



Bradley County Commission
Johnny Mull, Chairman
VOTING SESSION AGENDA
January 21, 2020, at 12:00p.m.
Bradley County Courthouse

1. Call to order
2. Pledge of Allegiance
3. Invocation – Candies Creek Baptist Church Youth Pastor Jonathan Kyle
4. Roll Call
5. Approval of Minutes
6. Report from County Mayor
7. Consent Agenda (see pages 4-32)
8. Reports from Committees and/or Districts
9. Unfinished Business
10. Approval of Agenda
11. Agenda Items

A. Motion to approve the Finance Committee recommendation to approve a budget amendment submitted by the Mayor moving one hundred sixty-four thousand one hundred twenty-two dollars and ninety cents (\$164,122.90) from reserve funds into the County Buildings Improvements line item to cover the cost of replacing the courthouse roof (see page 33) – Commissioner Milan Blake

B. Resolution authorizing Bradley County Mayor to negotiate and enter into an agreement with Willoughby Roofing and Sheet Metal, Inc. to provide roofing services at the Bradley County Court/Juvenile Detention for an

amount of fifty thousand four hundred ninety-two thousand dollars (\$50,492.00) and at the Bradley County Courthouse for an amount of one hundred sixty-three thousand nine hundred eight dollars (\$163,908.00) (see page 34) – Commissioner Milan Blake

C. Resolution authorizing Bradley County Mayor to negotiate and enter into a contract with Thomas Reuters regarding subscription services for the product “West Proflex” for use by the Bradley County Attorney’s Office for legal research for a period of three (3) years for a monthly amount of two hundred seventy-two dollars (\$272.00) per month (see page 35) – Commissioner Milan Blake

D. Resolution authorizing Bradley County Mayor to negotiate and enter into a four (4) year lease agreement with Bancorp Bank to lease fifteen (15) vehicles for an annual payment of one hundred fifty-three thousand seven hundred twenty-seven dollars and thirty-seven cents (\$153,727.37) (see page 36) – Commissioner Milan Blake

E. Motion to approve Road Committee recommendation to accept the 2020 Bradley County Road List (see attached list) – Commissioner Kevin Raper

F. Motion to approve Road Committee recommendation to accept Ridgedale Forest Drive in Hidden Ridges subdivision (see pages 37-38) – Commissioner Kevin Raper

G. Motion to approve Road Committee recommendation to accept Opal Trail in Hidden Ridges subdivision (see pages 38-39) – Commissioner Kevin Raper

H. Motion to approve Road Committee recommendation to accept Eastview Cove Drive in Eastview Cove subdivision (see page 40) – Commissioner Kevin Raper

I. Motion to enter into the minutes the Bradley County Road Department Personnel Handbook (see attached document) – Commissioner Kevin Raper

J. Motion to approve the Finance Committee recommendation to adopt the Purchasing Procedures changes (see page 41) – Commissioner Milan Blake

12. Communication from the audience

13. Announcements

14. Adjourn

Next meeting: Work Session – Monday, January 27, at 7:00p.m., Courthouse

Upcoming Events

- *Greenway Vision 2020, January 23, 5:30p.m., Museum Center
- *Main Street Cleveland meeting, January 27, noon, Elks Lodge
- *Chamber Annual Meeting (RSVP required), January 28, 6:30p.m., Life Care Professional Development Center
- *Law Enforcement Committee, January 31, noon, Sheriff's Department



Bradley County Commission
Johnny Mull, Chairman
CONSENT AGENDA
January 21, 2020, at 7:00p.m.
Bradley County Courthouse

BUDGET AMENDMENTS

1. Finance department (see page 8)
2. Finance department (see page 9)
3. Probation (see page 10)
4. Probation (see page 11)
5. Fire (see page 12)
6. Juvenile (see page 13)
7. EMA (see page 14)
8. EMA (see page 15)
9. Jail (see page 16)
10. BCSO (see page 17)
11. BCSO (see page 18)
12. BCSO (see page 19)
13. BCSO (see page 20)
14. BCSO (see page 21)
15. BCSO (see page 22)
16. BCSO (see page 23)
17. BCSO (see page 24)
18. BCSO (see page 25)
19. BCSO (see page 26)
20. BCSO (see page 27)
21. BCSO (see page 28)
22. BCSO (see page 29)

MISCELLANEOUS

23. Motion, based on state auditor's recommendation, to write of \$15,818.00 to remove this cash shortage as a note in the annual audit therefore, eliminating it from the annual list published by the state.

REQUESTS TO DISPOSE OF ASSETS

24. EMA request to dispose of 32 inch LCD TV asset #12799 (see page 30)
25. EMA request to dispose of 42 inch Zenith TV asset #12089 (see page 31)
26. EMA request to dispose of Motorola XLT 2500 radio asset #12129 (see page 32)

NOTARY PUBLICS

27. Notary publics – Clerk will bring to the meeting

Bradley County, Tennessee

Finance Committee

County Commission

Date: 1/7/2020 11:30 Conference Room

D. Gary Davis	<u>X</u>	Erica Davis	<u>X</u>
Milan Blake	<u>X</u>	Louie Alford	<u>X</u>
Thom Crye	<u>X</u>	Kevin Raper	<u>X</u>

Items discussed at this meeting:

	PAGE	MOTION	SECOND	VOTE
1 Finance Department Budget Amendment	1-2	***COMBINE 1 & 2**		
2 Finance Department Budget Amendment	3-4	KR	ED	5-0-0
3 Probation Department Budget Amendment	5	ED	KR	5-0-0
4 Probation Department Budget Amendment	6	TC	LA	5-0-0
5 Fire Department Budget Amendment	7-8	KR	ED	5-0-0
6 Juvenile Department Budget Amendment	9-10	KR	ED	5-0-0
7 EMA Budget Amendment Request	11-13	TC	ED	5-0-0
8 EMA Budget Amendment Request	14-15	TC	ED	5-0-0
9 Jail Budget Amendment Request	16	KR	ED	5-0-0
10 Sheriff Department Budget Amendment Request	17-19	**COMBINE 10-24**		
11 Sheriff Department Budget Amendment Request	20-22	**COMBINE 10-24**		
12 Sheriff Department Budget Amendment Request	23-25	**COMBINE 10-24**		
13 Sheriff Department Budget Amendment Request	26-28	**COMBINE 10-24**		
14 Sheriff Department Budget Amendment Request	29-31	**COMBINE 10-24**		
15 Sheriff Department Budget Amendment Request	32-34	**COMBINE 10-24**		
18 Sheriff Department Budget Amendment Request	35-37	**COMBINE 10-24**		
19 Sheriff Department Budget Amendment Request	38-40	**COMBINE 10-24**		
20 Sheriff Department Budget Amendment Request	41-44	**COMBINE 10-24**		
21 Sheriff Department Budget Amendment Request	45-47	**COMBINE 10-24**		
22 Sheriff Department Budget Amendment Request	48-50	**COMBINE 10-24**		
23 Sheriff Department Budget Amendment Request	51-53	**COMBINE 10-24**		
24 Sheriff Department Budget Amendment Request	54-57	ED	TC	5-0-0
Mayor Office Budge Amendment Request		TC	LA	5-0-0
Motion to Update the Purchasing Policy & take to Commission		LA	TC	5-0-0
To Approve Based on State Auditor's Recommendation the write off of \$15,818.00 to remove this cash short as a note in the annual audit. Therefore eliminating it from the annual list published by the State		TC	KR	5-0-0

Recommendations to be made to full Commission:

	PAGE			
1 Finance Department Budget Amendment	1-2	***COMBINE 1 & 2**		
2 Finance Department Budget Amendment	3-4	KR	ED	5-0-0
3 Probation Department Budget Amendment	5	ED	KR	5-0-0
4 Probation Department Budget Amendment	6	TC	LA	5-0-0
5 Fire Department Budget Amendment	7-8	KR	ED	5-0-0
6 Juvenile Department Budget Amendment	9-10	KR	ED	5-0-0
7 EMA Budget Amendment Request	11-13	TC	ED	5-0-0
8 EMA Budget Amendment Request	14-15	TC	ED	5-0-0
9 Jail Budget Amendment Request	16	KR	ED	5-0-0
10 Sheriff Department Budget Amendment Request	17-19	**COMBINE 10-24**		
11 Sheriff Department Budget Amendment Request	20-22	**COMBINE 10-24**		
12 Sheriff Department Budget Amendment Request	23-25	**COMBINE 10-24**		
13 Sheriff Department Budget Amendment Request	26-28	**COMBINE 10-24**		
14 Sheriff Department Budget Amendment Request	29-31	**COMBINE 10-24**		
15 Sheriff Department Budget Amendment Request	32-34	**COMBINE 10-24**		
18 Sheriff Department Budget Amendment Request	35-37	**COMBINE 10-24**		
19 Sheriff Department Budget Amendment Request	38-40	**COMBINE 10-24**		

20	Sheriff Department Budget Amendment Request	41-44	**COMBINE 10-24**		
21	Sheriff Department Budget Amendment Request	45-47	**COMBINE 10-24**		
22	Sheriff Department Budget Amendment Request	48-50	**COMBINE 10-24**		
23	Sheriff Department Budget Amendment Request	51-53	**COMBINE 10-24**		
24	Sheriff Department Budget Amendment Request	54-57	ED	TC	5-0-0
	To Approve Based on State Auditor's Recommendation the write				
	off of \$15,818.00 to remove this cash short as a note in the				
	annual audit. Therefore eliminating it from the annual list published				
	by the State				
			TC	KR	5-0-0

Commission Voting Date: 1/21/2020

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 20-Dec-19

Requestor: Finance Department

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)	Amount: <u>4,222.52</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101</u> <u>51100</u> <u>County Commission</u>	
Line item (number & name) <u>599</u> <u>Other Charges</u>	

INCREASE / DECREASE (circle one)	Amount: <u>4,222.52</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101</u> <u>54110</u> <u>Sheriff</u>	
Line item (number & name) <u>331</u> <u>Legal Deductible</u>	

Description of amendment (be specific):

Lawsuit deductible

FINANCE COMMITTEE RECOMMENDATION:

Approved: _____ Denied: _____ Date _____

(1)

8

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 20-Dec-19

Requestor: Finance Department

Sub Fund: _____
(if applicable)

INCREASE / DECREASE (circle one)	Amount: <u>621.00</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101</u> <u>51100</u> <u>County Commission</u>	
Line item (number & name) <u>599</u> <u>Other Charges</u>	

INCREASE / DECREASE (circle one)	Amount: <u>621.00</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101</u> <u>54210</u> <u>Jail</u>	
Line item (number & name) <u>331</u> <u>Legal Deductible</u>	

Description of amendment (be specific):

Lawsuit deductible

FINANCE COMMITTEE RECOMMENDATION:

Approved: _____ Denied: _____ Date _____

(3)

BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 12/20/19

Requestor: Misdemeanor Probation / RICH BIEWER

Sub Fund: _____
(If applicable)

Revenue

INCREASE / DECREASE	<small>(circle one)</small>	Amount: \$ <u>15,000.00</u>
Type:	<u>REVENUE</u>	
	<small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101 43382</u>	<u>Electronic Citation Fee</u>
Line item (number & name)	_____	_____

INCREASE / DECREASE	<small>(circle one)</small>	Amount: \$ <u>15,000.00</u>
Type:	<u>EXPENSE</u>	
	<small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101 53910</u>	<u>Ankle monitors</u>
Line item (number & name)	<u>399</u>	<u>OFFICE CONTRACTED SERVICES</u>

Description of amendment (be specific):
Increase fees revenue \$15,000 to pay for ankle monitoring thru Buddi

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

5

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 12/20/19

Requestor: Misdemeanor Probation / RICH KIEWLIN

Sub Fund: _____
(if applicable)

INCREASE	<input checked="" type="radio"/> DECREASE	(circle one)	Amount: \$ <u>850.00</u>
Type:	<u>EXPENSE</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101 53910 Probation Services</u>		
Line item (number & name)	<u>338 MAINTENANCE</u>		

INCREASE	<input checked="" type="radio"/> / DECREASE	(circle one)	Amount: \$ <u>850.00</u>
Type:	<u>EXPENSE</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101 53910 Probation Services</u>		
Line item (number & name)	<u>336 MAINTENANCE - EQUIPMENT</u>		

Description of amendment (be specific):
moving \$850.00 from building maintenance line to computer maintenance line to
upgrade computers to Windows 10

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

⑨

BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 10-Dec-19

Requestor: Bradley Co Fire and Rescue Shawn Fairbanks

Sub Fund: _____
(If applicable)

INCREASE / DECREASE	<small>(circle one)</small>	Amount: \$ <u>378.00</u>
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>121 49961</u>	<u>Donations</u>
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

INCREASE / DECREASE	<small>(circle one)</small>	Amount: \$ <u>378.00</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>121 54310</u>	<u>Fire & Rescue</u>
Line item (number & name)	<u>790</u>	<u>Other Equipment</u>
Line item (number & name)	_____	_____

Description of amendment (be specific):

Donation to Station 4 from the following churches: Heritage Church of God, Mcdonald Methodized, Village Chape
Blackfox Church Of God.

FINANCE COMMITTEE RECOMMENDATION:

Approved: _____

Denied: _____

Date: _____

①

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 16-Dec-19

Requestor: Juvenile Court - Vickie Towne

Vickie Towne

Sub Fund: _____
(if applicable)

INCREASE / DECREASE (circle one)	Amount: \$ <u>\$5,000.00</u>
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101</u> <u>45570</u> <u>Contribution/Donation</u>	
Line item (number & name) _____	

INCREASE // DECREASE (circle one)	Amount: \$ <u>\$5,000.00</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101</u> <u>55170</u> <u>Juvenile Drug/Recovery Court</u>	
Line item (number & name) <u>599</u> <u>Other Charges</u>	

Description of amendment (be specific):
Donation to Juvenile Drug / Recovery Court program

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

9

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 16-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(if applicable)

INCREASE / DECREASE (circle one)		Amount: \$	6,000.00
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>54210</u>	<u>Jail</u>
Line item (number & name)	<u>338</u>		<u>Maintenance and Repair - Vehicles</u> 6,000.00
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
INCREASE / DECREASE (circle one)		Amount: \$	6,000.00
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>54210</u>	<u>Jail</u>
Line item (number & name)	<u>354</u>		<u>Transportation - Other Than Students</u> 6,000.00
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

INCREASE / DECREASE (circle one)		Amount: \$	_____
Type:	_____		
<small>(Revenue, Expense, Fund Balance, Reserve)</small>			
Account (fund, number, name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

Description of amendment (be specific):
Moving monies to the tranport line. Transports consist of suspects who have warrants and arc in facilities around the United States that we are obligated to pick up and bring back to our facility on our charges. We will pay for jail vehicle maintenance from the Sheriff's vehicle maintenance line.

FINANCE COMMITTEE RECOMMENDATION:
 Approved: _____ Denied: _____ Date: _____

16

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 18-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)		Amount: <u>4,091.55</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	<u>OCI</u> 4,091.55
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

INCREASE / DECREASE (circle one)		Amount: \$ <u>4,091.55</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	<u>Overtime</u> 3,170.82
Line item (number & name)	<u>201</u>	<u>Soc Sec</u> 242.55
Line item (number & name)	<u>204</u>	<u>State Retirement</u> 431.87
Line item (number & name)	<u>206</u>	<u>Life Ins.</u> 23.78
Line item (number & name)	<u>207</u>	<u>Medical Ins.</u> 23.78
	<u>338</u>	<u>Vehicle Maintenance</u> 99.38
	<u>307</u>	<u>Communication</u> 99.37

INCREASE / DECREASE (circle one)		Amount: \$ <u>4,091.55</u>
Type:	_____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):
Reimbursement received for extra duty for OCI.
Dennis Goins, Jasper McDonald, Carlos McConnell, and Angie Whittermore

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____



BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 18-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)		Amount: <u>7,424.63</u>
Type: <u>Revenue</u>	(Revenue, Expense, Fund Balance, Reserve)	
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	<u>Wacker</u> <u>7,424.63</u>
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

INCREASE / DECREASE (circle one)		Amount: \$ <u>7,424.63</u>
Type: <u>Expense</u>	(Revenue, Expense, Fund Balance, Reserve)	
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	<u>Overtime</u> <u>4,951.04</u>
Line item (number & name)	<u>201</u>	<u>Soc Sec</u> <u>378.74</u>
Line item (number & name)	<u>204</u>	<u>State Retirement</u> <u>674.33</u>
Line item (number & name)	<u>206</u>	<u>Life Ins.</u> <u>37.13</u>
Line item (number & name)	<u>207</u>	<u>Medical Ins.</u> <u>37.13</u>
Line item (number & name)	<u>338</u>	<u>Vehicle Maintenance</u> <u>673.13</u>
Line item (number & name)	<u>307</u>	<u>Communication</u> <u>673.13</u>

INCREASE / DECREASE (circle one)		Amount: \$ <u>7,424.63</u>
Type: _____	(Revenue, Expense, Fund Balance, Reserve)	
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):

Reimbursement received for extra duty for Wacker.
Chris Adams, Dakota Blackwell, David Denton, Tiffany Goodwin, Paul Johnson, Ken Ritenour, Jacob Robinson,
Jeff Wagner, Carlton Walls, Chase Watson, and Scotty Wiggins.

FINANCE COMMITTEE RECOMMENDATION:

Approved: _____ Denied: _____ Date: _____

18

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 19-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)		Amount: <u>1,506.61</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)		<u>Bradley High School</u> <u>1,506.61</u>
Line item (number & name)		_____
Line item (number & name)		_____
Line item (number & name)		_____
Line item (number & name)		_____
Line item (number & name)		_____

INCREASE / DECREASE (circle one)		Amount: \$ <u>1,506.61</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	<u>Overtime</u> <u>1,227.19</u>
Line item (number & name)	<u>201</u>	<u>Soc Sec</u> <u>93.88</u>
Line item (number & name)	<u>204</u>	<u>State Retirement</u> <u>167.14</u>
Line item (number & name)	<u>206</u>	<u>Life Ins.</u> <u>9.20</u>
Line item (number & name)	<u>207</u>	<u>Medical Ins.</u> <u>9.20</u>
Line item (number & name)	<u>338</u>	<u>Vehicle Maintenance</u> <u>0.00</u>
	<u>307</u>	<u>Communication</u> <u>0.00</u>

INCREASE / DECREASE (circle one)		Amount: \$ <u>1,506.61</u>
Type:	_____	
	<small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):
Reimbursement received for extra duty for Bradley High School.
Marcus Cochran, Craig Frost, Chay Kimsey, Michael Lee, and Bruce Morgan.

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

②

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 19-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(If applicable)

INCREASE / DECREASE <small>(circle one)</small>		Amount: <u>2,548.00</u>
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	<u>Gujarati Samaj of Cleveland TN</u> <u>2,548.00</u>
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

INCREASE / DECREASE <small>(circle one)</small>		Amount: \$ <u>2,548.00</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	<u>Overtime</u> <u>1,712.01</u>
Line item (number & name)	<u>201</u>	<u>Soc Sec</u> <u>130.94</u>
Line item (number & name)	<u>204</u>	<u>State Retirement</u> <u>233.13</u>
Line item (number & name)	<u>206</u>	<u>Life Ins.</u> <u>12.83</u>
Line item (number & name)	<u>207</u>	<u>Medical Ins.</u> <u>12.83</u>
Line item (number & name)	<u>338</u>	<u>Vehicle Maintenance</u> <u>223.13</u>
	<u>307</u>	<u>Communication</u> <u>223.13</u>

INCREASE / DECREASE <small>(circle one)</small>		Amount: \$ <u>2,548.00</u>
Type: _____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):
Reimbursement received for extra duty for Gujarati Samaj of Cleveland TN.
Jeff Wagner, Chad Nave, Eduardo Choate, Eddie Blackwell, and Paul Johnson.

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

(Handwritten mark)

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 3-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)	Amount: <u>713.50</u>
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name) _____	<u>Mt. Olive Church of God</u> <u>713.50</u>
Line item (number & name) _____	_____
Line item (number & name) _____	_____
Line item (number & name) _____	_____
Line item (number & name) _____	_____
Line item (number & name) _____	_____

INCREASE / DECREASE (circle one)	Amount: \$ <u>713.50</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name) <u>189</u>	<u>Overtime</u> <u>498.69</u>
Line item (number & name) <u>201</u>	<u>Soc Sec</u> <u>38.15</u>
Line item (number & name) <u>204</u>	<u>State Retirement</u> <u>67.92</u>
Line item (number & name) <u>206</u>	<u>Life Ins.</u> <u>3.74</u>
Line item (number & name) <u>207</u>	<u>Medical Ins.</u> <u>3.74</u>
<u>338</u>	<u>Vehicle Maintenance</u> <u>50.63</u>
<u>399</u>	<u>Other Contracted Services</u> <u>50.63</u>

INCREASE / DECREASE (circle one)	Amount: \$ <u>713.50</u>
Type: _____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) _____	_____
Line item (number & name) _____	_____
Line item (number & name) _____	_____

Description of amendment (be specific):
Reimbursement received for extra duty for Mt. Olive Church of God.
Mario Santos

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

21

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 22-Nov-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(if applicable)

INCREASE / DECREASE (circle one)		Amount: <u>5,402.41</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	<u>First Baptist Church</u> <u>5,402.41</u>
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

INCREASE / DECREASE (circle one)		Amount: \$ <u>5,402.41</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	<u>Overtime</u> <u>3,649.03</u>
Line item (number & name)	<u>201</u>	<u>Soc Sec</u> <u>279.14</u>
Line item (number & name)	<u>204</u>	<u>State Retirement</u> <u>497.00</u>
Line item (number & name)	<u>206</u>	<u>Life Ins.</u> <u>27.37</u>
Line item (number & name)	<u>207</u>	<u>Medical Ins.</u> <u>27.37</u>
Line item (number & name)	<u>338</u>	<u>Vehicle Maintenance</u> <u>461.25</u>
	<u>307</u>	<u>Other Contracted Services</u> <u>461.25</u>

INCREASE / DECREASE (circle one)		Amount: \$ <u>5,402.41</u>
Type:	_____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):
Reimbursement received for extra duty at First Baptist Church.
Jamie Harris, Tim Myers, Tony Moore, Paul Silveira, Andy Smith, Mario Santos, and Angie Whittimore.

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

103

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 21-Nov-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____

(if applicable)

INCREASE / DECREASE	(circle one)		Amount: <u>324.52</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	_____	<u>Ocoee Middle School</u> <u>324.52</u>
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

INCREASE / DECREASE	(circle one)		Amount: \$ <u>324.52</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	_____	<u>Overtime</u> <u>264.33</u>
Line item (number & name)	<u>201</u>	_____	<u>Soc Sec</u> <u>20.23</u>
Line item (number & name)	<u>204</u>	_____	<u>State Retirement</u> <u>36.00</u>
Line item (number & name)	<u>206</u>	_____	<u>Life Ins.</u> <u>1.98</u>
Line item (number & name)	<u>207</u>	_____	<u>Medical Ins.</u> <u>1.98</u>
Line item (number & name)	<u>338</u>	_____	<u>Vehicle Maintenance</u> <u>0.00</u>
	<u>399</u>	_____	<u>Other Contracted Services</u> <u>0.00</u>

INCREASE / DECREASE	(circle one)		Amount: \$ <u>324.52</u>
Type:	_____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

Description of amendment (be specific):
Reimbursement received for extra duty at Ocoee Middle School.
Tony Moore and Tim Myers.

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

28

24

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 4-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)		Amount: <u>1,357.71</u>
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	<u>State of Tennessee</u> <u>1,357.71</u>
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

INCREASE / DECREASE (circle one)		Amount: \$ <u>1,357.71</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>187</u>	<u>Overtime</u> <u>1,068.93</u>
Line item (number & name)	<u>201</u>	<u>Soc Sec</u> <u>103.86</u>
Line item (number & name)	<u>204</u>	<u>State Retirement</u> <u>184.92</u>
Line item (number & name)	<u>206</u>	<u>Life Ins.</u>
Line item (number & name)	<u>207</u>	<u>Medical Ins.</u>
	<u>338</u>	<u>Vehicle Maintenance</u>
	<u>399</u>	<u>Other Contracted Services</u>

INCREASE / DECREASE (circle one)		Amount: \$ <u>1,357.71</u>
Type: _____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):
Reimb. Received for overtime worked on meth case. This is not contract but a grant we have with the state for our detectives that investigate drug cases.

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____



**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 13-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(if applicable)

<input checked="" type="checkbox"/> INCREASE / DECREASE (circle one)		Amount: <u>124.12</u>
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)		<u>Dwelling Place</u> 124.10
Line item (number & name)		_____
Line item (number & name)		_____
Line item (number & name)		_____
Line item (number & name)		_____
Line item (number & name)		_____

<input checked="" type="checkbox"/> INCREASE / DECREASE (circle one)		Amount: \$ <u>124.12</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	<u>Overtime</u> 82.77
Line item (number & name)	<u>201</u>	<u>Soc Sec</u> 6.34
Line item (number & name)	<u>204</u>	<u>State Retirement</u> 11.27
Line item (number & name)	<u>206</u>	<u>Life Ins.</u> 0.62
Line item (number & name)	<u>207</u>	<u>Medical Ins.</u> 0.62
	<u>338</u>	<u>Vehicle Maintenance</u> 11.25
	<u>399</u>	<u>Other Contracted Services</u> 11.25

<input type="checkbox"/> INCREASE / DECREASE (circle one)		Amount: \$ <u>124.12</u>
Type: _____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):
Reimbursement received for extra duty for Dwelling Place.
Jamie Harris

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

(5)

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 11-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)		Amount: <u>61.97</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>43194</u>	<u>Service Charges</u>
Line item (number & name)		<u>Lake Forest Middle School</u> <u>61.97</u>
Line item (number & name)		
Line item (number & name)		
Line item (number & name)		
Line item (number & name)		
Line item (number & name)		

INCREASE / DECREASE (circle one)		Amount: \$ <u>61.97</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	<u>101</u> <u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	<u>Overtime</u> <u>50.48</u>
Line item (number & name)	<u>201</u>	<u>Soc Sec</u> <u>3.85</u>
Line item (number & name)	<u>204</u>	<u>State Retirement</u> <u>6.88</u>
Line item (number & name)	<u>206</u>	<u>Life Ins.</u> <u>0.38</u>
Line item (number & name)	<u>207</u>	<u>Medical Ins.</u> <u>0.38</u>
	<u>338</u>	<u>Vehicle Maintenance</u> <u>0.00</u>
	<u>399</u>	<u>Other Contracted Services</u> <u>0.00</u>

INCREASE / DECREASE (circle one)		Amount: \$ <u>61.97</u>
Type:	_____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name)	_____	_____
Line item (number & name)	_____	_____
Line item (number & name)	_____	_____

Description of amendment (be specific):

Reimbursement received for extra duty for Lake Forest Middle School.
Craig Frost

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

27

27

BRADLEY COUNTY, TENNESSEE BUDGET AMENDMENT FORM

Date: 16-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(if applicable)

INCREASE / DECREASE	(circle one)		Amount: <u>471.99</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	_____	<u>Toyota of Cleveland</u> <u>471.99</u>
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

INCREASE / DECREASE	(circle one)		Amount: \$ <u>471.99</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>189</u>	_____	<u>Overtime</u> <u>314.20</u>
Line item (number & name)	<u>201</u>	_____	<u>Soc Sec</u> <u>24.01</u>
Line item (number & name)	<u>204</u>	_____	<u>State Retirement</u> <u>42.80</u>
Line item (number & name)	<u>206</u>	_____	<u>Life Ins.</u> <u>2.36</u>
Line item (number & name)	<u>207</u>	_____	<u>Medical Ins.</u> <u>2.36</u>
	<u>338</u>	_____	<u>Vehicle Maintenance</u> <u>43.13</u>
	<u>716</u>	_____	<u>Other Contracted Services</u> <u>43.13</u>

INCREASE / DECREASE	(circle one)		Amount: \$ <u>471.99</u>
Type:	_____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

Description of amendment (be specific):

Reimbursement received for extra duty for Toyota of Cleveland.

Craig Frost, Paul Silveira, and Jamie Harris

FINANCE COMMITTEE RECOMMENDATION:

Approved: _____

Denied: _____

Date: _____

(11)
28

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 16-Dec-19

Requestor: BRADLEY COUNTY SHERIFF

Sub Fund: _____
(If applicable)

INCREASE / DECREASE	(circle one)		Amount: <u>1,116.36</u>
Type:	<u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>43194</u>	<u>Service Charges</u>
Line item (number & name)	_____	_____	<u>State of Tennessee</u> 1,116.36
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

INCREASE / DECREASE	(circle one)		Amount: \$ <u>1,116.36</u>
Type:	<u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	<u>101</u>	<u>54110</u>	<u>Sheriff's</u>
Line item (number & name)	<u>187</u>	_____	<u>Overtime</u> 878.91
Line item (number & name)	<u>201</u>	_____	<u>Soc Sec</u> 85.40
Line item (number & name)	<u>204</u>	_____	<u>State Retirement</u> 152.05
Line item (number & name)	<u>206</u>	_____	<u>Life Ins.</u>
Line item (number & name)	<u>207</u>	_____	<u>Medical Ins.</u>
Line item (number & name)	<u>338</u>	_____	<u>Vehicle Maintenance</u>
	<u>399</u>	_____	<u>Other Contracted Services</u>

INCREASE / DECREASE	(circle one)		Amount: \$ <u>1,116.36</u>
Type:	_____ <small>(Revenue, Expense, Fund Balance, Reserve)</small>		
Account (fund, number, name)	_____	_____	_____
Line item (number & name)	_____	_____	_____
Line item (number & name)	_____	_____	_____

Description of amendment (be specific):
Reimb. Received for overtime worked on meth case. This is not contract but a grant we have with the state for our detectives that investigate drug cases.

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date: _____

(15)

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: EMA

CONTACT PERSON: J.P.H. Crutcher

DATE: 23 Dec 2019

PHONE NUMBER: 728-7288

List and describe each item to be declared scrap/surplus - List only one item per form except for matching items.

Complete Description - Include color, materials, measurements, condition, etc.

32 in. LCD TV. This was originally purchased
1d 8 DEC. 2016

Serial Number: AR861215840000142 Please Circle: Surplus or Scrap

Asset Number: 12795 Original Price: \$ 688.00

Current Value: \$ 8

Item Location (Building and/or Office): TRASH

Does the item include memory? No If memory, date cleaned by department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Troy Spence Date: 23 Dec 2019
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: EMA CONTACT PERSON: JEFF GUSTEL
DATE: 23 DEC. 2019 PHONE NUMBER: 728-7285

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

42" ZENITH PLASMA TV. THIS WAS ORIGINALLY
TURNED IN ON 31 MAY 2019

Serial Number: 5,230,0295 Please Circle: Surplus Scrap
Asset Number: 12089 Original Price: \$ 2,799.00
Current Value: \$ 0

Item Location (Building and/or Office): TRASH

Does the item include memory? no If memory, date cleaned by department: _____

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____

Auctioned/Scraped by: _____

Approved by: Troy Spence 23 DEC. 2019
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

4.27.2016

SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM

Note: For Vehicle Disposition Use "Change of Vehicle Status Form"

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: EMA CONTACT PERSON: JEFF GUNTER
DATE: 23 DEC 2019 PHONE NUMBER: 728-7288

List and describe each item to be declared scrap/surplus – List only one item per form except for matching items.

Complete Description – Include color, materials, measurements, condition, etc. _____

MOTOROLA XTL 2500 RADIO

Serial Number: 514CGT2982 Please Circle: Surplus or Scrap
Asset Number: 12129 Original Price: \$ 2,668.60
Current Value: \$ 1,000.00

Item Location (Building and/or Office): THIS WAS TRANSFERRED TO COUNTY FILES
Does the item include memory? NO If memory, date cleaned by department: 01 27 AUG. 2018

Disposition of Property Described Above

Price: \$ _____ Disposal Date: _____
Auctioned/Scraped by: _____

Approved by: Loy Spence 23 DEC 2019
Department head/Elected official Date

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

Must submit form to Finance Office/Purchasing one week prior to voting session.

Completed form must accompany budget amendment request.

**BRADLEY COUNTY, TENNESSEE
BUDGET AMENDMENT FORM**

Date: 20-Dec-19

Requestor: County Mayor

Sub Fund: _____
(If applicable)

INCREASE / DECREASE (circle one)	Amount: <u>137,598.60</u>
Type: <u>Reserve</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101 34510</u>	<u>Restricted General Government</u>
Line item (number & name) _____	_____

INCREASE / DECREASE (circle one)	Amount: <u>26,524.30</u>
Type: <u>Revenue</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101 40266</u>	<u>Litigation Tax Jail, Wrkhouse, Courthouse</u>
Line item (number & name) _____	_____

INCREASE / DECREASE (circle one)	Amount: <u>164,122.90</u>
Type: <u>Expense</u> <small>(Revenue, Expense, Fund Balance, Reserve)</small>	
Account (fund, number, name) <u>101 51800</u>	<u>County Building</u>
Line item (number & name) <u>707</u>	<u>Building Improvements</u>

Description of amendment (be specific):

Reserve Account balance as of 6/30/2019 \$137,598.60
Current Revenue from July 2019-December 2019 for 101-40266 ^{26,524.30}
This is to replace and repair the Courthouse Roof

FINANCE COMMITTEE RECOMMENDATION:		
Approved: _____	Denied: _____	Date _____



RESOLUTION 2020-_____

RESOLUTION AUTHORIZING BRADLEY COUNTY MAYOR TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH WILLOUGHBY ROOFING & SHEET METAL, INC. TO PROVIDE ROOFING SERVICES AT THE BRADLEY COUNTY COURT/JUVENILE DETENTION CENTER FOR AN AMOUNT OF FIFTY THOUSAND FOUR HUNDRED NINETY TWO DOLLARS (\$50,492.00) AND AT THE BRADLEY COUNTY COURTHOUSE FOR AN AMOUNT OF ONE HUNDRED SIXTY THREE THOUSAND NINE HUNDRED AND EIGHT DOLLARS (\$163,908.00)

Whereas, the Bradley County Juvenile Department and the Bradley County Mayor are seeking roofing services at the Juvenile Center and the Courthouse, to include all labor and materials for said roof installation; and

Whereas, the provision of roofing services for the Bradley County Juvenile Department and the Bradley County Mayor was the subject of competitive bidding as required by Tennessee Law; and

Whereas, the Bradley County Juvenile Department has reviewed the bids submitted and has recommended proceeding with Willoughby Roofing & Sheet Metal, Inc. as the lowest and best bid for the project; and

Whereas, the Bradley County Mayor has reviewed the bids submitted for the Courthouse and has recommended proceeding with Willoughby Roofing & Sheet Metal, Inc. as the lowest and best bid for the project.

Now, therefore, be it resolved by the Bradley County Legislative Body meeting in regular session at Cleveland, Tennessee, on this 21st day of January, 2020, that the Bradley County Mayor is hereby authorized to negotiate and enter into an agreement with Willoughby Roofing & Sheet Metal, Inc. to provide roofing services at the Bradley County Court/Juvenile Detention Center for an amount of fifty thousand four hundred ninety two dollars (\$50,492.00) and at the Bradley County Courthouse for an amount of one hundred sixty three thousand nine hundred and eight dollars (\$163,908.00).

ADOPTED this 21st day of January, 2020.

Johnny Mull, Chairman

Donna A. Simpson, County Clerk

D. Gary Davis, County Mayor



RESOLUTION 2020-_____

RESOLUTION AUTHORIZING BRADLEY COUNTY MAYOR TO NEGOTIATE AND ENTER INTO A CONTRACT WITH THOMSON REUTERS REGARDING SUBSCRIPTION SERVICES FOR THE PRODUCT "WEST PROFLEX" FOR USE BY THE BRADLEY COUNTY ATTORNEY'S OFFICE FOR LEGAL RESEARCH FOR A PERIOD OF THREE (3) YEARS FOR A MONTHLY AMOUNT OF TWO HUNDRED SEVENTY TWO DOLLARS (\$272.00) PER MONTH

WHEREAS, the Bradley County Attorney's Office is in need of access to a database for legal research; and

WHEREAS, the requested subscription service is currently used by the County Attorney's Office and is necessary for the County Attorney to provide legal services.

NOW, THEREFORE, BE IT RESOLVED by the Bradley County Legislative Body meeting in regular session at Cleveland, Tennessee, on this 21st day of January, 2020, that the Bradley County Mayor is hereby authorized to negotiate and enter into an agreement with Thomson Reuters regarding subscription services for the product "West Proflex" for use by the Bradley County Attorney's Office for legal research for a period of three (3) years for a monthly amount of two hundred seventy two dollars (\$272.00) per month for the first year and a two percent (2%) increase each subsequent year.

ADOPTED this 21st day of January, 2020.

Johnny Mull, Chairman

Donna A. Simpson, County Clerk

D. Gary Davis, County Mayor



RESOLUTION 2020-_____

RESOLUTION AUTHORIZING BRADLEY COUNTY MAYOR TO NEGOTIATE AND ENTER INTO A FOUR (4) YEAR MASTER LEASE AGREEMENT WITH THE BANCORP BANK TO LEASE FIFTEEN (15) VEHICLES FOR AN ANNUAL PAYMENT OF ONE HUNDRED FIFTY THREE THOUSAND SEVEN HUNDRED TWENTY SEVEN DOLLARS AND THIRTY SEVEN CENTS (\$153,727.37) PER YEAR

Whereas, the Bradley County Sheriff's Office is in need of additional vehicles for use by the Department; and

Whereas, the Bradley County Sheriff's Office has reviewed this Lease Agreement and believes this is the best option for procuring additional vehicles.

Now, therefore, be it resolved by the Bradley County Legislative Body meeting in regular session at Cleveland, Tennessee, on this 21st day of January, 2020, that the Bradley County Mayor is hereby authorized to negotiate and enter into a four (4) year Master Lease Agreement with The Bancorp Bank to lease fifteen (15) vehicles for an annual payment of one hundred fifty three thousand seven hundred twenty seven dollars and thirty seven cents (\$153,727.37) per year.

ADOPTED this 21st day of January, 2020.

Johnny Mull, Commission Chairman

Donna A. Simpson, County Clerk

D. Gary Davis, County Mayor

BRADLEY COUNTY, TN

Request for acceptance and/or approval of the following road:

RIDGEDALE FOREST ROAD

TAX MAP ID: 027

ROAD LOCATION: Ridgedale Forest Subdivision

BEGINNING: Frontage Road

ENDING: Temp Cul-de-sac POSTED SPEED LIMIT: 25

ROAD CONSTRUCTED OF: ASPHALT CLASS A

WIDTH OF PAVEMENT: 22'

WIDTH OF RIGHT-OF-WAY: 50'

LENGTH OF ROAD RIGHT-OF-WAY: 426'
(to end of asphalt)

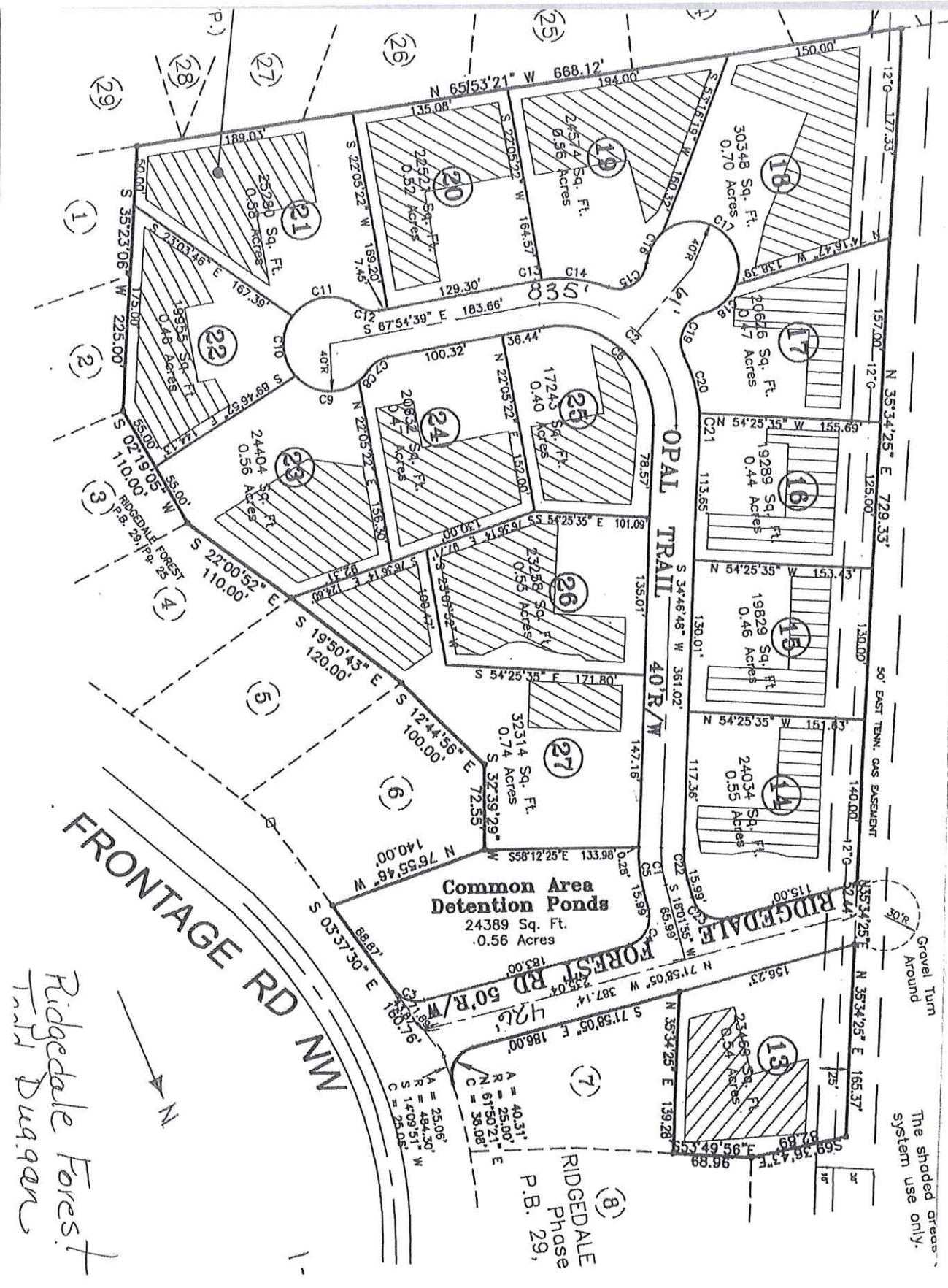
LENGTH OF PAVEMENT: 426'
(to end of asphalt)

Reviewed and approved by:
To be signed in order as listed:

- 1 - County Engineer: _____ Date: _____
- 2 - Storm Water Inspector: _____ Date: _____
- 3 - Planning Commission: _____ Date: _____
- 4 - County Road Superintendent: _____ Date: _____
- 5 - Road Committee Chair: _____ Date: _____
- 6 - Bradley Co. Commission Chair: _____ Date: _____

Date of Acceptance: _____

- Copies To:
- County Engineer*
 - Stormwater Inspector*
 - Planning Commission*
 - County Road superintendent*
 - Road Committee Chairperson*
 - County Commission Chairperson*
 - County Clerk*



Ridgedale Forest
 Full Diagram

BRADLEY COUNTY, TN

Request for acceptance and/or approval of the following road:

OPAL TRAIL

TAX MAP ID: 027

ROAD LOCATION: Ridgedale Forest Subdivision

BEGINNING: Ridgedale Forest Drive

ENDING: 2-Cul-de-sacs POSTED SPEED LIMIT: 25

ROAD CONSTRUCTED OF: ASPHALT CLASS A

WIDTH OF PAVEMENT: 20'

WIDTH OF RIGHT-OF-WAY: 40'

LENGTH OF ROAD RIGHT-OF-WAY: 845' 71'
(East cul-de-sac ~ Short west cul-de-sac)

LENGTH OF PAVEMENT: 835' 61'
(to back of east cul-de-sac ~ short west CD)

Reviewed and approved by:

To be signed in order as listed:

1 - County Engineer: _____ Date: _____

2 - Storm Water Inspector: _____ Date: _____

3 - Planning Commission: _____ Date: _____

4 - County Road Superintendent: _____ Date: _____

5 - Road Committee Chair: _____ Date: _____

6 - Bradley Co. Commission Chair: _____ Date: _____

Date of Acceptance: _____

Copies To: *County Engineer*
Stormwater Inspector
Planning Commission
County Road superintendent
Road Committee Chairperson
County Commission Chairperson
County Clerk

BRADLEY COUNTY, TN

Request for acceptance and/or approval of the following road:

EASTVIEW COVE ROAD

TAX MAP ID: 059

ROAD LOCATION: Eastview Cove Subdivision

BEGINNING: Waterlevel Highway

ENDING: Cul-de-sac POSTED SPEED LIMIT: 25

ROAD CONSTRUCTED OF: ASPHALT CLASS A

WIDTH OF PAVEMENT: 22'

WIDTH OF RIGHT-OF-WAY: 50'

LENGTH OF ROAD RIGHT-OF-WAY: 1,187'

LENGTH OF PAVEMENT: 1,177'
(to back of cul-de-sac)

Reviewed and approved by:
To be signed in order as listed:

- 1 - County Engineer: _____ Date: _____
- 2 - Storm Water Inspector: _____ Date: _____
- 3 - Planning Commission: _____ Date: _____
- 4 - County Road Superintendent: _____ Date: _____
- 5 - Road Committee Chair: _____ Date: _____
- 6 - Bradley Co. Commission Chair: _____ Date: _____

Date of Acceptance: _____

- Copies To:
- County Engineer
 - Stormwater Inspector
 - Planning Commission
 - County Road superintendent
 - Road Committee Chairperson
 - County Commission Chairperson
 - County Clerk

BRADLEY COUNTY PURCHASING PROCEDURES
(For all county departments with the exception of schools and road department)
Items italicized are not part of the adopted policy, but added for clarification purposes only.

The basic principle of an organized purchasing system is to plan the county's needs.

1. The department must first decide the need and then the availability of budgeted funds for purchases. If funds are not available, a budget amendment must be completed and approved by the County Commission before proceeding. If funds are available, then department may proceed.
2. A requisition for item(s) must be completed designating the account number and line item this purchase is to be charged to, an estimated amount if the exact amount is not known, signed by the authorized department personnel and forwarded to the County Mayor's Office. A W-9 must accompany the request if the vendor is new. **No Purchase order will be issued without the W-9.** (Use a separate requisition for each vendor. If the item is of \$1,000 or greater value, the item will require an asset number).
3. At the County Mayor's Office, the purchasing administrator will verify funds available and create the purchase order. It is at that time the computer will assign a purchase order number for that requisition. The purchase order will be signed by the County Mayor. **The purchase order document will be in two parts; white – department; and blue – accounts payable. The white and blue copies will be returned to the requesting department.** At that time, the purchase can be made.
4. **After the purchase is made, the blue copy of the purchase order, requisition, invoice and receipts with serial number (if applicable) will be forwarded to the County Mayor's Office to the attention of the purchasing administrator.** If an invoice is not issued at the time of purchase, please hold for the invoice. When all the documentation is complete, signed with approval to pay by the authorized personnel, it is ready to be forwarded to accounting for payment. *Checks will be issued at least one time each week. Invoices in our office by noon on Wednesday will allow checks to be available on Friday.* The white copy of the purchase order is for the originating department's records. **If the invoice received is a different amount than originally requested, a 'change order' will be issued and sent for department records. If the purchase order is to be used for multiple purchases a copy of the purchase order must be sent with each sequential invoice.**
5. Open purchase order file: All open purchase orders will remain in an "outstanding purchase order file". It is important to close purchase orders as soon as possible. **(Purchase orders not used within 12 months will be closed out and not available for use).** If a requisition is not used after being assigned a purchase order, please notify purchasing clerk so that she may void that number and release the amount reserved for that purchase.
6. Reimbursements require a check requisition, a purchase order and all corresponding receipts and attachments.
7. **Emergency Purchase orders:** A copy of a requisition faxed to the purchasing administrator and a purchase order will be issued immediately. The purchase order will be sent to requesting department to continue through step #4. *Emergency purchase orders are for true emergency situations i.e. equipment failure or similar situations. Emergency requests will be handled on a case by case basis.*

Items not requiring a requisition or purchase order are recurring monthly payments for utilities (electric, gas, telephone, water, cell phones, and pagers) or contracted services (i.e. leases).

All individual items or services of \$10,000 or more should follow the bidding process. State auditors require all original bids be forwarded to the County Mayor's Office.

Prices for items should be checked with at least three vendors on a regular basis and kept on file to ensure the most economical purchase for Bradley County.