



## BUDGET COMMITTEE AGENDA

**November 06, 2025 at 4:00 PM, Room 312**

1. Appearance of Citizens
2. Approval of Agenda
3. Contracts with Legal Approval
  - a. **State of TN Department of Health, Clinton Dental Clinic, Contract #26-0066** – Three-year Dental Services grant for Uninsured Adults for up to \$4,000,000 per year.
  - b. **State of TN Department of Health, Emory Valley Dental Clinic, Contract #26-0066** – Three-year Dental Services grant for Uninsured Adults for up to \$4,000,000 per year.
4. Contracts Pending Legal Approval
  - a. Comcast, IT Department, Contract \$26-0069 – Five-year internet contract for eleven locations for \$1,496 per month.
5. Capital Asset Surplus Request

Description	Department	Condition	Starting Bid
2008 Nissan Quest	Senior Center	Operable	\$500
2006 Dodge Caravan	Dental Clinic	Operable, battery drains quickly	\$500
2017 Ford Explorer	Sheriff	Needs Repair	\$500
2006 Ford Crown Victoria	Sheriff	Needs Repair	\$250
2017 Ford Explorer	Sheriff	Needs Repair	\$500
2016 Dodge Charger	Sheriff	Operable	\$500
2016 Dodge Charger	Sheriff	Operable	\$500

6. Cash and Fund Balance Report, etc. .... Robby Holbrook
7. Consent Agenda.... Transfers, not requiring Commission approval (1-3)
8. AC Schools / Marcus Bullock ..... Appropriations & Transfers (4-6)
9. Highway / Gary Long .....Appropriations (7-8)
10. Tourism / Stephanie Wells..... Appropriation (9)
11. Solid Waste / Geoff Trabalka ..... Appropriation (10)
12. General Fund / Mayor Frank .....Appropriations (11-12)
13. Fleet Services / John Vickery ..... Appropriation (13)
14. Clerk & Master / Hal Cousins..... Appropriation (14)
15. Finance / Robby Holbrook..... Appropriation (15)
16. Sheriff / Russell Barker ..... Appropriation (16)

SECTIONS:

- Grant Applications / EMS ..... (A)
- Law Director's Staffing Update / Legal Services..... (B)
- ASAP Resolution from October Budget Meeting ..... (C)
- Communications Director/Sheriff ..... (D)
- Unfinished Business ..... (E)
- New Business..... (F)

**ANDERSON COUNTY GOVERNMENT  
CASH AND FUND BALANCE REPORT  
October 31, 2025**

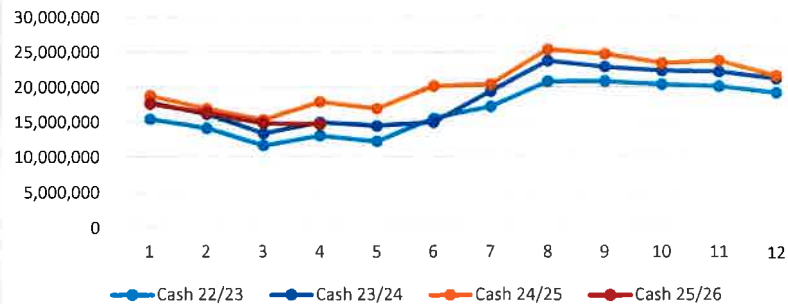
FUND	DESCRIPTION	NON-SPENDABLE	RESTRICTED FUNDS	COMMITTED FUNDS	ASSIGNED FUNDS	UNASSIGNED FUND BALANCE	TOTAL FUND BALANCE	CASH
101	General Fund	\$ -	\$ 1,211,270	\$ 343,761	\$ 1,627,153	\$ 13,712,507 *	\$ 16,894,691	\$ 14,632,316
115	Library Fund	\$ -	\$ 181,320		\$ -	\$ -	\$ 181,320	\$ 174,105
116	Solid Waste/Sanitation Fund	\$ -	\$ 748,662	\$ -	\$ -	\$ -	\$ 748,662	\$ 1,054,715
120	Opioid Abatement			\$ 752,610			\$ 795,135	\$ 795,135
121	American Rescue Plan							\$ 1,265,488
122	Drug Control Fund	\$ -	\$ 167,750	\$ 8,754	\$ -	\$ -	\$ 176,504	\$ 156,486
127	Channel 95 Fund	\$ -	\$ -	\$ -	\$ 21,056	\$ -	\$ 21,056	\$ 35,921
128	Tourism Fund	\$ -	\$ 889,935	\$ -	\$ -	\$ -	\$ 889,935	\$ 823,333
131	Highway Fund	\$ 47,550	\$ 269,737	\$ 3,312,633	\$ -	\$ -	\$ 3,582,370	\$ 4,884,123
141	General Purpose School Fund	\$ -	\$ -	\$ 12,821,162	\$ -	\$ -	\$ 12,821,162	\$ 16,155,048
143	Central Cafeteria	\$ 112,744	\$ 4,328,521	\$ -	\$ -	\$ -	\$ 4,328,521	\$ 4,701,426
151	General Debt Service Fund	\$ -	\$ 1,172,902	\$ -	\$ -	\$ -	\$ 1,172,902	\$ 1,379,645
152	Rural Debt Service Fund	\$ -	\$ 587,730	\$ -	\$ -	\$ -	\$ 587,730	\$ 975,304
156	Education Debt Service Fund	\$ -	\$ 96,991	\$ -	\$ -	\$ -	\$ 96,991	\$ 329,147
171	Capital Projects Fund	\$ -	\$ 108,182	\$ -	\$ -	\$ -	\$ 108,182	\$ 723,034
177	Education Capital Projects Fund		\$ 1,064,889	\$ -	\$ -	\$ -	\$ 1,064,889	\$ 936,362
263	Employee Benefit Fund	\$ 27,936	\$ -	\$ -	\$ 821,748	\$ -	\$ 821,748	\$ 1,190,247
		\$ 188,230	\$ 10,827,889	\$ 17,238,920	\$ 2,469,957	\$ 13,712,507	\$ 44,291,798	

\* General Unassigned Fund Balance limit of \$6M requiring 2/3 (11) votes for budget amendments.

**Cash Trends**  
October

Cash 21/22	13,265,398
Cash 22/23	12,971,391
Cash 23/24	14,919,200
Cash 24/25	17,880,381
Cash 25/26	14,632,316

**General Fund Cash Trends**





2025-2026 Grant Inventory for Anderson County Government

Account Codes (101 unless specified)	Department	Description	Amount of Grant	Amnt of matching funds	Grant begin date	Grant end Date	Fed thru State	State	Fed Direct	Grantor	Indirect Cost Recovery
53330	Anderson County Drug Court	TN Certified Recovery Court (TCRCP)	\$ 133,500	\$ -	7/1/2025	6/30/2026		\$ 133,500		TDMHSAS	\$ 8,260
53600-FJC	District Attorney's Office	Family Justice Center	\$ 200,000		7/1/2025	6/30/2026	\$ 200,000	-		OCJP/VOCA	\$ 3,685
53600-VOCA	District Attorney's Office	Victim's Coordinator Grant (VOCA)	\$ 95,350		7/1/2025	6/30/2026	\$ 76,280	\$ 19,070		OCJP/VOCA	\$ 11,850
55130-131-EMST1	EMS	EMS Training Supplement	\$ 28,800	\$ 2,203	12/31/2024	6/30/2025	\$ -	\$ 28,800		TDH	
	EMS	EMS Training Facility	\$ 857,840	\$ 857,841	10/1/2024	12/31/2027	\$ 857,840	\$ -		TEMA/DHS	
54410-499-DHS	Emergency Management	Homeland Security Grant 2024	\$ 28,250		9/1/2023	4/30/2026	\$ 28,250			TEMA/DHS	
54410-706-EOC	Emergency Management	Emergency Operations Center	\$ 2,942,940	\$ 980,980	9/1/2024	4/30/2027	\$ 2,942,940	\$ -		TEMA/DHS	
54410-499-EMPG	Emergency Management	Emergency Management EMPG 2023	\$ 32,024	\$ 32,024	10/1/2023	9/30/2025	\$ 32,024			TEMA	
54410-499-DOE	Emergency Management	Off-Site Emergency Planning and Response	\$ 21,000	\$ -	12/1/2024	11/30/2025	\$ 21,000	\$ -		TEMA/DHS	
54410-499-EMPG	Emergency Management	Emergency Management EMPG 2024	\$ 32,024	\$ 32,024	10/1/2023	9/30/2025	\$ 32,024			TEMA	
55110-707-SPNMG	Health Department	Health Department Renovation	\$ 699,000	\$ 616,400	1/13/2023	6/30/2026		\$ 1,315,400		TDH	
55190-3000	Health Department	Reimburse County for Contract employees Salaries	\$ 684,000	\$ -	7/1/2025	6/30/2026	\$ 181,724	\$ 502,276		TDH	
	Highway/Mayors Office	TDOT Old State Circle Bridge (State Run Project)	\$ 950,900				\$ 950,900			TDOT	
53500-1000	Juvenile Court	Juvenile Court State Supplement Funds	45,000.00		7/1/2024	6/30/2029		\$ 45,000		DCS	
51900-799-NWDSP	Mayors Office	TDOT Oliver Springs 1 of 2	\$ 942,020	\$ 216,580				\$ 942,020		TDOT	
51900-799-NWDSP	Mayors Office	TDOT Oliver Springs 2 of 2	\$ 711,396	\$ 177,849			\$ 711,396			TDOT	
	Mayors Office	Gibbs Ferry Park (FLAP Grant)	\$ 1,860,000	\$ 201,400					\$ 1,860,000	USDOT	
58190-FIG	Mayors Office	CDBG Food Insecurity	\$ 194,000		12/15/2023	3/31/2026	\$ 194,000			CDBG	
91170-791-CDBG1	Mayor's Office	CDBG Waterlines	\$ 523,207	\$ 107,163	10/15/2020	10/14/2025	\$ 523,207			TDEC/CDBG	
	Mayor's Office	Broadband Accessibility Grant (BRC)	\$ 100,000		7/1/2024	12/31/2026	\$ 100,000			TNECD	
	Mayor's Office	Brownfield Identification Grant	\$ 20,000	\$ -	8/1/2024	7/31/2025	\$ -	\$ 20,000	\$ -	TDEC	
	Mayor's Office	Senior Center Grant (Vehicle)	\$ 45,000	\$ -	11/1/2024	3/31/2026	\$ -	\$ 45,000	\$ -	TNDDA	
	Mayor's Office	ORHA Brownfield Identification Grant	\$ 100,000	\$ -	8/1/2024	7/31/2026	\$ -	\$ 100,000	\$ -	TDEC	
55120-399-ANML1	Mayor's Office	Animal Friendly - Spay/Neuter	\$ 1,200		8/1/2025	6/30/2026		\$ 1,200		TDA	
171-91401-TDEC1	Mayors Office/ACWA	Water Infrastructure Investment Plan (WIIP)	\$ 3,795,149	\$ 379,515	3/3/2021	9/30/2026	\$ 3,795,149	\$ -		TDEC	
TBD	Mayors Office/ORRCA	Oak Ridge Reservation Community Alliance	\$ 797,090	\$ -	4/15/2024	6/30/2028	\$ 797,090	\$ -		TDEC	
101-56300	Mayor's Office/Office on Aging	Office on Aging and Senior Center	\$ 196,181	\$ 28,420	7/1/2024	6/30/2026	\$ 166,419	\$ 29,762		ETHRA/ETAAND	
53310-399-AEM1	Mayor's Office/Gen Sessions	Alternate Electronic Monitoring	\$ 13,005	\$ 13,005	10/21/2024	6/30/2026		\$ 13,005		OCJP	
	Norris Library	TOP Grant	\$ 1,341	\$ 70	7/1/2025	6/30/2026		\$ 1,341		TSLA	
54230-EBP1	Sheriff's Department	Evidenced Based Programming (EBP)	\$ 317,141		5/15/2023	6/30/2027		\$ 317,141		OCJP	
54110-188-SORR1	Sheriff's Department	Sheriff's Office Recruitment and Retention	\$ 200,000		6/30/2023	3/7/2029		\$ 200,000		TDCI	
101-54110	Sheriff's Department	Governor's Highway Safety Grant	\$ 23,800	\$ -	10/1/2024	9/30/2025	\$ 23,800	-		TDSHS/ NHSTA	
54210-SMHT4	Sheriff's Department	Mental Health Transport	\$ 290,270	\$ -	7/1/2025	6/30/2026		\$ 290,270		OCJP	
54110-170	Sheriff's Department	SRO Grant	\$ 1,275,000		7/1/2025	6/30/2026		\$ 1,275,000		TDHS	
128-58110-ARPA	Tourism	Tourism ARPA	\$ 326,715		12/1/2021	11/30/2026	\$ 326,715			TDTD	
128-58110	Tourism	Tourism Marketing Grant	\$ 30,000	\$ 30,000	7/1/2025	6/30/2026		\$ 30,000		TDTD	
56300-499	Mayor's Office/Senior Center	Senior Center Sound Panels	\$ 48,000	\$ -	11/1/2025	3/31/2027	\$ -	\$ 48,000		TNDDA	
	District Attorney's Office	JAG - 7th CTF	\$ 225,000	\$ -	7/1/2025	6/30/2028	\$ 225,000		\$ -	OCJP	
101-54110	Sheriff's Department	Traffic Safety Enforcement and Education	\$ 27,200	\$ -	10/1/2025	9/30/2026	\$ 27,200		\$ -	TDSHS/NHSTA	
128-58110-799-TEGLB	Tourism	Tourism Enhancement Grant - Lost Bottom Park	\$ 49,000	\$ 21,000	7/1/2025	6/30/2027	\$ -	\$ 49,000	\$ -	TDTD	
<b>Total</b>											
<b>Current Year Grants</b>							<b>\$12,212,957</b>	<b>\$ 5,405,785</b>	<b>\$ 1,860,000</b>	<b>\$ 19,478,742</b>	<b>\$ 23,795</b>
<b>Prior Year Grants</b>							<b>\$12,605,736</b>	<b>\$14,456,770</b>	<b>\$ 1,860,000</b>	<b>\$ 28,922,507</b>	<b>\$ 28,845</b>

ARPA PROJECTS

	ARPA Funding Eligibility Category	REVENUE LOSS	OTHER ELIGIBILITIES	TOTAL			
	Total ARPA Allocation	\$ 10,000,000.00	\$ 4,952,074.00	\$ 14,952,074.00			
	-Less Budgeted To-Date	\$ (10,262,639.51)	\$ (5,120,393.55)	\$ (15,383,033.06)			
	<b>Remaining Allocation</b>	<b>\$ (262,639.51)</b>	<b>\$ (168,319.55)</b>	<b>\$ (430,959.06)</b>			
	<i>Interest earned and balance of allocations</i>	<i>\$ 445,147.16</i>	<i>\$ (430,959.06)</i>				
	<b>Total Interest Remaining</b>			<b>\$ 14,188.10</b>			
	Project Name	BUDGETED	EXPENDED TO-DATE	BUDGETED BUT NOT EXPENDED	PROJECT STATUS	REVENUE LOSS	Date Approved by Commission
1	Employee Retention Payments -Exempt	\$ 85,013.68	\$ 85,013.68	\$ -	Complete	YES	4/18/2022
2	Employee Retention Payments -Non-Exempt	\$ 614,826.78	\$ 614,826.78	\$ -	Complete	NO	4/18/2022
3.1	TN Emergency Broadband Fund Grants -MF Highland	\$ 11,636.84	\$ 11,636.84	\$ -	Complete	YES	2/22/2022
4	GIS Digitized Stormwater System And Outfall Map	\$ 103,060.00	\$ 103,060.00	\$ -	Complete	YES	11/21/2022
5	Comp/Building/Contents/MotorPool)	\$ 280,000.00	\$ 280,000.00	\$ -	Complete	YES	8/15/2022
6	Whole Body Scanner for Jail	\$ 135,000.00	\$ 135,000.00	\$ -	Complete	YES	9/20/2021
7	County Paving Projects	\$ 766,991.63	\$ 766,991.63	\$ -	Complete	YES	8/15/2022
7.1	County Paving Projects - New Eligibility	\$ 1,485,844.01	\$ 1,485,844.01	\$ -	Complete	NO	8/15/2022
8	County-wide Assessment for Water & Sewer Planning	\$ 92,000.00	\$ 92,000.00	\$ -	Complete	YES	3/10/2022
9	Claxton Sewerline Study	\$ 30,000.00	\$ 30,000.00	\$ -	Complete	YES	8/15/2022
10	Witness Room/Archives Relocation	\$ 1,019,170.85	\$ 1,019,170.85	\$ -	Complete	YES	8/15/2022
11	Senior Center Kitchen Improvements	\$ 670,200.00	\$ 670,200.00	\$ -	Complete	YES	5/16/2022
12	A/V Technology for Room 118A	\$ 15,182.53	\$ 15,182.53	\$ -	Complete	YES	5/16/2022
13	IT Infrastructure Needs (e.g., Multi-Factor Authentication)	\$ 150,000.00	\$ 150,000.00	\$ -	Complete	YES	8/15/2022
15	Other Vehicles on Capital Requests	\$ 224,823.00	\$ 224,823.00	\$ -	Complete	YES	8/15/2022
16	Sheriff's Vehicles for 2 Years	\$ 899,349.03	\$ 899,349.03	\$ -	Complete	YES	8/15/2022
18	Family Justice Center -Building Purchase	\$ 175,000.00	\$ 175,000.00	\$ -	Complete	YES	8/15/2022
19	EMS Stretchers (12)	\$ 398,409.00	\$ 398,409.00	\$ -	Complete	YES	11/21/2022
21	Oak Ridge Fire Dept. Training Center	\$ 273,500.00	\$ 273,500.00	\$ -	Complete	YES	8/15/2022
22	Other County Capital Outlay Requests (e.g., \$10k Judges)	\$ 9,334.76	\$ 9,334.76	\$ -	Complete	YES	8/15/2022
23	Repair Chimes	\$ 18,635.00	\$ 18,635.00	\$ -	Complete	YES	1/17/2023
24	A/V Technology for Room 312	\$ 13,994.24	\$ 13,994.24	\$ -	Complete	YES	3/20/2023
25	Jail Medical Services	\$ 250,000.00	\$ 250,000.00	\$ -	Complete	YES	5/15/2023
26	EMS Budget Fund Balance Adjustment (FY24)	\$ 516,000.00	\$ 516,000.00	\$ -	Complete	YES	6/19/2023
28	Fire Department/Rescue Squad Equipment	\$ 547,389.89	\$ 547,389.89	\$ -	Complete	YES	8/21/2023
29	EMS AED's	\$ 272,669.74	\$ 272,669.74	\$ -	Complete	YES	8/21/2023
30	Claxton Area Repeater	\$ 13,475.23	\$ 13,475.23	\$ -	Complete	YES	8/21/2023
32	Contributions Child Advocacy Center & American Legion	\$ 18,405.00	\$ 18,405.00	\$ -	Complete	YES	3/18/2024
33	County-wide Emergency Communications System	\$ 1,250,000.00	\$ 1,250,000.00	\$ -	Complete	NO	12/18/2023
34	Parks Bobcat	\$ 53,161.25	\$ 53,161.25	\$ -	Complete	YES	5/20/2024
35	Anderson County Fire Commission Funding for Departments	\$ 330,000.00	\$ 330,000.00	\$ -	Complete	YES	5/20/2024
36	Auto Purchases	\$ 170,281.35	\$ 170,281.35	\$ -	Complete	YES	6/17/2024
38	Sheriff's Vehicles FY25	\$ 571,962.02	\$ 571,962.02	\$ -	Complete	YES	8/19/2024
39	Archives Security Cameras	\$ 13,802.94	\$ 13,802.94	\$ -	Complete	YES	8/19/2024
40	Senior Center Badge System	\$ 10,888.36	\$ 10,888.36	\$ -	Complete	YES	9/16/2024
42	County Auto Purchases	\$ 100,000.00	\$ 100,000.00	\$ -	Complete	YES	11/18/2024
44	Employee Retention Payments 2024	\$ 469,288.25	\$ 469,288.25	\$ -	Complete	YES	12/16/2024
3	TN Emergency Broadband Fund Grants -MF Comcast	\$ 250,000.00	\$ -	\$ 250,000.00	In Progress	YES	2/22/2022
14	EMS Ambulances for 2 years	\$ 1,346,903.66	\$ 923,707.66	\$ 423,196.00	In Progress	NO	8/15/2022
27	TDEC ARP Water Infrastructure Investment Plan (WIIP)	\$ 379,514.92	\$ 307,735.98	\$ 71,778.94	In Progress	YES	6/19/2023
31	Dental Clinic Redesign/Relocation/Bldg Improvements	\$ 604,000.00	\$ 506,538.99	\$ 97,461.01	In Progress	YES	9/18/2023
37	EMS Vehicles FY25	\$ 422,819.10	\$ 284,669.10	\$ 138,150.00	In Progress	NO	8/19/2024
41	Blockhouse Valley Recycling Center	\$ 56,500.00	\$ 22,600.00	\$ 33,900.00	In Progress	YES	10/21/2024
43	Blockhouse Valley Recycling Center	\$ 14,000.00	\$ 9,800.00	\$ 4,200.00	In Progress	YES	12/16/2024
45	Health Dept Reno ARPA Interest Last Dollar	\$ 250,000.00	\$ -	\$ 250,000.00	In Progress	YES	9/15/2025
		\$ 15,383,033.06	\$ 14,114,347.11	\$ 1,268,685.95			

### ANDERSON COUNTY BUDGET AMENDMENT REQUEST

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.**

#### TYPE OF AMENDMENT

TRANSFER:     X

APPROPRIATION:

DEPARTMENT:     Emergency Medical Services

FROM:     Nathan Sweet

**0083902**

September 3, 2025

INCREASE	CODE DESCRIPTION	AMOUNT
101-55130-708	Communicaiton Equipment	\$ 12,500.00
101-55130-335	Maintenance and Repair Building	\$ 5,000.00
		\$ 17,500.00

<b>DECREASE</b>	CODE DESCRIPTION	AMOUNT
101-55130-309-Kick	Contracts with Governmental Agencies Kicker Payment	\$ 17,500.00
		\$ 17,500.00

*152,600*

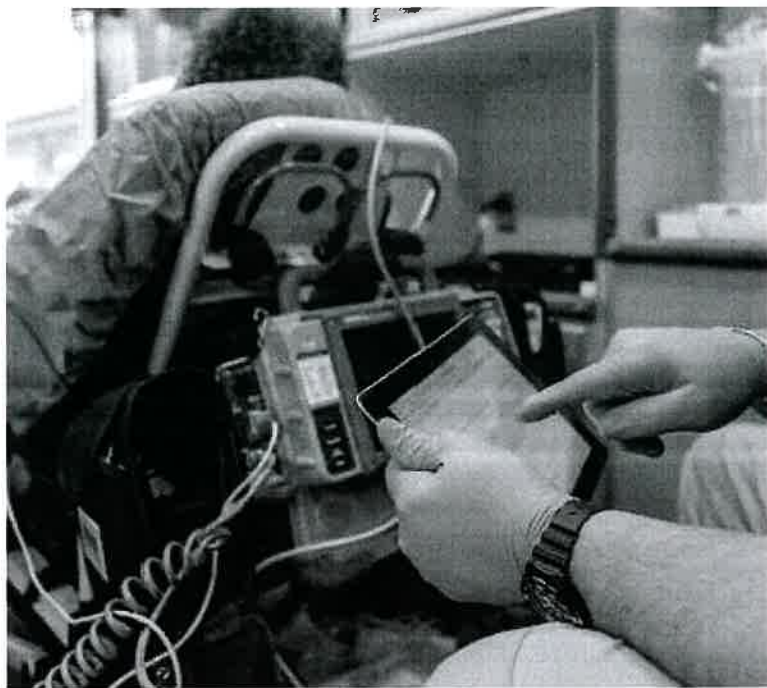
Detailed Justification / Explanation :

Increase to communication equipment due to the state replacing ambulance radios, but it does not include a third radio head that we use in our 911 ambulances. This will save us over \$250,000 compared to replacing the radios ourselves. Decreasing the budget for the Medicaid kicker payment, these payments are lower than expected. Building maintenance increasing due to unexpected repairs.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

One time amendment for communicaiton equipment and kicker payments. Might need to increase building maintenance code in future budgets.

①



## ANDERSON COUNTY EMS

3rd head for TACN radios

10/30/2025





QUOTE-3364615

10/30/2025

ANDERSON COUNTY EMS  
314 PUBLIC SAFETY LN  
CLINTON, TN 37716

RE: Motorola Quote for 3rd head for TACN radios

Dear Nathan Sweet,

Motorola Solutions is pleased to present ANDERSON COUNTY EMS with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide ANDERSON COUNTY EMS with the best products and services available in the communications industry. Please direct any questions to Jimmy Hayes, Jr. at jimmy.hayes@metrocomm2way.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Jimmy Hayes, Jr.  
Motorola Manufacturer's Representative

Motorola Solutions Manufacturer's Representative

1



QUOTE-3364615  
3rd head for TACN radios

Billing Address:  
ANDERSON COUNTY EMS  
314 PUBLIC SAFETY LN  
CLINTON, TN 37716  
US

Quote Date:10/30/2025  
Expiration Date:12/29/2025  
Quote Created By:  
Jimmy Hayes, Jr.  
Motorola Manufacturer's  
Representative  
jimmy.hayes@metrocomm2way.com  
8656611707

End Customer:  
ANDERSON COUNTY EMS  
Nathan Sweet  
nsweet@andersonems.com

Contract: Tennessee Statewide Contract  
424

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
	APX™ Control Head/ Mounting Kits/DEK BOX/ Multiplexers						
1	H1930A	MOBILE RADIO E5 CH	1	\$767.00	28.0%	\$552.24	\$552.24
1a	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$71.00	28.0%	\$51.12	\$51.12
1b	W20CA	ADD: KEYPAD MIC GCAI APX	1	\$212.00	28.0%	\$152.64	\$152.64
1c	GA01755AA	ADD: E5 REMOTE CHIB	1	\$148.00	28.0%	\$106.56	\$106.56
1d	G610AC	ADD: REMOTE MOUNT CABLE 30 FT APX	1	\$30.00	28.0%	\$21.60	\$21.60
1e	GA01282AA	ADD: NO REMOTE TIB	1	\$0.00	0.0%	\$0.00	\$0.00
1f	GA01301AA	ADD: NO PWR CBL	1	\$0.00	0.0%	\$0.00	\$0.00
1g	GA01297AA	ADD: NO ACCESSORY CABLE	1	\$0.00	0.0%	\$0.00	\$0.00
	Product Services						
2	LSV00Q01073A	Magnetic Mic	1	\$76.85	0.0%	\$76.85	\$76.85

Subtotal \$1,304.85  
 Total Discount Amount \$343.84  
**Grand Total \$961.01(USD)**



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
 Motorola Solutions, Inc. : 500 West Monroe, United States - 60661 ~ #: 36-1115800



### ANDERSON COUNTY BUDGET AMENDMENT REQUEST

**IMPORTANT NOTE:** This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

**TYPE OF AMENDMENT**

TRANSFER:       APPROPRIATION:   
 DEPARTMENT: Fiscal Services      FROM: Marcus Bullock  
 DATE: 10/31/2025

0083903

INCREASE <input checked="" type="checkbox"/> DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-72210-524	Regular Instruction Program - Staff Development	\$ 4,604.00
<b>Total</b>		<b>\$ 4,604.00</b>

INCREASE <input type="checkbox"/> DECREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-72210-432	Regular Instruction Program - Library Books	\$ 4,604.00
<b>Total</b>		<b>\$ 4,604.00</b>

4,604

Motion \_\_\_\_\_

To Approve

To Refer

With       W/O

Seconded Motion \_\_\_\_\_

Detailed Justification / Explanation :  
 To transfer funding for increased staff development costs.

2

### ANDERSON COUNTY BUDGET AMENDMENT REQUEST

**IMPORTANT NOTE:** This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

**TYPE OF AMENDMENT**

TRANSFER:       APPROPRIATION:   
 DEPARTMENT: School Nutrition      FROM: RaeAnn Owens  
 DATE: 10/23/2025

0083904

INCREASE <input checked="" type="checkbox"/> DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
143-73100-336	Food Service - Maint & Repair Equipment (A)	\$ 10,000.00
<b>Total</b>		<b>\$ 10,000.00</b>

INCREASE <input type="checkbox"/> DECREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
143-73100-718	Food Service - Motor Vehicles (B)	\$ 10,000.00
<b>Total</b>		<b>\$ 10,000.00</b>

16,500

Motion \_\_\_\_\_

To Approve

To Refer

With       W/O

Seconded Motion \_\_\_\_\_

**Detailed Justification / Explanation:**  
 A. Increase based on the projected needs for the remainder of the school year to cover equipment maintenance.  
 B. Decrease based on the projected needs for the remainder of the school year.

3



### ANDERSON COUNTY BUDGET AMENDMENT REQUEST

**IMPORTANT NOTE:** This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

**TYPE OF AMENDMENT**

TRANSFER:       APPROPRIATION:

DEPARTMENT: Fiscal Services      FROM: Marcus Bullock, CFO  
 DATE: 10/28/2025

0083906

INCREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
DECREASE <input type="checkbox"/>		
141-44990	Other Local Revenue	\$ 10,000.00
<b>Total</b>		<b>\$ 10,000.00</b>

INCREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
DECREASE <input type="checkbox"/>		
141-71100-599	Regular Instruction - Other Charges	\$ 10,000.00
<b>Total</b>		<b>\$ 10,000.00</b>

Motion \_\_\_\_\_

To Approve

To Refer

With       W/O

Seconded Motion \_\_\_\_\_

**Detailed Justification / Explanation :**  
 Grant funds received at the district level from Battelle will be allocated and disbursed to individual schools in accordance with the specific Battelle award letters.

Received revenue on 10/28/25 \$10,000

5



## ANDERSON COUNTY BUDGET AMENDMENT REQUEST

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.**

### TYPE OF AMENDMENT

TRANSFER:       APPROPRIATION:       0083908

DEPARTMENT: Highway      FROM: Gary Long Road Superintendent

DATE: Nov-25

Increase	CODE DESCRIPTION	AMOUNT
131-68000-714	Capital Out Lay Equipment	\$ 500,000.00
	TOTAL	\$ 500,000.00

Decrease	CODE DESCRIPTION	AMOUNT
131-34550	Restricted for Highway	\$ 500,000.00
	TOTAL	\$ 500,000.00

3.5m

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O	
Seconded _____	
Motion _____	

Detailed Justification / Explanation :

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Back Hoe & Tractor

---



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Please attach additional sheet if more information is needed

7

### ANDERSON COUNTY BUDGET AMENDMENT REQUEST

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.**

#### TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

DEPARTMENT: Highway

FROM: Gary Long Road Superintendent

0083909

DATE: 10/30/2025

Increase	CODE DESCRIPTION	AMOUNT
131-62000-399	Other Contracted items	\$ 25,000.00
	TOTAL	\$ 25,000.00

Decrease	CODE DESCRIPTION	AMOUNT
131-34550	Restricted for Highway	\$ 25,000.00
	TOTAL	\$ 25,000.00

3.5m

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O  Seconded _____ Motion _____	
--	--

Detailed Justification / Explanation :

We use this code for Striping, Guard Rail, Drug Tests, Petroleum Equip Tests, House Keeping, Windshield Re services.

Please attach additional sheet if more information is needed

8

## ANDERSON COUNTY BUDGET AMENDMENT REQUEST

### TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

0083910

DEPARTMENT: Tourism

FROM: Stephanie Wells

Increase	CODE DESCRIPTION	AMOUNT
128-46980-ENGR	State Grant-Tourism Enhancement	\$49,000.00
Decrease	CODE DESCRIPTION	AMOUNT
128-34535	Restricted - Social, Cultural & Recreational	\$21,000.00
<b>TOTAL</b>		<b>\$70,000.00</b>

889,935

Increase	CODE DESCRIPTION	AMOUNT
128-58110-799-ENGR	Capital Project-Enhancement Grant	\$70,000.00
<b>TOTAL</b>		<b>\$70,000.00</b>

Motion

To Approve

To Refer

With                       W/O

Seconded \_\_\_\_\_

**Detailed Justification / Explanation :**  
 Appropriating Funds for the Tourism Enhancement Grant for Lost Bottom Park Signage

Impact on next year's budget : None

9

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.**

**TYPE OF AMENDMENT**

TRANSFER:

APPROPRIATION:

DEPARTMENT: \_\_\_\_\_  
Solid Waste

FROM: \_\_\_\_\_  
Geoff Trabalka

**0083911**

DATE November 2025 Meeting

INCREASE (DECREASE (circle one))	CODE DESCRIPTION	AMOUNT
116-34530	Restricted For Public Health & Welfare	\$ 27,000.00

INCREASE / DECREASE (circle one)	CODE DESCRIPTION	AMOUNT
116-55751-312	Contracts with Private Agencies	\$ 6,000.00
116-55732-733	Solid Waste Equipment	\$ 21,000.00

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		
Seconded _____ Motion		\$ 27,000.00

Detailed Justification / Explanation :

**See Justification Page**

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

One time amendment.

10

## October 2025 Budget Amendment Justification

Please Reference Solid Waste Board Minutes

**116-55751-312** – This appropriation is to add funds as a contingency for repair of fire damage to dumpsters at Cagis Creek. Any unused fund will roll back into the Solid Waste Reserve Code. One Time Amendment.

**116-55732-733** – This appropriation is to add funds for purchase of three (3) 30yd. open top dumpsters to be placed at the Cagis Creek Green Box Site – 6200 Hwy 116. Any unused fund will roll back into the Solid Waste Reserve Code. One Time Amendment.

**Solid Waste Advisory Board Meeting Minutes  
Tuesday, October 14, 2025 – 4:00PM – Room 118A**

Members in attendance: Robert McKamey, Anthony Allen, Steven Poppick, Harold Edwards, Cory Jenkins, Mike Ellis

Members absent: Jerry White, Patrick Berge, Charles Ledford, Bill Riggs

Also present: Karen Mckamey, Christopher McCoy, Shain Vowell, Terry Frank, Geoff Trabalka

Meeting called to order at 4:00pm by Chairman McKamey.

ITEM 1 – Discussion of alternative to October Budget Amendment deferred back to Solid Waste Board. Motion made to fund the purchase of three (3) 30 yd. open top dumpsters (\$21,000.00), and add funds for repair of dumpsters by 3<sup>rd</sup> party contractor in case of any fire damage (\$10,000.00). Motion made by Harold Edwards, 2<sup>nd</sup> by Cory Jenkins.

Aye: 6

Nay: 0

OTHER BUSINESS – None

Meeting adjourned at 4:50 pm.

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.**

**TYPE OF AMENDMENT**

TRANSFER:

APPROPRIATION:

DEPARTMENT:  
Other County Facilities

FROM: 0083912  
Mayor Frank

10/31/25

INCREASE	CODE DESCRIPTION	AMOUNT
101-51810-335	Other Facilities Maintenance & Repair - Buildings	\$2,500.00
		<b>\$2,500.00</b>

<del>INCREASE</del>	CODE DESCRIPTION	AMOUNT
101-48610	Donations	\$2,500.00

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O	
Seconded _____ Motion	<b>\$2,500.00</b>

**Detailed Justification / Explanation** We utilized some maintenance funds to replace old, broken PVS boxes, repair wiring, and install new conduit for lighting at the soccer field at a total cost of \$4,900. East TN Futbol Club donated \$2,500.00 toward the project. This request is to put the funds back into the other buildings maintenance code.

**What Impact does this amendment/appropriation have on next year's budget (one-time amendment or permanent increase)?** None



101-48610 : Donations

<b>ANDERSON COUNTY FINANCE DEPARTMENT 100 North Main Street • Room 210 Clinton, TN 37716</b>	<b>CASH RECEIPT</b>		Date <u>10-10-25</u>	4559																			
	Received From <u>East TN Futbol Club</u>																						
	Address _____		Dollars \$ <u>2500.00</u>																				
	For <u>Donation to county</u>																						
	<table border="1"><thead><tr><th colspan="2">ACCOUNT</th><th colspan="2">HOW PAID</th></tr></thead><tbody><tr><td>AMT. OF ACCOUNT</td><td></td><td>CASH</td><td></td></tr><tr><td>AMT. PAID</td><td></td><td>CHECK</td><td><input checked="" type="checkbox"/></td></tr><tr><td>BALANCE DUE</td><td></td><td>MONEY ORDER <input type="checkbox"/></td><td></td></tr><tr><td></td><td></td><td>CREDIT CARD <input type="checkbox"/></td><td></td></tr></tbody></table>		ACCOUNT		HOW PAID		AMT. OF ACCOUNT		CASH		AMT. PAID		CHECK	<input checked="" type="checkbox"/>	BALANCE DUE		MONEY ORDER <input type="checkbox"/>				CREDIT CARD <input type="checkbox"/>		By <u>[Signature]</u>
ACCOUNT		HOW PAID																					
AMT. OF ACCOUNT		CASH																					
AMT. PAID		CHECK	<input checked="" type="checkbox"/>																				
BALANCE DUE		MONEY ORDER <input type="checkbox"/>																					
		CREDIT CARD <input type="checkbox"/>																					

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.**

**TYPE OF AMENDMENT**

TRANSFER:

APPROPRIATION:

DEPARTMENT:  
Animal Care & Control

FROM:  
Mayor Frank 0083913

11/3/25

INCREASE	CODE DESCRIPTION	AMOUNT
101-55120-169	Animal Control - Part-Time Help	\$4,000.00
101-55120-201	Animal Control - Social Security	\$250.00
101-55120-212	Animal Control - Employer Medicare	\$58.00
		<b>\$4,308.00</b>

DECREASE	CODE DESCRIPTION	AMOUNT
101-34530-ANML	Restricted for Public Health & Welfare - Animal Holding	\$4,308.00

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O	
Seconded _____	
Motion	<b>\$4,308.00</b>

**Detailed Justification / Explanation** This request is to add funds to pay part-time personnel to work PetSmart for 8 hours on Saturday (or part Saturday, part Sunday). We do have some volunteers, but there is a lot of evening traffic as well and we would like to increase adoptions by adding a guaranteed personnel presence.

**What Impact does this amendment/appropriation have on next year's budget (one-time amendment or permanent increase)?**

*Please attach additional sheet if more information is needed*

12



**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.**

**TYPE OF AMENDMENT**

TRANSFER:  
DEPARTMENT: CLERK & MASTER

APPROPRIATION: X  
FROM: HAL COUSINS

0083915

DECREASE	CODE DESCRIPTION	AMOUNT
101-34520-7000	Restricted - C&M Data Processing	\$ 1,500.00
	<b>Total</b>	<b>\$ 1,500.00</b>
INCREASE		
101-53400-399	Chancery Court - Other Contracted Services	\$ 1,500.00
	<b>Total</b>	<b>\$ 1,500.00</b>

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		28,149
Seconded _____ Motion _____		

Detailed Justification / Explanation :

Additional Funds are required for costs related to updating the Chancery Court docket display

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Impact on 25/26 Budget:** This is a one-time increase with no impact on future budgets.

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.**

**TYPE OF AMENDMENT**

TRANSFER:  
DEPARTMENT: Finance

APPROPRIATION: X  
FROM: Robert Holbrook

0083916

INCREASE	CODE DESCRIPTION	AMOUNT
101-56700-799 -TVACP	Parks - Other Capital Outlay	\$ 250,000.00
101-56700-799-TVALB	Parks - Other Capital Outlay	\$ 50,000.00
	<b>Total</b>	<b>\$ 300,000.00</b>
<b>INCREASE</b>		
101-47990-TVACP	Other Direct Federal Revenue - TVA Contribution for Claxton Park	\$ 250,000.00
101-47990-TVALB	Other Direct Federal Revenue - TVA Contribution for Lost Bottom	\$ 50,000.00
	<b>Total</b>	<b>\$ 300,000.00</b>

Motion

To Approve

To Refer

With                       W/O

Seconded \_\_\_\_\_

Motion

Detailed Justification / Explanation :

This budget amendment recognizes the contribution from TVA for two parks in the Claxton area.

The funds are being moved to an appropriate expenditure account in the event they are needed during the current fiscal year.

If the funds are not utilized, they will be committed at year end for future use on the two parks.

**Impact on 26/27 Budget - No**

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.**

**TYPE OF AMENDMENT**

TRANSFER:

APPROPRIATION: X

DEPARTMENT: Sheriff

FROM: Russell Barker/Kenny Sharp

0083917

INCREASE	CODE DESCRIPTION	AMOUNT
101-49700	Insurance Recovery	\$ 6,896.00
	<b>Total</b>	<b>\$ 6,896.00</b>
<b>INCREASE</b>		
101-54110-338	Sheriff's Department - Repairs And Maintenance Vehicl	\$ 6,896.00
	<b>Total</b>	<b>\$ 6,896.00</b>

Motion <input type="checkbox"/> To Approve <input type="checkbox"/> To Refer <input type="checkbox"/> With <input type="checkbox"/> W/O		
Seconded _____ Motion		

Detailed Justification / Explanation :

Amendment for insurance recovery related to a Sheriff's office vehicle

Impact on 26/27 Budget - No

<b>ANDERSON County Government Grant Pre-Application Notification Form</b>	
Department/Office/Agency Applying for Grant: Sheriff	Application Deadline: 10/31/2025
Fund Source Type (i.e. State-Direct, Federal thru State, Federal-Direct, Other): Federal	
Funding Agency Name: Bureau of Justice	
Grant/Program Title: BJA FY25 Body-Worn Camera Policy and Implementation Program	
Grant Period Begins:	
Grant Period Ends:	
Total Grant Project Costs: \$ 650,000	
Grant Amount Provided by Funding Agency: \$ 650,000	
Is a County Match Required? (Yes/No): No      Cash <input type="checkbox"/> or In-Kind <input type="checkbox"/> or Both <input type="checkbox"/>	
County Matching Amount Required: \$	
Grant Revenue Type (Advance Payment or Reimbursement) : Unkownn	
Indirect Cost Availability (Yes/No):	
Purpose of Grant: Purchase and implement body-worn camera program	
Person Responsible for Grant Program Management (Program Manager): Steve Owens	
Person Responsible for Approving Allowable Costs:	
Person Responsible for Requesting Revenue Claims: Steve Owens	
Post Grant Obligations(Yes/No): No	
Post Grant Obligation Information (ongoing staffing, programing, maintenance, etc.):	
Grant Requirements for Equipment, Ownership & Insurance :	
Grant Requirements for Annual Cost of Upgrade/Maintenance, etc.:	
Grant Requirements for Contracted Services:	
Will this grant add Value to Anderson County Fixed Assets? (Yes/ No): No	
Will this grant add Expense to Anderson County's Insurance Expense? (Yes/No): No	
<b>Funding Agency Contact Information</b>	
Contact Name/Title	BJA
Phone	
Email	Ojp.responsecenter@usdoj.gov
Submitting Department Head Signature:	Date: 10/28/2025
Grant Coordinator Signature:	Date: 10/28/2025

SECA

## **Anderson County Legal Services Advisory Committee Meeting Minutes: October 31, 2025**

**Members Present:** Terry Frank, Russell Barker, Robby Holbrook, Johnny Alley, Tracy Wandell, Tim Shelton, Jeff Cole, Sabra Beauchamp, Denise Palmer, Regina Copeland, and Rex Lynch

**Members Absent:** Gary Long

**Others Present:** Leean Tupper, Jamie Brooks Jr., Cassandra Powell, Chad McNabb, Annette Prewitt, and Tim Isbel

Mayor Frank called the meeting to order at 10:04 a.m.

**Public Comments** — none


**Approval of Prior Meeting Minutes** — Rex Lynch made a motion and second by Denise Palmer to approve the minutes of the May 5, 2025, meeting as presented. Motion carried by voice vote.

**Election of Chair & Vice Chair:** Tracy Wandell moved to add to today's meeting agenda the election of chair and vice chair. Seconded by Rex Lynch. Motion carried by voice vote.

Russell Barker made a motion for Terry Frank to continue serving as committee chair. Regina Copeland seconded. Elected by acclamation.

Russell Barker made a motion for Tim Shelton to continue serving as committee vice chair. Regina Copeland seconded. Elected by acclamation.

**Updates/Questions for the Law Director** — Mr. Brooks reviewed legal cases that his office is following.

 **Staffing Update** — Mr. Brooks stated that HR has posted a job listing for a legal assistant to replace the paralegal that left in recent months. Interviews will be conducted soon, and an offer will be made. The office also is working with HR to update job descriptions. Mr. Brooks also proposed that Cassandra Powell's job title be listed as Assistant to the Law Director or something similar. Sabra Beauchamp made a motion, seconded by John Alley, to endorse the staffing proposals presented by Mr. Brooks and align salaries to the proper budget codes. Motion carried by voice vote.

**Succession Planning** — discussion only

**Operational Planning Policy and Mission Statement** — both are in progress; once completed, drafts will be presented to the committee for review and input.

Law Director's Staffing Changes

SEC B

# Anderson County, Tennessee Board of Commissioners

## RESOLUTION No: 25-07-1223

**A RESOLUTION INCREASING THE FUNDING AMOUNT ASAP OF ANDERSON COUNTY RECIEVES FROM THE LITIGATION TAX ON ALL CRIMINAL AND CIVIL CASES IN ALL COURTS AND BEER BOARD FINES WHICH FUNDING WAS RE-ESTABLISHED BY RESOLUTION NO.19-11-783.**

**WHEREAS**, the Anderson County Board of Commissioners meeting in regular session on November 18, 2019, passed Resolution No. 19-11-783 which re-established a levy on litigation tax pursuant to Tennessee Code Annotated § 67-4-601 on all criminal cases and all civil cases filed in all courts, where not precluded by state law, for the use and benefit of ASAP of Anderson County;

**WHEREAS**, in addition, Resolution No. 19-11-783 provided for the fines collected by the Anderson County Beer Board to be directed for the use and benefit of ASAP of Anderson County;

**WHEREAS**, the authority granted to the Anderson County Board of Commissioners by Tennessee Code Annotated § 67-4-601 authorizes Anderson County to establish and levy a litigation tax of up to twenty-five (\$25) to fund drug awareness, treatment and prevention programs;

**WHEREAS**, ASAP of Anderson County has been an important partner with Anderson County in this mission as well as working to reducing underage sales of alcohol in our community;

**NOW THEREFORE, BE IT RESOLVED** by the Anderson County Board of Commissioners meeting in regular session this 21<sup>st</sup> day of July 2025 that we hereby authorize an increase in the litigation tax permitted by Tennessee Code Annotated § 67-4-601 from ten (\$10) dollars to \_\_\_\_\_ dollars on all criminal cases and juvenile cases involving tobacco and from five (\$5) dollars to \_\_\_\_\_ dollars on all civil cases filed in all courts where not the precluded by state law, for the use and benefit of ASAP of Anderson County to assist in the execution of their mission to fund drug awareness, education, treatment and prevention programs.<sup>1</sup>

**RESOLVED, AND APPROVED** by two thirds (2/3) vote this \_\_\_\_ of October, 2025. This resolution shall take effect immediately upon the public welfare requiring same.

\_\_\_\_\_  
H. Tyler Mayes, Chair A.C. Comm.

\_\_\_\_\_  
Terry Frank, Mayor

ATTEST:

\_\_\_\_\_  
Jeff Cole, County Clerk

<sup>1</sup> Specifically, Tennessee Code Annotated §67-4-604(b)(3) exempts adoption cases filed in circuit, chancery and juvenile court from the levee of a litigation tax. Tenn. Code Annotated §67-5-241(c)(2) provided no litigation tax shall be imposed upon delinquent tax sales. If Juvenile Court, as defined by Tenn. Code Annotated §37-1-102(b)(19) is not excluded from the assessment of a litigation tax by Tenn. Code Annotated §67-4-604(b)(1) the tax will apply only to vaping cases.

SEC C

## POSITION DESCRIPTION

---

**JOB TITLE:** Communications Director  
**SECTION:** Communications Section  
**POSITION STATUS:** Full-time, Appointed, Civil Service  
**SALARY RANGE:** Grade 9 (\$59,365.60 - \$63,151.20)  
**REPORTS TO:** Operations Captain, Asst. Chief, Chief Deputy, Sheriff

### POSITION OBJECTIVE:

Performs responsible supervisory and administrative functions.

### SUPERVISION RECEIVED:

Works under general supervision of the Operations Captain.

### SUPERVISION EXERCISED:

The Director of Communications oversees the operations of the Communications Center under the general supervision of the Operations Captain. The duties of the Director of Communications include managing communication and dispatch functions for receiving and processing emergency and non-emergency assistance requests and dispatching the appropriate police, fire, medical, and other personnel; supervising and training Emergency Communications Center staff; maintaining communication and information systems; developing protocols; and coordinating with other emergency services and departments.

### DUTIES/RESPONSIBILITIES:

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of Communications Center staff; responsible for the daily operations and activities of the Communications Center.
2. Participates in selecting Communications Center staff; provides or coordinates staff training; conducts quality assurance reviews of calls and dispatches; works with employees to correct deficiencies; implements discipline procedures.
3. Participates in preparing and managing the Communications Center budget; submits budget recommendations; monitors expenditures.
4. Schedules staff to maintain levels and adequate coverage while allowing for time off; manages all time off requests; approves overtime.
5. Participates in developing policies, processes, procedures, operational manuals, and systems; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and guidelines.
6. Assures adherence to State requirements as a 911 Public Safety Answer Point (PSAP).

7. Monitors the Terminal Agency Coordinator (TAC); monitors the contact person required by the Federal Bureau of Investigation (FBI) for agencies with access to the Tennessee Information Enforcement System (TIES), National Crime Information Center (NCIC), and National Law Enforcement Telecommunications System (NLETS); serves as the Sheriff's Office expert in policy and procedures and is responsible for ensuring agency compliance with FBI, NCIC, and NLETS policy and regulations; monitors NCIC training and testing for emergency communications personnel; monitors NCIC entry and validation of registered sex offenders.
8. Represents the Sheriff's Office as pertains to the Local Agency Security Officer (LASO); the FBI's Criminal Justice Information Services (CJIS); and in all matters about information security; disseminates information security alerts; maintains information security documentation;
9. Maintains Emergency Communications Center records and reports and prepares information subpoenaed for court as necessary.
10. Represents the Sheriff's Office in matters related to operational readiness of equipment related to the 911 emergency telephone system, radio systems, and computer-aided dispatch (CAD) system
11. Administers information systems integration and implementation of hardware and software of the Sheriff's Office in collaboration with the 911 District.
12. Performs essential functions of Communications Dispatcher when necessary.
13. Performs other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

1. Must be at least 21 years of age and bondable.
2. Must be a citizen of the United States.
3. Must be a high school graduate or equivalent for Classified Employees.
4. Must not have been convicted of a felony or a misdemeanor involving "moral turpitude" as the term is defined by law and not have been released or discharged under any other than honorable conditions from any of the Armed Forces of the United States.
5. Six (6) years of emergency communications experience.
6. Two (2) years of emergency communications supervisory experience preferred.
7. Must possess NCIC certification or obtain certification within six (6) months of hire.
8. Must possess a basic emergency communications dispatcher certification through the Association of Public-Safety Communications Officials (APCO), National Emergency Number Association (NENA), or similar organization or obtain certification within six (6) months of hire.

SEC D

9. Must possess an emergency communications supervisor certification through APCO, NENA, or similar organization or obtain certification within 18 months of hire.
10. Must possess a State of Tennessee driver's license. Out-of-state candidates must obtain a State of Tennessee driver's license within the timeframe specified by state law.
11. Must successfully pass pre-employment and post-offer testing, including a background investigation, drug screen, and psychological examination. Failure to pass these will result in revocation of the employment offer.
12. Must be free of all latent or apparent mental disorders as verified by a qualified professional.
13. Must have a good moral character as determined by investigation.

All employees shall also meet all minimum standards set forth by the Sheriff of Anderson County and the Anderson County Civil Service Policies and Procedures, and, if applicable, the Tennessee Peace Officers Standards and Training Commission Rules and Regulations or other standards set forth by the Tennessee Code Annotated.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- State, and Federal laws, rules, and regulations regarding emergency communications and criminal justice information systems.
- emergency communications principles, practices, and methods.
- equipment utilized in emergency communications, including radio consoles, telephones, and CAD software.
- iSOMS software preferred.
- Police, Fire, and EMS response procedures.
- management and supervisory principles and practices.
- office management principles and practices, work scheduling, automation, and workflow analysis.
- current office practices and procedures and operation of standard office equipment and software.
- computer hardware and software, including word processing, spreadsheets, and databases.
- Anderson County geography.
- Sheriff's Office policies, procedures, and practices.
- the use of a multi-line telephone system.

##### **Skills in:**

- effectively managing, supervising, and evaluating assigned staff.
- operating a radio communications system, utilizing radio codes and phonetic alphabet.
- in effective oral and written communications.
- in working under pressure in emergency and stressful situations to quickly and accurately obtain pertinent information.
- in training emergency communications personnel on communications equipment.
- observing situations analytically and objectively, making quick decisions, and recording information clearly and completely
- managing situations firmly, courteously, tactfully, and impartially
- preparing and maintaining records and reports
- communicating effectively, both orally and in writing
- reacting quickly and calmly in emergencies

- establishing and maintaining effective working relationships with the public, Sheriff's Department members, and others

**Ability to:**

- perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- maintain accurate and legible notes.
- analyze and prepare organizational and functional reports from research data.
- operate standard office equipment and perform word processing and/or data entry.
- work the allocated hours of the position.
- stand and sit for long periods of time
- see and recall visual details
- hear and understand speech and police radio transmissions
- perform multiple tasks simultaneously
- speak clearly

**EQUIPMENT USED:**

*The following are examples only and are not intended to be all inclusive.*

- Computers, phone, court security monitoring, CAD programming, printer, copier, mapping software, paging software, radio headset, communication radio

**ADDITIONAL WORKING CONDITIONS:**

- Work may require the occasional exertion of in excess of 25 pounds of force; work regularly requires sitting; frequently requires standing, speaking, hearing, using hands to finger, handle, feel, and make repetitive motions; and occasionally requires walking, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, and peripheral vision.
- Vocal communication is required to express and exchange ideas through spoken word and accurately convey detailed or important instructions to others.
- Hearing is required to perceive information at normal spoken word levels and receive detailed information through oral communications.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work may be subject to intense levels of stressful activities, verbal threats, artificial light and electronic equipment, close quarters and secured setting, and usual moderate noise level with occasional loud noise levels.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

SECD