME INVESTMENT PARTNERSHIP PROGRAM." Mayor Jones explained the HOME Investment Partnerships Program (HOME) provides grants to localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. A motion was made by Alderman Jennifer Williams and seconded by Alderman Eugene Christian to accept Resolution No. 17-548 as written. The Board unanimously agreed. Motion passed.

**E. RESOLUTION NO. 17-549. A RESOLUTION SUPPORTING THE IMPROVE ACT AS PROPOSED BY THE GOVERNOR OF TENNESSEE TO CREATE BALANCED TRANSPORTATION FUNDING PLAN FOR THE CURRENT AND FUTURE NEEDS OF OUR CITIZENS.** Mayor Chris Jones Resolution No. 17-549, "A RESOLUTION SUPPORTING THE IMPROVE ACT AS PROPOSED BY THE GOVERNOR OF TENNESSEE TO CREATE BALANCED TRANSPORTATION FUNDING PLAN FOR THE CURRENT AND FUTURE NEEDS OF OUR CITIZENS." A motion was made by Alderman Eugene Christian and seconded by Alderman Jennifer Williams to accept Resolution No. 17-549 as written. The Board unanimously agreed. Motion passed.

**F. APPOINT PAM WHOOTEN AND LYNN MAHAN TO THE BUSINESS DEVELOPMENT COMMITTEE.**

Mayor Jones added Mack D. Fletcher to his proposed appointments to the Business Development Committee. A motion was made by Alderman Eugene Christian and seconded by Alderman Wanda Davidson to accept the Mayor's appointments of Pam Whooten, Lynn Mahan and Mack D. Fletcher to the Mount Carmel Business Development Committee. The Board unanimously agreed. Motion passed.

**G. APPOINT SUSIE CLINE TO THE MOUNT CARMEL PUBLIC UTILITY BOARD.**

Mayor Jones thanked Alderman Wanda Davidson for her service and for graciously stepping down since there were two aldermen on the Public Utility Board. Therefore, Mayor Jones appointed Susie Cline to take Alderman Davidson's vacant position. A motion was made by Vice-Mayor Carl Wolfe and seconded by Aldermen Jennifer Williams to accept the appointment of Susie Cline to the Mount Carmel Public Utility Board. The Board unanimously agreed. Motion passed.

**H. DISCUSS EMERGENCY SIRENS.**

After some discussion, a motion was made by Alderman Margaret Christian and seconded by Alderman Wanda Davidson to appropriate \$35,000 in the 2017-2018 general fund budget for an emergency warning siren system and to authorize City Administrator Gary Lawson to get cost estimates and information from siren companies. The Board unanimously agreed. Motion passed.

**I. DISCUSS CITY ADMINISTRATOR CONTRACT.**

City Attorney John Pevy presented a proposed contract between the Town and City Administrator Gary Lawson, a copy of which is attached to the minutes. Vice-Mayor Carl Wolfe had some questions regarding the term of the contract which was answered by Mr. Pevy. A motion was made by Alderman Eugene Christian and seconded by Alderman Margaret Christian to approve the contract with a few minor changes by the attorney. The Board unanimously agreed. Motion passed.

**J. SET A WORKSHOP.**

A motion was made by Alderman Margaret Christian and seconded by Alderman Eugene Christian to set a meeting to discuss the community center, purchase property and the FY 2017 and 2018 budgets for Monday, March 13, 2017 at 6:00 p.m. The Board unanimously agreed. Motion passed.

**MAYOR COMMENTS**

Mayor Chris Jones told the Board the Fire Department recently purchased nine (9) Automated External Defibrillators (AED). They have been placed at City Hall, the Senior Center, Fire Department, on three fire trucks and in four police cars.

**CITY ADMINISTRATOR COMMENTS**

Gary Lawson, City Administrator, told the Board he and Mayor Jones plan to meet with Kingsport City Administrator Jeff Fleming regarding NET Trans. NET Trans provides door to door, non-emergency transportation to anyone requesting a ride. Their fleet is equipped with wheelchair lifts and is able to serve customers with disabilities. Public rides are scheduled on a first come, first serve basis. They provide service in Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington counties. Beginning April 1, 2017, NET Trans will no longer offer this service to Mount Carmel residents.

**ALDERMEN COMMENTS**

Alderman Margaret Christian commented about seeing a picture in the *Rogersville Review* of Mayor Jones and City Administrator Lawson where they attended an event at Mount Carmel Elementary School. She commended them for getting involved in local events.

Vice-Mayor Carl Wolfe reminded everyone to pay close attention to the weather since a high wind warning had been issued.

Alderman Eugene Christian thanked the Public Works Department for their recent roadside litter pick up. He also recognized Reserve Officer Hunter Jones and thanked them for his service to the Town.

**ATTORNEY COMMENTS**

Attorney 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 Eugene Christian and seconded by Vice-Mayor Carl Wolfe to adjourn the meeting at 7:27 p.m.

Approved:



Chris Jones, Mayor

Attest:



Marian Sandidge, City Recorder

TOWN OF MOUNT CARMEL, TENNESSEE

Sign In

ATTENDANCE RECORD  
 DATE: FEBRUARY 28, 2017  
BMA MEETING

1. Manaw Lindich	23. <del>Bob</del> Patie
2. Margaret Christian	24. Bill Dean
3. Lucretia Christian	25. Janice Dean
4. Jaye Jones	26. Phillip Holt
5. Ray Jester	27. Wanda Davidson
6. Ray Denton	28. Amy Ann
7. Margaret Denton	29. Claud Jensen
8. Sue R. Jarrett	30. Shirley White
9. Frank Simone	31. Gayle White
10. Nayton Simone	32. Matt White
11. Matt A. Grace	33. <del>John</del> for
12. Carl Wolfe	34. <del>Chris</del> for
13. Sherry Sexton	35. Crystal Sutt
14. AM Dean	36. Johnny Haugton
15. Jan McLeh	37. <del>Jan</del> for
16. Carolyn Vaughn	38.
17. Allie Hite	39.
18. Robert D. Grimes	40.
19. <del>Erin</del> for	41.
20. Sherrill Pate	42.
21. Ed Searcy	43.
22. Darby Pate	44.

Continued to next page

# TOWN OF MOUNT CARMEL, TENNESSEE

**Sign In**

**ATTENDANCE RECORD**  
**DATE: FEBRUARY 28, 2017**  
**BMA MEETING**

45.	67.
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65.	87.
66.	88.

**List of Surplus Items**  
**for Public Works/Park and Recreation**  
**for metal scrap**

Two (2) Old Microwaves  
Stove  
Countertops  
Tables  
Fountain Drink Machine

**List of Surplus Items**  
**for Public Works**  
**for metal scrap**

Parts from Old Salt Spreaders and Plows  
Guard Rails  
Tires and Wheels  
Signs  
Sign Posts  
Barrels

**List of Surplus Items**  
**for Fire Department**  
**for metal scrap**

Ladder (failed inspection)  
Workout equipment (defective)

**List of Surplus Items**  
**for Police Department**  
**for metal scrap**

A/C unit  
Animal Control Box Cage  
1989 Mitsubishi Montero VIN#JA4GJ31S4LJ010942  
Chain Link Fence  
Two (2) Dog Houses  
Spare Rim and Tire  
Two (2) Black and Silver Drain Pipes  
Black Tarp  
Non-Working Firing Range Targeting System  
Yardage Signs  
Metal Posts  
Wire and Controls  
Metal Brackets  
Lumber  
Two (2) Plastic Drums  
Red Metal Box  
Three (3) Metal Trash Cans  
Two (2) Metal Tanks

# MEMO

To: B.M.A.

Department: \_\_\_\_\_

From: jason salyer

Department: Public Works

Subject: park concession stand surplus

Date: January 17, 2017

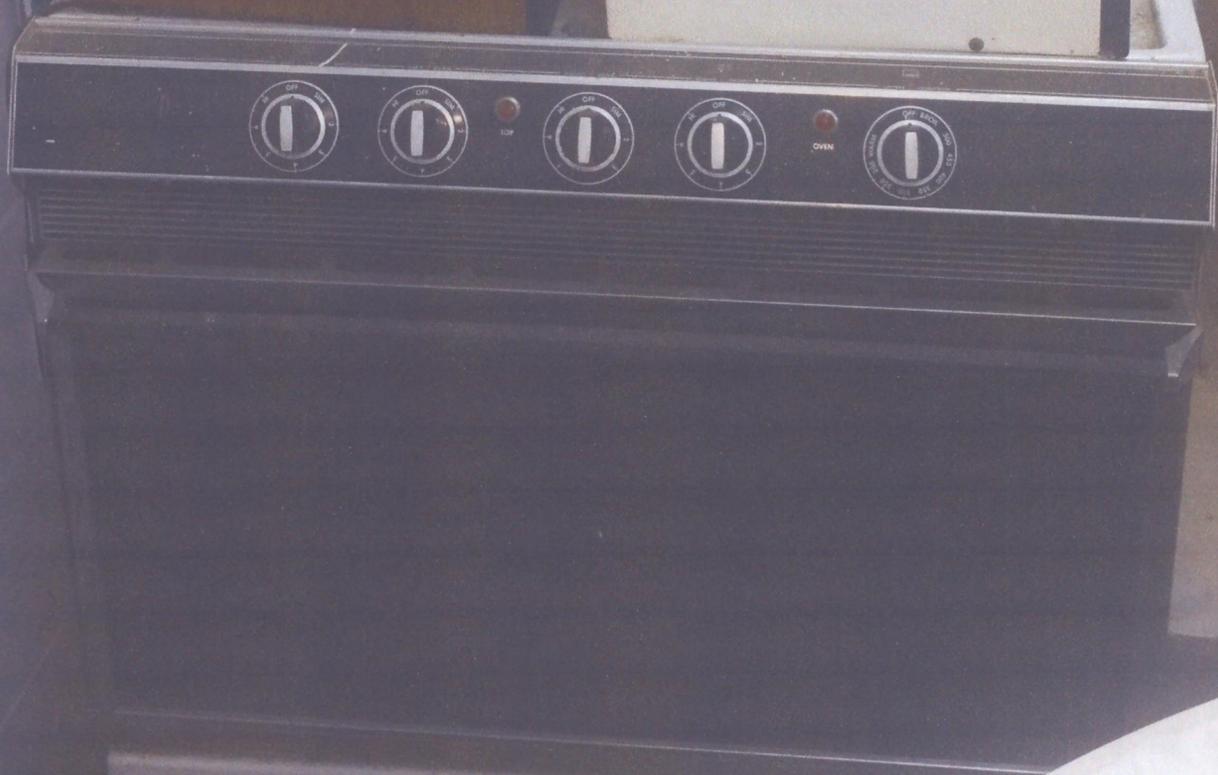
## Message:

The park concession stand has some old things that need to be thrown away / scraped / sold , these items are 2 old microwaves, a stove, countertops, tables, and a fountain drink machine they all are in very poor shape i would recommend to scrap what is metal and throw away what is left.

thanks jason salyer



Only Food And Drink's  
Purchased At Concession  
Stand Are Permitted In  
Pool Area





ATLAS  
GREEN HERITAGE #235  
235

60001 KRAFT

SAFE



 Magic Chef





# MEMO

To: B.M.A.

Department: \_\_\_\_\_

From: jason salyer

Department: Public Works

Subject: surplus items from field

Date: January 17, 2017

## Message:

These items are in the field at the waste water plant they are all old scrap metal from old salt spreaders and plows to guard rails and tires and wheels i would like to recommend we sell these items for scrap metal so we can make the place look better

thanks jason salyer







ICE CONTROL











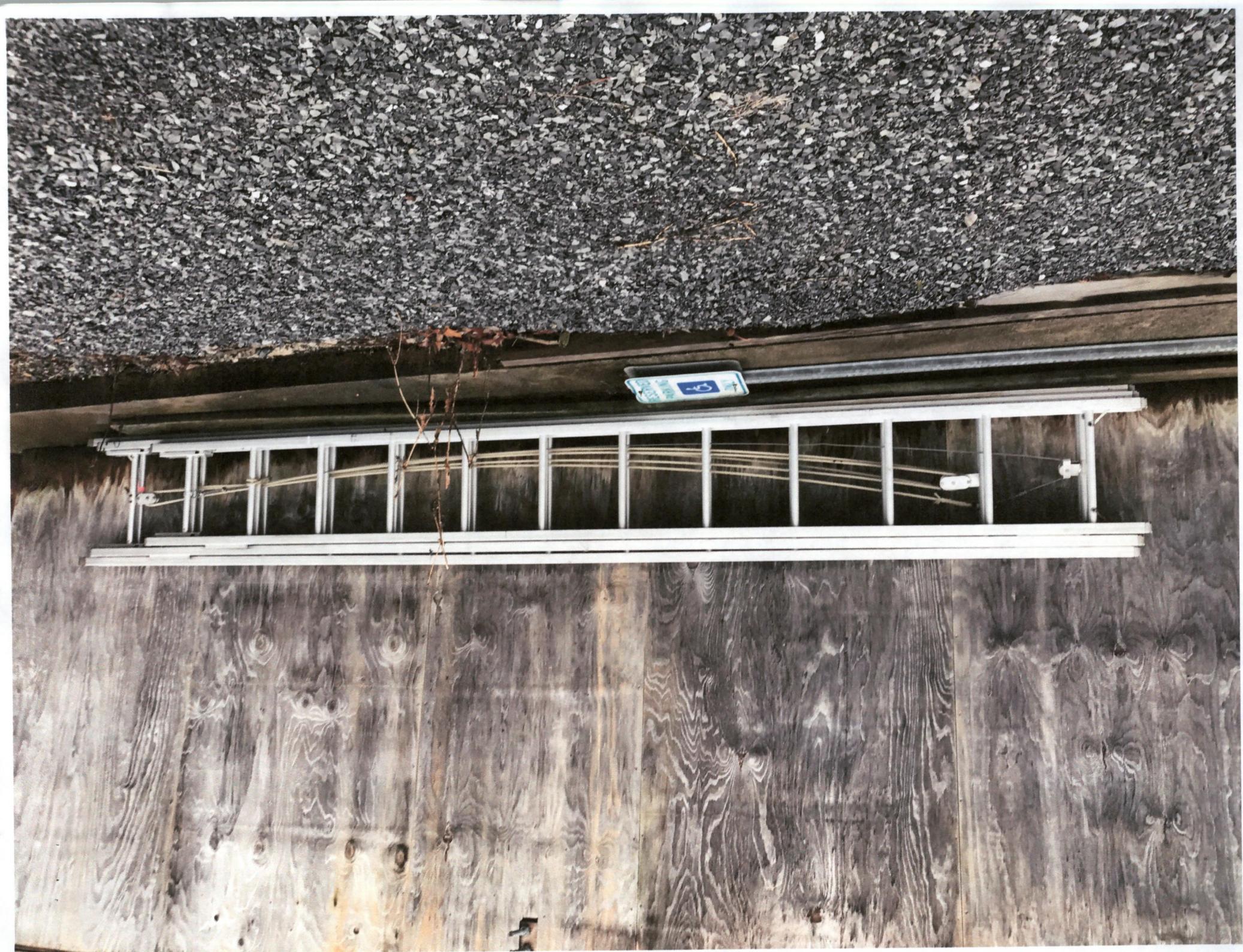
SPEED

118

Mount Carmel Fire Department

We would like to declare the following items surplus (photos attached). One ladder due to the ladder failed during testing. One Piece of workout equipment has a bent pulley and the seat is ripped.

1/17/2017











# *Mount Carmel Police Department*

**Post Office Box 1421  
Mount Carmel, Tennessee 37645**

**Phone (423) 357-9019 \*\* Fax (423) 357-1184  
E-Mail [mountcarmelpd@gmail.com](mailto:mountcarmelpd@gmail.com)**

01/17/2017

Miscellaneous Items  
In storage at Impound Lot

All items listed requested to be deemed as Surplus

A/C Unit

Animal Control Box Cage

1989 Mitsubishi Montero - City Vehicle TAG (GM-2699) VIN# JA4GJ31S4LJ010942

Chain Link Fence

Two Dog Houses

Spare Rim and Tire

Two Black and Silver Drain Pipes

Black Tarp

Non Working Firing Range Targeting System: To Include

(1-Yardage Signs)

(2-Metal Posts)

(3-Miscellaneous Wire and Controls)

(4-Metal Brackets)

Wooden Boards (Lumber Pile)

Two Plastic Drums

Red Metal Box

Three Metal Trash Cans

Two Metal Tanks





ANIMAL CONTROL  
456-5338

SHAWNEE  
ANIMAL CONTROL















































**SURPLUS PROPERTY NOMINATION FORM**  
**TOWN OF MOUNT CARMEL, TENNESSEE**

DEPARTMENT: LIBRARY

The following items are hereby nominated for designation as surplus city property.

Item: Library Books

Description: 306 library books - fiction titles

Reasons for making the nomination: These titles have not been checked out in  
five years or longer. The library has limited shelf space and acquires  
new books weekly. In order to make room for the new books that  
library patrons want, the books which are not used must be purged.  
These books are from the fiction genre only - the library does not  
wish to purge reference materials or books from the nonfiction genres.

Alexandra Hite  
Signature

1-27-2017  
Date

Adamson, Lydia	A Cat in a Chorus Line	pbk
Alpert, Mark	Final Theory	pbk
Alten, Steve	Goliath	HC LibBind
Andersen, Jessica	Twin Targets (Harlequin)	pbk
Anderson, Joan	A Walk on the Beach	HC LibBind
Andrews, Lori	The Silent Assassin	HC LibBind
Arvin, Reed	Blood of an Angel	HC LibBind
Atwood, Russell	East of A	HC LibBind
Bachman, Richard	Blaze	HC LibBind
Baker, Virginia	Jack Knife	pbk
Banks, Russell	The Sweet Hereafter	pbk
Barry, Dave	Tricky Business	HC LibBind
Berry, Steve	The Romanov Prophecy	pbk
Berry, Steve	The Third Secret	HC LibBind
Bourne, Joanna	The Spymaster's Lady	HC LibBind
Box, C.J.	Badlands	HC LibBind
Boyd, Blanche McCrary	The Revolution of Little Girls	pbk
Bradford, Barbara Taylor	Three Weeks in Paris	HC LibBind
Bradford, Barbara Taylor	Love in Another Town	HC LibBind
Bradley, Celeste	One Night with a Spy	HC LibBind
Brady, James	Gin Lane	HC
Brady, James	Fashion Show	HC
Brady, James	Further Lane	HC
Brashares, Ann	The Last Summer	HC LibBind
Bretton, Barbara	A Soft Place to Fall	HC LibBind
Bretton, Barbara	Girls of Summer	HC
Brin, David	Kiln People	HC LibBind
Brooks, Terry	High Druid of Shannara	HC LibBind
Brown, Dale	Shadows of Steel	HC LibBind
Brown, Dan	Angels & Demons	HC LibBind
Brown, Dan	Deception Point	HC LibBind
Brown, Sandra	The Switch	HC LibBind
Browne, Gerald A.	West 47th	HC LibBind
Buffett, Jimmy	A Salty Piece of Land	HC LibBind
Bujold, Lois McMaster	The Hallowed Hunt	HC LibBind
Burke, James Lee	Sunset Limited	HC LibBind
Campbell, Bethany	Whose Little Girl are You	HC
Carey, Jaqueline	Kushiel's Scion	HC LibBind
Case, John	The Eighth Day	HC LibBind
Clinch, Jon	Finn	HC LibBind
Coben, Harlan	Darkest Fear	pbk
Coben, Harlan	No Second Chance	HC LibBind
Collins, Jackie	Married Lovers	HC LibBind
Collins, Jackie	Lethal Seduction	HC LibBind
Collins, Jackie	Deadly Embrace	HC LibBind

Collins, Max Allen	Saving Private Ryan	pbk
Connelly, Michael	Void Moon	HC (No Dust Jacket)
Connolly, John	Every Dead Thing	HC LibBind
Connor, Kerry	A Stranger's Baby (Harlequin)	pbk
Cook, Claire	Multiple Choice	HC LibBind
Cooney, Caroline B.	Family Reunion	HC LibBind
Cooney, Caroline B.	For All Time	HC
Cooney, Caroline B.	Prisoner of Time	HC LibBind
Cooper, F. California	Wild Stars Seeking Midnight Suns	HC LibBind
Crais, Robert	Demolition	HC LibBind
Crichton, Michael	Disclosure	HC LibBind
Croston, et al.	United We Stand	pbk
Cunningham, Michael	Flesh and Blood	HC
Cunningham, Michael	Specimen Days	HC LibBind
Daniels, B.J.	Matchmaking with a Misison (Harlequin)	pbk
Daniels, B.J.	Secret of Deadman's Coulee (Harlequin)	pbk
Dee, Jonathon	Palladio	HC LibBind
Delacorte, Shawna	Who's Been Sleeping (Harlequin)	pbk
Delacroix, Claire	The Temptress	HC LibBind
Delacroix, Claire	The Scoundrel	HC LibBind
Delacroix, Claire	The Rogue	HC LibBind
Desoto, Lewis	A Blade of Grass	HC LibBind
Despres, Loraine	The Scandalous Summer of Sissy Leblanc	HC LibBind
Diggs, Anita Doreen	A Meeting in the Ladies Room	HC LibBind
Donoghue, Emma	Life Mask	HC LibBind
Dowd, Siobhan	A Swift Pure Cry	HC (No Dust Jacket)
Due, Tananarive	The Good House	HC LibBind
Dunne, Dominick	Another City, Not My Own	HC LibBind
Emerson, Earl	Vertical Burn	pbk
Emerson, Earl	Pyro	HC LibBind
Fairbanks, Nancy	Turkey Flambe	pbk
Fazier, Charles	Cold Mountain	HC LibBind
Feather, Jane	The Least Likely Bride	HC LibBind
Feather, Jane	To Kiss a Spy	HC LibBind
Fielding, Joy	Whispers and Lies	HC LibBind
Fielding, Joy	Missing Pieces	HC LibBind
Fields, Jennie	The Middle Ages	HC LibBind
Fitch, Janet	White Oleander	HC LibBind
Fitzwater, Marlin	Esther's Pillow	HC LibBind
Flock, Elizabeth	Me & Emma	HC LibBind
Ford, Michael Thomas	Full Circle	HC LibBind
Fowler, Connie May	Before Women had Wings	pbk
Fowler, Earlene	Arkansas Traveler	HC LibBind
Fowler, Earlene	Delectable Mountains	HC LibBind
Fowler, Earlene	The Saddlemaker's Wife	HC LibBind
Frank, Dorothy Benton	The Land of Mango Sunsets	HC LibBind
Franzen, Jonathan	The Correction	pbk

Freedman, Benedict and Nancy	Mrs. Mike and the Search for Joyful	HC LibBind
Freedman, J.F.	The Disappearance	HC LibBind
Frey, Stephen	Silent Partner	HC LibBind
Gandt, Robert	Acts of Vengeance	pbk
Gardner, Erle Stanley	The Case of the Caretaker's Cat	pbk
Gear, Kathleen O'Neil & W. Michael Gear	The Visitant	HC LibBind
Gear, W. Michael	Raising Abel	HC LibBind
Gearino, G.D.	Blue Hole	HC LibBind
Gilstrap, John	Scott Free	HC LibBind
Goudge, Eileen	The Second Silence	HC LibBind
Goudge, Eileen	Stranger in Paradise	HC LibBind
Grace, Tom	Quantum Web	pbk
Griffin, W.E.B.	The Murderers	HC LibBind
Griffin, W.E.B.	Special Ops	HC LibBind
Griffin, W.E.B.	Secret Honor	HC
Griffin, W.E.B.	Death and Honor	HC LibBind
Grimes, Martha	Hotel Paradise	HC LibBind
Guest, Judith	The Tarnished Eye	HC
Gulley, Philip	Front Porch Tales	HC LibBind
Guterson, David	Snow Falling on Cedars	pbk
Hall, Gregory	The Dark Backward	HC LibBind
Hamill, Pete	North River	HC LibBind
Harris, MacDonald	The Little People	HC LibBind
Harris, Robert	Fatherland	HC
Harris, Robert	Imperium	HC LibBind
Harris, Thomas	Red Dragon	HC (No Dust Jacket)
Harris, Thomas	Black Sunday	pbk
Harrison, Colin	Manhattan Nocturne	HC LibBind
Hart, Carolyn	Letter from Home	HC
Hart, Carolyn	Sugarplum Dead	HC LibBind
Hart, Erin	Lake of Sorrows	HC LibBind
Harte, Amanda	Imperfect Together	HC LibBind
Hays, Tommy	The Pleasure was Mine	HC LibBind
Henry, April	Learning to Fly	HC LibBind
Herron, Rita	Justice for a Ranger (Harlequin)	pbk
Herron, Rita	Don't Say a Word	HC LibBind
Herron, Rita	Say You Love Me	HC LibBind
Hiaasen, Carl	Nature Girl	HC LibBind
Hiassen, et al.	Naked Came the Manatee	pbk
Higgins, Jack	The Keys of Hel	pbk
Hohl, Joan	Window on Yesterday	pbk
Holly, Emma	The Demon's Daughter	HC LibBind
Holton, Cathy	Revenge of the Kudzu Debtantes	HC LibBind
Horn, Stephan	Law of Gravity	pbk
Howard, Linda	Strangers in the Night	HC LibBind
Howard, Linda	Cry No More	HC LibBind
Hubbard, Susan	The Society of S	HC LibBind

Hunt, E. Howard	Sonora	HC LibBind
Hurwitz, Gregg	Do No Harm	pbk
Huston, James W.	Secret Justice	pbk
Huston, Nancy	The Mark of the Angel	pbk
Ing, Dean	The Skins of Dead Men	pbk
Jackson, Joshilyn	The Girl who Stopped Swimming	HC LibBind
Jakes, T.D.	Not Easily Broken	HC LibBind
Jenkins, Jerry B.	The Youngest Hero	HC LibBind
Jenkins, Nikki	Playing with the Hand I was Dealt	HC LibBind
Katzenback, John	Hart's War	HC LibBind
Keiller, Garrison	We Are Still Married	HC (No Dust Jacket)
Kellerman, Jonathan	The Conspiracy Club	HC LibBind
Kellerman, Jonathan & Faye	Double Homicide	HC LibBind
King, Cassandra	The Sunday Wife	HC LibBind
King, Laurie R.	Folly	HC LibBind
King, Laurie R.	Keeping Watch	HC LibBind
King, Tabitha and Michael McDowell	Candles Burning	pbk
Klavan, Andrew	True Crime	HC LibBind
Klavan, Andrew	True Crime	HC LibBind
Kleier, Glenn	The Last Day	HC LibBind
Kleypas, Lisa	Lady Sophia's Lover	HC LibBind
Kleypas, Lisa	Scandal in Spring	HC LibBind
Koontz, Dean	Life Expectancy	HC LibBind
Korda, Michael	The Fortune	HC LibBind
Krantz, Judith	Princess Diary	HC (No Dust Jacket)
Krick, Rochelle	Fertile Ground	HC LibBind
Kring, Sandra	The Book of Bright Ideas	HC LibBind
La Plante, Lydia	Royal Heist	HC LibBind
Lamb, Cathy	Julia's Chocolates	HC LibBind
Lamb, Wally	The Hour I First Believed	pbk
Landvik, Lorna	Patty Jane's House of Curl	pbk
Larget, R. Karl	The Assassin	pbk
Lawrence, Iain	The Wreckers	HC LibBind
Laymon, Richard	Night in the Lonesome October	pbk
LeBlanc, Deborah	A House Divided	pbk
LeBlanc, Deborah	Grave Intent	pbk
LeBlanc, Deborah	Family Inheritance	pbk
Lee, Linda Hope	Just an Ordinary Guy	HC LibBind
Lehane, Dennis	Mystic River	pbk
Levin, Ira	The Stepford Wives	pbk
Levy, Marc	If Only It Were True	HC LibBind
Lewin, Waldtraut	Freedom Beyond the Sea	HC LibBind
Lewis, Jack	The Scarlet Canary	HC LibBind
Little, Bentley	The Mailman	HC LibBind
Long, Kathleen	A Necessary Risk (Harlequin)	pbk
Lott, Bret	Jewel	pbk
Ludlum, Robert	The Sigma Protocol	HC LibBind

MacDonald, Patricia	The Girl Next Door	HC LibBind
MacDougal, Bonnie	Breach of Trust	HC LibBind
Macneil, Robert	The Voyage	HC
Malladi, Amulya	A Breath of Fresh Air	HC LibBind
Mallon, Thomas	Bandbox	HC
Malone, Michael	First Lady	HC
Malone, Michael	Uncivil Seasons	HC
Marciano, Francesca	Rules of the Wild	HC
Martel, Yann	Life of Pi	pbk
Martin, Deirdre	Fair Play	HC LibBind
Matthews, Patricia	Dancer of Dreams	HC LibBind
Maxwell, Cathy	In the Bed of a Duke	HC LibBind
Mayes, Francis	Swan	HC LibBind
McCoy, Shirlee	Private Eye Protector	pbk
McDonald, Patricia	Suspicious Origin	HC LibBind
McGauchey, Neil	Otherwise Known as Murder	HC LibBind
McLane, LuAnn	Honky-Tonk Blues	pbk
McLane, LuAnn	Trick My Truck	pbk
McLane, LuAnn	A Little Less Talk and a Lot More Action	pbk
McLane, LuAnn	Redneck Cinderella	pbk
McLane, LuAnn	He's No Prince Charming	pbk
Michaels, Fern	Listen to Your Heart	HC LibBind
Miles, Cassie	Protective Confinement (Harlequin)	pbk
Mooney, Chris	Deviant Ways	pbk
Mooney, Chris	World Without End	HC
Morgan, Richard K.	Thirteen	HC LibBind
Mosse, Kate	Sepulchre	HC LibBind
Mullen, Thomas	The Last Town on Earth	HC LibBind
Munson, Ronald	Fan Mail	pbk
Murkoff, Bruce	Waterborne	HC LibBind
Myers, Tamar	Gruel and Unusual Punishment	pbk
Myers, Tamar	Between a Wok and a Hard Place	pbk
Myers, Tamar	Eat, Drink, and Be Wary	pbk
Myers, Tamar	Just Plain Pickled to Death	pbk
Myers, Tamar	No Use Dying Over Spilled Milk	pbk
Myers, Tamar	Parsley, Sage, Rosemary, and Crime	pbk
Myers, Tamar	Play it Again, Spam	pbk
Myers, Tamar	The Crepes of Wrath	pbk
Myers, Tamar	Too Many Crooks Spoil the Broth	pbk
Myers, Tamar	The Hand that Rocks the Ladle	pbk
Noel, Alyson	Evermore	pbk
Noguchi, Thomas T.	Unnatural Causes	HC LibBind
Novak, Brenda	Cold Feet	pbk
Nunez, Elizabeth	Prospero's Daughter	HC LibBind
Nyala, Hannah	Cry Last Heard	pbk
Nykanen, Mark	Hush	HC LibBind
Oates, Joyce Carol	Broken Heart Blues	pbk

O'Brien, Paricia	Master and Commander	pbk
O'Connell	Shell Game	pbk
O'Connell, Carol	Judas Child	pbk
Palmer, Michael	The Second Opinion	HC LibBind
Palmer, Michael	The Patient	HC LibBind
Parsons, Alexander	In the Shadows of the Sun	HC LibBind
Pendleton, Don	Stony Man	pbk
Pepper, Kate	One Cold Night	HC LibBind
Perry, Anne	A Christmas Journey	HC LibBind
Phillips, Scott	Cottonwood	HC LibBind
Pike, Christopher	The Cold One	HC LibBind
Pilcher, Robert	An Ocean Apart	HC LibBind
Pottinger, Stanley	A Slow Burning	pbk
Prescott, Michael	Grave of Angels	pbk
Rasker, Maya	Unknown Destination	HC LibBind
Redfield, James	The Celestine Prophecy	HC
Rees, Celia	Sorcoress	HC LibBind
Reich, Christopher	The Runner	HC LibBind
Robards, Karen	Dark of the Moon	HC LibBind
Robards, Karen	The Midnight Hour	HC LibBind
Robotham, Michael	The Night Ferry	HC LibBind
Rollins, James	Black Order	pbk
Rutherford, Edward	The Forest	HC LibBind
Saul, John	The Devil's Labyrinth	HC LibBind
Saylor, Steven	Arms of Nemesis	HC (No Dust Jacket)
Sebold, Alice	The Almost Moon	HC LibBind
Shapiro, Robert and Walt Becker	Misconception	pbk
Sharpe, Alice	Agent Daddy (Harlequin)	pbk
Shem, Samuel	House of God	pbk
Shreve, Anita	The Weight of Water	pbk
Shreve, Anita	The Pilot's Wife	pbk
Shults, Sylvia	Golden Horus	pbk
Shuman, George D.	18 Seconds	pbk
Shyer, Marlene Fanta	Two Daughters	HC LibBind
Siddons, Anne Rivers	Sweetwater Creek	pbk
Sigler, Scott	Contagious	HC LibBind
Silva, Daniel	The Marching Season	pbk
Simons, Paulina	Tatianna and Alexander	HC LibBind
Small, Bertrice, et al.	Delighted	HC LibBind
Smith, Barbara Dawson	Countess Confidential	HC LibBind
Smith, Martin Cruz	Wolves Eat Dogs	HC LibBind
Smith, Tom Rob	Child 44	HC LibBind
Spindler, Erica	Fortune	pbk
Strout, Elizabeth	Abide with Me	HC LibBind
Sutcliffe, Kathleen	Miracle	HC LibBind
Swift, Graham	Tomorrow	HC LibBind
Taylor, G. P.	Shadowmancer	HC LibBind

Thayer, James	Five Past Midnight	HC (No Dust Jacket)
Thurlo, Aimee	Council of Fire (Harlequin)	pbk
Turow, Scott	The Law of Our Fathers	HC LibBind
Tyler, Anne	Earthly Possessions	pbk
Tyler, Anne	Three Complete Novels	HC (No Dust Jacket)
Van Dine, S. S.	The Dragon Murder Case	HC LibBind
Van Wormer, Laura	The Bad Witness	pbk
Wall, Paula	The Rock Orchard	HC LibBind
Webb, Debra	Find Me	pbk
Weber, David	Off Armageddon Reef	HC LibBind
Weisman, John	Soar: A Black Ops Mission	pbk
Welfonder, Sue-Ellen	Master of the Highlands	HC LibBind
Wells, Rebecca	Ya-Yas in Bloom	pbk
Wells, Shirley	Dead Silent	pbk
Whetstone, Diane McKinney	Leaving Cecil Street	HC LibBind
Whitney, Phyllis A	Amethyst Dreams	HC LibBind
Whitney, Phyllis A	Dream of Orchids	HC LibBind
Whitney, Phyllis A	The Ebony Swan	HC LibBind
Wilbee, Brenda	Sweet-Briar	HC (No Dust Jacket)
Williams, Tia	The Accidental Diva	HC LibBind
Wilson, F. Paul	Hosts	pbk
Woodworth, Stephen	With Red Hands	pbk
Worrall, Jay	Sails on the Horizon	HC LibBind
Wroblewski, David	The Story of Edward Sawtelle	HC LibBind
Young, Pamela Samuels	Murder on the Down Low	HC LibBind
Zukuz, Kerry	The Fourth House	HC LibBind

Sewer Department Surplus:

1992 Ford F-350 VIN# 1FDHF37Y1NNA89145

Pump Heads

Pumps

Pump Parts

Control Box

Old Motors

Old Tanks

Pipe

Trash Cans

Dog Box

Mercedes Car

Guard Railing

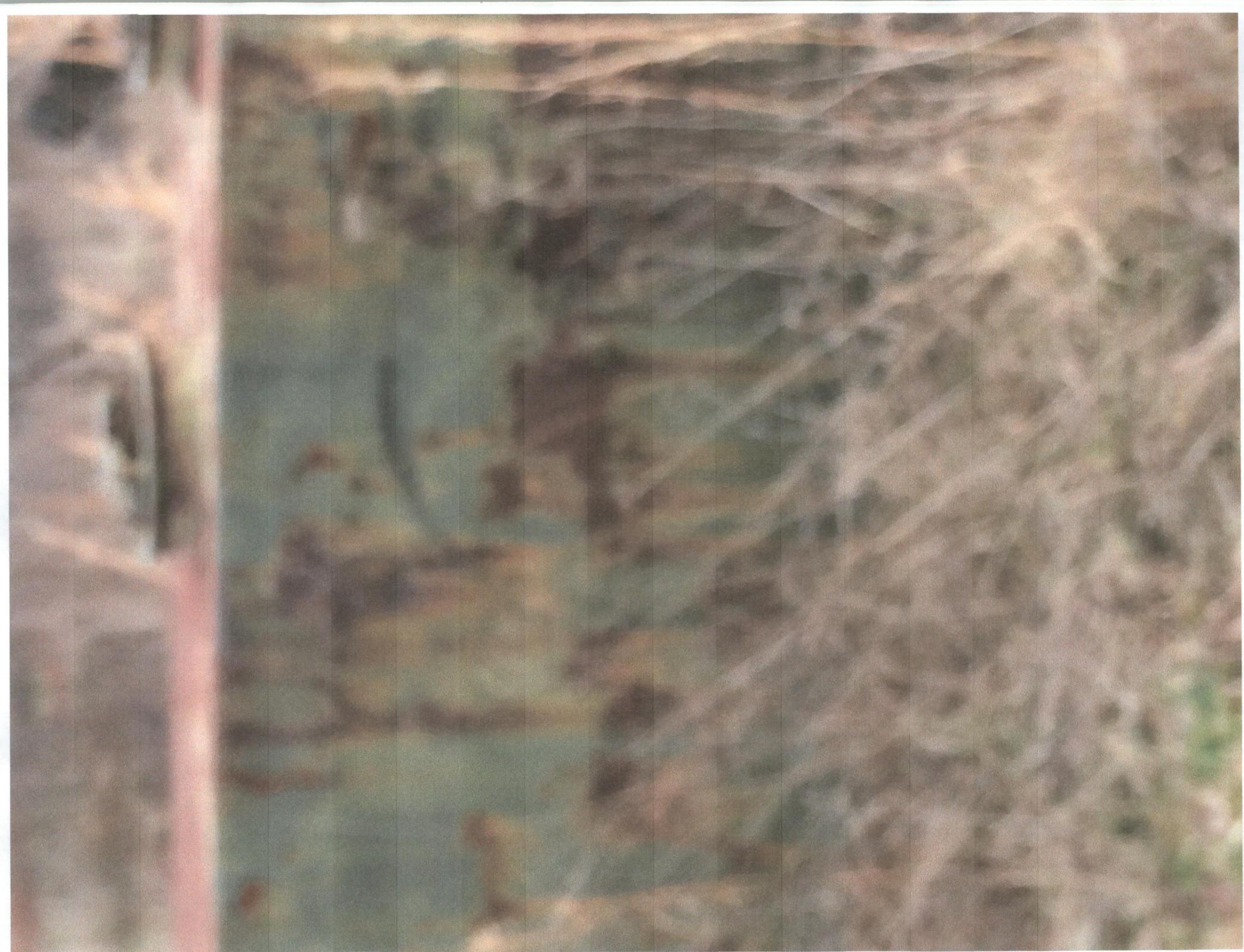
Fence Post

Fencing

























**RESOLUTION NO. 17-547**

**A RESOLUTION TO DECLARE CERTAIN POLICE EQUIPMENT SURPLUS PROPERTY AND DONATE SAID PROPERTY TO THE HAWKINS COUNTY, TENNESSEE, SHERIFF'S DEPARTMENT.**

**WHEREAS,** the Town of Mount Carmel has in its inventory a moving target system with controls; and

**WHEREAS,** the above-mentioned equipment is no longer needed by the Mount Carmel Police Department; and

**WHEREAS,** the Hawkins County, Tennessee, Sheriff's Department has helped the Town of Mount Carmel in the past by providing various equipment for use by our Police Department and they have requested the above-mentioned equipment for their use if it is declared as surplus property.

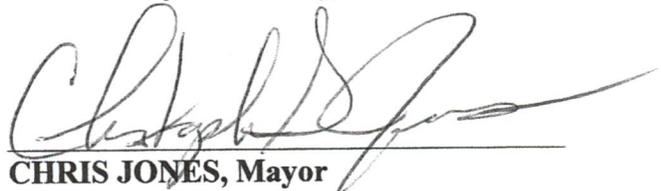
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE,** as follows:

**SECTION I.** The Board of Mayor and Aldermen hereby declare the said equipment as surplus property.

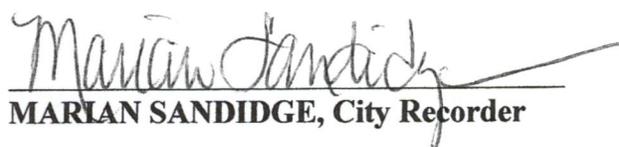
**SECTION II.** The Board of Mayor and Aldermen hereby authorizes the donation of the equipment to the Hawkins County, Tennessee, Sheriff's Department.

**SECTION III.** This Resolution shall take effect upon its passage, the public welfare requiring it.

**Duly passed and approved** this the 28th day of February, 2017.

  
**CHRIS JONES, Mayor**

**ATTEST:**

  
**MARIAN SANDIDGE, City Recorder**

**APPROVED AS TO FORM:**



**JOHN PEVY, TOWN ATTORNEY**

FIRST READING	AYES	NAYS	OTHER
Alderman Diane Adams	✓		
Alderman Eugene Christian	✓		
Alderman Margaret Christian	✓		
Alderman Wanda Davidson	✓		
Alderman Jennifer Williams	✓		
Vice-Mayor Carl Wolfe	✓		
Mayor Chris Jones	✓		
<b>TOTALS</b>	7	0	0

PASSED: February 28, 2017



Emergency: 911

# Hawkins County Sheriff's Office

117 Justice Center Drive  
Rogersville, Tennessee 37857-3393

*Sheriff Ronnie Lawson*



Main: 423-272-4848

Fax: 423-272-7019

Jail: 423-272-6968

To: Chris Jones, Mayor  
City of Mt. Carmel Tennessee  
100 Main Street  
Mt. Carmel, TN 37645

From: Ronnie Lawson, Sheriff

Date: January 30, 2017

Re: Moving Target System

Mayor Jones,

It has been brought to my attention the City of Mt. Carmel may have a moving target system that may be in the process of being declared surplus. If this system does hold the status of surplus I am requesting the transfer of the system to the Hawkins County Sheriff's Office. This system could be installed at the Phipps Bend Firing Range and could be utilized by your Officers and others including the Sheriff's Office.

Thank you in advance for your consideration in this transfer.

Ronnie Lawson, Sheriff

A handwritten signature in black ink that reads "Ronnie Lawson, Sheriff". The signature is written in a cursive style.

RESOLUTION NO. 548

MOUNT CARMEL,  
TENNESSEE

WHEREAS, the Tennessee Housing Development Agency (THDA) HOME Investment Partnership Program has been established to help eligible local applicants carry out housing strategies consistent with the objectives as set forth in the HOME Investment Partnership Program Act and with Title 24 Code of Federal Register, Part 92: The Home Investment Partnership Program Rule; and

WHEREAS, the Town of Mount Carmel, acting by and through its Board of Aldermen proposes to apply for HOME Investment Partnership Grant Program funds for the purpose of performing eligible housing activities that will benefit local residents.

WHEREAS, under the terms and provisions of the Home Investment Partnership Program Rule, the Town of Mount Carmel as a recipient is required to designate and appoint a Financial Officer to perform certain duties in the administration of said program.

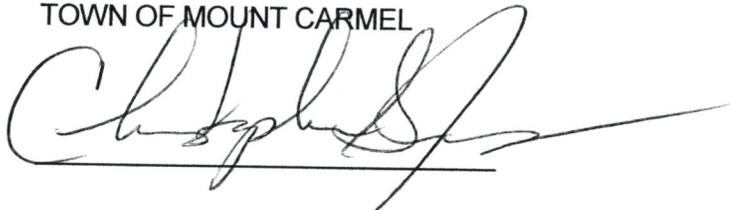
NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Mount Carmel as follows:

THAT, Chris Jones, Mayor, is hereby authorized to execute and submit an application with appropriate assurances to THDA requesting Fiscal Year 2017 HOME Investment Partnership Grant Program funds in an amount not to exceed \$500,000 for homeowner rehabilitation activities, and

THAT, Chris Jones, Mayor, be and is hereby designated and appointed as Financial Officer under the terms and pursuant to the provisions of Title I of the Housing and Community Development Act of 1974, as amended, and to perform on behalf of the Town of Mount Carmel, Tennessee, those acts and assume such duties as are consistent with said position.

READ AND ADOPTED this the 28<sup>th</sup> day of February, 2017.

TOWN OF MOUNT CARMEL



ATTEST:



- Approximately \$9,500,000 in federal 2017 HOME funds available, along with \$2,023,000 in funds leftover from prior funding years.
- HOME funds are available to cities and counties that either have local codes or are covered by the Deputy Inspectors of the State Fire Marshal's Office.
- The maximum grant award per applicant is \$500,000.
- Applications are due by March 9, 2017. Successful applicants will be notified by the end of May of 2017 and contracts will begin on July 1, 2017.
- Reconstruction is now an approved activity under the HOME Homeowner Rehabilitation Program.
- As in years past, any home that is reconstructed will have a 15 year compliance period.
- The \$40,000 cap on rehabilitation has been eliminated. The cap is now set by the federal maximum HOME subsidy limit (example: a 3 bedroom federal subsidy limit is \$105,276).



**HOUSING GRANT APPLICATION**  
**HOME PROGRAM FOR FISCAL YEAR 2017**  
**Program Description and Application Package**  
**Tennessee Housing Development Agency**

The Tennessee Housing Development Agency (THDA) administers the federally funded HOME program to promote the production, preservation and rehabilitation of single family housing for low-income households. The purpose of this Program Description is to explain the requirements and the application process of the HOME program.

HOME funds are awarded through a competitive application process to cities, counties and non-profit organizations outside local participating jurisdictions. Local participating jurisdictions (Local PJs) are those local governments in Tennessee that receive HOME funds directly from the Department of Housing and Urban Development (HUD). The Local PJs are Clarksville, Chattanooga, Jackson, Knoxville, Memphis, Nashville-Davidson County, Knox County, Shelby County and the Northeast Tennessee/Virginia Consortium (the cities of Bristol, Kingsport, Johnson City, Bluff City, Sullivan County, and Washington County, excluding the Town of Jonesborough). Non-profit organizations located in a local participating jurisdiction may apply for projects located outside the local participating jurisdictions. *For the 2017 application cycle, nonprofit organizations seeking designation as a Community Housing Development Organization (CHDO) serving a local participating jurisdiction may apply for projects located within the local participating jurisdictions.* An applicant must apply for at least \$100,000 and may apply for a maximum HOME grant of \$500,000. There is a \$750,000 limit on the amount of HOME funds that can be awarded in any one county.

Applications for the HOME program must be received by THDA on or before 4:00 PM CST on Thursday, March 9, 2017. THDA anticipates notifying successful applicants by the end of May, 2017. HOME contracts will begin July 1, 2017 and will end June 30, 2020.

The program description is followed by the application package. The program description and application is also available at [www.thda.org](http://www.thda.org). Once at the THDA website, click on BUSINESS PARTNERS and then Grant Administrators for the links to the HOME program. Click on HOME for the link to the 2017 HOME Program Description, Application and the application attachments. If you have questions please call (615) 815-2030.

### **The HOME Program**

This program is governed by Title 24 Code of Federal Regulations, Part 92, as amended. Those regulations are incorporated by reference in this Program Description. In cases of conflicting requirements, the more stringent requirement will apply.

#### **A. ELIGIBLE APPLICANTS**

The State of Tennessee, through THDA, will accept applications for the HOME program from cities, counties, and private, non-profit organizations.

To be eligible, a non-profit organization must:

1. Meet one of the two following criteria:
  - a. All private, non-profit organizations must be organized and existing in the State of Tennessee (as evidenced by a Certificate of Existence from the Tennessee Secretary of State, dated no more than thirty (30) days prior to the application date)

Or

  - b. Be organized and existing under the laws of another state and be qualified to do business in Tennessee (as evidenced by a Certificate of Existence from the other state's Secretary of State dated no more than thirty (30) days prior to the application date and by a Certificate of Authorization to do business in Tennessee from the Tennessee Secretary of State, dated no more than thirty (30) days prior to the application date).
2. Demonstrate at least two (2) years of experience providing affordable housing or affordable housing related services in the state of Tennessee satisfactory to THDA, in its sole discretion.
3. Have no part of its net earnings inuring to the benefit of any member, founder, contributor or individual;
4. Have among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws, and experience in the provision of housing to low income households;
5. Have standards of financial accountability that conform to 2 CFR Part 200, *Uniform Administrative Requirements, Audit Requirements and Cost Principles*; and
6. Have an IRS designation under Section 501(c)(3) or Section 501(c)(4) of the federal tax code. A 501(c)(3) non-profit applicant may not submit an application until they have received their designation from the IRS. A 501(c)(4) non-profit applicant must provide documentation satisfactory to THDA, in its sole discretion, that the non-profit has filed the necessary materials with the IRS and received a response from the IRS demonstrating 501(c)(4) status.

THDA will also accept HOME applications from community housing development organizations (CHDOs). A CHDO is a private, non-profit organization that meets all the requirements for a non-profit listed above, plus the following additional requirements:

1. Not be controlled by, or under the direction of, individuals or entities seeking to derive profit or gain from the CHDO. If a CHDO is sponsored or created by a for-profit entity, all of the following shall apply:
  - a. The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer or real estate management firm;
  - b. The for-profit entity may not have the right to appoint more than one-third of the membership of the CHDO's governing body. CHDO board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
  - c. The CHDO must be free to contract for goods and services from vendors of its own choosing;

- d. The officers, directors, owners (stockholders, managers, members, etc.) or employees of the for-profit entity cannot be officers, directors, owners (stockholders, managers, members, etc.) or employees of the CHDO.
2. Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization that is created by a governmental entity may qualify as a CHDO; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of recipient governmental entity. Board members appointed by the State or local government may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers of the Board or employees of a CHDO
  3. Maintains accountability to low income community residents by:
    - a. Including residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations in at least one-third of the CHDO's governing board's membership. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
    - b. Providing a formal process for low-income program beneficiaries to advise the CHDO in its decisions regarding the design, site selection, development, and management of affordable housing.
  4. Has a demonstrated capacity for carrying out housing projects assisted with HOME funds. A CHDO undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employees with housing development experience who will work on projects assisted with HOME funds. Paid staffing may be documented by providing copies of the most recent W-2 or W-4, as applicable, issued by the nonprofit entity for each staff member. For its first year of funding as a CHDO, a CHDO may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key CHDO staff. A CHDO that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of 24 CFR 92.300(a)(2). A CHDO does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated or cost allocated by another organization, or by hiring a consultant.
  5. Has a history of serving the community within which the housing to be assisted with HOME funds is to be located. In general, a CHDO must be able to show at least one year of serving the community through housing activities benefiting low income persons or families before HOME funds may be awarded to that CHDO. However, a newly created CHDO formed by local churches, service organizations, or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least one year of serving the community through housing activities benefiting low income persons or families.

CHDOs may only apply for HOME funding for projects in which the CHDO is the owner and developer. CHDO applicants must submit **Part I and Part II of Attachment One: Non-Profit Checklist/CHDO Designation** with supporting documentation and signed by the applicant's counsel.

All applicants with prior HOME grants from THDA must meet both of the following requirements:

1. *Requested* (submitted an official Request for Payment Form with supporting documentation) the following percentages of their grants by February 28, 2017 to be eligible for the 2017 HOME program:

HOME GRANT YEAR	SPEND DOWN REQUIREMENT
1992 – 2011	100%
2012 CHDOs	100%
2012 – 2013 Regular Rounds	100%
2013 CHDOs	75%
2014 Regular and CHDOs	50%
2015-2016 Regular Round and CHDOs	25%
2016 CHDO Mini-Round 2	Not Eligible

These spending requirements also apply to applications from CHDOs. In addition, CHDOs that were funded for homeownership programs that generate CHDO proceeds will have to demonstrate a need for additional HOME funds and documentation that neighborhood market conditions demonstrate a need for the project to be eligible for the 2017 HOME program.

2. To be eligible, all applicants for the 2017 HOME application cycle must be in compliance with all other THDA programs in which they participate.

## B. ALLOCATION OF FUNDS

HOME funds committed to the State of Tennessee, through THDA, will be allocated as provided in the State of Tennessee's Consolidated Plan, as amended. The amount of the 2017 HOME allocation is unknown until there is an approved federal budget; however, THDA anticipates receipt of an amount equivalent to the amount received in FY 2016, approximately \$9,500,000. Additionally, THDA has approximately \$1,800,000 in funds left over from its 2016 Urban/Rural Matrix competition that will be made available for the 2017 HOME Program. Finally, THDA anticipates the availability of approximately \$223,000 in its 2016 HOME allocation set-aside available to CHDOs that will be made available under the CHDO Matrix.

THDA will spend up to ten percent (10%) of its 2017 HOME allocation for administrative and planning expenses. THDA will use four percent (4%) of these funds for its own administrative expenses. The remaining six percent (6%) is available to pay the administrative costs of local governments and non-CHDO non-profit grant recipients.

THDA will also set-aside up to 5% of its 2017 HOME allocation for CHDO operating expenses. Any funding remaining in the set-aside for CHDO operating expenses after all eligible CHDOs have been funded will be transferred to the Urban/Rural allocation.

The balance of THDA's FY 2017 HOME allocation, not including the 10% for administration and the 5% for CHDO operating expenses, will be divided as follows:

**CHDO Set-aside.** Fifteen percent (15%) of the total 2017 HOME allocation will be reserved for eligible applications from CHDOs, including CHDOs serving Local PJs. The THDA HOME funding to successful

CHDO applicants in the Local PJs will be reduced by the amount of funding the CHDO receives from the Local PJs to keep within the \$500,000 maximum grant.

To be funded, an application must receive a minimum threshold score of 90, an amount equal to 50% of the total points available under the CHDO scoring matrix.

Beginning with the 2015 HOME allocation, HUD no longer consider a PJ as meeting its 24-month CHDO commitment through a cumulative total of CHDO commitments since 1992, and each grant year must meet its own 24-month commitment deadline. In addition, the execution of a HOME Working Agreement and the establishment of a CHDO sub-grant in IDIS is insufficient to meet this requirement. Thus a successful CHDO that receives an allocation of 2017 CHDO funds must commit those funds to specific units no later than June 30, 2019. Any 2016 HOME funds awarded to an organization must be committed to specific units no later than June 30, 2018. **HUD will recapture any 2017 CHDO funds not committed to specific CHDO activities by June 30, 2019 and will recapture any 2016 CHDO funds not committed to specific CHDO activities by June 30, 2018.** CHDO applicants need to be aware of these dates and have a pipeline of eligible home buyers so they can begin their projects as soon as the environmental reviews are completed. If in the opinion of THDA, the applications submitted do not contain viable proposals or are from a CHDO that lacks the organizational potential to comply with all HOME affordability requirements, THDA may choose not to award any or all of the funds set-aside for CHDOs in the current application round.

**Urban/Rural Allocation.** Seventy percent (70%) of the 2016 and 2017 HOME funds available will be allocated for eligible projects in Urban and Rural areas of the State. The urban areas include the following counties: Anderson, Blount, Bradley, Carter, Coffee, Dyer, Gibson, Hamilton, Hamblen, Haywood, Loudon, Madison, Maury, Montgomery, Putnam, Roane, Rutherford, Sumner, Unicoi, Williamson and Wilson. All other counties are considered Rural. The urban allocation is 45% of the remaining 70% of the funding, and the rural allocation is 55%. The percentages are based on the low-income population in the designated urban and rural counties. However, the urban areas do not include the low income populations of the local participating jurisdictions of Chattanooga, Clarksville, Jackson, Knox County, Knoxville, Memphis, Metropolitan Nashville-Davidson County, Shelby County, Sullivan County, and Washington County, excluding the Town of Jonesborough. THDA will score, rank and fund urban and rural applications separately. To be considered for funding, an application must receive a minimum threshold score of 95, an amount equal to 50% of the total points available under the urban or rural matrices. All applications will be ranked in descending order from highest to lowest score and HOME funds will be awarded until all funds are awarded or until the lowest scoring application that meets the threshold score is funded. Applications that do not meet the threshold score will not be considered for funding. Should an insufficient number of applications receive the minimum threshold score to award all funds allocated to either the urban or rural matrix, THDA may re-allocate the remaining funds to the other (Urban or Rural) matrix. There is a \$750,000 maximum grant per county. Grants to successful applicants in the same county will be reduced proportionately should there be multiple successful applicants from the same county with a minimum grant of \$250,000, however, the THDA Board of Directors may award less than \$250,000 should there be more than three successful applicants from the same county.

HOME awards will be in the form of a reimbursement grant. Grantees will be required to repay any HOME funds expended on projects that are not completed and ready for occupancy within 3 years of the date the Written Agreement is executed between the Grantee and THDA. Grantees may also be required to repay HOME funds as described in the Working Agreement. Required HOME land use restrictive covenants must be recorded prior to any other financing documents.

## C. ELIGIBLE ACTIVITIES

There are specific eligible activities under the HOME Program that must address the housing needs of low-income households. Manufactured housing and manufactured housing lots are not eligible for HOME assistance. Housing does not include emergency shelters (including shelters for disaster victims) or facilities such as nursing homes, convalescent homes, hospitals, residential treatment facilities, correctional facilities, and dormitories, including those for farm workers or housing for students. Eligible housing activities include:

### 1. Homeowner Rehabilitation Program.

*Homeowner Rehabilitation:* The use of HOME funds will include the rehabilitation and reconstruction of existing housing units that are the principal residence of the owner. For the purposes of the HOME program, rehabilitation includes the demolition and rebuilding or reconstruction of substandard housing.

“Reconstruction” is defined as the rebuilding, on the same lot, of housing standing on a site at the time of project commitment, except that housing that was destroyed by a disaster may be rebuilt on the same lot if HOME funds are committed within 12 months of the date of destruction. The number of housing units on the lot may not be decreased or increased as part of a reconstruction project. However, the number of rooms per unit may be increased or decreased depending upon the needs and the size of the household. The reconstructed housing must be substantially similar to the original housing unit. All reconstructed housing will have a compliance period of 15 years.

For all homeowner rehabilitation activities, the value of the HOME assisted property after rehabilitation must not exceed 95 percent of the median purchase price for the area.

If the proposed HOME investment for hard construction costs into a unit to be rehabilitated exceeds 75% of the after rehabilitation appraised value of the unit, the unit must be reconstructed. Hard construction costs exclude those for building inspections, lead-based paint inspections, energy related inspections, and work write-ups, but includes all remaining costs associated with addressing lead-based paint hazards for the unit.

Priority should be given to the Uniform Property Condition Standards (UPCS) Checklist deficiencies identified during the initial inspection. Level 3, 2, and 1, respectively, rate the severity of the item needing the repair, including, but not limited to: roofs, HVAC systems, electrical systems, plumbing systems, foundation problems, water supply issues, exterior painting to maintain the structure, and limited interior painting. The structure must exhibit at least one code violation as revealed by the initial code inspection.

HOME regulations require that after the work is complete, the entire structure must meet the Uniform Physical Condition Standards (UPCS) and the adopted building code in effect for the jurisdiction in which the housing unit is located, or in the absence of a local building code, the Existing Building Code of the International Code Council (ICC). Units assisted with HOME funds must require at least \$1,000 of rehabilitation work to bring the unit into compliance with the applicable codes. Housing units that cannot be brought up to the applicable code using the maximum grant funds are ineligible.

*Housing Rehabilitation Costs and Lead-based Paint.* If a unit to be rehabilitated was built after 1978, the rehabilitation costs are capped by the HOME subsidy limit. *All units built prior to 1978 will require a risk assessment by a qualified lead inspector.* If the risk assessment of a pre-

1978 unit discloses no lead, then the cap for rehabilitation costs will be the HOME subsidy limit. If the risk assessment for a pre-1978 unit reveals the presence of lead-based paint and the estimated rehabilitation costs are less than \$25,000, then standard treatments will apply and the HOME subsidy for rehabilitation is limited to \$25,000. If the risk assessment reveals the presence of lead-based paint and the estimated rehabilitation costs exceed \$25,000, then abatement will be required by a qualified abatement contractor to provide rehabilitation assistance up to the HOME subsidy limit.

## 2. Homeownership Programs.

*CHDO:* CHDOs must use HOME funds to develop units for homeownership, including new construction or acquisition and substantial rehabilitation of substandard single-family dwellings. The CHDO must be the owner and developer of all units at the time the units are constructed or rehabilitated. When units are sold to eligible home buyers, the HOME funds must be repaid to the CHDO as CHDO proceeds and must be used to develop additional single-family units for homeownership. A CHDO must allow an amount up to \$14,999 of HOME funds to remain with the unit as a soft second mortgage as necessary to qualify the household for permanent financing, but not less than \$1,000. THDA requires that a subsidy remain in the financing when the unit is sold so affordability is based on the less restrictive recapture provision of the HOME regulations. Any homeownership unit developed by a CHDO that cannot be sold to an eligible homebuyer within nine months of the Certificate of Occupancy must be converted to rental housing and rented to an income eligible tenant.

Before construction or acquisition and rehabilitation can begin under homeownership, all units must have eligible buyers pre-approved for a permanent loan. No speculative construction or acquisition is allowed. However, lease purchase is permitted if necessary and if the CHDO has an existing lease-purchase program.

*Cities, counties and non-profit organizations (non-CHDO).* Homeownership programs are restricted to a soft second mortgage necessary to qualify the household for permanent financing.

*Soft second mortgages.* Any HOME funds used for a soft second mortgage in homeownership programs are limited to the lesser of \$14,999 in HOME funds or the amount of HOME funds necessary to qualify the household for permanent financing, but not less than \$1,000. All grant recipients using HOME for soft second mortgages must use the THDA single-family underwriting template to determine the amount of HOME assistance, and must submit the determination to THDA for review and final approval. If the underwriting template indicates that the home buyer does not have an unmet need for the soft second mortgage, the grant recipient may not provide direct HOME assistance to that home buyer. The amount of the soft second mortgage is the "direct HOME subsidy" provided to the home buyer and subject to recapture.

The soft second mortgage will have an affordability period of five years which is forgiven at the end of the fifth year if the unit remains in compliance, i.e., the unit remains the permanent residence of the initial buyer and is not leased or vacated. If the unit is sold or transferred during the affordability period, the amount of the HOME subsidy subject to recapture will be reduced by twenty percent (20%) per year of occupancy by the initial home buyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid.

The soft second mortgages may not be combined with other THDA-funded "second mortgage" assistance programs, including Great Choice Loan Plus assistance, or with funding available

through the New Start program, and any subsequent or similar programs operated by THDA. The THDA HOME funded soft second mortgage may be combined with a THDA Great Choice first mortgage loan.

*Sales Price Limits.* The sales price limit for homeownership programs are the Property Value Limits. See **Attachment Two: Property Value Limits Existing Homes HOME Purchase Price and New Homes HOME Purchase Price.**

*Underwriting.* Front and back end ratios may not exceed twenty-nine (29%) and forty-one percent (41%), respectively. Lower ratios are encouraged.

*Permanent Financing.* Under homeownership programs, THDA expects the use of THDA mortgage loans whenever suitable. Other financing may be used if it is comparable to a THDA mortgage loan. Permanent financing is considered comparable if the interest rate does not exceed the prevailing THDA Great Choice interest rate by more than one percentage point and when it is demonstrated that the home buyer represents a commensurate underwriting risk to the lender. All loans must have a fixed interest rate fully amortizing over the 30 year term of the loan. There can be no pre-payment penalty for early payoffs.

*Home Buyer Contribution.* The home buyer must make a contribution from their own funds equal to one percent (1%) of the purchase price of the property.

*Home Buyer Education.* All home buyers must complete a home buyer education program from a THDA qualified home buyer education provider prior to purchase.

*Neighborhood market conditions.* Applicants proposing homeownership projects must document that neighborhood market conditions demonstrate a need for the project and must complete a market study as part of the 2017 application cycle for homeownership programs.

*Deadline for Sale.* Homeownership units must be sold to an eligible home buyer within nine (9) months of project completion. If a homeownership unit is not sold to an eligible home buyer within nine months of the Certificate of Occupancy, the unit must be converted to rental housing for the appropriate rental affordability period or the HOME funds must be repaid by the grant recipient to THDA.

THDA expects that the grant recipient will not only shepherd the home buyer through the home buying process, but also work toward fostering an on-going relationship with the home buyer. This responsibility includes facilitating additional homeowner counseling, verifying homeowner occupancy requirements on an annual basis, and monitoring mortgage loan default issues.

### **3. CHDO Operating Expenses, Developer's Fees and CHDO Proceeds.**

a. *CHDO Operating Expenses.* A CHDO may request up to 7% of the funds awarded for the acquisition and rehabilitation or new construction of housing for sale to low and moderate income home buyers as CHDO operating expenses to help with the administrative costs of operating the organization. Operating expenses are separate from project funds and are funded from the 5% set-aside for CHDO operating expenses from the annual HOME allocation.

b. *Developers Fees.* A CHDO may also request an 8% developer's fee if the CHDO is acting as a developer of housing. The developer's fee is 8% of the HOME funds used to construct or acquire

and rehabilitate the unit. The developer's fee is a project soft cost and counts against the maximum per unit subsidy limit.

- c. *CHDO Proceeds.* CHDO proceeds are the HOME funds returned to a CHDO upon the sale of a unit developed by the CHDO from the buyer's permanent financing. The CHDO must use its CHDO proceeds to develop more housing for homeownership. A CHDO may use 15% of the CHDO proceeds for operating expenses, divided as follows: Maximum of 7% for administration and Maximum of 8% for developer's fees. Once the CHDO proceeds are used a second time to develop more housing for homeownership, the HOME restrictions on the use of proceeds are eliminated. The 25% cap on the amount of CHDO proceeds that can be used for operating or administrative expenses has been eliminated. This policy applies retroactively to current, active CHDO grants.

#### 4. Project Soft Costs.

In planning their programs, applicants may include the costs for inspections and work write-ups as a project-related soft cost. The costs for inspections and work write-ups are capped at \$2,500. In addition to the costs for inspections and work write-ups, the costs for lead-based paint inspections, risk assessments and clearance testing, and architectural and engineering fees are also paid as project soft costs. Costs associated with HUD-mandated THDA inspections are also a project soft cost, but do not count against the \$2,500 cap. All project soft costs count toward the HUD maximum per unit subsidy limit.

#### D. PROHIBITED ACTIVITIES

1. Provide project reserve accounts, or operating subsidies;
2. Provide tenant-based rental assistance for the special purposes of the existing Section 8 program, in accordance with Section 212(d) of the Act;
3. Provide non-federal matching contributions required under any other Federal program;
4. Provide assistance authorized under Section 9 of the 1937 Act (annual contributions for operation of public housing);
5. Carry out activities authorized under 24 CFR Part 968 (Public Housing Modernization);
6. Provide assistance to eligible low-income housing under 24 CFR Part 248 (Prepayment of Low Income Housing Mortgages);
7. Provide assistance (other than assistance to a home buyer to acquire housing previously assisted with HOME funds) to a project previously assisted with HOME funds during the period of affordability established by HUD or THDA in the written agreement. However, additional HOME funds may be committed to a project up to one year after project completion, but the amount of HOME funds in the project may not exceed the HUD maximum per-unit subsidy amount;
8. Pay for any cost that is not eligible under 24 CFR 92.206 through 92.209;
9. Use HOME funds for rental housing projects;

10. Provide assistance for a homeowner rehabilitation project by a CHDO from the 15% CHDO set-aside. A CHDO funded through the 15% CHDO Set-aside can only participate in the HOME program if they are the owner and developer of a project.

## **E. LAYERING**

Layering is the combining of other federal resources on a HOME-assisted project that results in an excessive amount of subsidy for the project. Such activity is prohibited. Grantees must analyze each project to insure that only the minimum amount of assistance is allocated to the project. In no case may the amount of HOME funds exceed the HUD Maximum Per Unit Subsidy Limit.

## **F. MATCH**

For the FY 2017 HOME program, THDA will continue to provide the required federal match. Although no local match is required from applicants, THDA will award points based on the contribution of eligible match reflected in an application as specified in the scoring matrix. THDA will count any non-federal project funds or other resources reflected in successful applications that qualify as match under the HOME rule toward the match requirement.

HOME match is permanent, non-federal contributions to a project. Matching contributions may be in the form of one or more of the following:

- a. Cash contributions not provided by the assisted household and not from a federal source, including the present value of the interest subsidy for loans made at rates below market.
- b. Reasonable value of donated site-preparation and construction materials.
- c. Reasonable rental value of the donated use of site preparation or construction equipment.
- d. Waived fees and taxes.
- e. Property donation or below-market sale. A copy of the appraisal and/or purchase contract must be submitted. The donor/seller of the property must also provide a statement certifying that the property was donated or sold for affordable housing purposes and an acknowledgment that the donor/seller received the URA Guide Form Notice Disclosure to Seller, as well as the HUD booklet entitled, "When a Public Agency Acquires Your Property." If the property was originally acquired with federal funds, the value of the property is not match eligible.
- f. The direct cost of donated home buyer counseling services provided to families that acquire properties with HOME funds under the provisions of 24 CFR §92.254, including on-going counseling services provided during the period of affordability. Counseling may not be valued at more than \$40 per hour.
- g. Reasonable value of donated or volunteer labor or professional services. Unskilled volunteer labor may not be valued at more than \$10 per hour; skilled volunteer labor may be valued at the documented going rate.
- h. Value of sweat equity may also be eligible if every assisted household under the HOME grant award is required to perform sweat equity. Sweat equity may not be valued at more than \$10 per hour.
- i. Other match sources as permitted under the HOME Final Rule.

THDA will monitor the contribution of match throughout the implementation of the grant.

## G. LEVERAGE

In the scoring matrix, any project that has leveraged funds will receive additional points. Leveraged funds are funds provided by local governments, grants from other sources and cash from program beneficiaries. Loan proceeds from a lending institution do not count as leverage. However, the savings generated from a below market interest rate will count as leverage. Administrative funds, *anticipated* fund-raising revenues, other THDA funds, and construction loans do not count toward leverage. Leveraged funds counted in one program year do not qualify again as leverage in subsequent years.

The value of donated labor, materials and land will count toward leverage. The value of unskilled labor is set at the current minimum wage, and the value of skilled labor is set at twice the current minimum wage. The value of land and/or a building donated or acquired for a project prior to the application will count as leverage, but there must be an appraisal or tax assessment included in the application to document its value. In order to count donated supplies or materials, only the documented value of the actual goods or materials will be considered and they must be legitimately required by the program. The donor must provide a letter to confirm the amount of the supplies or materials. Proposed discounts will not count as leverage.

## H. HOME PROGRAM REQUIREMENTS

### 1. INCOME LIMITS

HOME funds may be used to benefit only low-income households. "Low income households" means an individual or household whose income does not exceed 80% of the area median income, adjusted for household size. THDA encourages the targeting of HOME resources for homeowner rehabilitation activities to very low income households.

"Very low income household" means a household whose income does not exceed 50% of the area median income, adjusted for household size.

The income of the household to be reported for purposes of eligibility is the sum of the annual gross income of the beneficiary, the beneficiary's spouse, and any other household member residing in the home. Annual gross income is "anticipated" for the next 12 months, based upon current circumstances or known upcoming changes, minus certain income exclusions.

Current limits are in **Attachment Three: Income Limits for the HOME Program**. Median income for an area or the state shall be that median income estimate made by HUD. Median incomes change when HUD makes revised estimates.

### 2. FORMS OF ASSISTANCE

*Homeowner rehabilitation programs.* Assistance from grant recipients to program beneficiaries will be limited to grants that are completely forgiven after a specified period of time as long as the beneficiary adheres to the conditions of the grant.

*Homeownership programs.* Assistance from grant recipients to program beneficiaries as soft second mortgages will be limited to loans equal to the lesser of \$14,999 or the amount necessary to qualify the household for permanent financing which are forgiven at the end of 5 years.

### 3. COMPLIANCE PERIOD

*Homeowner rehabilitation.* Grants for homeowner rehabilitation projects that do not include reconstruction shall have a compliance period of five years with a forgiveness feature of 20% annually. In order to enforce the compliance period, THDA will require that grant recipients obtain a grant note and a recorded deed of trust executed by the homeowners.

Grants for homeowner rehabilitation projects that include reconstruction shall have a compliance period of fifteen years with a forgiveness feature of 6.67% annually. In order to enforce the compliance period, THDA will require that grant recipients obtain a grant note and a recorded deed of trust executed by the homeowners.

If the homeowner of a property that has been rehabilitated dies during the compliance period and the property is inherited by heirs, the property may be rented without repaying the unforgiven portion of the HOME subsidy to THDA. However, if the house is sold by the heirs during the affordability period, the remaining unforgiven portion must be repaid to THDA. This policy may be applied retroactively to prior HOME projects as needed.

### 4. AFFORDABILITY PERIOD

*Down Payment Programs by Local Governments or Non-CHDO Non-Profit Organizations.* A grant recipient that is a local government, or a non-CHDO non-profit agency may provide down payment and closing cost assistance as a soft second mortgage loan in an amount equal to the lesser of \$14,999 in HOME funds or the amount of HOME funds necessary to qualify a household for permanent financing, but not less than \$1,000. There will be an affordability period of five years, secured by a Note and Deed of Trust between the grant recipient and the home buyer. The HOME loan is forgiven at the end of the fifth year if the unit remains in compliance with HOME requirements. This means that the property remains the primary residence of the initial home buyer and is not leased or vacated; and if the property is sold or transferred at the end of the affordability period, the home buyer has complied with these recapture provisions. If the unit is sold or transferred during the affordability period, the amount of HOME subsidy subject to recapture will be reduced by twenty percent (20%) per year of occupancy by the initial home buyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid to THDA by the Grantee.

*CHDOS.* At the time of the sale of the unit to an eligible home buyer, the CHDO must leave HOME funds in the unit as a soft second mortgage loan in an amount equal to the lesser of \$14,999 or the amount of HOME funds necessary to qualify a household for permanent financing, but not less than \$1,000. There will be an affordability period of five years secured by a Note and Deed of Trust between the CHDO and the home buyer. The HOME loan is forgiven at the end of the fifth year if the unit remains in compliance with HOME requirements. This means that the property remains the primary residence of the initial home buyer and is not leased or vacated; and if the property is sold or transferred at the end of the affordability period, the home buyer has complied with these recapture provisions. If the unit is sold or transferred during the affordability period, the amount of HOME subsidy subject to recapture will be reduced by twenty percent (20%) per year of occupancy by the initial home buyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid to THDA.

*Sale or Transfer of the Property.* The HOME-assisted home buyer may sell or otherwise transfer the unit on or before the end of the affordability period to any willing buyer at any price, and the amount of the HOME subsidy subject to recapture will be reduced by 20% per year of occupancy by the initial home buyer. The amount subject to recapture is limited by the availability of net proceeds. The net proceeds are the sales price minus superior non-HOME loan repayments minus closing costs. If the net proceeds are not sufficient to recapture the remaining outstanding principal balance of the HOME Note plus the amount of the down payment made by the homeowner, if any, plus the amount of any capital improvement investment made by the homeowner, then the grant recipient shall recapture a pro rata share of the net proceeds of the sale in lieu of the full remaining outstanding principal balance of the HOME Note. "Capital improvement investment" means the improvements to the property made at the home buyer's expense (and not through some other form of subsidy), as evidenced by receipts or cancelled checks detailing the capital improvements made. Capital improvements do not include items of maintenance, deferred maintenance or cosmetic improvements. The pro rata amount to be recaptured shall be calculated in accordance with the HOME Program Regulations at 24 CFR 92.254(a)(5)(ii)(A)(3) as follows:

If the net proceeds are not sufficient to recapture the full HOME investment (or a reduced amount) plus enable the homeowner to recover the amount of the homeowner's down payment and any capital improvement investment made by the home owner since purchase, the grant recipient shall share the net proceeds according to the following formula:

$$\frac{\text{HOME Subsidy}}{\text{HOME Subsidy} + \text{Homeowner Investment}} \times \text{Net Proceeds} = \text{HOME Amount to Recapture}$$

$$\frac{\text{Homeowner Investment}}{\text{HOME Subsidy} + \text{Homeowner Investment}} \times \text{Net Proceeds} = \text{HOME Amount to Recapture}$$

The new proceeds may be divided proportionately as set forth in these steps:

- a. *Application of Forgiveness Feature.* Once the net proceeds are determined from the sale of the property, the grant recipient shall reduce the amount due based on the length of time the home buyer has occupied the home in relation to the affordability period. Soft second mortgages up to \$14,999 have a five year affordability period and a forgiveness feature of 20% per year.
- b. *Amount subject to recapture.* The HOME investment that is subject to recapture is based on the amount of HOME assistance that enabled the home buyer to buy the housing unit. This includes any HOME assistance that reduced the purchase price from fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value of the property (i.e., the development subsidy).
- c. After the full HOME investment has been repaid, any excess profits will belong to the homeowner.

*Construction Financing.* For CHDOs using HOME for construction financing to develop homeownership units, the initial affordability period will be based on the amount of HOME

funding invested in the development of the unit under the resale provisions of the HOME regulations. In order to enforce the provisions of the Working Agreement with the CHDO, THDA will require that a Restrictive Covenant and Deed of Trust be recorded against the property prior to drawing down HOME funds for construction. When the unit is sold to an eligible home buyer, THDA will provide the closing agent a copy of the release for Restrictive Covenant and Deed of Trust. The CHDO must provide the closing agent with a Grant Note and Deed of Trust between the CHDO and the home buyer for the soft second mortgage loan under the recapture provisions. Upon receipt by THDA of a copy of the Grant Note, the recorded Deed of Trust between the home buyer and the CHDO, the recorded deed from the seller to the home buyer, and the fully executed final TILA-RESPA Integrated Disclosure (TRID) Settlement Statement, the original Release of Lien is forwarded to the closing agent for recording.

**4. LEVEL OF SUBSIDY**

<b>MINIMUM HOME DOLLARS</b>	\$ 1,000	PER UNIT
<b>MAXIMUM HOME DOLLARS</b>	\$58,378	0-BEDROOM (EFFICIENCY) LIMIT
	\$66,923	1-BEDROOM LIMIT
	\$81,377	2-BEDROOM LIMIT
	\$105,276	3-BEDROOM LIMIT
	\$115,560	4-BEDROOM OR MORE LIMIT

**5. PROPERTY STANDARDS**

Property standards must be met when HOME funds are used for a project. Any housing constructed or rehabilitated with THDA HOME funds must meet all applicable local, county and state codes, rehabilitation standards, Uniform Property Condition Standards (UPCS), and zoning ordinances at the time of project completion.

In the absence of a local code, new construction of single-family units or duplexes must meet the current, State-adopted edition of the International Residential Code for One- and Two-Family Dwellings. The newly constructed units must also meet accessibility requirements and mitigate disaster impact as applicable per State and local codes, ordinances, etc.

In the absence of a local code, rehabilitation of existing homeowner units must meet the current, State-adopted edition of the Existing Building Code of the International Code Council (ICC).

THDA will not make any funding awards for units in a jurisdiction where the unit cannot be inspected by a state certified building inspector or by a provider as permitted under State law.

HOME funded units must also conform, as applicable, to the THDA Minimum Design Standards for New Construction of Single Family and Multifamily Housing Units and with THDA's Minimum Design Standards for Rehabilitation of Single Family and Multi-family Housing Units. THDA must review and approve plans, work write-ups and written cost estimates and determine cost reasonableness for both new construction and rehabilitation prior to putting the project out to bid.

The International Code books are available from:

**Eastern Regional Office (BIR)** 900 Montclair Road  
Birmingham, AL 35213  
[P] 888-ICC-SAFE (888-422-7233) and press 0  
[F] (205) 599-9871  
Open 8 a.m. to 4 p.m., Central, Monday-Friday

**Central Regional Office (CH)** 4051 Flossmoor Road  
Country Club Hills, IL 60478  
[P] 888-ICC-SAFE (888-422-7233) and press 0  
[F] (708) 799-4981 or 1-800-214-7167  
Open 8 a.m. to 4 p.m., Central, Monday-Friday

**Western Regional Office (LA)** 5360 Workman Mill Road  
Whittier, CA 90601  
[P] 888-ICC-SAFE (888-422-7233) and press 0  
[F] (562) 908-5524  
Open 8 a.m. to 4 p.m., Pacific, Monday-Friday

**Website:** [www.iccsafe.org](http://www.iccsafe.org)

**Disaster Mitigation.** All new construction should be built in a method and/or location that would attempt to protect all new construction from possible disaster due to either a man-made issue, or an act of God that may cause physical or structural damage to the home. The methods should include any items that may be recommended, or required by either local, state, or federal agencies dealing with disasters.

**Energy Code.** New construction projects must also meet the State-adopted edition of the International Energy Conservation Code. Copies of the Energy Code may also be obtained from the International Code Council at the address listed above.

**Energy Conservation.** In addition to meeting the State-adopted edition of the International Energy Conservation Code, new construction projects must be Energy Star qualified as certified by an independent Home Energy Rating System (HERS) rater or achieve a HERS index of 85 or less when tested by a certified rater.

**Section 504.** Section 504 of the Rehabilitation Act of 1973 prohibits discrimination in federally assisted activities and programs on the basis of disability, and imposes requirements to ensure accessibility for qualified individuals with disabilities to these programs and activities.

## 6. AFTER REHABILITATION PROPERTY VALUE

*For homeowner rehabilitation projects,* the maximum after rehabilitation value permitted for the type of single-family housing (1-4 family residence, condominium, cooperative unit,) shall not exceed 95% of the median purchase price for the area as established by HUD. The after rehabilitation value is determined by adding the appraised value of the land and improvements from the county assessor's office and the cost of the rehabilitation (construction hard costs plus project soft costs). See **Attachment Two: Property Value Limits – Existing Homes HOME Purchase Price.**

## 7. SALES PRICE LIMITS

The sales price limit for homeownership programs are the same as the Property Value Limits for homeowner rehabilitation programs. **See Attachment Two: Property Value Limits Existing Homes HOME Purchase Price and New Homes HOME Purchase Price.**

### I. UNIVERSAL DESIGN/VISITABILITY

THDA encourages the inclusion of features that allow individuals with physical disabilities to reside and/or visit the housing that is constructed or rehabilitated with federal HOME funds.

Universal design is a building concept that incorporates products, general design layouts and other characteristics to a housing unit in order to:

- Make the unit usable by the greatest number of people;
- Respond to the changing needs of the resident; and
- Improve the marketability of the unit

The goal of universal design seeks to build housing that meets the needs of the greatest number of residents within a community. Universal design differs from accessible design, which is primarily intended to meet the needs of persons with disabilities. However, universal design is inclusive of adaptable design as universal design incorporates structural features that will allow a housing unit to be adapted to an individual's current or future needs. Universal design features include, but are not limited to:

- Stepless entrances.
- Minimum 5' x 5' level clear space inside and outside entry door.
- Broad blocking in walls around toilet, tub and shower for future placement of grab bars.
- Full-extension, pull-out drawers, shelves and racks in base cabinets in kitchen.
- Front mounted controls on all appliances.
- Lever door handles.
- Loop handle pulls on drawers and cabinet doors.

More information on Universal Design may be found at The Center for Universal Design at North Carolina State University: <http://www.ncsu.edu/ncsu/design/cud/index.htm>.

Visitability refers to homes that are designed and built in a manner that allows individuals who have trouble with steps or use wheelchairs or walkers to live in or visit the unit. These features include:

- One zero-step entrance.
- Doors with 32 inches of clear passage space.
- One bathroom on the main floor that is accessible to a person using a wheelchair.

More information on Visitability can be found at: <http://www.visitability.org>.

## J. HOME RELOCATION REQUIREMENTS

***THDA DISCOURAGES PROJECTS INVOLVING DISPLACEMENT OR RELOCATION OF HOUSEHOLDS. PRIOR TO APPLICATION, CONTACT THDA IF YOU ARE PLANNING ANY PROJECT THAT MAY INVOLVE DISPLACEMENT OR RELOCATION.***

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), and its implementing regulations, 49 CFR Part 24 requires relocation assistance where acquisition has occurred under the Uniform Act. In addition, the Uniform Act coverage was expanded in 1987 amendments to cover displacement of individuals resulting from rehabilitation, demolition or private acquisition carried out under a federally assisted project or program.

Section 104(d) of the Housing and Community Development Act ("The Barney Frank Amendments") and HUD's Residential Anti-Displacement and Relocation Assistance Plan include additional relocation requirements. This extra level of relocation protection may be triggered for low-income households when units are converted or demolished with Community Development Block Grant (CDBG) or HOME funds. In addition, when Section 104(d) is triggered, jurisdictions may need to replace any low/moderate income dwelling units that are lost due to the conversion or demolition. This section refers only to residential relocation. If non-residential (commercial/industrial) relocation is involved, contact THDA.

Understanding how relocation requirements are triggered, alternate ways of meeting them, and the costs of the alternatives is essential in making HOME program decisions. Concerns about relocation may cause an administrator to consider establishing a preference for vacant buildings. However, administrators should also consider that vacant buildings are often much deteriorated. Rehabilitating an occupied building even with the cost of assisting tenants to remain or relocate, may be less costly than rehabilitating a vacant building. In occupied buildings, program administrators must consider whether occupants will be able to return after rehabilitation and whether Housing Choice Voucher (Section 8) assistance is available to help meet relocation costs. Selecting vacant projects does not relieve all relocation concerns. Vacant buildings in good condition may have been recently occupied. If so, the program administrator must consider whether the owner removed the tenants in order to apply for HOME assistance for a vacant building. If so, these tenants are displaced persons.

Skilled staff can save the local program money and build goodwill with owners and tenants. Failure to understand and follow relocation requirements can result in unnecessary costs for the local program. It is possible for uninformed owners and staff to take steps that would obligate the local program to provide significant relocation benefits and services. Early briefings for owners and program staff on relocation rules are essential. Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition consolidates relocation requirements for HOME and other HUD programs in one document. It is available from HUD Field Offices or by contacting THDA. HUD informational booklets for persons who are displaced or whose property is to be acquired are also available from HUD Field Offices or from THDA.

Uniform Relocation Act (URA) requirements are triggered at the time the application is being prepared, and additional requirements are triggered at the time the working agreement is signed between the owner and the grantee and when rehabilitation is completed. Treatment of displaced persons depends upon whether the displaced person is (1) a tenant or owner; (2) a business or household; (3) has income above or below the Section 8 Lower Income Limit.

**WHO IS A DISPLACED PERSON?** - Any person (household, individual, business, farm, or non-profit organization) that moves from the real property, permanently, as a direct result of rehabilitation, demolition, or

acquisition for a project assisted with HOME funds. Relocation requirements apply to all occupants of a project/site for which HOME assistance is sought even if less than 100% of the units are HOME assisted.

**WHO IS NOT A DISPLACED PERSON?** - A tenant evicted for cause, assuming the eviction was not undertaken to evade URA obligations. A person with no legal right to occupy the property under State or local law (e.g., squatter). A tenant who moved in after the application was submitted but before signing a lease and commencing occupancy, was provided written notice of the planned project, it's possible impact on the person (e.g., the person may be displaced, temporarily relocated, or experience a rent increase), and the fact that the person would not qualify as a "displaced person" (or for any assistance under URA) as a result of the project. A person, after being fully informed of their rights, waives them by signing a Waiver Form.

**HOW IS DISPLACEMENT TRIGGERED?**

*Before Application.* A tenant moves permanently from the property before the owner submits an application for HOME assistance if THDA or HUD determines that the displacement was a direct result of the rehabilitation, demolition, or acquisition for the HOME project. (e.g., THDA determines that the owner displaced tenants in order to propose a vacant building for HOME assistance.)

*After Application.* A tenant moves permanently from the property after submission of the application, or, if the applicant does not have site control, the date THDA or the local program administrator approves the site because: (1) the owner requires the tenant to move permanently; or (2) the owner fails to provide timely required notices to the tenant; or (3) the tenant is required to move temporarily and the owner does not pay all actual, reasonable out-of-pocket expenses or because the conditions of the move are unreasonable.

*After Execution of Agreement.* A tenant moves permanently from the project after execution of the agreement covering the acquisition, rehabilitation or demolition because the tenant is not provided the opportunity to lease a suitable, affordable unit in the project.

**K. HOME RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

THDA will require grant recipients to replace all occupied and vacant habitable lower income housing demolished or converted to a use other than as lower income housing in connection with a project assisted with funds provided under the HOME Investment Partnership Act

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a working agreement committing THDA to provide funds for a project that will directly result in the demolition or conversion, THDA will make public by and submit to the HUD/Knoxville HOME coordinator certain information. Each applicant proposing demolition or any reduction in lower income housing units must submit the following information to THDA:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower income housing that will be demolished or converted to a use other than as lower income housing as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of bedrooms and location on a map of the replacement housing that has been or will be provided;
5. The source of funding and a time schedule for the provision of the replacement housing;

6. The basis for concluding that the replacement housing will remain lower income housing for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the approved Consolidated Plan.

## L. EQUAL OPPORTUNITY AND FAIR HOUSING

No person in the United States shall on the grounds of race, color, religion, sex, familial status, national origin, or disability be excluded from participation, denied benefits or subjected to discrimination under any program funded in whole or in part by HOME funds. The following Federal requirements as set forth in 24 CFR 5.105(a), Nondiscrimination and equal opportunity, are applicable to HOME projects:

Fair Housing Act	24 CFR Part 100
Executive Order 11063, as amended (Equal Opportunity in Housing)	24 CFR Part 107
Title VI of the Civil Rights Act of 1964 (Nondiscrimination in Federal programs)	24 CFR Part 1
Age Discrimination Act of 1975	24 CFR Part 146
Section 504 of the Rehabilitation Act of 1973	24 CFR Part 8
Section 109 of Title I of the Housing and Community Development Act of 1974	24 CFR Part 6
Title II of the Americans with Disabilities Act	42 U.S.C. §12101 <i>et seq.</i>
Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity	24 CFR Parts 5, 200, 203, 236, 400, 570, 574, 882, 891 and 982
Section 3 of the Housing & Urban Development Act of 1968	24 CFR 135
<ul style="list-style-type: none"> <li>• Section 3 requires that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low-income persons, particularly those who are recipients of government assistance for housing.</li> </ul>	
Executive Order 11246, as amended (Equal Employment Opportunity Programs)	41 CFR 60
Executive Order 11625, as amended (Minority Business Enterprises)	
Executive Order 12432, as amended (Minority Business Enterprise Development)	
Executive Order 12138, as amended (Women's Business Enterprise)	

- Executive Orders 11625, 12432, and 12138 (Minority/Women's Business Enterprise) require that PJs and local programs must prescribe procedures acceptable to HUD for a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women and entities owned by minorities and women in all contracts. Local programs must also develop acceptable policies and procedures if their application is approved by THDA.

The HUD Office of Fair Housing also includes the following fair housing laws and Presidential Executive Orders which are not included in 24 CFR 5.105(a) but which are applicable to federally-assisted programs:

Architectural Barriers Act of 1968

42 U.S.C. §4151 *et seq.*

Executive Order 12892, as amended  
(Affirmatively Furthering Fair Housing)

Executive Order 12898

Executive Order 13166  
(Limited English Proficiency)

Executive Order 13217  
(Community-based living arrangements for persons with disabilities)

In addition to the above requirements, the PJ and local programs must assure that its Equal Opportunity and Fair Housing policies in the HOME Program are consistent with its current Consolidated Plan.

#### **M. SITE AND NEIGHBORHOOD STANDARDS**

Housing provided through the HOME program must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063, and HUD regulations issued pursuant thereto; and must promote greater choice of housing opportunities. Grantees must ensure that the proposed activity does not allow or promote segregation on the basis of race, disability or income.

#### **N. AFFIRMATIVE MARKETING**

Prior to beginning a HOME project, grant recipients must adopt affirmative marketing procedures and requirements for all HOME funded home buyer projects with five or more units. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability. These must be approved by THDA prior to any HOME funds being committed to a project. Requirements and procedures must include:

1. Methods for informing the public, owners and potential tenants about fair housing laws and the local program's policies;
2. A description of what owners and/or the program administrator will do to affirmatively market housing assisted with HOME funds;
3. A description of what owners and/or the program administrator will do to inform persons not likely to apply for housing without special outreach;

4. Maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and
5. Description of how efforts will be assessed and what corrective actions will be taken where requirements are not met.

#### **O. ENVIRONMENTAL REVIEW**

In implementing the HOME program, the environmental effects of each activity must be assessed in accordance with the provisions of the National Environment Policy Act of 1969 (NEPA) and the related authorities listed in HUD's regulations at 24 CFR Parts 50 and 58.

THDA, as the Participating Jurisdiction, and the units of local government receiving HOME funds from THDA will be responsible for carrying out environmental reviews. THDA will approve the release of funds for local governments and must request the release of funds from HUD for any projects of non-profit organizations. The non-profit organizations will be responsible for gathering the information required for the environmental reviews. HOME funds and any other funds involved in the project cannot be committed until the environmental review process has been completed and the HOME funds have been released. The Environmental Review covers the entire project, not just the portion funded by HOME. Therefore, except under very limited circumstances, *no funds, including both HOME and non-HOME resources, may be expended on a project prior to the release of funds under the Environmental Review process. Any such expenditure will make the entire project ineligible for funding under the HOME program.*

#### **P. LEAD-BASED PAINT**

Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.) and 24 CFR Part 35, Subparts C through M. The lead-based paint provisions of 982.401(j) also apply, irrespective of the applicable property standard under 24 CFR 92.251. The Lead-Based Paint regulations are available at [www.hud.gov/lea](http://www.hud.gov/lea) or by contacting 1-800-424-LEAD (5323).

#### **Q. LABOR STANDARDS**

Davis-Bacon wage compliance and other Federal laws and regulations pertaining to labor standards apply to all contracts for rehabilitating or constructing 12 or more units assisted with HOME funds. The contract for construction must contain the applicable wage provisions and labor standards. Davis-Bacon does not apply to projects using volunteer labor or to sweat equity projects.

#### **R. DEBARMENT AND SUSPENSION**

Local programs must require participants in lower-tier transactions covered by 24 CFR 24 to certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from the covered transaction.

#### **S. FLOOD PLAINS**

*HOME funds may not be used to construct housing in an area identified by the Federal Emergency Management Agency as having special flood hazards. In addition, THDA discourages the rehabilitation of*

units located in special flood hazard areas, but in a few instances and with written permission from THDA, houses located in a floodplain may be assisted. The community must be participating in the National Flood Insurance Program and flood insurance must be obtained on the units.

## **T. CONFLICT OF INTEREST**

In the procurement of property and services, the conflict of interest provisions at 2 CFR 200.112, apply. In all cases not governed by 2 CFR 200.112, the conflict of interest provisions of the HOME Rule as stated below apply:

The HOME conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of THDA, a State recipient or subrecipient receiving HOME funds. No person listed above who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.

No owner, developer or sponsor of a project assisted with HOME funds (or officer, employee, agent, elected or appointed official, or consultant of the owner, developer or sponsor or immediate family member or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer or sponsor) whether private, for profit or non-profit (including a CHDO when acting as an owner, developer or sponsor) may occupy a HOME-assisted affordable housing unit in a project during the required period of affordability specified in 92.252(e) or 92.254(a)(4). This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

Grant recipients should avoid conflicts of interest and the appearance of conflicts of interest in administering their HOME programs as THDA does not routinely consider requesting exceptions to the conflict of interest provisions from HUD. The existence of a conflict of interest or the appearance of a conflict of interest, as determined by THDA in its sole discretion, may be grounds for requiring repayment of HOME funding and limitations on future program participation.

## **U. PROCUREMENT**

It is important to keep the solicitation of bids for goods and services as well as professional services contracts open and competitive. Cities, counties and non-profit organizations must follow their procurement policies and meet state and federal requirements. At a minimum, applicants must comply with 2 CFR 200.318 - General Procurement Standards.

Applicants should obtain 3 to 5 bids using formal advertising or requests for proposals for the procurement of professional services such as grant administration, inspections, and work write-ups. There must be an established selection procedure and a written rationale for selecting the successful bid or proposal.

## V. APPLICATION AND EVALUATION PROCEDURE

THDA will evaluate each application to determine if the proposal meets threshold criteria. Threshold criteria includes: submission of a complete application; proposal of an eligible activity; proposal of a project that in the opinion of THDA is physically, financially and administratively feasible; and the proposal of a project that meets the requirements of 24 CFR Part 92, as amended.

Non-profit applicants must submit Part I of **Attachment One: Non-Profit/CHDO Checklist** with supporting documentation.

Additional requirements for non-profit organizations, including CHDOs, are listed on **Attachment One: Non-Profit/CHDO Checklist**. Documentation must be submitted along with the completed Checklist to demonstrate that the organization meets threshold requirements and has the capacity to provide affordable housing for low income households, including the administration of the proposed project.

Applications meeting the threshold criteria will be scored and ranked in descending numerical order within the “urban” matrix, the “rural” matrix or the CHDO matrix, based on the following categories:

<b>URBAN AND RURAL MATRICES</b>	<b>Up to 190 Points</b>
---------------------------------	-------------------------

### 1. PROGRAM DESIGN

Up to 50 points

The proposed program demonstrates exceptional planning, readiness and administrative capability. All necessary components to accomplish the project have been identified in the application.

- Program administrators with the following characteristics have been identified:
  - Has personnel who are knowledgeable in HOME grant administration;
  - Has relevant experience in the administration of housing grants; and/or has otherwise shown the capability to administer the project;
  - Has the ability to follow the timeframe of Attachment B: Implementation Plan of the Working Agreement;
  - Is able to draw down funds in a timely manner;
  - Has a lack of monitoring findings associated with past grants on which the administrator has worked;
  - Has not left HOME funds in excess of \$75,000 in a prior grant at closeout; and
  - Responds appropriately to client concerns or complaints, contractor’s concerns or complaints, and information requests from THDA staff.
  - THDA will also consider the number and locations of current grants an administrator is administering and other

factors THDA, in its sole discretion, deems relevant, in evaluating an application.

- Individuals/firms providing architectural, construction management and/or inspection services have been identified, appropriately procured, and are qualified to perform the services.
  - THDA will consider the number and locations of current grants for which an individual/firm is providing inspection services in any given program year, and other factors, THDA, in its sole discretion, deems relevant in evaluating an application.
- If applicable, the lead inspector and/or risk assessors have been identified and are qualified to perform the services.
- If the applicant is a local jurisdiction, the local government is involved in the administration of the project.
- The program design should provide a timeline, prepared in accordance with THDA's application instructions, that clearly provides for the completion of all units and the close out of the grant by June 30, 2020.
- Program designs for homeowner rehabilitation activities that set-aside all or a portion of the available assistance to households with incomes at or below 50% of AMI will be prioritized.

## 2. **NEED**

**Up to 40 points**

THDA has calculated need factors using housing statistics for counties. Factors are based on percentages rather than absolute numbers. The need factors used are the percentage of owner households who are low income; the percentage of owner households with cost burden; the percentage of affordable owner units built before 1960; the percentage of food stamp recipient households in the county; percent of owner households greater than one and one-half times overcrowded; percent of county average homeowner delinquency rate; percent of county poverty rate for all households; and county unemployment rate. Scores to be used in the evaluations are shown in **Attachment Four: 2017 HOME Need Scores for Homeowner Projects**.

For multi-county projects, the need score is calculated proportionately according to the number of units proposed for each county.

## 3. **NOT PROPORTIONALLY SERVED**

**Up to 40 points**

THDA shall award up to 40 points to applications submitted from areas where the amount of prior HOME funding is below the state average. The formula for awarding these points is based on the percentage of 1992 - 2016 HOME dollars awarded in each county. These calculations are shown in **Attachment Five: HOME Program Not Proportionally Served**. For multi-county projects, this score is calculated proportionately according to the number of units in each county.

## 4. **DISASTER AREAS**

**10 points**

THDA shall award 10 points to applications for projects located in counties that have been declared a presidential disaster area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act

in the year prior to the application due date. See **Attachment Six: Disaster Counties** for the current disaster areas.

**5. MATCH**

**Up to 20 points**

THDA shall award up to 20 points to applications that include a committed contribution of eligible match resources towards the project implementation. A commitment of eligible match contribution from an external source must be documented in the application from the source providing the contribution. To determine the points awarded, THDA will not round the percentage calculated.

The project's sources include an eligible HOME match contribution that is equal to or greater than 15% of the proposed HOME funds to be used for project costs 20 points

The project's sources include an eligible HOME match contribution that is equal to or greater than 5% and less than 15% of the proposed HOME funds to be used for project costs. 10 points

The project's sources include an eligible HOME match contribution that is equal to or greater than 1% and less than 5% of the proposed HOME funds to be used for project costs. 5 points

The project's sources include an eligible HOME match contribution that is less than 1% of the proposed HOME funds to be used for project costs. 0 points

**6. LEVERAGE.**

**Up to 10 points**

THDA shall award up to 10 points to applications that include the use of funds from other sources. THDA will award points in this category based on the dollar value of the funds from other sources as a percentage of the total funds in the project. Leveraged funds counted in one program year do not qualify again as leverage in subsequent years. In order to receive points, there must be written documentation of the leveraged funds in the application.

**7. ENERGY CONSERVATION**

**Up to 10 points**

THDA shall award up to 10 points to applications for rehabilitation that include an independent energy audit and, to the extent feasible, incorporate the recommendations of the audit report in the rehabilitation work write-up.

**8. TENNESSEE GROWTH POLICY ACT**

**10 Points**

TCA Section 6-58-109(c) requires THDA to award 5 points on a 100 point scale or a comparable percentage on a different point scale to municipalities or counties with approved growth plans when the local communities apply for HOME funds. Applications from counties not subject to the Tennessee Growth Policy Act will also receive these points. See **Attachment Seven: Growth Plan Approvals.**

**1. CAPABILITY****Up to 50 points**

The proposed project demonstrates exceptional planning and readiness.

Up to 25 points

- The program design is complete and all necessary components to accomplish the project are identified in the application.
- Sites have been identified and CHDO has site control. NOTE: THDA will not be able to issue a Working Agreement unless there are specific addresses or a legal description for the property.
- CHDO has a pipeline of potential home buyers ready to purchase or working toward readiness to purchase. NOTE: Commitment of CHDO funds must be to a specific address and home buyer to meet HUD's definition of CHDO commitment by the 24-month deadline.
- CHDO has completed an examination of neighborhood market conditions demonstrating a need for the proposed housing and the anticipated housing types, as well at the target locations or neighborhoods for which the housing is intended.
- CHDO has the capacity to secure other funding for the project. Commitment letters are included in the application.

The CHDO demonstrates sufficient capacity beyond threshold.

Up to 25 points

- The CHDO has produced successful affordable housing projects of similar size, scope and complexity.
- The CHDO has a demonstrated capacity to manage homeownership programs.
- The CHDO has paid staff with demonstrated housing development experience as documented by W-2 or W-4 forms.
- The organization operating budget reflects multiple sources of funding.
- If previous experience under HOME:
  - Has the demonstrated ability to conform to the timeframe of Attachment B: Implementation Plan of the HOME Working Agreement;
  - Has demonstrated its ability to draw down funds in a timely manner;
  - Has demonstrated the ability to complete a project within the contract term;

- Has a lack of monitoring findings; and
- Appropriately responds to client concerns or complaints and to THDA staff.

**2. NEED**

**Up to 40 points**

THDA has calculated need factors using housing statistics for counties. Factors are based on percentages rather than absolute numbers. The need factors used are percentage of owner households that are low income; the percentage of low income owner households with cost burden; and the percent of affordable owner units built before 1960; the percentage of food stamp recipient households in the county; percent of owner households greater than one and one-half times overcrowded; percent of county average homeowner delinquency rate; percent of county poverty rate for all households; and county unemployment rate. Scores to be used in the evaluations are shown in **Attachment Four: 2017 HOME Need Scores for Homeowner Projects**.

For multi-county projects, the need score is calculated proportionately according to the number of units proposed for each county.

**3. NOT PROPORTIONALLY SERVED**

**Up to 40 points**

THDA shall award up to 40 points to applications submitted from areas where the amount of THDA and HOME funding is below the state average. The formula for awarding these points is based on the percentage of 1992-2016 HOME dollars awarded in each county. These calculations are shown in **Attachment Five: HOME Program Not Proportionally Served**. For multi-county projects, this score is calculated proportionately according to the number of units in each county.

**4. DISASTER AREAS**

**10 points**

THDA shall award 10 points to applications for projects located in counties that have been declared a presidential disaster area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act in the year prior to the application due date. See **Attachment Six: Disaster Counties** for the current disaster areas.

**5. MATCH**

**Up to 20 points**

THDA shall award up to 20 points to applications that include a committed contribution of eligible match resources towards the project implementation. A commitment of eligible match contribution from an external source must be documented in the application from the source providing the contribution. To determine the points awarded, THDA will not round the percentage calculated.

The project's sources include an eligible HOME match contribution that is equal to or greater than 15% of the proposed HOME funds to be used for project costs **20 points**

The project's sources include an eligible HOME match contribution that is equal to or greater than 5% and less than 15% of the proposed HOME funds to be used for project costs. **10 points**

The project's sources include an eligible HOME match contribution that is equal to or greater than 1% and less than 5% of the proposed HOME funds to be used for project costs. **5 points**

The project's sources include an eligible HOME match contribution that is less than 0 points 1% of the proposed HOME funds to be used for project costs.

**6. LEVERAGE.**

**Up to 10 points**

THDA shall award up to 10 points to applications that include the use of funds from other sources. THDA will award point in this category based on the actual percentage of other funds in the project. Leveraged funds counted in one program year do not qualify again as leverage in subsequent years. In order to receive points, there must be written documentation for the leveraged funds in the application.

**7. ENERGY CONSERVATION/UNIVERSAL DESIGN**

**Up to 10 points**

- a. For acquisition/rehabilitation and sale type homeownership projects, THDA shall award up to 10 points to applications that, to the extent feasible, include at least three energy conservation measures beyond that required by THDA's Design Standards for Rehabilitation in the rehabilitation of each unit.
- b. For new construction homeownership projects, THDA shall award up to 10 points to applications that agree to construct each single family unit in accordance with the following standards beyond that which is required by THDA's Design Standards for New Construction:
  - (1) At least one entrance door, whether located at the front, side, or back of the building, or through an interior garage;
    - (A) Is on an accessible route served by a ramp or no-step entrance; and
    - (B) Has at least a standard 36 inch door;
  - (2) On the first floor of the building:
    - (A) Each interior door is at least a standard 32 inch door, unless the door provides access only to a closet of less than 15 square feet in area;
    - (B) Each hallway has a width of at least 36 inches and is level, with ramped or beveled changes at each door threshold;
    - (C) Each bathroom wall is reinforced for potential installation of grab bars;
    - (D) Each electrical panel or breaker box, light switch, or thermostat is not higher than 48 inches above the floor; and
    - (E) Each electrical plug or other receptacle is at least 15 inches above the floor; and
  - (3) The main breaker box is located inside the unit on the first floor.

**RESOLUTION NO. 549**

**A RESOLUTION SUPPORTING THE IMPROVE ACT AS PROPOSED BY THE GOVERNOR OF TENNESSEE TO CREATE BALANCED TRANSPORTATION FUNDING PLAN FOR THE CURRENT AND FUTURE NEEDS OF OUR CITIZENS.**

**WHEREAS;** The Transportation network in the Kingsport MTPO region is continually growing and in need of expansion and maintenance; and

**WHEREAS;** The IMPROVE Act: Improving Manufacturing, Public Roads and Opportunities for a Vibrant Economy is a comprehensive and strategic plan to cut taxes on food and manufacturing while updating how the state provides Tennesseans the safe and reliable transportation network needed to support future job growth; and

**WHEREAS;** the funding sources of to maintain and grow the transpiration network to support the business, citizens and visitors to our region have not continued to grow at the same pace; and

**WHEREAS;** we strongly support efforts to enhance funding sources available for the maintenance of state and local roadways and bridges. Over the past decade, resurfacing costs have more than doubled, with the cost of asphalt skyrocketing, while per gallon taxes available for maintenance and construction have declined as vehicles become far more fuel efficient.

**WHEREAS;** The IMPROVE Act offers a balanced, equitable transportation plan that keeps Tennessee a pay-as-you-go state for the next generation and our roads debt free; and

**WHEREAS;** The Kingsport Metropolitan Transportation Planning Organization feels it is important to support the actions of the Governor and show support for this new transportation plan to meet Tennessee's Needs; and

**WHEREAS;** The IMPROVE Act also creates an additional 40% increase to local cities and counties for the funding of the local transportation network in addition to the state projects.

**NOW THEREFORE, BE IT RESOLVED** on February 28, 2017, the Town of Mount Carmel, Tennessee does hereby approve and endorse the IMPROVE Act as presented by Governor Bill Haslam and the Tennessee Department of Transportation.

  
Chris Jones, Mayor

Motion: Alderman Eugene Christian

Second: Alderman Jennifer Williams

FIRST READING	AYES	NAYS	OTHER
Alderman Diane Adams			absent
Alderman Eugene Christian	✓		
Alderman Margaret Christian	✓		
Alderman Wanda Davidson	✓		
Alderman Jennifer Williams	✓		
Vice-Mayor Carl Wolfe	✓		
Mayor Chris Jones	✓		
<b>TOTALS</b>	6	0	1

Passed : February 28, 2017

## **IMPROVE Act: Improving Manufacturing, Public Roads and Opportunities for a Vibrant Economy**

*A comprehensive and strategic plan to cut taxes on food and manufacturing while updating how the state provides Tennesseans the safe and reliable transportation network needed to support future job growth.*

### **KEY TAKEAWAYS:**

- ✓ Cuts \$270 million annually in taxes, bringing the total number of cuts made and proposed since 2011 to \$540 million annually, roughly nine times more than any other administration.
- ✓ Keeps the state's transportation network debt-free for the next generation at a cost to the average Tennessee road user of \$4.17 a month while delivering 962 projects across all 95 counties.
- ✓ Cities receive an additional \$39 million, and counties receive an additional \$78 million for local projects, allowing them to keep property and other local taxes low.

### **Tax Cuts**

The IMPROVE Act cuts taxes by an estimated \$270 million annually, bringing the total number of cuts made and proposed since 2011 to \$540 million annually, roughly nine times more than any other administration.

- ✓ Cuts business taxes for manufacturers (\$113 million) by allowing them to go to "single weighted sales factor." Tennessee is currently at a competitive disadvantage for manufacturers, losing several candidates recently because of it. This helps create an even better environment for job creation because of manufacturing's multiplier effect with the suppliers they bring in.
- ✓ Cuts the sales tax on groceries by another half percent (\$55 million), bringing the total cut of this tax under the Haslam administration to \$101 million.
- ✓ Cuts the Hall income tax 1.5 percent this year with a commitment to cut it another 1.5 percent next year (3 percent, \$102 million).

### **A New Transportation Plan to Meet Tennessee's Needs**

Tennessee's flat state gas tax of 21.4 cents per gallon hasn't been updated since 1989. Due to inflation, increases in construction costs and the cost of land and better gas mileage, the state comptroller estimates that 21.4 cents in 1989 is now worth approximately 11 cents a gallon. The money goes half as far as it once did. Without additional funding, it would take the state 50 years to complete its current list of projects, and many cities and counties will be forced to raise property taxes to pay for transportation. Good roads lead to good jobs. One of Tennessee's most desirable attributes in recruiting jobs is our location on the map. If you want to distribute product around the country, there's no better location. But it's hard to sell job creators on Tennessee if we don't have the roads and bridges to get product where it needs to go. A poor transportation system also costs citizens in time and vehicle maintenance.

The IMPROVE Act offers a balanced, equitable transportation plan that keeps Tennessee a pay-as-you-go state for the next generation and our roads debt free:

- ✓ Increases the road user fee by 7 cents a gallon for gas and 12 cents a gallon for diesel.
- ✓ Increases car registration fees by \$5 for the average passenger vehicle.
- ✓ Places a \$100 annual fee on electric vehicles and increases charges on vehicles using alternative fuels.
- ✓ Includes a 3 percent charge on rental cars.
- ✓ Changes open container law to allow TDOT flexibility to use \$18 million in existing federal funds on roads.
- ✓ Indexes (but caps) fuel taxes to the Consumer Price Index to keep up with the rate of inflation.
- ✓ Brings in \$278 million in new dollars to fund 962 transportation projects across all 95 counties, with 52 percent of the projects going to urban areas and 48 percent to rural areas. These projects include safety and interstate improvements, congestion reduction, economic corridors and 536 bridges repaired.
- ✓ Provides an additional \$39 million for cities and \$78 million for counties for local transportation projects.
- ✓ Allows municipalities, only if approved by local voters through referendum, to impose a surcharge on their sales tax rate that would be solely dedicated to public transit projects.

**Town of Mount Carmel  
100 East Main Street  
P.O. Box 1421  
Mount Carmel, TN 37645**

**Mount Carmel Business Development Committee 2016-2017**

Meets as needed  
Reappointed each July or After an Election

Chris Jones, Mayor  
337 Hemlock Street  
Mount Carmel, TN 37645  
423-431-9086

Eugene Christian, Alderman  
1517 McCracken Lane  
Mount Carmel, TN 37645  
246-6794

Eddie Lumpkins  
704 Hammond Ave  
236 Atlanta Ave  
Mount Carmel, TN 37645  
423-416-2899

Jody Stewart  
P.O. Box 1817  
Mount Carmel, TN 37645  
423-367-8082

Diane Adams, Alderman  
416 Banner Court  
Mount Carmel, TN 37645  
423-357-1439

Pam Whooten  
1516 McCracken Lane  
Mount Carmel, TN 37645  
423-246-2667  
423-676-1933

Lynn Mahan  
Hawkins County Gas Utility  
447 E Main Street  
Mount Carmel, TN 37645  
423-357-8585

**Town of Mount Carmel  
100 East Main Street  
P.O. Box 1421  
Mount Carmel, TN 37645**

**Mount Carmel Public Utility Board 2016-2017**

5 year terms

Meets 2<sup>nd</sup> Tuesday in February, May, August and November @ 5:30 p.m.

Steve Epperson, Chairman  
108 Aspen Court  
Mount Carmel, TN 37645  
Term July 2018  
357-5777

Jennifer Williams  
303 Lancer Court  
Mount Carmel, TN 37645  
Term July 2018  
782-7594

Don Taylor  
653 Redwood Drive  
Mount Carmel, TN 37645  
Term July 2021  
246-1469

Lawerence Herman  
628 Redwood Dr  
Mount Carmel, TN 37645  
Term July 2018  
378-3845

Susie M. Cline  
335 Hemlock Street  
Mount Carmel, TN 37645  
Term July 2021

**TOWN OF MOUNT CARMENL**  
**CERTIFICATE OF RECORDS DISPOSAL**

1. The following code books that are outdated and are no longer needed or used will be destroyed by being placed in the garbage:

Published by the Southern Building Code Congress International, Inc.

- 1999 Associated Codes & Standards
- 1999 Standard Building Code
- 1999 Building Code Commentary
- 1999 Fire Prevention Code
- 1997 Standard Swimming Pool Code
- 1997 Standard Amusement Device Code
- 1997 Standard Housing Code
- 1985 Unsafe Building Abatement Coe
- 1997 Standard Plumbing Code
- 1997 Standard Mechanical Code
- 1997 Standard Existing Buildings Code

1999 North Carolina Accessible Building Code

Published by the International Code Council, Inc.

- 2009 International Building Code
- 2009 International Residential Code
- 2009 International Fuel Gas Code
- 2009 International Plumbing Code
- 2009 International Mechanical Code
- 2009 International Private Sewage Disposal Code
- 2006 International Building Code
- 2006 International Residential Code
- 2006 International Fire Code
- 2006 International Fuel Gas Code
- 2006 International Mechanical Code
- 2006 International Plumbing Code
- 2006 International Residential Code and Commentary Volumes 1 and 2
- 2006 International Existing Building Code

- 2002 Uniform Fire Code
- 2002 National Fire Alarm Code (NFPA 72)
- 2002 National Electric Code

2. The above publications are no longer needed and are not used. Accordingly, they will be destroyed by placing them in the garbage in the next 30 days.

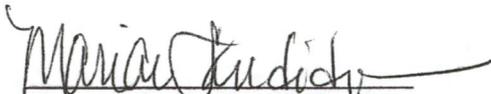


Vincent Pishner, Jr.  
Building Inspector  
December 30, 2016

**Town of Mount Carmel  
Certificate of Records Disposal**

The following records were taken to the BFI Landfill or destroyed by fire on 01/24/2017 - 01/25/2017

Name of Record	Dates	Retention Schedule
N-12 Property Taxes, ACV Tax Relief Application and vouchers	2006 - 2014	Retain until audited plus one year
F-21 Grants	2000 CDBG grant & application	Retain for life of grant plus 7 years
	2002 CDBG grant & application	
	2003 CDBG grant & application	
I-7 Contracts	1995 - 2010	Retain 7 years
I-5 Business and Priviledge Licenses	1995 - 2007	Retain 5 years
I-13 Insurance Policies	1993 - 2001	Retain 10 years
N-13 Tax Assessment Rolls	2007	Retain 4 years
	2010	
	2011	
	2012	
O-1 Bids	1994 Packer Trash Truck Bid	Retain 7 years
F-7 Bank Deposit Slips (Swimming Pool Account)	1980 - 1984	Retain 7 years
	<i>Miscellaneous:</i>	
Pre-numbered Tax Receipts (unused) from old Bridge Computer System	37403-39001	
	41502-44001	
	44002-46501	
	46502-49001	

  
 Witness: Marian Sandidge, City Recorder



  
 Witness: Tammy L. Conner, Finance Officer

  
 Witness: Jason Salyer, Public Works

  
 Witness: Carl Calton, Public Works

## EMPLOYMENT CONTRACT

This Employment Contract is made by and between GARY LAWSON, (herein "Mr. Lawson") and THE TOWN OF MOUNT CARMEL, TENNESSEE (herein "the Town").

WHEREAS, Mr. Lawson and the Town have reached an agreement pertaining to Mr. Lawson's employment by the Town in the position of City Administrator as defined in \_\_\_\_\_;

WHEREAS, the parties hereto desire to set forth their agreement in writing by this instrument.

NOW, THEREFORE, in consideration of the matters which follow, the parties have agreed:

1. Mr. Lawson's Obligations.

(A) For the term of this agreement, Mr. Lawson shall do the following:

(i) Mr. Lawson shall provide continuous support to the Town in the form of fulfilling the duties outlined in Ordinance Number 16-436, and authorized under

*Tennessee Code Annotated* §§ 6-3-106 and 6-4-101 to wit:

- a. Administer the business of the municipality;
- b. Make recommendations to the Board of Mayor and Aldermen for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the municipality;
- c. Keep the Board of Mayor and Aldermen fully advised as to the conditions and needs of the municipality;
- d. Report to the Board of Mayor and Aldermen the condition of all property, real and personal, owned by the municipality and recommend repairs or

replacements as needed;

e. Recommend to the Board of Mayor and Aldermen and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;

f. Recommend specific personnel positions, as may be required for the needs and operations of the municipality, and propose personnel policies and procedures for approval of the Board of Mayor and Aldermen;

g. Act as purchasing agent for the municipality in the purchase of all materials, supplies, and equipment for the proper conduct of the municipality's business, provided, that all purchases shall be made in accordance with the policies, practices, and procedures established by the Board of Mayor and Aldermen;

h. Prepare and submit the annual budget and capital program to the Board of Mayor and Aldermen for their adoption by ordinance; and

i. Perform such other duties as may from time to time be designated or required by the board.

(ii) Mr. Lawson shall be permitted to set his own hours for presence in the office at Town Hall, however, Mr. Lawson shall be on 24 hour emergency call duty in the event that pressing matters require immediate action.

(iii) Mr. Lawson shall perform such other tasks and duties assigned by the Mount Carmel Board of Mayor and Aldermen, by Ordinance, motion and vote, or otherwise.

(iv) Mr. Lawson shall provide appropriate service and maintain professional conduct in keeping with the community standards of the Town.

(v) Mr. Lawson shall maintain appropriate records as the situation requires.

2. Compensation. The Town shall pay Mr. Lawson a monthly salary of Two Thousand and Seven Hundred Dollars (\$2,700.00), as outlined in the budget passed by the Mount Carmel Board of Mayor and Aldermen.

6. Benefits. Mr. Lawson recognizes that the Town provides employee benefits, and has chosen to only request the dental insurance provided by the Town. Mr. Lawson hereby agrees that it is her responsibility and at her expense to make provision for such of these matters that she deems necessary or desirable, and should he desire any amendment to this portion of this agreement, such amendment will have to be approved by the Town in writing.

7. Cellular Telephone. Mr. Lawson hereby waives the use of a Town issued cellular telephone, opting instead to conduct Town business on his personal cellular telephone. Mr. Lawson hereby agrees that the Town shall not bear the costs associated with his conducting of Town business on his personal telephone.

10. Relationship of the Parties. Mr. Lawson is an employee of the Town. Nothing herein shall be construed to create any other relationship.

11. Term of Agreement. This agreement shall expire on December 31, 2019, unless renewed in writing by the parties at least 90 days prior to the expiration of this term, but no more

than 180 days prior to the expiration of this term. Renewal of this agreement shall be for a period of one (1) year, with additional renewals optional through the same procedure as outlined in this provision.

12. Early Termination. In the event that the Town wishes to terminate this contract prior to the expiration of the term outlined herein, it shall pay to Mr. Lawson any amounts owing for the remainder of that pay period in which the termination is undertaken. Additionally, in the event that Mr. Lawson wishes to terminate this agreement prior to the expiration of the term outlined herein, he shall be responsible for repaying any sums already tendered on a prorated basis for the pay period in which his termination of the agreement is undertaken.

13. Complete Agreement. The foregoing constitutes a complete agreement between the parties respecting the matters herein contained.

IN WITNESS WHEREOF, the parties have executed (or caused or the execution of) this agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
GARY LAWSON

TOWN OF MOUNT CARMEL, TENNESSEE

By \_\_\_\_\_  
Christopher Jones, Mayor

# MARCH 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**Mount Carmel Municipal Court**  
**MONTHLY RECAP REPORT**  
 Beginning: 1/1/2017 -> 1/31/2017    Month of: January

Printed  
 2/1/17  
 11:26 am

	# X	RATE =	AMOUNT +	PARTIAL =	TOTAL
<b>City of Mount Carmel</b>					
Animal License	2 x \$	20.00 \$	40.00 \$	0.00 \$	40.00
				Subtotal	\$ 40.00
Clerk Fee	52 x \$	25.00 \$	1,300.00 \$	48.25 \$	1,348.25
				Subtotal	\$ 1,348.25
Court Cost	1 x \$	6.25 \$	6.25 \$	0.00 \$	6.25
	1 x \$	10.00 \$	10.00 \$	0.00 \$	10.00
	46 x \$	51.25 \$	2,357.50 \$	0.00 \$	2,357.50
	3 x \$	52.25 \$	156.75 \$	0.00 \$	156.75
				Subtotal	\$ 2,530.50
Municipal Fines	3 x \$	25.00 \$	75.00 \$	0.00 \$	75.00
	14 x \$	35.00 \$	490.00 \$	0.00 \$	490.00
	0 x \$	40.00 \$	0.00 \$	10.00 \$	10.00
	29 x \$	49.00 \$	1,421.00 \$	38.00 \$	1,459.00
	3 x \$	50.00 \$	150.00 \$	21.25 \$	171.25
				Subtotal	\$ 2,205.25
City of Mount Carmel Subtotal:			\$ 6,006.50	\$ 117.50	\$ 6,124.00

**Mount Carmel Municipal Court**  
**MONTHLY RECAP REPORT**  
 Beginning: 1/1/2017 -> 1/31/2017    Month of: January

Printed  
 2/1/17  
 11:26 am

	# X	RATE =	AMOUNT +	PARTIAL =	TOTAL
<b>State of Tennessees</b>					
Education fee	47 x \$	1.00 \$	47.00 \$	0.00 \$	47.00
				Subtotal	\$ 47.00
Litigation Tax	47 x \$	13.75 \$	646.25 \$	0.00 \$	646.25
				Subtotal	\$ 646.25
State of Tennessees Subtotal:			\$ 693.25 \$	0.00 \$	693.25



# *Mount Carmel Police Department*

**100 East Main Street  
Post Office Box 1421  
Mount Carmel, Tennessee 37645**

**Jeff Jackson  
Chief of Police**

**Phone (423) 357-9019 \*\* Fax (423) 357-1184  
E-Mail [mcpd@preferred.com](mailto:mcpd@preferred.com)**

## **Police Department Monthly Report for January 2017**

During the month of January the Police Department drove 7,155 miles and used 479.02 gallons of fuel. The department officers worked a total of 62.8 hours police overtime and 15 hours fire overtime during the month. Officers logged 918 calls for service which included 7 accidents with property damage, 2 accidents with injury and 0 fatal accidents. The department issued 338 photo enforcement citations, 5 general sessions court citations, and 43 city court citations.

The Police Department is currently operating 5.30% under budget as of the end of January. Of the \$105,585.67 in revenue projected by the budget, \$76,046.44 has been realized. The drug fund is currently operating 37.29% under budget for this fiscal year.

All officers of the department spent many hours going door to door completing survey forms for a grant for our sewer department. Reserve Officer Hunter Jones went above and beyond on spearheading this project and processing the paperwork involved. Officers have made three vehicle seizures this month. Final interviews are taking place in the process of reestablishing our reserve officer program.

## **Animal Control Monthly Report for January 2017**

The Animal Control Officer drove 1,000 miles this month and used 106 gallons of gas. During the month the animal control department logged 6 events and issued 1 citation.

The new dog runs are essentially finished and are usable. Cleanup is continuing on the shelter and grounds, but has been hampered because of the unusually large population of the kennels due to the fact we housed over ten animals for the Kingsport Animal Shelter because of their outbreak of distemper.

This month 6 stray animals were picked up and 5 dead animals were removed from the roadways. There was 1 animal adopted out for the month.

The Animal Control Department is currently operating at 27.12% under budget for the year.

A handwritten signature in black ink, appearing to read 'Jeff Jackson', is written over a horizontal line.

**Jeff Jackson  
Chief of Police  
Mount Carmel Police Department**

TOWN OF MOUNT CARMEL  
WASTE WATER TREATMENT PLANT REPORT

DATE: January 1-31, 2017

	MONTH	YTD
SLUDGE HAULED	19	19
SLUDGE AT PLANT	FULL	FULL
AVG FLOW COMING IN	.231	.231
AVG FLOW GOING OUT	.229	.229
WW PLANT BREAKDOWNS	5	5
PUMP STATION #1 BREAKDOWN	1	1
PUMP STATION #2 BREAKDOWN	0	0
PUMP STATION #3 BREAKDOWN AT PLANT	0	0
PUMP STATION # 4 BREAKDOWN	0	0
PUMP STATION # 5 BREAKDOWN	1	1
PUMP STATION #6 BREAKDOWN	0	0
PUMP STATION #7 BREAKDOWN	0	0
PUMP STATION #8 BREAKDOWN	0	6
PUMP STATION #9 BREAKDOWN	0	0
PUMP STATION #10 BREAKDOWN	0	0
PUMP STATION #11 BREAKDOWN	1	1
PUMP STATION PUMPS REPLACED	0	0
RESIDENTIAL PUMPS BREAKDOWN	11	11
RESIDENTIAL PUMPS REPLACED	1	1
PUMP STATION OVERFLOWS	1	1
RESIDENTIAL PUMP OVERFLOWS	0	0
SEWER LINE REPAIR	0	0

I certify that all monthly reports have been completed and filed with the EPA and the Town Sewer Office.

Date: 2-20-2017

Signature: James D. Beaulieu

# Mt. Carmel Department of Public Works

## Monthly Report

Period Of Report From 1-1-17 To 1-31-17

Street Department	Current Month	No.of Employees	YTD Totals	Previous YTD	
Hours Plowing Snow	0	6			
Tons of Salt Spreaded	0	5			
Tons of Cold Mix Used	0.5	5			
Hours Mowing	0	4			
Hours Weed Eating	0	4			
Number of Signs Repaired	3	2			
Number of Holes Patched	11	4			
Hours Street Maintenance	15.5	5			

State Street Aid	Current Month	No.of Employees	YTD Totals	Previous YTD	
Hours Mowing	0	5			
Hours Weed Eating / Spraying	0	2			
Hours Picking Up Litter	46.5	2			
Hours Trimming Trees	0	5			
Number of Holes Patched	0	4			
Number of Signs Repaired	0	2			
Hours Street Maintenance	85.5	5			
Hours Plowing Snow	39.0	5			
Tons of Salt Spreaded	15 tons	5			

Building - Ground - Recycling	Current Month	No.of Employees	YTD Totals	Previous YTD	
Number of White Goods	30	1			
Number of Furniture	133	1			
Loads of Brush	31	1			
Loads of Bagged Leaves	0	1			
Loads Of Leaves ( Leaf Vac. )	0	3			
Recycle Trips	5	2			

# Mt. Carmel Department of Public Works

## Monthly Report

City Park	Current Month	No. of Employees	YTD Totals	Previous YTD	
Hours Mowing Park	0	2			
Hours Weed Eating	0	2			
Hours Cleaning Park	4	2			
Hours Cleaning Restrooms	0	2			
Veterans Memorial - Park	1	4			

Maintenance	Current Month	No. of Employees	YTD Totals	Previous YTD	
Hours of Building Maintenance	246.5	5			
Hours fo Grounds Maintenance	118.5	5			
Hours of Repairing Equipment	65	5			
Hours of Servicing Equipment	15	5			
Hours Cleaning Equipment	10	5			

Employees	Current Overtime	YTD Overtime
Jason Salyer		
David Wallen		
Carl Calton		
Steven Mclain		
Steve Barnes		
Tyler Peters		



MILLIGAN & COLEMAN PLLP  
ATTORNEYS AT LAW  
230 WEST DEPOT STREET  
GREENEVILLE, TENNESSEE 37748

RECEIVED

FEB 16 2017

PAGE..... OF.....

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

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

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

MILLIGANCOLEMAN.COM

S. J. MILLIGAN  
1889-1982  
JAMES W. FLETCHER  
1924-1991  
N.R. COLEMAN, JR.  
1922-2012

GENE P. GABY  
RETIRED

February 14, 2017

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 Marian Sandidge and Tammy Connor:

I am writing this letter to be stored in the Town's documents as a memorialization of my conversation with Greg Cothron, Assistant General Counsel for the Tennessee Comptroller of the Treasury, regarding the findings of the Comptroller's investigation into the Town, particularly the findings with regards to the payment of Mount Carmel Board of Mayor and Aldermen governing body members. On Tuesday, February 7, 2017, I discussed the investigation findings with Mr. Cothron, and at that time we determined that he planned to review budget documentation provided by Marian Sandidge to see if there was any further investigation needed on the Comptroller's investigation findings that the Town had improperly paid governing body members dating back to the passage of Ordinance 328 in 2000.

On Monday February 13, I once again spoke to Mr. Cothron over the phone, whereupon he informed me that he had reviewed the documentation provided by Mrs. Sandidge, and had shared his findings with the audit department of the Tennessee Comptroller of the Treasury. Mr. Cothron stated that through this discussion, the auditors had conveyed that either through lack of access to this document, miscommunication, or an inability to understand the documentation provided, the auditors had not realized that Ordinance 328 was supported by underlying computation which would verify the Town's payment of governing body members at a rate higher than that of Ordinance 188, but nevertheless with a consistent scheme. Mr. Cothron informed me that the audit staff, after having viewed that document in context - and with adequate explanation - expressed that had they seen and fully understood that document prior to their findings, this issue regarding payment of governing body members likely would not have been a finding resulting from the investigation.

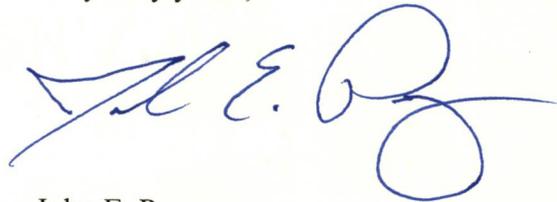
Likewise, the auditors informed Mr. Cothron that - in light of these documents and assuming that the budget had been uniformly figured in the same manner - the Town as not improperly paying the governing body members.

I informed Mr. Cothron that I was planning to memorialize this conversation in a letter to the Town, and that I would appreciate any sort of written confirmation from him that I could be given noting his agreement with the Town's payment practices. I also informed him that I planned to recommend that the Board of Mayor and Aldermen adopt a new ordinance which enumerates the rates to be paid to governing body members, in order to eliminate this type of confusion in the future. He noted that audit staff had also made a point of stating that current payment practices would be correct if budget documentation was consistent throughout the implementation of Ordinance 328 noting the pay scale for governing body members.

Based on this conversation with Mr. Cothron, I have advised that the Town should continue to pay the governing body members in accordance with the current pay scale.

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



## **MOUNT CARMEL FIRE DEPARTMENT**

**Tim Risner Fire Chief**

**Post Office Box 1421**

**Mount Carmel, Tennessee 37645**

**Office (423) 357-1013 • Cell (423) 782-7738**

To: Board of Mayor and Aldermen/City Administrator

From: Fire Chief Tim Risner

Ref: January Activity Report

During the month of January the fire department responded to the following incidents.

1. Fire Alarm Mt. Carmel Elementary School 1/4/17
2. Fire Alarm Residential 1/6/17
3. Motor Vehicle Accident 1/15/17
4. Motor Vehicle Accident 1/16/17
5. Motor Vehicle Accident 1/18/17
6. Motor Vehicle Accident 1/19/17

We had roughly 180 Volunteer man hours for the month.

Training man hours for the month totaled 92 hours.

During the month of January we had training as follows.

### 1830-2030 Nightly

1. 1/2/2017 Department Expectations
2. 1/9/2017 Scene Safety with hands on
3. 1/16/2017 Work on burn building
4. 1/23/2017 Training on new truck equipment placement
5. 1/30/2017 Pump Training

On 1/24/2017 we officially put the new mini-pumper in service to the citizens of Mount Carmel this apparatus will be a great asset to this town for years to come.

UPCOMING PROJECTS

- COMPLETE REPAIRS TO BURN BUILDING
- PAINTING ALL HYDRANTS
- UPDATING PRE-PLANS
- PUTTING SIDING ON TRAINING TOWER

Thank you to all of you for your support of the Mount Carmel Fire Department.

2/18/2017

X 

---

Tim Risner  
Fire Chief  
Signed by: Tim Risner



# Municipal Technical Advisory Service

Published on MTAS MORE (<https://resource.ips.tennessee.edu>)  
Home > Printer-friendly PDF > Policy for Selling Surplus Property

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Dear Reader:

The following document was created from the MTAS electronic library known as MORE. This online library is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MORE material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
600 Henley Street, Suite 120  
Knoxville, TN 37996-4105  
865-974-0411 phone  
865-974-0423 fax  
[www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

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## Policy for Selling Surplus Property

**Reference Number:** MTAS-763

Every city will occasionally find itself in possession of certain equipment, machinery, or materials that it no longer needs or wants. In most cases, the surplus property involves materials or equipment that have become obsolete or unused over the years, and the city decides it is time to unload these useless items, sell them to the public, and put the proceeds from the sale to good use.

A well-managed municipality will have policies and procedures in place to assure that the sale of surplus property is conducted in an orderly, profitable, and ethically transparent manner. Failure to enact such policies – and to have them firmly in place prior to putting any surplus property up for sale – invites problems that may have unpleasant results for the city and its officers.

This publication concerns itself specifically with the disposal of surplus items of equipment and materials. It does not pertain to the sale of surplus real estate that a municipality may want to sell. The strategies for selling surplus equipment differ from those involving the sale of real estate – and case law is very clear that when it comes to real estate, cities can sell it to whomever they wish, provided it is in the city's interest.

## Definitions and Examples

**Reference Number:** MTAS-764

A good working definition of “surplus city property” would be: Any city-owned vehicles, equipment, materials or similar goods that are obsolete and/or unused by the city, are likely to remain so for the foreseeable future, and that have been declared to be surplus to the city's needs by a vote of the city's governing board.

Items most commonly sold by cities as surplus property include:

### ***Vehicles and Equipment***

- Fire trucks that have been replaced by newer models
- Used automobiles
- Lawn mowers and tractors
- Old computers and related equipment
- Obsolete or inefficient hand tools
- Desks, chairs, and other office equipment
- Unclaimed goods. Items found on city properties and have not been claimed by their owners after a reasonable period of time – bicycles, for instance.

### ***Materials***

- Unusable remnants of bulk supplies (copper wire, water pipes, etc.)
- Items salvaged from building demolition or remodeling projects.

## Goals of Surplus Property Policy

**Reference Number:** MTAS-771

A good surplus property policy will focus on five important goals:

- **Economy.** The policy should stipulate a process that allows for the city to maximize the proceeds it receives from the sale of surplus property. Additionally, the policy will minimize the costs associated with such disposal. It should not, for example, cost more to conduct a surplus property sale than the amount of money the city stands to realize from such sale.
- **Fairness.** A good policy will assure that every citizen in the community has an equal opportunity to know about the impending sale of surplus property and a fair chance to submit a winning bid or proposal.

- **Protection Against Abuse.** Every surplus property policy should protect against the diversion of sale proceeds to the city's officers, employees or others – and assure that property, which still has a reasonable use to the city, is not sold. It is not unheard of, for example, for a city employee to offer surplus property for sale and to pocket the proceeds for himself. Often in such cases, the governing board and administrative staff were unaware of the offering and sale. And, in many cases, the sold property had considerable remaining use for the city.
- **Product Liability Protection.** Some surplus items may simply be too dangerous to offer for sale. Should the buyer be injured (or worse!) when using these items, the city might be called upon to defend its sale in court. A good policy should provide examples of items that will not be sold as surplus property, and require a review before putting items up for sale.
- **Protection of the City's Image and Reputation.** A surplus property resolution should be developed with the city's reputation for ethical behavior in mind. After the sale, neither the city nor its officers and employees should be the subject of claims of unethical or illegal behavior. A well-written policy, and some due diligence by the governing board and administration, will assure that this important target is met.

## What to Declare as Surplus

**Reference Number:** MTAS-774

No city property should ever be declared surplus except by a vote of the governing board. The board's decision should be reflected in a resolution – one that itemizes and describes the items being declared surplus, and authorizes the city staff to proceed with the sale. Such a policy serves to insulate the city staff from accusations of improperly selling (or giving away) city assets.

Recommendations to declare items as surplus would best be made by department heads, supervisors, managers, etc. But governing boards should make the final decision. The recommendations made by the staff should be in writing and provide defensible reasons for making the declaration. For its part, board members should carefully question recommendations to sell high value items, withholding their support for the proposed sale until they are satisfied that the public interest is being served.

The governing board's decision to declare property as being surplus should be made by means of a written resolution. For each item proposed for sale, the resolution should include two key pieces of information:

- The reason(s) for declaring the property to be surplus to the city's needs. The reasons for selling the property should be specific and verifiable.
- In the case of surplus city equipment, the resolution should refer to the make, model, serial number and age of each item proposed for sale. Additionally, automobiles should be referred to by the Vehicle Identification Number (VIN) and the approximate mileage of the vehicle.

Prior to the vote, each board member should carefully read the proposed resolution and ascertain for themselves that sound reasons exist for declaring the property surplus to the city's needs.

### ***Prior to the Sale***

While there are no state laws regulating a municipality's authority to advertise and sell surplus property, care must still be taken to assure that the city has the legal right to sell the items proposed for classification as surplus property. To prevent trouble after the sale, the following sources should be checked before seeking the board's approval for the sale:

- **The City Charter.** It is possible that a portion of your city's charter may disallow the sale of certain high value properties, at least without a referendum of the citizens. Selling the municipal gas or electric utility, for example, might require such a vote. In rare cases, the charter may also specify a general procedure for disposing of surplus property that the city would be obliged to obey.
- **The City Code.** Here again, the city may have enacted an ordinance that prescribes a procedure for selling city property. Similarly, it would be wise to see if any resolutions or motions of the board exist pertaining to surplus property sales. Your city's purchasing policy may also include provisions for selling surplus city property.
- **State Statutes.** State law generally recognizes the city's authority to decide what constitutes surplus property. But every municipal official and employee needs to be aware of *Tennessee*

*Code Annotated* § 6-54-125, which makes it unlawful for any municipal official or employee to purchase surplus property from their municipality except by means of a bid at a public auction. This prohibition extends for six months after the employee or official leaves office. Violation is a Class A misdemeanor.

- **Contracts and Agreements with Other Parties.** You should be aware that contracts may exist that preclude the city from selling certain properties that were acquired by means of donations or grants. Certain pieces of equipment purchased with grant funds might be complicated to sell. The terms of the grant may either prohibit the sale or require that the sale proceeds are shared with the grantor. It would be wise to review the grant documents signed by the city prior to offering such equipment for sale.

## Development of a Surplus Property Policy

**Reference Number:** MTAS-777

A sound policy for the selling of surplus property would include the following considerations:

- **Appraisal of the item.** The city should not sell surplus property unless and until the governing board has a firm understanding of the value of the item proposed for sale. The appraisal need not be a long and highly documented report such as real estate appraisals used in eminent domain proceedings, but it should provide some assurance to the community that the full value of the property was known and understood by the board prior to the sale. The appraisal should be the basis of accepting or rejecting bids received by the city for the sale.
- **Estimates.** It will not always be practical to obtain an appraisal of lower value items owned by the city – old automobiles, obsolete electronic equipment, etc. In such instances, the city should still get an estimate from some person or firm that specializes in the product proposed for sale. These estimates will not be as official as a written appraisal, but should suffice to give the governing board a realistic idea of the property's value.
- **Assign Responsibility for Conducting the Sale.** The policy should assign responsibility for the sale to a specific employee, agent, or department. The surplus property resolution can simply direct the appropriate employee to arrange the sale of the item or property.
- **Minimum Bid to be Specified.** Except for very low value items, the policy should require the governing board to set a minimum threshold for accepting bids on surplus property offered for sale. When possible, the city's sale advertisement should refer to this threshold to minimize the submission of unacceptably low bids.
- **Auction vs. Sealed Bids.** The city might consider holding a public auction to sell its surplus property – a gathering of interested parties in a common place and time for the purpose of bidding on items offered for sale. There are two advantages to this method. First, a well attended auction is entirely transparent and understood by the public. Accusations that the city ignored certain bids can be avoided – protecting the city against claims of corruption. Sealed bids also may be used to sell surplus property and in some cases may be entirely appropriate for selling surplus property. A good city surplus property policy would provide some general guideline for when either of these sales methods are to be used.
- **Advertisement Policy.** The city should stipulate when and where surplus property sales will be advertised. For low value items, the local newspaper and the city's website would be sufficient for notifying the public of the impending sale. For higher value items, the city would do well to advertise on a regional or even statewide basis and send invitations to bid to persons and entities thought likely to be interested in the sale. Cities should also be open to advertising surplus property on websites such as govdeals.com which will open bidding to a huge potential market.
- **Dangerous Items.** It is wise for a city to avoid selling certain items of surplus property, which by virtue of their purpose, design, or obsolescence are inherently dangerous. Included in this category would be certain chemicals that might be toxic if mishandled by an uninformed buyer, defective equipment that might cause injury to persons unfamiliar with the item, etc. A police department, for example, might be wise to limit the sale of surplus firearms and other dangerous weapons to other law enforcement agencies. Similarly, some pieces of equipment known

to be dangerously defective might best be sold for scrap rather than to a citizen who could be harmed by it.

- **Prohibited sales.** It bears repeating here that T.C.A. 6-54-125 does not allow members of a municipal governing board or municipal employees to purchase surplus property from the cities they serve unless the sale was made by means of a bid at a public auction. A sealed bid process, therefore, must not result in the sale of surplus property to the board members or employees.

It will look much better to the public, however, if the city's surplus property policy discourages all board members and employees from bidding in any public auctions conducted by the city, or from receiving surplus property offered for sale by the city. Regardless of the city's effort to assure a fair and legal bidding process, the public will likely view surplus property sales to city officers and employees as suspicious.

The big loophole in such a policy, however, is for city officers or employees to have a spouse or friend do the bidding on their behalf – obtaining the surplus property through a straw man. This is not, however, a particularly clever ruse. Once the straw man hands the property over to the city official or employee, the story is likely to leak out and become public knowledge. The resulting publicity will not reflect well on the parties involved.

- **Removal of City Logos.** Especially in the case of motor vehicles, care should be taken to remove all logos and other symbols on the surplus property prior to the sale. This will reduce the opportunity for citizens to think the vehicle has been stolen, or is being used improperly, etc.

A Final Word

Once the city has developed and enacted a surplus property policy, copies of the policy should be distributed to every department head, the city's property manager, and any others who might be involved in selling things the city no longer needs. A short training session also may be in order to assure that everyone understands the new policy and the implications for non-compliance.

## Sample Surplus Forms and Resolutions

Reference Number: MTAS-783

Click on the topics listed below in this section for more information.

### Resolution Establishing a Surplus Property Policy

Reference Number: MTAS-786

**RESOLUTION NO.** \_\_\_\_\_

**A RESOLUTION OF THE CITY OF ANYTOWN, TENNESSEE, TO ESTABLISH A POLICY FOR THE SALE AND DISPOSAL OF PROPERTY DETERMINED TO BE SURPLUS TO THE CITY'S NEEDS.**

**WHEREAS**, it is in the public interest for the City of Anytown to periodically sell or dispose of certain machinery, equipment, or materials which, by nature of its obsolescence, low value, or disrepair, has been determined by the Board of Mayor and Aldermen to be surplus to the realistic and foreseeable needs of the City; and

**WHEREAS**, the Board of Mayor and Aldermen wishes to establish a uniform policy, which provides that obsolete and unneeded property will be offered for sale to the general public in an open, transparent, and cost-effective manner, and assures against usable and valuable property from wrongfully being declared obsolete and offered for sale.

**NOW, THEREFORE, BE IT RESOLVED BY THE ANYTOWN BOARD OF MAYOR AND ALDERMEN, AS FOLLOWS:**

1. **Title.** This Resolution shall be known as the "Anytown Surplus Property Policy" and shall be the official guideline for the sale of the City's surplus properties.
2. **Authority to declare property as surplus to the City's needs.** Any member of the Board of Mayor and Aldermen, the city manager, any department head, the City's property manager, or the City's

purchasing manager may nominate any City-owned property for disposal or sale as surplus property. All such nominations shall be made on forms developed by the City and signed by the person making the nomination. Signed nominations shall be forwarded to the Board of Mayor and Aldermen for the final decision authorizing the sale. It shall be the official policy of the City of Anytown that no city-owned property shall be sold, or offered for sale, as surplus property without prior authorization by the Board of Mayor and Aldermen. The Board's authorization to sell surplus property shall be in the form of a Resolution.

**3. Unauthorized sales.** Any employee of the City of Anytown found to have sold, or offered for sale, any City-owned property in violation of the Anytown Surplus Property Policy shall be subject to disciplinary action and, if applicable, criminal prosecution.

**4. Surplus property nomination form.** The City Recorder shall develop a form which shall be used by city officials to nominate surplus property for sale. As a minimum, such form shall contain the following information:

- (a) A brief description of the item proposed for sale, including manufacturer, model number, serial number, age, and condition;
- (b) The department or office to which the property is assigned;
- (c) An explanation of why the property is no longer needed by the City;
- (d) An estimate of the current in-place value of the property; and
- (e) The name and signature of the person making the nomination.

**5. Surplus property criteria.** All signed surplus property nomination forms shall be promptly forwarded by the City Recorder to the Board of Mayor and Aldermen. Before classifying any property as being surplus, the Board of Mayor and Aldermen shall consider the following:

- (a) The age and condition of the property;
- (b) The cost of replacing the property, if any;
- (c) The anticipated remaining life of the property;
- (d) The estimated value of the property;
- (e) Whether the property might reasonably, safely, and efficiently be used by another City department or office.

**6. Sales procedures.** Unless otherwise directed by the Board of Mayor and Aldermen, all surplus property approved for sale shall be sold according to the following procedure:

- (a) The City Manager shall be wholly and solely responsible for advertising and conducting all surplus property sales.
- (b) The preferred method of sale shall be a public auction, on a cash basis. When a public auction is not practical or efficient, the Board may direct the sale to take place by means of sealed bids. The opening of all sealed bids shall take place in a meeting open to all bidders and the general public.
- (c) It shall be the City's policy that sales of surplus property shall be awarded to the highest bidder.
- (d) All surplus property auctions shall be advertised at least 30 days in advance in a newspaper of local circulation. Additionally, the City Manager is encouraged to advertise surplus property sales on the City's website, and with posters or notices placed in public facilities throughout the City.
- (e) Prior to the sale, all City logos or other symbols are to be removed or destroyed from the items to be sold.

**7. Sale of dangerous property.** It shall be the policy of Anytown to avoid the sale of surplus property that might reasonably be dangerous or hazardous to the ultimate purchaser. Dangerous or hazardous items shall include, but are not limited to, the following:

- (a) Surplus firearms and other weapons. Such items may only be offered for sale to a public law enforcement agency;
- (b) Explosives;
- (c) Volatile or highly toxic chemicals; and
- (d) Equipment and materials that cannot be operated or used safely due to obsolescence, product defect, lack of maintenance, etc.

8. **Prohibited sales.** No member of the Anytown Board of Mayor and Aldermen shall purchase, attempt to purchase, or otherwise take possession of any item of surplus property offered for sale by the City of Anytown. Any employee of the Town of Anytown who purchases, attempts to purchase, or otherwise takes possession of any item offered surplus property offered for sale by the City of Anytown shall be subject to disciplinary action up to and including termination of employment.

9. **Distribution.** The City Manager is hereby directed to distribute a copy of this resolution to every employee of the City of Anytown and in each copy of the City's employee handbook issued after the effective date of this Resolution.

10. **Effective date.** This Resolution shall be in full force and effect from and after its date of adoption by the Anytown Board of Mayor and Aldermen.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY A ROLL CALL VOTE OF THE ANYTOWN BOARD OF MAYOR AND ALDERMEN.**

## Resolution to Declare Vehicles Surplus

Reference Number: MTAS-787

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE ANYTOWN, BOARD OF MAYOR AND ALDERMEN TO DECLARE CERTAIN VEHICLES OWNED BY THE CITY TO BE SURPLUS TO THE CITY'S NEEDS AND DIRECTING DISPOSAL OF SAME.**

**WHEREAS**, the City of Anytown has identified various items of city-owned property as being surplus to the needs of the City and has determined it to be in the public interest to offer them for sale.

**NOW, THEREFORE, BE IT RESOLVED BY THE ANYTOWN BOARD, AS FOLLOWS:**

1. **Property declared surplus to the needs of the City government.** The following described vehicle is hereby declared to be of low value and surplus to the needs of the City.

Item	Description	Serial Number / VIN
2003 Ford F-150 Pickup Truck	Color: White Mileage: 195,247	OU813-711
Public Address Amplifier	Peavey Model CS 4080HZ Age: 7 years	XYZ87602281
35mm camera	Olympus 35SP - Rangefinder 35 years old	SP-1000879
Work bench vise	Wilmar Model MV4 4 inch, black	none

2. **City Manager directed to dispose of surplus property.** In compliance with the Anytown Surplus Property Policy (Resolution #2012-109), the City Manager is hereby directed to conduct a public auction for the sale of the surplus items enumerated in Section 1 of this Resolution. If said auction does not result in an acceptable bid, the City Manager is authorized to donate any unsold items of surplus property to any charitable cause, with preference given to those charities located, or having a presence, in Anytown. In the event no charitable cause can be found for such purposes, the City Manager may give the surplus property to any non-profit organization or, at his option, have the items disposed as solid waste.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY THE ANYTOWN BOARD OF MAYOR AND ALDERMEN.**

# Surplus Property Nomination Form

Reference Number: MTAS-788

## **SURPLUS PROPERTY NOMINATION FORM CITY OF ANYTOWN, TENNESSEE**

DEPARTMENT: \_\_\_\_\_

The following items are hereby nominated for designation as surplus city property pursuant to  
City Resolution No. \_\_\_\_\_:

Item: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Age: \_\_\_\_\_

Purchase price: \$ \_\_\_\_\_ Estimated Current Value: \$ \_\_\_\_\_

Reasons for making the nomination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**Source URL (retrieved on 01/20/2015 - 10:02):** <https://resource.ips.tennessee.edu/reference/policy-selling-surplus-property>

Municipal Technical  
Advisory  
Service



# Municipal Technical Advisory Service

**CASH ON HAND REPORT  
TOWN OF MT. CARMEL  
AS OF 01/31/2017**

**GENERAL ACCOUNT**

General		3,122,892.93	
Restricted Police Drug Reserve Fund	as 12/31/16 Actual	21,128.89	
Restricted State Street Aid (SSA)	as 12/31/16 Actual	231,933.50	
Required Fund Balance		*	1,061,149.09
			\$511,149 3 months fund balance. *
			\$550,000 needed to make to next year
Assigned FY2017 Budget	Retained Earnings	<u>554,160.00</u>	ord 16-440 ord 16-444 ord 16-446 ord 16-447
<b>UNASSIGNED FUND BALANCE</b>			<b>1,254,521.45</b>

**RESTRICTED SAVINGS ACCOUNTS**

26007864	Capital Outlay General Fund	367,864.41
26007856	Emergency Fund General	8,702.06
26009175	Civil War Grant	0.00
	closed 3/16/15	

**SEWER ACCOUNT**

Sewer		604,756.16
Depreciation Fund As of 6/30/15		236,149.00
Assigned FY 2017 Budget		<u>252,979.00</u>
		ord 16-440
<b>UNASSIGNED FUND BALANCE</b>		<b>115,628.16</b>

**RESTRICTED SAVINGS ACCOUNTS**

26010140	Sewer Savings 2014	285,074.83
26007872	Capital Outlay Sewer Fund	226,551.42
26010090	Bond Reserve 2014	48,380.98
CDBG GRANT 2015	Closed 11/30/16 cdbg complete	0.00
CDBG RETAINAGE 2015	Closed 11/30/16 cdbg complete	0.00

**CURRENT INTEREST RATE AT BANK** as of 5/17/13 **0.05%**

Template Name: LGC Statement of Revenues  
Created by: LGC

Town of Mount Carmel  
Statement of Revenues - City  
January 2017

User:  
Date/Time:

Marian Sandidge  
2/17/2017 2:54 PM  
Page 3 of 3

Fund : **412** Sewer Fund

Monthly Comparative 58.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36100	Interest Earnings	800.00	0.00	(294.57)	505.43	63.18%
36120	Interest Earnings - Tlda	100.00	0.00	0.00	100.00	100.00%
37210	Sewer Service Charges	929,000.00	(77,147.47)	(549,782.44)	379,217.56	40.82%
37294	Accounting Fees	2,800.00	(420.00)	(3,290.00)	(490.00)	-17.50%
37295	Cdbg Grant \$500,000 2014-15	489,305.00	0.00	(472,079.02)	17,225.98	3.52%
37296	Sewer Tap Fees	5,000.00	0.00	(2,500.00)	2,500.00	50.00%
37299	Miscellaneous - Sewer	100.00	84,005.68	(13,737.07)	(13,637.07)	-13637.07%
<b>Total For Fund:</b>	<b>412</b>	<b>1,427,105.00</b>	<b>6,438.21</b>	<b>(1,041,683.10)</b>	<b>385,421.90</b>	<b>27.01 %</b>

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 412

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52200</b>	<b>Sewer</b>							
121			(130,000.00)	(130,000.00)	77,434.20	(52,565.80)	59.56%	9,638.28
	Wages		0.00		0.00			0.00
122			(35,000.00)	(35,000.00)	11,600.25	(23,399.75)	33.14%	626.30
	Overtime Wages		0.00		0.00			0.00
141			(14,000.00)	(14,000.00)	6,001.74	(7,998.26)	42.87%	667.07
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(46,000.00)	(46,000.00)	27,731.33	(18,268.67)	60.29%	10,131.99
	Employee Insurance		0.00		0.00			0.00
143			(18,000.00)	(18,000.00)	9,364.60	(8,635.40)	52.03%	1,033.65
	Employee Retirement Plan		0.00		0.00			0.00
146			(7,200.00)	(7,200.00)	2,987.62	(4,212.38)	41.49%	911.58
	Workmen's Compensation		0.00		0.00			0.00
147			(320.00)	(320.00)	38.32	(281.68)	11.98%	30.79
	Unemployment Insurance		0.00		0.00			0.00
148			(2,000.00)	(2,000.00)	381.81	(1,618.19)	19.09%	0.00
	Employee Education And Training		0.00		0.00			0.00
216			(600.00)	(600.00)	316.33	(283.67)	52.72%	90.38
	Internet Services		0.00		0.00			0.00
235			(2,000.00)	(2,000.00)	1,541.10	(458.90)	77.06%	660.00
	Dues		0.00		0.00			0.00
240			(80,000.00)	(80,000.00)	39,745.50	(40,254.50)	49.68%	7,135.49
	Utilities		0.00		0.00			0.00
245			(4,800.00)	(4,800.00)	2,885.10	(1,914.90)	60.11%	794.80
	Telephone And Other Communication Services		0.00		0.00			0.00
251			(250.00)	(250.00)	252.00	2.00	100.80%	27.00
	Medical Services		0.00		0.00			0.00
252			(5,000.00)	(5,000.00)	1,310.00	(3,690.00)	26.20%	0.00
	Legal Services		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 412

Monthly Comparative:

58.33%

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)	5,261.25	2,261.25	175.38%	4,593.75
	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)	347,514.48	(394,769.52)	46.82%	0.00
	Cdbg Grant \$500,000 2014-15		0.00		0.00			0.00
260			(5,000.00)	(5,000.00)	3,997.52	(1,002.48)	79.95%	332.66
	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)	1,008.80	(991.20)	50.44%	0.00
	Contractual Services		0.00		0.00			0.00
298			(23,425.00)	(23,425.00)	11,753.00	(11,672.00)	50.17%	0.00
	Commission Fees		0.00		0.00			0.00
299			(250.00)	(250.00)	115.02	(134.98)	46.01%	0.00
	Billing Services And Collections		0.00		0.00			0.00
310			(1,600.00)	(1,600.00)	1,155.64	(444.36)	72.23%	335.78
	Office Supplies And Postage		0.00		0.00			0.00
320			(7,500.00)	(7,500.00)	3,807.73	(3,692.27)	50.77%	799.53
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	6,967.00	(8,033.00)	46.45%	906.75
	Chemicals		0.00		0.00			0.00
326			(6,500.00)	(6,500.00)	2,970.69	(3,529.31)	45.70%	346.32
	Clothing And Uniforms		0.00		0.00			0.00
330			(4,000.00)	(4,000.00)	2,536.10	(1,463.90)	63.40%	0.00
	Vehicle Operating Expense		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 412

Monthly Comparative:

58.33%

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)	1,592.92	(2,207.08)	41.92%	356.35
	Fuel Expense		0.00		0.00			0.00
361			(50,000.00)	(50,000.00)	12,224.97	(37,775.03)	24.45%	1,260.00
	Pump Station Repair And Maintenance		0.00		0.00			0.00
362			(68,000.00)	(68,000.00)	23,821.22	(44,178.78)	35.03%	5,028.22
	Residential Pump Repair And Maintenance		0.00		0.00			0.00
363			(11,000.00)	(11,000.00)	3,408.50	(7,591.50)	30.99%	112.14
	Sewer Line Repair And Maintenance		0.00		0.00			0.00
364			(36,000.00)	(36,000.00)	4,878.63	(31,121.37)	13.55%	438.86
	Wastewater Plant Repair And Maintenance		0.00		0.00			0.00
479			(250.00)	(250.00)	663.90	413.90	265.56%	405.76
	Miscellaneous		0.00		0.00			0.00
510			(21,000.00)	(21,000.00)	13,676.34	(7,323.66)	65.13%	3,305.42
	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)	118,074.48	(118,074.52)	50.00%	0.00
	Depreciation		0.00		0.00			0.00
596			(3,500.00)	(3,500.00)	3,460.00	(40.00)	98.86%	0.00
	State Permit Fees		0.00		0.00			0.00
635			(8,713.00)	(8,713.00)	6,394.96	(2,318.04)	73.40%	799.37
	Tlida Interest		0.00		0.00			0.00
643			(11,036.00)	(11,036.00)	5,518.00	(5,518.00)	50.00%	0.00
	Interest on Notes		0.00		0.00			0.00
691			(500.00)	(500.00)	500.00	0.00	100.00%	500.00
	Bank Service Charges		0.00		0.00			0.00
732			0.00	0.00	13,625.12	13,625.12	No Budget	13,625.12
	Compensation For Damages		0.00		0.00			0.00
952			(38,000.00)	(38,000.00)	12,574.80	(25,425.20)	33.09%	1,375.43
	Bfi Sludge Disposal		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 412

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
955			(5,000.00)	(5,000.00)	398.21	(4,601.79)	7.96%	0.00
	Belt Press/Roto Rooter Maintenance		0.00		0.00			0.00
956			(10,000.00)	(10,000.00)	7,309.67	(2,690.33)	73.10%	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)	796,798.85	(873,178.15)	47.71 %	66,268.79
			0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Revenues - City  
 January 2017

Fund : 110 General Fund		Monthly Comparative					58.33%
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized	
31100	Property Taxes (Current)	1,025,000.00	(95,715.26)	(662,299.57)	362,700.43	35.39%	
31200	Property Taxes (Prior Years)	30,000.00	(1,351.00)	(22,753.50)	7,246.50	24.16%	
31300	Int, Penalty, And Court Cost On Prop Tax	9,000.00	(477.92)	(5,820.51)	3,179.49	35.33%	
31610	Local Sales Tax	350,000.00	(34,542.53)	(210,359.45)	139,640.55	39.90%	
31710	Wholesale Beer Tax	40,000.00	(3,921.56)	(30,234.33)	9,765.67	24.41%	
31912	Cable TV Franchise Tax	56,000.00	0.00	(37,073.07)	18,926.93	33.80%	
32610	Building Permits	6,100.00	(416.00)	(3,919.20)	2,180.80	35.75%	
33190	State Grants	0.00	0.00	(1,618.17)	(1,618.17)	No Budget	
33191	Postal Contract	22,536.00	0.00	(11,269.50)	11,266.50	49.99%	
33410	State Supplement Pay	3,600.00	0.00	0.00	3,600.00	100.00%	
33429	GHSO HI VISABILTY FY15-16	5,000.00	0.00	(4,554.64)	445.36	8.91%	
33510	State Sales Tax	395,000.00	(35,591.13)	(256,214.96)	138,785.04	35.14%	
33520	State Income Tax	6,000.00	0.00	(8,289.25)	(2,289.25)	-38.15%	
33530	State Beer Tax	2,600.00	0.00	(1,397.36)	1,202.64	46.26%	
33551	State Street Aid Revenue	145,000.00	(11,819.19)	(90,222.03)	54,777.97	37.78%	
33552	State Gasoline Tax	10,500.00	(913.80)	(6,409.85)	4,090.15	38.95%	
33591	Tva Payments In Lieu Of Taxes	60,000.00	(15,313.78)	(30,627.56)	29,372.44	48.95%	
33719	Library Donations	5,000.00	(5,013.07)	(5,667.37)	(667.37)	-13.35%	
33720	Fire Department Revenue	17,000.00	(17,700.00)	(18,975.13)	(1,975.13)	-11.62%	
34310	State Highway Contract	10,000.00	0.00	(9,526.45)	473.55	4.74%	
34320	Cemetery Charges	3,650.00	0.00	0.00	3,650.00	100.00%	
34510	Animal Control - Charges For Services	500.00	(65.00)	(355.00)	145.00	29.00%	
35110	City Court Fines And Costs	80,000.00	(3,747.75)	(41,632.12)	38,367.88	47.96%	
35112	Redflex Photo Speed Enforcement	27,500.00	(4,876.29)	(30,899.60)	(3,399.60)	-12.36%	
35140	Drug Related Fines	400.00	(35.62)	(463.94)	(63.94)	-15.99%	
35160	County Court Fines And Costs	4,000.00	(220.70)	(2,705.15)	1,294.85	32.37%	
35200	Drug Contributions	1,500.00	(59.38)	(345.63)	1,154.37	76.96%	
36100	Interest Earnings	2,800.00	0.00	(748.48)	2,051.52	73.27%	
36200	Interest Earnings - State Street Aid	325.00	0.00	(69.63)	255.37	78.58%	
36300	Interest Earnings - Drug Fund	50.00	0.00	(9.51)	40.49	80.98%	
36990	Miscellaneous Revenues	20,000.00	(71.85)	(11,218.82)	8,781.18	43.91%	

Town of Mount Carmel  
 Statement of Revenues - City  
 January 2017

Fund : 110 General Fund

Monthly Comparative 58.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36991	Telecommunications Revenue	400.00	(33.84)	(294.02)	105.98	26.50%
36992	Reimburse Wrecker Services	300.00	(165.00)	(165.00)	135.00	45.00%
36993	Sexual Offender Registry Revenue	200.00	(450.00)	(450.00)	(250.00)	-125.00%
36995	Donations Veterans Memorial Wall	100.00	0.00	(216.00)	(116.00)	-116.00%
<b>Total For Fund:</b>	<b>110</b>	<b>2,340,061.00</b>	<b>(232,500.67)</b>	<b>(1,506,804.80)</b>	<b>833,256.20</b>	<b>35.61 %</b>

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

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)	(3,100.00)	1,517.00	(1,583.00)	48.94%	0.00
		Dues	(1,500.00)		0.00			0.00
240			(15,000.00)	(15,000.00)	7,713.33	(7,286.67)	51.42%	1,873.04
		Utilities	0.00		0.00			0.00
245			(4,600.00)	(4,600.00)	2,000.08	(2,599.92)	43.48%	524.11
		Telephone And Other Communication Services	0.00		0.00			0.00
254			(10,000.00)	(10,000.00)	1,080.00	(8,920.00)	10.80%	0.00
		Engineering Services	0.00		0.00			0.00
510			(69,000.00)	(69,000.00)	41,253.07	(27,746.93)	59.79%	10,140.27
		Insurance	0.00		0.00			0.00
551			(9,200.00)	(9,200.00)	5,687.00	(3,513.00)	61.82%	0.00
		Reappraisal Costs	0.00		0.00			0.00
597			(3,000.00)	(3,000.00)	2,314.42	(685.58)	77.15%	1,857.42
		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%	0.00
		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
723			0.00	(36,000.00)	1,263.63	(34,736.37)	3.51%	1,263.63
		Senior Citizens Donation	(36,000.00)		0.00			0.00
724			(2,500.00)	(2,500.00)	2,500.00	0.00	100.00%	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

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
940			(20,000.00)	(20,000.00)	665.22	(19,334.78)	3.33%	665.22
	Equipment		0.00		0.00			0.00
<b>41500</b>	<b>Financial Administration</b>							
121			(192,000.00)	(200,000.00)	103,499.96	(96,500.04)	51.75%	14,505.69
	Wages		(8,000.00)		0.00			0.00
141			(16,000.00)	(16,700.00)	9,287.63	(7,412.37)	55.61%	2,067.73
	Oasi (Employer's Share)		(700.00)		0.00			0.00
142			(32,000.00)	(32,300.00)	17,417.72	(14,882.28)	53.92%	4,464.35
	Employee Insurance		(300.00)		0.00			0.00
143			(18,000.00)	(18,000.00)	9,913.44	(8,086.56)	55.07%	1,385.41
	Employee Retirement Plan		0.00		0.00			0.00
146			(1,550.00)	(1,610.00)	540.76	(1,069.24)	33.59%	182.04
	Workmen's Compensation		(60.00)		0.00			0.00
147			(560.00)	(560.00)	97.84	(462.16)	17.47%	71.86
	Unemployment Insurance		0.00		0.00			0.00
148			(4,000.00)	(4,000.00)	400.00	(3,600.00)	10.00%	150.00
	Employee Education And Training		0.00		0.00			0.00
161			(15,500.00)	(15,500.00)	5,548.30	(9,951.70)	35.80%	723.30
	Fees Of Alderman And Mayor		0.00		0.00			0.00
162			(12,000.00)	(33,000.00)	18,700.00	(14,300.00)	56.67%	12,700.00
	City Administrator		(21,000.00)		0.00			0.00
216			(2,500.00)	(2,500.00)	561.51	(1,938.49)	22.46%	0.00
	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

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
237			(3,000.00)	(3,000.00)	1,553.23	(1,446.77)	51.77%	122.97
	Advertising		0.00		0.00			0.00
250			(4,800.00)	(4,800.00)	2,800.00	(2,000.00)	58.33%	400.00
	City Judge		0.00		0.00			0.00
251			(500.00)	(500.00)	40.00	(460.00)	8.00%	0.00
	Medical Services		0.00		0.00			0.00
252			(38,000.00)	(38,000.00)	22,430.46	(15,569.54)	59.03%	3,440.52
	Legal Services		0.00		0.00			0.00
253			(23,000.00)	(33,000.00)	21,733.75	(11,266.25)	65.86%	19,731.25
	Accounting And Auditing Fees		(10,000.00)		0.00			0.00
255			(32,000.00)	(32,000.00)	18,659.35	(13,340.65)	58.31%	1,206.32
	Computer Hardware/Software Support		0.00		0.00			0.00
257			(8,400.00)	(8,400.00)	6,300.00	(2,100.00)	75.00%	2,100.00
	Planning And Zoning Services		0.00		0.00			0.00
266			(20,000.00)	(35,000.00)	11,364.35	(23,635.65)	32.47%	8,639.23
	Repair And Maintenance Buildings		(15,000.00)		0.00			0.00
280			(3,000.00)	(3,000.00)	36.45	(2,963.55)	1.22%	0.00
	Travel		0.00		0.00			0.00
290			(3,000.00)	(3,000.00)	42.50	(2,957.50)	1.42%	0.00
	Contractual Services		0.00		0.00			0.00
298			(2,500.00)	(2,500.00)	1,522.78	(977.22)	60.91%	0.00
	Commission Fees		0.00		0.00			0.00
310			(16,000.00)	(16,000.00)	6,725.40	(9,274.60)	42.03%	1,953.98
	Office Supplies And Postage		0.00		0.00			0.00
312			(2,100.00)	(2,100.00)	1,104.00	(996.00)	52.57%	0.00
	Pitney Bowes Supplies		0.00		0.00			0.00
479			(5,000.00)	(5,000.00)	1,232.94	(3,767.06)	24.66%	229.01
	Miscellaneous		0.00		0.00			0.00
625			(1,800.00)	(1,800.00)	672.18	(1,127.82)	37.34%	112.03
	Operating Lease Copier		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
921			0.00	0.00	0.00	0.00	No Budget	0.00
	Administrative (Office Buildings)		0.00		0.00			0.00
947			(4,000.00)	(4,000.00)	2,884.89	(1,115.11)	72.12%	0.00
	New Computer/Support/Equipment		0.00		0.00			0.00
<b>42100</b>	<b>Police Department</b>							
121			(282,000.00)	(285,600.00)	162,484.41	(123,115.59)	56.89%	23,296.67
	Wages		(3,600.00)		0.00			0.00
122			(25,000.00)	(25,000.00)	21,492.52	(3,507.48)	85.97%	1,543.84
	Overtime Wages		0.00		0.00			0.00
141			(24,000.00)	(24,000.00)	12,764.81	(11,235.19)	53.19%	1,735.30
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(93,000.00)	(93,000.00)	46,651.06	(46,348.94)	50.16%	10,296.18
	Employee Insurance		0.00		0.00			0.00
143			(30,000.00)	(30,000.00)	12,657.53	(17,342.47)	42.19%	1,760.03
	Employee Retirement Plan		0.00		0.00			0.00
146			(23,000.00)	(23,000.00)	11,528.67	(11,471.33)	50.12%	3,287.48
	Workmen's Compensation		0.00		0.00			0.00
147			(960.00)	(960.00)	166.28	(793.72)	17.32%	74.50
	Unemployment Insurance		0.00		0.00			0.00
148			(5,500.00)	(5,500.00)	3,250.00	(2,250.00)	59.09%	0.00
	Employee Education And Training		0.00		0.00			0.00
216			(4,100.00)	(4,100.00)	2,336.80	(1,763.20)	57.00%	591.18
	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)	60.00	(440.00)	12.00%	0.00
	Dues		0.00		0.00			0.00
245			(6,500.00)	(6,500.00)	2,788.60	(3,711.40)	42.90%	759.50
	Telephone And Other Communication Services		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251			(1,400.00)	(1,400.00)	995.00	(405.00)	71.07%	40.00
	Medical Services		0.00		0.00			0.00
255			(18,000.00)	(18,000.00)	10,810.93	(7,189.07)	60.06%	7,471.78
	Computer Hardware/Software Support		0.00		0.00			0.00
259			(500.00)	(500.00)	650.00	150.00	130.00%	205.00
	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)	5,520.56	(479.44)	92.01%	1,372.84
	Repair And Maintenance Buildings		0.00		0.00			0.00
280			(6,000.00)	(6,000.00)	2,082.66	(3,917.34)	34.71%	288.98
	Travel		0.00		0.00			0.00
310			(6,000.00)	(6,000.00)	2,232.71	(3,767.29)	37.21%	648.17
	Office Supplies And Postage		0.00		0.00			0.00
320			(8,000.00)	(8,000.00)	3,367.32	(4,632.68)	42.09%	706.64
	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)	5,776.44	1,276.44	128.37%	331.00
	Clothing And Uniforms		0.00		0.00			0.00
329			0.00	0.00	(10.87)	(10.87)	No Budget	899.88
	christmas donations		0.00		0.00			0.00
330			(20,000.00)	(20,000.00)	9,184.84	(10,815.16)	45.92%	1,022.94
	Vehicle Operating Expense		0.00		0.00			0.00
331			(28,000.00)	(28,000.00)	7,303.89	(20,696.11)	26.09%	1,590.55
	Fuel Expense		0.00		0.00			0.00
336			(3,000.00)	(3,000.00)	406.50	(2,593.50)	13.55%	313.55
	Radio Expense		0.00		0.00			0.00
479			(1,000.00)	(1,000.00)	42.05	(957.95)	4.21%	0.00
	Miscellaneous		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
560			(12,000.00)	(12,000.00)	4,558.23	(7,441.77)	37.99%	461.60
	Dept Of Safety Charges		0.00		0.00			0.00
625			(1,752.00)	(1,752.00)	912.05	(839.95)	52.06%	162.26
	Operating Lease Copier		0.00		0.00			0.00
705			0.00	(5,000.00)	4,554.64	(445.36)	91.09%	0.00
	GHSO HI VISIBILITY GRANT FY15-16		(5,000.00)		0.00			0.00
940			0.00	(6,000.00)	0.00	(6,000.00)	0.00%	0.00
	Equipment		(6,000.00)		0.00			0.00
<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)	2,987.00	(6,213.00)	32.47%	0.00
	Equipment		0.00		0.00			0.00
<b>42200</b>	<b>Fire Department</b>							
121			(48,000.00)	(48,000.00)	15,525.23	(32,474.77)	32.34%	2,421.00
	Wages		0.00		0.00			0.00
122			(20,000.00)	(20,000.00)	3,050.80	(16,949.20)	15.25%	469.34
	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)	1,306.92	(4,193.08)	23.76%	219.80
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(7,800.00)	(7,800.00)	3,108.23	(4,691.77)	39.85%	(96.48)
	Employee Insurance		0.00		0.00			0.00
143			(7,500.00)	(7,500.00)	1,362.35	(6,137.65)	18.16%	10.13
	Employee Retirement Plan		0.00		0.00			0.00
146			(3,800.00)	(3,800.00)	1,425.54	(2,374.46)	37.51%	571.76
	Workmen's Compensation		0.00		0.00			0.00
147			(80.00)	(80.00)	17.31	(62.69)	21.64%	8.68
	Unemployment Insurance		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148			(2,000.00)	(2,000.00)	85.00	(1,915.00)	4.25%	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)	3,041.18	(58.82)	98.10%	423.96
	Public Relations/Parade		0.00		0.00			0.00
240			(14,000.00)	(14,000.00)	6,060.97	(7,939.03)	43.29%	2,066.39
	Utilities		0.00		0.00			0.00
245			(2,200.00)	(2,200.00)	2,550.74	350.74	115.94%	1,070.90
	Telephone And Other Communication Services		0.00		0.00			0.00
251			(1,500.00)	(1,500.00)	160.00	(1,340.00)	10.67%	120.00
	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)	12,964.88	964.88	108.04%	1,708.94
	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)	897.00	(4,603.00)	16.31%	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)	391.60	(2,108.40)	15.66%	54.68
	Office Supplies And Postage		0.00		0.00			0.00
320			(3,000.00)	(3,000.00)	1,896.04	(1,103.96)	63.20%	155.00
	Operating Supplies		0.00		0.00			0.00
326			(3,800.00)	(3,800.00)	797.84	(3,002.16)	21.00%	40.00
	Clothing And Uniforms		0.00		0.00			0.00
330			(20,000.00)	(20,000.00)	2,888.36	(17,111.64)	14.44%	1,360.81
	Vehicle Operating Expense		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
331			(2,500.00)	(2,500.00)	943.16	(1,556.84)	37.73%	359.14
	Fuel Expense		0.00		0.00			0.00
336			(1,500.00)	(1,500.00)	279.99	(1,220.01)	18.67%	279.99
	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)	60.00	(940.00)	6.00%	60.00
	Miscellaneous		0.00		0.00			0.00
940			(5,500.00)	(80,500.00)	57,726.34	(22,773.66)	71.71%	3,074.99
	Equipment		(75,000.00)		0.00			0.00
<b>42400</b>	<b>Animal Control Department</b>							
121			(24,000.00)	(24,000.00)	9,173.86	(14,826.14)	38.22%	1,639.02
	Wages		0.00		0.00			0.00
122			(5,000.00)	(5,000.00)	1,681.56	(3,318.44)	33.63%	294.96
	Overtime Wages		0.00		0.00			0.00
141			(2,100.00)	(2,100.00)	803.59	(1,296.41)	38.27%	143.07
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(1,000.00)	(1,000.00)	470.02	(529.98)	47.00%	115.88
	Employee Insurance		0.00		0.00			0.00
143			(2,600.00)	(2,600.00)	473.27	(2,126.73)	18.20%	193.49
	Employee Retirement Plan		0.00		0.00			0.00
146			(1,600.00)	(1,600.00)	548.78	(1,051.22)	34.30%	213.27
	Workmen's Compensation		0.00		0.00			0.00
147			(80.00)	(80.00)	5.92	(74.08)	7.40%	5.80
	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)	876.96	(1,223.04)	41.76%	165.29
	Internet Services		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
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)	401.32	(2,098.68)	16.05%	195.66
	Utilities		0.00		0.00			0.00
245			(650.00)	(650.00)	328.87	(321.13)	50.60%	112.09
	Telephone And Other Communication Services		0.00		0.00			0.00
251			(1,200.00)	(1,200.00)	271.36	(928.64)	22.61%	45.50
	Medical Services		0.00		0.00			0.00
266			(7,000.00)	(7,000.00)	2,443.03	(4,556.97)	34.90%	434.59
	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)	185.33	(14.67)	92.67%	85.00
	Office Supplies And Postage		0.00		0.00			0.00
320			(800.00)	(800.00)	182.05	(617.95)	22.76%	132.05
	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)	138.00	(1,662.00)	7.67%	0.00
	Clothing And Uniforms		0.00		0.00			0.00
330			(2,500.00)	(2,500.00)	500.26	(1,999.74)	20.01%	0.00
	Vehicle Operating Expense		0.00		0.00			0.00
331			(2,500.00)	(2,500.00)	952.85	(1,547.15)	38.11%	251.65
	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)	13,725.90	(21,274.10)	39.22%	3,569.30
	Wages		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141			(2,700.00)	(2,700.00)	1,050.04	(1,649.96)	38.89%	273.05
	Oasi (Employer's Share)		0.00		0.00			0.00
146			(2,500.00)	(2,500.00)	332.29	(2,167.71)	13.29%	316.33
	Workmen's Compensation		0.00		0.00			0.00
147			(80.00)	(80.00)	10.71	(69.29)	13.39%	10.71
	Unemployment Insurance		0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	50.00	(950.00)	5.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
235			(4,000.00)	(4,000.00)	3,460.00	(540.00)	86.50%	3,460.00
	Dues		0.00		0.00			0.00
245			(500.00)	(500.00)	285.33	(214.67)	57.07%	115.73
	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)	281.03	(1,218.97)	18.74%	58.97
	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)	(190,620.00)	76,873.07	(113,746.93)	40.33%	11,301.14
	Wages		(25,620.00)		0.00			0.00
122			(9,000.00)	(9,000.00)	692.23	(8,307.77)	7.69%	25.88
	Overtime Wages		0.00		0.00			0.00
141			(12,600.00)	(14,600.00)	5,216.39	(9,383.61)	35.73%	780.81
	Oasi (Employer's Share)		(2,000.00)		0.00			0.00
142			(60,000.00)	(82,800.00)	24,937.07	(57,862.93)	30.12%	6,571.68
	Employee Insurance		(22,800.00)		0.00			0.00

**Town of Mount Carmel**  
**Statement of Expenditures and Encumbrances**  
**January 2017**

Fund : **110**

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143			(19,000.00)	(21,500.00)	7,226.60	(14,273.40)	33.61%	918.59
		Employee Retirement Plan	(2,500.00)		0.00			0.00
146			(20,000.00)	(23,000.00)	8,261.97	(14,738.03)	35.92%	2,682.66
		Workmen's Compensation	(3,000.00)		0.00			0.00
147			(320.00)	(400.00)	48.89	(351.11)	12.22%	33.97
		Unemployment Insurance	(80.00)		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
216			(2,000.00)	(2,000.00)	952.49	(1,047.51)	47.62%	136.07
		Internet Services	0.00		0.00			0.00
240			(7,200.00)	(7,200.00)	2,934.37	(4,265.63)	40.76%	1,008.78
		Utilities	0.00		0.00			0.00
245			(4,500.00)	(4,500.00)	1,742.58	(2,757.42)	38.72%	530.83
		Telephone And Other Communication Services	0.00		0.00			0.00
251			(500.00)	(500.00)	687.00	187.00	137.40%	370.00
		Medical Services	0.00		0.00			0.00
266			(10,000.00)	(10,000.00)	2,577.69	(7,422.31)	25.78%	644.44
		Repair And Maintenance Buildings	0.00		0.00			0.00
268			(20,000.00)	(20,000.00)	3,345.53	(16,654.47)	16.73%	400.00
		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)	458.72	(1,041.28)	30.58%	109.56
		Office Supplies And Postage	0.00		0.00			0.00
320			(6,000.00)	(6,000.00)	4,286.97	(1,713.03)	71.45%	924.09
		Operating Supplies	0.00		0.00			0.00
326			(4,000.00)	(4,000.00)	2,152.22	(1,847.78)	53.81%	592.10
		Clothing And Uniforms	0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
330			(25,000.00)	(25,000.00)	9,719.45	(15,280.55)	38.88%	3,155.25
		Vehicle Operating Expense	0.00		0.00			0.00
331			(20,000.00)	(20,000.00)	7,973.24	(12,026.76)	39.87%	1,542.40
		Fuel Expense	0.00		0.00			0.00
479			(1,500.00)	(1,500.00)	1,150.07	(349.93)	76.67%	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
931			(140,000.00)	(140,000.00)	79,834.77	(60,165.23)	57.02%	0.00
		Paving	0.00		0.00			0.00
940			0.00	(6,000.00)	1,600.00	(4,400.00)	26.67%	1,600.00
		Equipment	(6,000.00)		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)	25,080.30	(20,919.70)	54.52%	4,704.36
		Street Lighting	0.00		0.00			0.00
342			(5,000.00)	(5,000.00)	1,063.60	(3,936.40)	21.27%	0.00
		Sign Parts And Supplies	0.00		0.00			0.00
343			(5,000.00)	(5,000.00)	644.86	(4,355.14)	12.90%	130.00
		Traffic Light Maintenance	0.00		0.00			0.00
400			(95,000.00)	(95,000.00)	187.75	(94,812.25)	0.20%	0.00
		Materials And Supplies	0.00		0.00			0.00
931			(50,000.00)	(50,000.00)	2,069.50	(47,930.50)	4.14%	0.00
		Paving	0.00		0.00			0.00
940			(42,000.00)	(42,000.00)	10,785.00	(31,215.00)	25.68%	10,785.00
		Equipment	0.00		0.00			0.00
<b>43200</b>		<b>Solid Waste And Recycling</b>						
121			(38,000.00)	(38,000.00)	20,091.96	(17,908.04)	52.87%	2,637.30
		Wages	0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
122			(3,000.00)	(3,000.00)	103.50	(2,896.50)	3.45%	0.00
	Overtime Wages		0.00		0.00			0.00
141			(2,800.00)	(2,800.00)	1,306.85	(1,493.15)	46.67%	170.29
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(25,000.00)	(25,000.00)	8,423.07	(16,576.93)	33.69%	2,151.30
	Employee Insurance		0.00		0.00			0.00
143			(3,700.00)	(3,700.00)	2,144.87	(1,555.13)	57.97%	265.59
	Employee Retirement Plan		0.00		0.00			0.00
146			(3,400.00)	(3,400.00)	1,609.54	(1,790.46)	47.34%	491.20
	Workmen's Compensation		0.00		0.00			0.00
147			(80.00)	(80.00)	7.91	(72.09)	9.89%	7.91
	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)	91,013.58	(70,986.42)	56.18%	13,001.94
	Contractual Services		0.00		0.00			0.00
320			(500.00)	(500.00)	110.08	(389.92)	22.02%	0.00
	Operating Supplies		0.00		0.00			0.00
330			(7,000.00)	(7,000.00)	8,605.05	1,605.05	122.93%	3,975.23
	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>44300</b>	<b>Senior Ctr</b>							
146			0.00	0.00	34.00	34.00	No Budget	0.00
	Workmen's Compensation		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>44440</b>		<b>Recreation</b>						
216			(1,200.00)	(1,200.00)	629.86	(570.14)	52.49%	89.98
	Internet Services		0.00		0.00			0.00
240			(4,000.00)	(4,000.00)	2,199.36	(1,800.64)	54.98%	536.07
	Utilities		0.00		0.00			0.00
296			(37,000.00)	(37,000.00)	17,974.95	(19,025.05)	48.58%	3,285.46
	Joint Recreation Director		0.00		0.00			0.00
297			(25,000.00)	(25,000.00)	6,574.24	(18,425.76)	26.30%	0.00
	Joint Recreation Programs		0.00		0.00			0.00
300			(2,500.00)	(2,500.00)	222.46	(2,277.54)	8.90%	0.00
	Veteran War Memorial Park		0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	139.99	(860.01)	14.00%	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
725			(33,000.00)	(33,000.00)	5,448.57	(27,551.43)	16.51%	501.97
	Park Development And Operation		0.00		0.00			0.00
<b>44800</b>		<b>Library</b>						
121			(35,000.00)	(35,000.00)	11,542.10	(23,457.90)	32.98%	1,927.75
	Wages		0.00		0.00			0.00
141			(2,700.00)	(2,700.00)	882.96	(1,817.04)	32.70%	147.47
	Oasi (Employer's Share)		0.00		0.00			0.00
143			0.00	0.00	0.00	0.00	No Budget	0.00
	Employee Retirement Plan		0.00		0.00			0.00
146			(150.00)	(150.00)	52.25	(97.75)	34.83%	19.75
	Workmen's Compensation		0.00		0.00			0.00
147			(240.00)	(240.00)	33.17	(206.83)	13.82%	5.78
	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

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 110

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
216			(800.00)	(800.00)	420.82	(379.18)	52.60%	59.99
	Internet Services		0.00		0.00			0.00
240			(3,500.00)	(3,500.00)	1,550.87	(1,949.13)	44.31%	302.54
	Utilities		0.00		0.00			0.00
245			(450.00)	(450.00)	228.30	(221.70)	50.73%	50.05
	Telephone And Other Communication Services		0.00		0.00			0.00
251			(200.00)	(200.00)	105.00	(95.00)	52.50%	0.00
	Medical Services		0.00		0.00			0.00
255			(2,895.00)	(2,895.00)	315.00	(2,580.00)	10.88%	0.00
	Computer Hardware/Software Support		0.00		0.00			0.00
266			(1,500.00)	(1,500.00)	329.88	(1,170.12)	21.99%	123.16
	Repair And Maintenance Buildings		0.00		0.00			0.00
280			(500.00)	(500.00)	14.84	(485.16)	2.97%	0.00
	Travel		0.00		0.00			0.00
310			(1,000.00)	(1,000.00)	761.79	(238.21)	76.18%	282.83
	Office Supplies And Postage		0.00		0.00			0.00
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)	2,341.40	(2,858.60)	45.03%	693.87
	Materials		0.00		0.00			0.00
625			(800.00)	(800.00)	300.00	(500.00)	37.50%	100.00
	Operating Lease Copier		0.00		0.00			0.00
721			(800.00)	(800.00)	30.00	(770.00)	3.75%	30.00
	Summer Reading Program		0.00		0.00			0.00
940			(1,500.00)	(1,500.00)	1,564.25	64.25	104.28%	154.25
	Equipment		0.00		0.00			0.00
<b>Total For Fund: 110</b>			(2,747,747.00)	(2,991,907.00)	1,294,514.43	(1,697,392.57)	43.27 %	255,538.98
			(244,160.00)		0.00			0.00

*over*

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 412

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52200</b>	<b>Sewer</b>							
121			(130,000.00)	(130,000.00)	77,434.20	(52,565.80)	59.56%	9,638.28
	Wages		0.00		0.00			0.00
122			(35,000.00)	(35,000.00)	11,600.25	(23,399.75)	33.14%	626.30
	Overtime Wages		0.00		0.00			0.00
141			(14,000.00)	(14,000.00)	6,001.74	(7,998.26)	42.87%	667.07
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(46,000.00)	(46,000.00)	27,731.33	(18,268.67)	60.29%	10,131.99
	Employee Insurance		0.00		0.00			0.00
143			(18,000.00)	(18,000.00)	9,364.60	(8,635.40)	52.03%	1,033.65
	Employee Retirement Plan		0.00		0.00			0.00
146			(7,200.00)	(7,200.00)	2,987.62	(4,212.38)	41.49%	911.58
	Workmen's Compensation		0.00		0.00			0.00
147			(320.00)	(320.00)	38.32	(281.68)	11.98%	30.79
	Unemployment Insurance		0.00		0.00			0.00
148			(2,000.00)	(2,000.00)	381.81	(1,618.19)	19.09%	0.00
	Employee Education And Training		0.00		0.00			0.00
216			(600.00)	(600.00)	316.33	(283.67)	52.72%	90.38
	Internet Services		0.00		0.00			0.00
235			(2,000.00)	(2,000.00)	1,541.10	(458.90)	77.06%	660.00
	Dues		0.00		0.00			0.00
240			(80,000.00)	(80,000.00)	39,745.50	(40,254.50)	49.68%	7,135.49
	Utilities		0.00		0.00			0.00
245			(4,800.00)	(4,800.00)	2,885.10	(1,914.90)	60.11%	794.80
	Telephone And Other Communication Services		0.00		0.00			0.00
251			(250.00)	(250.00)	252.00	2.00	100.80%	27.00
	Medical Services		0.00		0.00			0.00
252			(5,000.00)	(5,000.00)	1,310.00	(3,690.00)	26.20%	0.00
	Legal Services		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 412

Monthly Comparative:

58.33%

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)	5,261.25	2,261.25	175.38%	4,593.75
	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)	347,514.48	(394,769.52)	46.82%	0.00
	Cdbg Grant \$500,000 2014-15		0.00		0.00			0.00
260			(5,000.00)	(5,000.00)	3,997.52	(1,002.48)	79.95%	332.66
	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)	1,008.80	(991.20)	50.44%	0.00
	Contractual Services		0.00		0.00			0.00
298			(23,425.00)	(23,425.00)	11,753.00	(11,672.00)	50.17%	0.00
	Commission Fees		0.00		0.00			0.00
299			(250.00)	(250.00)	115.02	(134.98)	46.01%	0.00
	Billing Services And Collections		0.00		0.00			0.00
310			(1,600.00)	(1,600.00)	1,155.64	(444.36)	72.23%	335.78
	Office Supplies And Postage		0.00		0.00			0.00
320			(7,500.00)	(7,500.00)	3,807.73	(3,692.27)	50.77%	799.53
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	6,967.00	(8,033.00)	46.45%	906.75
	Chemicals		0.00		0.00			0.00
326			(6,500.00)	(6,500.00)	2,970.69	(3,529.31)	45.70%	346.32
	Clothing And Uniforms		0.00		0.00			0.00
330			(4,000.00)	(4,000.00)	2,536.10	(1,463.90)	63.40%	0.00
	Vehicle Operating Expense		0.00		0.00			0.00

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 412

Monthly Comparative:

58.33%

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)	1,592.92	(2,207.08)	41.92%	356.35
	Fuel Expense		0.00		0.00			0.00
361			(50,000.00)	(50,000.00)	12,224.97	(37,775.03)	24.45%	1,260.00
	Pump Station Repair And Maintenance		0.00		0.00			0.00
362			(68,000.00)	(68,000.00)	23,821.22	(44,178.78)	35.03%	5,028.22
	Residential Pump Repair And Maintenance		0.00		0.00			0.00
363			(11,000.00)	(11,000.00)	3,408.50	(7,591.50)	30.99%	112.14
	Sewer Line Repair And Maintenance		0.00		0.00			0.00
364			(36,000.00)	(36,000.00)	4,878.63	(31,121.37)	13.55%	438.86
	Wastewater Plant Repair And Maintenance		0.00		0.00			0.00
479			(250.00)	(250.00)	663.90	413.90	265.56%	405.76
	Miscellaneous		0.00		0.00			0.00
510			(21,000.00)	(21,000.00)	13,676.34	(7,323.66)	65.13%	3,305.42
	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)	118,074.48	(118,074.52)	50.00%	0.00
	Depreciation		0.00		0.00			0.00
596			(3,500.00)	(3,500.00)	3,460.00	(40.00)	98.86%	0.00
	State Permit Fees		0.00		0.00			0.00
635			(8,713.00)	(8,713.00)	6,394.96	(2,318.04)	73.40%	799.37
	Tlida Interest		0.00		0.00			0.00
643			(11,036.00)	(11,036.00)	5,518.00	(5,518.00)	50.00%	0.00
	Interest on Notes		0.00		0.00			0.00
691			(500.00)	(500.00)	500.00	0.00	100.00%	500.00
	Bank Service Charges		0.00		0.00			0.00
732			0.00	0.00	13,625.12	13,625.12	No Budget	13,625.12
	Compensation For Damages		0.00		0.00			0.00
952			(38,000.00)	(38,000.00)	12,574.80	(25,425.20)	33.09%	1,375.43
	Bfi Sludge Disposal		0.00		0.00			0.00

*over*

Town of Mount Carmel  
 Statement of Expenditures and Encumbrances  
 January 2017

Fund : 412

Monthly Comparative:

58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
955			(5,000.00)	(5,000.00)	398.21	(4,601.79)	7.96%	0.00
	Belt Press/Roto Rooter Maintenance		0.00		0.00			0.00
956			(10,000.00)	(10,000.00)	7,309.67	(2,690.33)	73.10%	0.00
	Sewer Plant Blowers		0.00		0.00			0.00
<b>Total For Fund: 412</b>			(1,669,977.00)	(1,669,977.00)	796,798.85	(873,178.15)	47.71 %	66,268.79
			0.00		0.00			0.00

**CASH ON HAND REPORT  
TOWN OF MT. CARMEL  
AS OF 01/31/2017**

**GENERAL ACCOUNT**

General		3,122,892.93	
Restricted Police Drug Reserve Fund	as 12/31/16 Actual	21,128.89	
Restricted State Street Aid (SSA)	as 12/31/16 Actual	231,933.50	
Required Fund Balance		*	1,061,149.09
			<i>\$511,149 3 months fund balance, * \$550,000 needed to make to next year</i>
Assigned FY2017 Budget	<b>Retained Earnings</b>	<u>554,160.00</u>	<i>ord 16-440 ord 16-444 ord 16-446 ord 16-447</i>
<b>UNASSIGNED FUND BALANCE</b>			<b>1,254,521.45</b>

**RESTRICTED SAVINGS ACCOUNTS**

26007864	Capital Outlay General Fund	367,864.41
26007856	Emergency Fund General	8,702.06
26009175	Civil War Grant <i>closed 3/16/15</i>	0.00

**SEWER ACCOUNT**

Sewer		604,756.16
Depreciation Fund As of 6/30/15		236,149.00
Assigned FY 2017 Budget		<u>252,979.00</u>
		<i>ord 16-440</i>
<b>UNASSIGNED FUND BALANCE</b>		<b>115,628.16</b>

**RESTRICTED SAVINGS ACCOUNTS**

26010140	Sewer Savings 2014	285,074.83
26007872	Capital Outlay Sewer Fund	226,551.42
26010090	Bond Reserve 2014	48,380.98
CDBG GRANT 2015	<i>Closed 11/30/16 cdbg complete</i>	0.00
CDBG RETAINAGE 2015	<i>Closed 11/30/16 cdbg complete</i>	0.00

**CURRENT INTEREST RATE AT BANK** as of 5/17/13 **0.05%**



# Municipal Technical Advisory Service

Published on *MTAS MORe* (<https://resource.ips.tennessee.edu>)  
Home > Printer-friendly PDF > Policy for Selling Surplus Property

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Dear Reader:

The following document was created from the MTAS electronic library known as MORe. This online library is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MORe material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
600 Henley Street, Suite 120  
Knoxville, TN 37996-4105  
865-974-0411 phone  
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## Policy for Selling Surplus Property

Reference Number: MTAS-763

Every city will occasionally find itself in possession of certain equipment, machinery, or materials that it no longer needs or wants. In most cases, the surplus property involves materials or equipment that have become obsolete or unused over the years, and the city decides it is time to unload these useless items, sell them to the public, and put the proceeds from the sale to good use.

A well-managed municipality will have policies and procedures in place to assure that the sale of surplus property is conducted in an orderly, profitable, and ethically transparent manner. Failure to enact such policies – and to have them firmly in place prior to putting any surplus property up for sale – invites problems that may have unpleasant results for the city and its officers.

This publication concerns itself specifically with the disposal of surplus items of equipment and materials. It does not pertain to the sale of surplus real estate that a municipality may want to sell. The strategies for selling surplus equipment differ from those involving the sale of real estate – and case law is very clear that when it comes to real estate, cities can sell it to whomever they wish, provided it is in the city's interest.

## Definitions and Examples

Reference Number: MTAS-764

A good working definition of “surplus city property” would be: Any city-owned vehicles, equipment, materials or similar goods that are obsolete and/or unused by the city, are likely to remain so for the foreseeable future, and that have been declared to be surplus to the city's needs by a vote of the city's governing board.

Items most commonly sold by cities as surplus property include:

### ***Vehicles and Equipment***

- Fire trucks that have been replaced by newer models
- Used automobiles
- Lawn mowers and tractors
- Old computers and related equipment
- Obsolete or inefficient hand tools
- Desks, chairs, and other office equipment
- Unclaimed goods. Items found on city properties and have not been claimed by their owners after a reasonable period of time – bicycles, for instance.

### ***Materials***

- Unusable remnants of bulk supplies (copper wire, water pipes, etc.)
- Items salvaged from building demolition or remodeling projects.

## Goals of Surplus Property Policy

Reference Number: MTAS-771

A good surplus property policy will focus on five important goals:

- **Economy.** The policy should stipulate a process that allows for the city to maximize the proceeds it receives from the sale of surplus property. Additionally, the policy will minimize the costs associated with such disposal. It should not, for example, cost more to conduct a surplus property sale than the amount of money the city stands to realize from such sale.
- **Fairness.** A good policy will assure that every citizen in the community has an equal opportunity to know about the impending sale of surplus property and a fair chance to submit a winning bid or proposal.

- **Protection Against Abuse.** Every surplus property policy should protect against the diversion of sale proceeds to the city's officers, employees or others -- and assure that property, which still has a reasonable use to the city, is not sold. It is not unheard of, for example, for a city employee to offer surplus property for sale and to pocket the proceeds for himself. Often in such cases, the governing board and administrative staff were unaware of the offering and sale. And, in many cases, the sold property had considerable remaining use for the city.
- **Product Liability Protection.** Some surplus items may simply be too dangerous to offer for sale. Should the buyer be injured (or worse!) when using these items, the city might be called upon to defend its sale in court. A good policy should provide examples of items that will not be sold as surplus property, and require a review before putting items up for sale.
- **Protection of the City's Image and Reputation.** A surplus property resolution should be developed with the city's reputation for ethical behavior in mind. After the sale, neither the city nor its officers and employees should be the subject of claims of unethical or illegal behavior. A well-written policy, and some due diligence by the governing board and administration, will assure that this important target is met.

## What to Declare as Surplus

Reference Number: MTAS-774

No city property should ever be declared surplus except by a vote of the governing board. The board's decision should be reflected in a resolution -- one that itemizes and describes the items being declared surplus, and authorizes the city staff to proceed with the sale. Such a policy serves to insulate the city staff from accusations of improperly selling (or giving away) city assets.

Recommendations to declare items as surplus would best be made by department heads, supervisors, managers, etc. But governing boards should make the final decision. The recommendations made by the staff should be in writing and provide defensible reasons for making the declaration. For its part, board members should carefully question recommendations to sell high value items, withholding their support for the proposed sale until they are satisfied that the public interest is being served.

The governing board's decision to declare property as being surplus should be made by means of a written resolution. For each item proposed for sale, the resolution should include two key pieces of information:

- The reason(s) for declaring the property to be surplus to the city's needs. The reasons for selling the property should be specific and verifiable.
- In the case of surplus city equipment, the resolution should refer to the make, model, serial number and age of each item proposed for sale. Additionally, automobiles should be referred to by the Vehicle Identification Number (VIN) and the approximate mileage of the vehicle.

Prior to the vote, each board member should carefully read the proposed resolution and ascertain for themselves that sound reasons exist for declaring the property surplus to the city's needs.

### **Prior to the Sale**

While there are no state laws regulating a municipality's authority to advertise and sell surplus property, care must still be taken to assure that the city has the legal right to sell the items proposed for classification as surplus property. To prevent trouble after the sale, the following sources should be checked before seeking the board's approval for the sale:

- **The City Charter.** It is possible that a portion of your city's charter may disallow the sale of certain high value properties, at least without a referendum of the citizens. Selling the municipal gas or electric utility, for example, might require such a vote. In rare cases, the charter may also specify a general procedure for disposing of surplus property that the city would be obliged to obey.
- **The City Code.** Here again, the city may have enacted an ordinance that prescribes a procedure for selling city property. Similarly, it would be wise to see if any resolutions or motions of the board exist pertaining to surplus property sales. Your city's purchasing policy may also include provisions for selling surplus city property.
- **State Statutes.** State law generally recognizes the city's authority to decide what constitutes surplus property. But every municipal official and employee needs to be aware of *Tennessee*

*Code Annotated* § 6-54-125, which makes it unlawful for any municipal official or employee to purchase surplus property from their municipality except by means of a bid at a public auction. This prohibition extends for six months after the employee or official leaves office. Violation is a Class A misdemeanor.

- **Contracts and Agreements with Other Parties.** You should be aware that contracts may exist that preclude the city from selling certain properties that were acquired by means of donations or grants. Certain pieces of equipment purchased with grant funds might be complicated to sell. The terms of the grant may either prohibit the sale or require that the sale proceeds are shared with the grantor. It would be wise to review the grant documents signed by the city prior to offering such equipment for sale.

## Development of a Surplus Property Policy

Reference Number: MTAS-777

A sound policy for the selling of surplus property would include the following considerations:

- **Appraisal of the item.** The city should not sell surplus property unless and until the governing board has a firm understanding of the value of the item proposed for sale. The appraisal need not be a long and highly documented report such as real estate appraisals used in eminent domain proceedings, but it should provide some assurance to the community that the full value of the property was known and understood by the board prior to the sale. The appraisal should be the basis of accepting or rejecting bids received by the city for the sale.
- **Estimates.** It will not always be practical to obtain an appraisal of lower value items owned by the city – old automobiles, obsolete electronic equipment, etc. In such instances, the city should still get an estimate from some person or firm that specializes in the product proposed for sale. These estimates will not be as official as a written appraisal, but should suffice to give the governing board a realistic idea of the property's value.
- **Assign Responsibility for Conducting the Sale.** The policy should assign responsibility for the sale to a specific employee, agent, or department. The surplus property resolution can simply direct the appropriate employee to arrange the sale of the item or property.
- **Minimum Bid to be Specified.** Except for very low value items, the policy should require the governing board to set a minimum threshold for accepting bids on surplus property offered for sale. When possible, the city's sale advertisement should refer to this threshold to minimize the submission of unacceptably low bids.
- **Auction vs. Sealed Bids.** The city might consider holding a public auction to sell its surplus property – a gathering of interested parties in a common place and time for the purpose of bidding on items offered for sale. There are two advantages to this method. First, a well attended auction is entirely transparent and understood by the public. Accusations that the city ignored certain bids can be avoided – protecting the city against claims of corruption. Sealed bids also may be used to sell surplus property and in some cases may be entirely appropriate for selling surplus property. A good city surplus property policy would provide some general guideline for when either of these sales methods are to be used.
- **Advertisement Policy.** The city should stipulate when and where surplus property sales will be advertised. For low value items, the local newspaper and the city's website would be sufficient for notifying the public of the impending sale. For higher value items, the city would do well to advertise on a regional or even statewide basis and send invitations to bid to persons and entities thought likely to be interested in the sale. Cities should also be open to advertising surplus property on websites such as govdeals.com which will open bidding to a huge potential market.
- **Dangerous Items.** It is wise for a city to avoid selling certain items of surplus property, which by virtue of their purpose, design, or obsolescence are inherently dangerous. Included in this category would be certain chemicals that might be toxic if mishandled by an uninformed buyer, defective equipment that might cause injury to persons unfamiliar with the item, etc. A police department, for example, might be wise to limit the sale of surplus firearms and other dangerous weapons to other law enforcement agencies. Similarly, some pieces of equipment known

to be dangerously defective might best be sold for scrap rather than to a citizen who could be harmed by it.

- **Prohibited sales.** It bears repeating here that T.C.A. 6-54-125 does not allow members of a municipal governing board or municipal employees to purchase surplus property from the cities they serve unless the sale was made by means of a bid at a public auction. A sealed bid process, therefore, must not result in the sale of surplus property to the board members or employees.

It will look much better to the public, however, if the city's surplus property policy discourages all board members and employees from bidding in any public auctions conducted by the city, or from receiving surplus property offered for sale by the city. Regardless of the city's effort to assure a fair and legal bidding process, the public will likely view surplus property sales to city officers and employees as suspicious.

The big loophole in such a policy, however, is for city officers or employees to have a spouse or friend do the bidding on their behalf – obtaining the surplus property through a straw man. This is not, however, a particularly clever ruse. Once the straw man hands the property over to the city official or employee, the story is likely to leak out and become public knowledge. The resulting publicity will not reflect well on the parties involved.

- **Removal of City Logos.** Especially in the case of motor vehicles, care should be taken to remove all logos and other symbols on the surplus property prior to the sale. This will reduce the opportunity for citizens to think the vehicle has been stolen, or is being used improperly, etc.

A Final Word

Once the city has developed and enacted a surplus property policy, copies of the policy should be distributed to every department head, the city's property manager, and any others who might be involved in selling things the city no longer needs. A short training session also may be in order to assure that everyone understands the new policy and the implications for non-compliance.

## Sample Surplus Forms and Resolutions

Reference Number: MTAS-783

Click on the topics listed below in this section for more information.

### Resolution Establishing a Surplus Property Policy

Reference Number: MTAS-786

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF ANYTOWN, TENNESSEE, TO ESTABLISH A POLICY FOR THE SALE AND DISPOSAL OF PROPERTY DETERMINED TO BE SURPLUS TO THE CITY'S NEEDS.**

**WHEREAS**, it is in the public interest for the City of Anytown to periodically sell or dispose of certain machinery, equipment, or materials which, by nature of its obsolescence, low value, or disrepair, has been determined by the Board of Mayor and Aldermen to be surplus to the realistic and foreseeable needs of the City; and

**WHEREAS**, the Board of Mayor and Aldermen wishes to establish a uniform policy, which provides that obsolete and unneeded property will be offered for sale to the general public in an open, transparent, and cost-effective manner, and assures against usable and valuable property from wrongfully being declared obsolete and offered for sale.

**NOW, THEREFORE, BE IT RESOLVED BY THE ANYTOWN BOARD OF MAYOR AND ALDERMEN, AS FOLLOWS:**

1. **Title.** This Resolution shall be known as the "Anytown Surplus Property Policy" and shall be the official guideline for the sale of the City's surplus properties.
2. **Authority to declare property as surplus to the City's needs.** Any member of the Board of Mayor and Aldermen, the city manager, any department head, the City's property manager, or the City's

purchasing manager may nominate any City-owned property for disposal or sale as surplus property. All such nominations shall be made on forms developed by the City and signed by the person making the nomination. Signed nominations shall be forwarded to the Board of Mayor and Aldermen for the final decision authorizing the sale. It shall be the official policy of the City of Anytown that no city-owned property shall be sold, or offered for sale, as surplus property without prior authorization by the Board of Mayor and Aldermen. The Board's authorization to sell surplus property shall be in the form of a Resolution.

3. **Unauthorized sales.** Any employee of the City of Anytown found to have sold, or offered for sale, any City-owned property in violation of the Anytown Surplus Property Policy shall be subject to disciplinary action and, if applicable, criminal prosecution.

4. **Surplus property nomination form.** The City Recorder shall develop a form which shall be used by city officials to nominate surplus property for sale. As a minimum, such form shall contain the following information:

- (a) A brief description of the item proposed for sale, including manufacturer, model number, serial number, age, and condition;
- (b) The department or office to which the property is assigned;
- (c) An explanation of why the property is no longer needed by the City;
- (d) An estimate of the current in-place value of the property; and
- (e) The name and signature of the person making the nomination.

5. **Surplus property criteria.** All signed surplus property nomination forms shall be promptly forwarded by the City Recorder to the Board of Mayor and Aldermen. Before classifying any property as being surplus, the Board of Mayor and Aldermen shall consider the following:

- (a) The age and condition of the property;
- (b) The cost of replacing the property, if any;
- (c) The anticipated remaining life of the property;
- (d) The estimated value of the property;
- (e) Whether the property might reasonably, safely, and efficiently be used by another City department or office.

6. **Sales procedures.** Unless otherwise directed by the Board of Mayor and Aldermen, all surplus property approved for sale shall be sold according to the following procedure:

- (a) The City Manager shall be wholly and solely responsible for advertising and conducting all surplus property sales.
- (b) The preferred method of sale shall be a public auction, on a cash basis. When a public auction is not practical or efficient, the Board may direct the sale to take place by means of sealed bids. The opening of all sealed bids shall take place in a meeting open to all bidders and the general public.
- (c) It shall be the City's policy that sales of surplus property shall be awarded to the highest bidder.
- (d) All surplus property auctions shall be advertised at least 30 days in advance in a newspaper of local circulation. Additionally, the City Manager is encouraged to advertise surplus property sales on the City's website, and with posters or notices placed in public facilities throughout the City.
- (e) Prior to the sale, all City logos or other symbols are to be removed or destroyed from the items to be sold.

7. **Sale of dangerous property.** It shall be the policy of Anytown to avoid the sale of surplus property that might reasonably be dangerous or hazardous to the ultimate purchaser. Dangerous or hazardous items shall include, but are not limited to, the following:

- (a) Surplus firearms and other weapons. Such items may only be offered for sale to a public law enforcement agency;
- (b) Explosives;
- (c) Volatile or highly toxic chemicals; and
- (d) Equipment and materials that cannot be operated or used safely due to obsolescence, product defect, lack of maintenance, etc.

8. **Prohibited sales.** No member of the Anytown Board of Mayor and Aldermen shall purchase, attempt to purchase, or otherwise take possession of any item of surplus property offered for sale by the City of Anytown. Any employee of the Town of Anytown who purchases, attempts to purchase, or otherwise takes possession of any item offered surplus property offered for sale by the City of Anytown shall be subject to disciplinary action up to and including termination of employment.

9. **Distribution.** The City Manager is hereby directed to distribute a copy of this resolution to every employee of the City of Anytown and in each copy of the City's employee handbook issued after the effective date of this Resolution.

10. **Effective date.** This Resolution shall be in full force and effect from and after its date of adoption by the Anytown Board of Mayor and Aldermen.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY A ROLL CALL VOTE OF THE ANYTOWN BOARD OF MAYOR AND ALDERMEN.**

### Resolution to Declare Vehicles Surplus

Reference Number: MTAS-787

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE ANYTOWN, BOARD OF MAYOR AND ALDERMEN TO DECLARE CERTAIN VEHICLES OWNED BY THE CITY TO BE SURPLUS TO THE CITY'S NEEDS AND DIRECTING DISPOSAL OF SAME.**

**WHEREAS**, the City of Anytown has identified various items of city-owned property as being surplus to the needs of the City and has determined it to be in the public interest to offer them for sale.

**NOW, THEREFORE, BE IT RESOLVED BY THE ANYTOWN BOARD, AS FOLLOWS:**

1. **Property declared surplus to the needs of the City government.** The following described vehicle is hereby declared to be of low value and surplus to the needs of the City.

Item	Description	Serial Number / VIN
2003 Ford F-150 Pickup Truck	Color: White Mileage: 195,247	OU813-711
Public Address Amplifier	Peavey Model CS 4080HZ Age: 7 years	XYZ87602281
35mm camera	Olympus 35SP - Rangefinder 35 years old	SP-1000879
Work bench vise	Wilmar Model MV4 4 inch, black	none

2. **City Manager directed to dispose of surplus property.** In compliance with the Anytown Surplus Property Policy (Resolution #2012-109), the City Manager is hereby directed to conduct a public auction for the sale of the surplus items enumerated in Section 1 of this Resolution. If said auction does not result in an acceptable bid, the City Manager is authorized to donate any unsold items of surplus property to any charitable cause, with preference given to those charities located, or having a presence, in Anytown. In the event no charitable cause can be found for such purposes, the City Manager may give the surplus property to any non-profit organization or, at his option, have the items disposed as solid waste.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY THE ANYTOWN BOARD OF MAYOR AND ALDERMEN.**

# Surplus Property Nomination Form

Reference Number: MTAS-788

## **SURPLUS PROPERTY NOMINATION FORM**

### **CITY OF ANYTOWN, TENNESSEE**

DEPARTMENT: \_\_\_\_\_

The following items are hereby nominated for designation as surplus city property pursuant to City Resolution No. \_\_\_\_\_:

Item: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Age: \_\_\_\_\_

Purchase price: \$ \_\_\_\_\_ Estimated Current Value: \$ \_\_\_\_\_

Reasons for making the nomination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**Source URL (retrieved on 01/20/2015 - 10:02):** <https://resource.ips.tennessee.edu/reference/policy-selling-surplus-property>

Municipal Technical Advisory Service



# Municipal Technical Advisory Service

TOWN OF MOUNT CARMEL  
WASTE WATER TREATMENT PLANT REPORT

DATE: January 1-31, 2017

	MONTH	YTD
SLUDGE HAULED	19	19
SLUDGE AT PLANT	FULL	FULL
AVG FLOW COMING IN	.231	.231
AVG FLOW GOING OUT	.229	.229
WW PLANT BREAKDOWNS	5	5
PUMP STATION #1 BREAKDOWN	1	1
PUMP STATION #2 BREAKDOWN	0	0
PUMP STATION #3 BREAKDOWN AT PLANT	0	0
PUMP STATION #4 BREAKDOWN	0	0
PUMP STATION #5 BREAKDOWN	1	1
PUMP STATION #6 BREAKDOWN	0	0
PUMP STATION #7 BREAKDOWN	0	0
PUMP STATION #8 BREAKDOWN	0	6
PUMP STATION #9 BREAKDOWN	0	0
PUMP STATION #10 BREAKDOWN	0	0
PUMP STATION #11 BREAKDOWN	1	1
PUMP STATION PUMPS REPLACED	0	0
RESIDENTIAL PUMPS BREAKDOWN	11	11
RESIDENTIAL PUMPS REPLACED	1	1
PUMP STATION OVERFLOWS	1	1
RESIDENTIAL PUMP OVERFLOWS	0	0
SEWER LINE REPAIR	0	0

I certify that all monthly reports have been completed and filed with the EPA and the Town Sewer Office.

Date: 2-20-2017

Signature: James P. [Signature]

# Mt. Carmel Department of Public Works

## Monthly Report

Period Of Report From 1-1-17 To 1-31-17

Street Department	Current Month	No.of Employees	YTD Totals	Previous YTD	
Hours Plowing Snow	0	6			
Tons of Salt Spreaded	0	5			
Tons of Cold Mix Used	0.5	5			
Hours Mowing	0	4			
Hours Weed Eating	0	4			
Number of Signs Repaired	3	2			
Number of Holes Patched	11	4			
Hours Street Maintenance	15.5	5			

State Street Aid	Current Month	No.of Employees	YTD Totals	Previous YTD	
Hours Mowing	0	5			
Hours Weed Eating / Spraying	0	2			
Hours Picking Up Litter	46.5	2			
Hours Trimming Trees	0	5			
Number of Holes Patched	0	4			
Number of Signs Repaired	0	2			
Hours Street Maintenance	85.5	5			
Hours Plowing Snow	39.0	5			
Tons of Salt Spreaded	15 tons	5			

Building - Ground - Recycling	Current Month	No.of Employees	YTD Totals	Previous YTD	
Number of White Goods	30	1			
Number of Furniture	133	1			
Loads of Brush	31	1			
Loads of Bagged Leaves	0	1			
Loads Of Leaves ( Leaf Vac. )	0	3			
Recycle Trips	5	2			

# Mt. Carmel Department of Public Works

## Monthly Report

City Park	Current Month	No. of Employees	YTD Totals	Previous YTD	
Hours Mowing Park	0	2			
Hours Weed Eating	0	2			
Hours Cleaning Park	4	2			
Hours Cleaning Restrooms	0	2			
Veterans Memorial - Park	1	4			

Maintenance	Current Month	No. of Employees	YTD Totals	Previous YTD	
Hours of Building Maintenance	246.5	5			
Hours fo Grounds Maintenance	118.5	5			
Hours of Repairing Equipment	65	5			
Hours of Servicing Equipment	15	5			
Hours Cleaning Equipment	10	5			

Employees	Current Overtime	YTD Overtime
Jason Salyer		
David Wallen		
Carl Calton		
Steven Mclain		
Steve Barnes		
Tyler Peters		

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

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

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

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

MILLIGANCOLEMAN.COM

February 14, 2017

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FEB 16 2017

PAGE..... OF.....

S. J. MILLIGAN  
1889-1982  
JAMES W. FLETCHER  
1924-1991  
N.R. COLEMAN, JR.  
1922-2012

GENE P. GABY  
RETIRED

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 Marian Sandidge and Tammy Connor:

I am writing this letter to be stored in the Town's documents as a memorialization of my conversation with Greg Cothron, Assistant General Counsel for the Tennessee Comptroller of the Treasury, regarding the findings of the Comptroller's investigation into the Town, particularly the findings with regards to the payment of Mount Carmel Board of Mayor and Aldermen governing body members. On Tuesday, February 7, 2017, I discussed the investigation findings with Mr. Cothron, and at that time we determined that he planned to review budget documentation provided by Marian Sandidge to see if there was any further investigation needed on the Comptroller's investigation findings that the Town had improperly paid governing body members dating back to the passage of Ordinance 328 in 2000.

On Monday February 13, I once again spoke to Mr. Cothron over the phone, whereupon he informed me that he had reviewed the documentation provided by Mrs. Sandidge, and had shared his findings with the audit department of the Tennessee Comptroller of the Treasury. Mr. Cothron stated that through this discussion, the auditors had conveyed that either through lack of access to this document, miscommunication, or an inability to understand the documentation provided, the auditors had not realized that Ordinance 328 was supported by underlying computation which would verify the Town's payment of governing body members at a rate higher than that of Ordinance 188, but nevertheless with a consistent scheme. Mr. Cothron informed me that the audit staff, after having viewed that document in context - and with adequate explanation - expressed that had they seen and fully understood that document prior to their findings, this issue regarding payment of governing body members likely would not have been a finding resulting from the investigation.

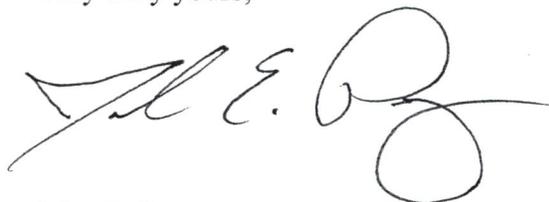
Likewise, the auditors informed Mr. Cothron that - in light of these documents and assuming that the budget had been uniformly figured in the same manner - the Town as not improperly paying the governing body members.

I informed Mr. Cothron that I was planning to memorialize this conversation in a letter to the Town, and that I would appreciate any sort of written confirmation from him that I could be given noting his agreement with the Town's payment practices. I also informed him that I planned to recommend that the Board of Mayor and Aldermen adopt a new ordinance which enumerates the rates to be paid to governing body members, in order to eliminate this type of confusion in the future. He noted that audit staff had also made a point of stating that current payment practices would be correct if budget documentation was consistent throughout the implementation of Ordinance 328 noting the pay scale for governing body members.

Based on this conversation with Mr. Cothron, I have advised that the Town should continue to pay the governing body members in accordance with the current pay scale.

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,

A handwritten signature in black ink, appearing to read 'J. E. Pevy', with a large, stylized flourish at the end.

John E. Pevy  
Town Attorney  
MILLIGAN & COLEMAN

JEP  
Enclosure



## MOUNT CARMEL FIRE DEPARTMENT

**Tim Risner Fire Chief**

Post Office Box 1421

Mount Carmel, Tennessee 37645

Office (423) 357-1013 • Cell (423) 782-7738

To: Board of Mayor and Aldermen/City Administrator

From: Fire Chief Tim Risner

Ref: January Activity Report

During the month of January the fire department responded to the following incidents.

1. Fire Alarm Mt. Carmel Elementary School 1/4/17
2. Fire Alarm Residential 1/6/17
3. Motor Vehicle Accident 1/15/17
4. Motor Vehicle Accident 1/16/17
5. Motor Vehicle Accident 1/18/17
6. Motor Vehicle Accident 1/19/17

We had roughly 180 Volunteer man hours for the month.

Training man hours for the month totaled 92 hours.

During the month of January we had training as follows.

### 1830-2030 Nightly

1. 1/2/2017 Department Expectations
2. 1/9/2017 Scene Safety with hands on
3. 1/16/2017 Work on burn building
4. 1/23/2017 Training on new truck equipment placement
5. 1/30/2017 Pump Training

On 1/24/2017 we officially put the new mini-pumper in service to the citizens of Mount Carmel this apparatus will be a great asset to this town for years to come.

UPCOMING PROJECTS

- COMPLETE REPAIRS TO BURN BUILDING
- PAINTING ALL HYDRANTS
- UPDATING PRE-PLANS
- PUTTING SIDING ON TRAINING TOWER

Thank you to all of you for your support of the Mount Carmel Fire Department.

2/18/2017

X 

---

Tim Risner

Fire Chief

Signed by: Tim Risner