

# Hamilton County Board of County Commissioners

## AGENDA

November 16, 2016

### ROLL CALL

INVOCATION - Commissioner Boyd

PLEDGE TO THE FLAG - Commissioner Boyd

- Minutes Recessed Meeting - October 26, 2016
- Minutes Agenda Session - October 26, 2016
- Minutes Regular Meeting - November 2, 2016
- Report Report of Investment Activity for Quarter Ended September 30, 2016
- Report Quarterly Fee Office Reports
- Report Hixson Utility District Order of Appointment - Jeff Davis
- Report Savannah Valley Utility District Order of Appointment - Robertson Healy
- Report Order of Designation Planning Commission - Todd Leamon November 14, 2016.
- Res. No. 1116-14 A Resolution to approve and accept applications for notary public positions, the bonds and oaths of notaries previously elected, the oath of Chief Judicial Commissioner, and oaths of Judicial Commissioners.
- Res. No. 1116-15 A Resolution to confirm the appointment by the County Mayor of Jenneth Randall as County Auditor.
- Res. No. 1116-16 A Resolution to confirm the appointment of seven members to the Chattanooga-Hamilton County Regional Health Council for terms as designated herein-below.
- Res. No. 1116-17 A Resolution to appoint a regular member to the Sheriff's Civil Service Advisory Board to fill the unexpired term of William Pippin.
- Res. No. 1116-18 A Resolution authorizing the expenditure of up to one hundred fifty thousand dollars (\$150,000.00) from bond funds for resurfacing of the Red Bank High School track.
- Res. No. 1116-19 A Resolution making an appropriation to Urban Impact Incorporated in the amount of five thousand dollars (\$5,000.00) from General Fund travel discretionary monies, as allotted to District Four.
- Res. No. 1116-20 A Resolution correcting an error as to the expiration of the term in the designation of Randy Russell as Chief Judicial Commissioner to reflect the correct ending date as April 30, 2017.
- Res. No. 1116-21 A Resolution to accept the proposal of EAP Care, Inc. to provide Employee Assistance Program (EAP) Services to Hamilton County employees for \$1.55 per employee per month and to authorize the County Mayor to sign any contracts necessary to implement this Resolution.
- Res. No. 1116-22 A Resolution granting a Special Permit for a Short Term Vacation Rental for property located at 815 South Scenic Highway.
- Res. No. 1116-23 A Resolution granting a Special Permit for a Short Term Vacation Rental for property located at 7029 Maplewood Lane.
- Res. No. 1116-24 A Resolution granting a Special Permit for a Short Term Vacation Rental for property located at 3073 Baggett Trail.
- Res. No. 1116-25 A Resolution granting a Special Permit for a Short Term Vacation Rental on property located at 7808 Hixson Pike.
- Res. No. 1116-26 A Resolution granting a Special Permit for a Short Term Vacation Rental for property located at 16112 Lakewood Drive.
- Res. No. 1116-27A A Resolution granting a Special Exceptions Permit to Lift & Amend Conditions of Resolution 1114-25C of Previous Case No. 2014-119 from properties located at 1650 & 1724 Ooltewah-Ringgold Road & 9716 East Brainerd Road.

- Res. No. 1116-27B A Resolution granting a Special Exceptions Permit to Lift & Amend Conditions of Resolution 1114-25C of Previous Case No. 2014-119 from properties located at 1650 & 1724 Ooltewah-Ringgold Road & 9716 East Brainerd Road.
- Res. No. 1116-28A A Resolution granting a Special Exceptions Permit for a Residential Planned Unit Development for property located at 1650 Ooltewah-Ringgold Road.
- Res. No. 1116-28B A Resolution granting a Special Exceptions Permit for a Residential Planned Unit Development for property located at 1650 Ooltewah-Ringgold Road.
- Res. No. 1116-29 A Resolution adopting an updated Right-Of-Way Closure and Abandonment Policy for Hamilton County.
- Res. No. 1116-30 A Resolution approving the purchase of IAPro software and support services from CI Technologies, Inc. for the Sheriff's Department amounting to \$34,000.00 and authorizing the County Mayor to sign any contracts necessary to implement this Resolution.
- Res. No. 1116-31 A Resolution approving the purchase of NS400 series locks from Western Detention Products Inc., for Hamilton County Juvenile Court amounting to \$22,915.00, and authorizing the County Mayor to sign any contracts necessary to implement this Resolution.
- Res. No. 1116-32 A Resolution authorizing the County Mayor to sign a contract with the term October 1, 2015 through June 30, 2017, with the State of Tennessee, Department of Military, Tennessee Emergency Management Agency (TEMA) to reimburse on a 50% (fifty percent) basis, the Hamilton County Emergency Service's cost of operating and maintaining its Emergency Management program.
- Res. No. 1116-33 A Resolution to waive the Purchasing Rules and authorize the County Mayor to transfer a surplus vehicle to the Forgotten Child Fund.
- Res. No. 1116-34 A Resolution amendment to the Public Health Emergency Preparedness grant for the provision of Emergency Preparedness activities to increase it from \$528,100.00 to \$541,500.00 for the 12 month time period beginning July 1, 2016 - June 30, 2017 and to amend the Homeland Security budget for FY 2017 by adding \$13,400.00 to the revenue and expenditure budget.
- Res. No. 1116-35 A Resolution approving the proposal from Quatred, LLC, for the purchase of Radio-Frequency Identification (RFID) technology compatible with ONESolution products for the tracking of Hamilton County fixed assets for the Finance Department amounting to \$36,988.68, and authorizing the County Mayor to sign any contracts necessary to implement this Resolution.
- Res. No. 1116-36 A Resolution accepting the bid of Carriage Nissan for model year (2017) contract unit pricing for mid-size fleet staff sedans for Hamilton County and to authorize the County Mayor to sign any contracts necessary to implement this Resolution.
- Res. No. 1116-37 A Resolution accepting the bid of Prater Ford, Inc., for mid-size and small utility vehicles for Hamilton County and to authorize the County Mayor to sign any contracts necessary to implement this Resolution.

## ANNOUNCEMENTS

### DELEGATIONS ON MATTERS OTHER THAN ZONING

*Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission and do not necessarily represent the religious beliefs or views of the Commission in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Commission.*



**RECESSED MEETING  
HAMILTON COUNTY BOARD OF COMMISSIONERS  
OCTOBER 26, 2016**

Mayor Coppinger reported that Mr. Vandergriff retired from the Chattanooga Police Department after 28 years of service. He thanked Mr. Vandergriff for his service and for his invocation at today's meeting.

**RESOLUTION NO. 1016-39 A RESOLUTION DESIGNATING \_\_\_\_\_  
AS CHIEF JUDICIAL COMMISSIONER FOR A TERM BEGINNING NOVEMBER 1,  
2016, AND ENDING \_\_\_\_\_; AND ESTABLISHING THE  
COMPENSATION TO BE RECEIVED.**

Chairman Bankston opened the floor for nominations for Chief Judicial Commissioner.

Commissioner Graham nominated Randy Russell. There were no other nominations.

County Clerk Knowles called the roll, with the following members of the County Commission being present and voting as follows: Commissioner Beck, "Randy Russell", Commissioner Boyd, "Randy Russell", Commissioner Fairbanks, "Randy Russell", Commissioner Fields, "Randy Russell", Commissioner Graham, "Randy Russell", Commissioner Mackey, "Randy Russell", Commissioner Smedley, "Randy Russell", and Chairman Bankston, "Randy Russell". Total present – 8. Total absent – 0. Total "Randy Russell" votes – 8.

**RECESSED MEETING  
HAMILTON COUNTY BOARD OF COMMISSIONERS  
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Clerk Knowles asked for clarification regarding the ending term date regarding the appointment of the Chief Judicial Commissioner. Attorney Taylor stated that the term was for six months ending March 31, 2017.

In response to Commissioner Graham's question, Attorney Taylor stated that a motion to adopt Resolution No. 1016-39 was not necessary since Mr. Russell was the sole nominee and was elected by a roll call vote. There was no objection.

Being no further business Chairman Bankston declared the recessed meeting adjourned.

Respectfully submitted:



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William F. (Bill) Knowles, County Clerk

Approved:

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Date

  
Clerk's Initials



**HAMILTON COUNTY COMMISSION  
AGENDA PREPARATION SESSION  
OCTOBER 26, 2016**

**COMMITTEE ASSIGNMENTS**

Chairman Bankston indicated the upcoming agenda items would be considered as follows:

- The Trustee's Monthly and Excess Fee Reports for September 2016 would be submitted for the record.
- The Juvenile Court Clerk's Reports for July and August 2016 would be submitted for the record.
- Resolution No. 1116-1 was the usual County Clerk item regarding notaries, etc. This required no committee assignment.
- Resolution No. 1116-4 was not used.
- Resolution Nos. 1116-5 through 1116-13 were assigned to the Finance Committee, chaired by Commissioner Boyd.
- Resolution Nos. 1116-2 and 1116-3 were heard by a Committee of the Whole.

Chairman Bankston stated that Resolution Nos. 1116-2 and 1116-3 would now be heard by a Committee of the Whole.

**COMMITTEE OF THE WHOLE – RESOLUTION NO. 1116-2**

Todd Leamon, Administrator of Public Works and County Engineer, spoke regarding this item, which increases the contract with Thomas Brothers Construction Company, Inc. in an amount not to exceed \$124,618.54 for the intersection improvements at East Brainerd Road and Ooltewah Ringgold Road. He explained that the increase is to cover changes in the original project scope required by the Tennessee

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Department of Transportation (TDOT), and to close out the County's contract with Thomas Brothers Construction Company.

In response to Commissioner Graham's question, Mr. Leamon confirmed that all costs will be reimbursed by TDOT per Agreement No. 080076, which the County approved on June 18, 2009 (*Resolution No. 608-31*).

**COMMITTEE OF THE WHOLE – RESOLUTION NO. 1116-3**

This Resolution makes certain findings relating to the ECG Chestnut, L.P. project, delegates certain authority to the Health, Education and Housing Facility Board of the City of Chattanooga, Tennessee, and authorizes the County Mayor to enter into and execute an agreement for payments in lieu of ad valorem taxes (PILOT). Attorney Taylor introduced Joe Conner and Louann Smith, Attorneys with Baker Donelson, who represent the Elmington Capital Group in regards to their application for the PILOT agreement. He stated that John Shepard, VP of Multifamily Acquisitions, prepared a brief presentation to detail the facts of the project for Commissioners. It was noted that Hunter Nelson, Partner, and Steven Simmons, SVP, were also present on behalf of the Elmington Capital Group. A copy of the presentation was filed with the Clerk's office.

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Mr. Shepard explained that Elmington Capital is headquartered in Nashville and owns approximately \$500 million in commercial and multifamily assets. The group has developed approximately 1,000 apartment complexes since 2013, including Ridgemont and River City North in Chattanooga. It was noted that a majority of the complexes have been affordable and workforce housing.

Mr. Shepard stated that the proposed development, known as Chestnut Flats, will be located at 2108 Chestnut Street in Downtown Chattanooga, which is currently a vacant lot. The complex will contain approximately 174 units, comprised of one and two bedroom apartments. Mr. Shepard reported that 100% of the units will be restricted to residents that make up to or below 60% of the average median income (AMI) with rent averaging between \$600 – \$750. Mr. Shepard pointed out the disproportion between the number of affordable housing units needed per year, and the number provided. He also highlighted the fiscal and economic impacts the \$20+ million investment will have, including 100+ jobs, permit fees, increased tax value of surrounding properties, and approximately \$1 million for schools and public services.

Mr. Shepard spoke about the verification and accountability process for potential tenants. He stated that the federal tax credits issued by the Tennessee Housing Development Agency to develop the property come with strict compliance standards including yearly audits. Potential tenants must provide employer attestations, paystubs,

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social security award letters, tax returns, and bank statements for income verification. He added that Elmington has six full-time compliance employees. Mr. Shepard reported that the PILOT is for a ten-year term, as well as a two-year construction period and a five-year gradual increase to market property taxes. In-lieu payments on real property equal to 2016 taxes will be paid throughout the term of the PILOT, as well as 100% of the school portion of property taxes. It was noted that the school portion will be based on the improved property assessment.

In response to Commissioner Mackey's questions, Mr. Shepard stated that the apartments will be built to Class A standards, which incorporate contemporary design and construction standards. He added that the project would not be possible without the proposed PILOT terms. Mr. Shepard stated that the City of Chattanooga approved the project.

In response to Commissioner Mackey's question, Mr. Shepard reported that a two-bedroom apartment in the complex would be approximately 1000 square feet, which is market standard. He echoed his earlier statement that 100% of the units will be restricted to residents making up to or below 60% of AMI.

In response to Commissioner Boyd's question, Mayor Coppinger stated that his office has spent a lot of time with the Elmington Capital Group, and noted that they are

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a reputable organization. He explained that Hamilton County is in need of affordable housing, and his staff agrees that these projects are not possible without a PILOT agreement. He reminded the Commission that County schools will receive approximately \$1 million from this project. Mayor Coppinger voiced his support for affordable housing.

In response to Commissioner Boyd's question, Mr. Shepard reported that the group is relying on the Low-Income Housing Tax Credit (LIHTC) program to develop the property, which is a very successful public-private partnership in which the federal government issues tax credits that are allocated by the states for housing development programs that meet certain standards. It was noted that tax-exempt bonds will be used to finance the debt. Commissioner Boyd questioned the need for a PILOT in addition to the federal tax credits. Mr. Shepard stated that the design of the LIHTC program does not allow it to work on its own without the additional incentive of a PILOT or similar local financing commitment. He added that the process does allow local government to have more control over the project.

In response to Commissioner Boyd's question, Mr. Shepard confirmed that the development will have on-site parking. Commissioner Boyd spoke about past PILOT agreements the County has entered into and stated that in comparison this project

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appears to meet all criteria for affordable housing. He noted his concern about the length of the PILOT, but stated that he would be supporting this item next week.

In response to Commissioner Fairbanks questions, Mr. Shepard confirmed that in-lieu payments on real property equal to 2016 taxes will be paid throughout the term of the PILOT. The abatement is for the increased portion of the property taxes that does not go to County schools. Mr. Shepard added that some of the types of jobs created will be construction related and retail positions. He also stated that if a tenant qualifies for housing based on their current income, and while living in the unit their income rises above the 60% of AVI mark, the tenant will not be required to move out.

Mayor Coppinger responded to Commissioner Fairbanks comments. He emphasized the need for affordable housing in Hamilton County. He stated that his office is confident that this project would not be possible without a PILOT agreement.

In response to Commissioner Field's question, Attorney Louann Smith with Baker Donelson stated that the primary purpose of the Health, Education, and Housing Facility Board of the City of Chattanooga is to provide decent housing of the citizens of the State of Tennessee.

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Commissioner Mackey requested that Helen Burns Sharp be permitted to address the Commission. Mrs. Sharp who resides at 129 Walnut Street voiced approval of this particular PILOT agreement. She stated the PILOT meets the demand for affordable housing in the Downtown Chattanooga area, and stated that the market is not going to meet that demand on its own. She emphasized the importance of having a mixed income base in the area. She added that a PILOT program is necessary for Low Income Housing Tax Credits work.

Commissioner Mackey thanked Ms. Sharp for her comments. He stated that government with citizen involvement is the best type of government. He also acknowledged Franklin McCallie who was present for the meeting.

In response to Commissioner Smedley's question, Mr. Nelson reported that the turnover rate on units is around 15-20%. He added that seniors living on fixed incomes make up a large demographic of the tenants.

In response to Commissioner Graham's question, Mr. Shepard stated that rent includes water and sewer, but not electricity. He added that a portion of the development will be four floors, which is consistent with the new form based zoning code.

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Commissioner Graham stated that he will not be supporting this item next week. He added that River City established a goal of approximately 2,100 affordable housing units in Downtown Chattanooga, and that the goal has been met. He explained that the 17-year terms of the agreement could cause the County to miss an opportunity for a development that does not need a PILOT agreement.

Commissioner Mackey questioned why one would not support affordable housing in Downtown Chattanooga.

Commissioner Boyd stated that building the development larger and without the PILOT incentive would be counteractive to meeting market demand for affordable housing. He reported that he looked through a local apartment guide and could not find a two-bedroom apartment in Downtown Chattanooga for under \$1,000. He added that his daughter would qualify for this affordable housing development.

Chairman Bankston thanked Mr. Shepard for his presentation. He asked that the representatives from Elmington Capital come to next week's meeting to answer any additional questions Commissioners might have.

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Commissioner Boyd, Chairman of the Finance Committee, stated that the Finance Committee would meet in the Commission Room immediately following the Agenda Session.

**ANNOUNCEMENTS**

Chairman Bankston asked for announcements from members of the Commission.

Commissioner Graham thanked all of the volunteers that came out to paint at the Lookout Valley Recreation Center last weekend. He reported that the project is nearly complete.

Commissioner Boyd recognized Tennessee State Representative Richard Floyd and Ed Gravitt in the audience. He thanked them for attending today's meeting.

Commissioner Fairbanks reminded members of the Commission and audience that early voting is taking place in Hamilton County now until November 3<sup>rd</sup>. He encouraged everyone to get out and vote.

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Mayor Coppinger announced that a meeting of the Hamilton County Retirees Other Post-Employment Benefits Trust Board will take place on November 9<sup>th</sup> at 1:30 PM in the Mayor's conference room, located in Room 106 at the Courthouse. He encouraged members of the public to attend.

Chairman Bankston announced that former District 3 Commissioner and newly elected Assessor of Property Marty Haynes was in the audience at today's meeting.

**DELEGATIONS**

Chairman Bankston asked for delegations on matters other than zoning. There were none.

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Being no further business, Chairman Bankston declared the meeting adjourned until Wednesday, November 2<sup>nd</sup> at 9:30 AM.

Respectfully submitted:



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William F. (Bill) Knowles, County Clerk

Approved:

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Date



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Clerk's Initials

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

**STATE OF TENNESSEE**            )            Regular Meeting  
**COUNTY OF HAMILTON**        )            November 2, 2016

**BE IT REMEMBERED**, that on this 2<sup>nd</sup> day of November, 2016, a Regular Meeting of the Hamilton County Board of Commissioners was begun and held at the Courthouse, in the City of Chattanooga, in the County Commission Room, when the following proceedings were held, to wit:--

Present and presiding was the Honorable Chester Bankston, Chairman. County Clerk Bill Knowles called the roll of the County Commission and the following, constituting a quorum, answered to their names: Commissioner Boyd, Commissioner Fairbanks, Commissioner Fields, Commissioner Graham, Commissioner Mackey, Commissioner Smedley, and Chairman Bankston. Commissioner Beck arrived moments after the roll call. Total present – 8. Total absent – 0.

Also in attendance were County Mayor Jim Coppinger, members of his administrative staff, Assistant County Attorney Neill Southerland, and interim County Auditor Jenneth Randall.

Attached hereto is a copy of the Public Notice of this meeting, which was published in a local newspaper and made a matter of record of this meeting.

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Commissioner Boyd introduced Reverend Brandon Gilvin, First Christian Church, who gave the invocation. Commissioner Boyd led in the pledge to the flag.

**PRESENTATION – CERTIFICATE OF APPRECIATION – JANICE ROBERTSON**

Commissioner Smedley introduced Janice Robertson, who founded the Snack Pack program at East Brainerd Church of Christ. John, her husband of 46 years, her pastor, and Anita Kapperman, who assists in the Snack Pack Program, joined Mrs. Robertson at the podium. Mrs. Robertson explained that her son, a former principal at Red Bank High School, brought to the attention of her church that a number of students at the school were hungry, and did not have enough food to eat on the weekends. She felt compelled to do something about the hunger problem in schools, and began the snack pack program in a closet at her church. She stated that the program began in 2014 with no funding and 150 students receiving packs weekly; the program has grown exponentially since it began. She added that by the second week of the 2016-2017 school year, almost 1,000 packs a week were being provided to 12 local schools. It was noted that some schools have students on a waiting list to receive the packs.

Mrs. Robertson stated that East Brainerd Church of Christ gave the program a \$12,000 annual budget in its second year of operation. Currently, the cost to provide 1,000 packs per week is \$72,000 a year. She explained that each pack costs \$2.00 and contains 10 items, a majority of which comes from the Chattanooga Area Food Bank.

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The packs are delivered to schools on Thursday or Friday mornings for students to take home so they have food to eat on the weekends. She stated that the students who receive the packs remain anonymous, but some area principals and guidance counselors have shared stories about the impact the program has had on students that might not have food to eat on the weekends without it.

Mrs. Robertson stated that the next packing event will take place next Wednesday at 6:30 PM at East Brainerd Church of Christ, where the items will be stored until they are delivered to schools. She noted that it is a community wide effort.

In response to Commissioner Mackey's question about the impact of hunger on the learning process, Mrs. Robertson stated that some area teachers and principals have noticed the negative impact hunger has on a child's attention span. She reported that 1 out of 5 children in Hamilton County schools do not have enough to eat. She emphasized the need for additional funding to continue the program.

Commissioner Beck commended the work Mrs. Robertson is doing with the Snack Pack program. In response to Commissioner Beck's question, Mrs. Robertson stated that the program expanded to Woodmore Elementary School about three weeks ago. It was noted that 280 packs are delivered to Woodmore weekly, which is the highest amount taken to any school and covers every student at the school. She added that parental involvement is minimal in order to maintain privacy, but a permission slip is

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sent home for parents to sign to approve participation in the program. She explained that the program does have non-profit status through East Brained Church of Christ.

Commissioner Graham thanked Mrs. Robertson for her willingness to address the issue of hunger in schools. He added that he worked closely with Mrs. Robertson's son Justin, who was a principal at Lookout Valley and Red Bank Elementary Schools before he left to work in the Central Office.

Mrs. Robertson clarified that those involved in the program are volunteers and are not paid, and all donations go directly towards the purchase of food.

In response to Commissioner Fairbanks question, Mrs. Robertson reported that \$80 is enough to feed one child for a year. She stated that the program will also help students in emergency situations, including providing coats and clothing for children in need. She noted that some schools have rooms set up where children can change into clean clothing or brush their teeth if they do not have access to those things at home. She added that attendance is being monitored to see if there is an increase on days the packs are delivered.

Commissioner Mackey, Commissioner Beck, and Chairman Bankston thanked Mrs. Robertson for her presentation and willingness to address the issue of hunger in

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the schools. Commissioner Beck stated that he will match Commissioner Smedley's donation to the Snack Pack program.

Commissioner Smedley asked that everyone sponsor at least one child or volunteer their time, and pray for these children and their families. She asked that Paul Grove and Richard Johnson from WTCI-TV come to the podium to speak about their efforts to highlight positive stories such as Mrs. Robertson's in the community.

Mr. Grove, President and CEO, stated that the station has a program called "Greater Chattanooga" that is meant to tell inspiring stories occurring throughout the community. He noted that it is important to make sure that these positive stories are told to counteract some of the negativity that we see and hear every day. He stated that some of the stories are available on [wtcityv.org](http://wtcityv.org).

Mr. Johnson, Vice President of Development, echoed Mr. Grove's comments. He added that the station is actively looking for stories of this nature. He stated that the stories will be aired during the holiday season this year.

At this time, Commissioner Smedley presented Mrs. Robertson with a Certificate of Appreciation. A round of applause was given.

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**APPROVAL OF MINUTES**

**ON MOTION** of Commissioner Fields, seconded by Commissioner Graham, that the minutes of the Recessed Meeting of October 12, 2016, the Agenda Preparation Session of October 12, 2016, and the Regular Meeting of October 19, 2016, be approved, treat same as read, made a matter of record and filed. The foregoing Motion was unanimously adopted on a Roll Call vote, with the following members of the County Commission being present and voting as follows: Commissioner Beck, "Aye", Commissioner Boyd, "Aye", Commissioner Fairbanks, "Aye", Commissioner Fields, "Aye", Commissioner Graham, "Aye", Commissioner Mackey, "Aye", Commissioner Smedley, "Aye", and Chairman Bankston, "Aye". Total present – 8. Total absent – 0. Total "Aye" votes – 8. Total "Nay" votes – 0.

**TRUSTEE REPORTS**

The Trustee's Monthly and Excess Fee reports for September 2016 were submitted and made a matter of record.

**JUVENILE COURT CLERK REPORTS**

The Juvenile Court Clerk's reports for July and August 2016 were submitted and made a matter of record.

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**RESOLUTION NO. 1116-1 A RESOLUTION TO APPROVE AND ACCEPT APPLICATIONS FOR NOTARY PUBLIC POSITIONS, THE BONDS AND OATHS OF NOTARIES PREVIOUSLY ELECTED, AND OATHS OF DEPUTY SHERIFFS.**

**ON MOTION** of Commissioner Graham, seconded by Commissioner Fields, to adopt Resolution No. 1116-1. The foregoing Resolution was adopted on a Roll Call vote, with the following members of the County Commission being present and voting as follows: Commissioner Beck, "Aye", Commissioner Boyd, "Aye", Commissioner Fairbanks, "Aye", Commissioner Fields, "Aye", Commissioner Graham, "Aye", Commissioner Smedley, "Aye", and Chairman Bankston, "Aye". Commissioner Mackey was not present for the roll call. Total present – 7. Total absent – 1. Total "Aye" votes – 7. Total "Nay" votes – 0.

Chairman Bankston reported that Resolution Nos. 1116-2 and 1116-3 were heard by a Committee of the Whole.

**RESOLUTION NO. 1116-2 A RESOLUTION TO AUTHORIZE THE COUNTY MAYOR TO INCREASE THE CONTRACT WITH THOMAS BROTHERS CONSTRUCTION COMPANY, INC. FOR THE INTERSECTION IMPROVEMENTS AT EAST BRAINERD ROAD (SR-20) AND OOLTEWAH RINGGOLD ROAD (SR-321) FOR AN AMOUNT NOT TO EXCEED \$124,618.54.**

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**ON MOTION** of Commissioner Fields, seconded by Commissioner Graham, to adopt Resolution No. 1116-2. The foregoing Resolution was unanimously adopted on a Roll Call vote, with the following members of the County Commission being present and voting as follows: Commissioner Beck, "Aye", Commissioner Boyd, "Aye", Commissioner Fairbanks, "Aye", Commissioner Fields, "Aye", Commissioner Graham, "Aye", Commissioner Mackey, "Aye", Commissioner Smedley, "Aye", and Chairman Bankston, "Aye". Total present – 8. Total absent – 0. Total "Aye" votes – 8. Total "Nay" votes – 0.

**RESOLUTION NO. 1116-3 A RESOLUTION TO MAKE CERTAIN FINDINGS RELATING TO THE ECG CHESTNUT, L.P. PROJECT, TO DELEGATE CERTAIN AUTHORITY TO THE HEALTH, EDUCATION AND HOUSING FACILITY BOARD OF THE CITY OF CHATTANOOGA, TENNESSEE, AND TO AUTHORIZE THE COUNTY MAYOR TO ENTER INTO AND EXECUTE AN AGREEMENT FOR PAYMENTS IN LIEU OF AD VALOREM TAXES.**

**ON MOTION** of Commissioner Fields, seconded by Commissioner Boyd, to adopt Resolution No. 1116-3.

In response to Commissioner Fields' question, Assistant County Attorney Southerland clarified that the County's purpose in addressing this Resolution is to

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determine if it will provide a public benefit to Hamilton County. She stated that the 174 affordable housing units do meet the requirements to be considered a public benefit.

Commissioner Smedley stated that while she recognizes the need for affordable housing in Hamilton County, she is not convinced that this is the best use of the property on Chestnut Street. She voiced her concern for the duration of the PILOT, which is seventeen years.

In response to Commissioner Mackey's question, Louann Smith, Attorney with Baker, Donelson, stated that the City of Chattanooga approved the PILOT as it is presented. She agreed with Commissioner Mackey that segregation based on income does exist in Chattanooga.

Commissioner Beck stated that he will be supporting this item, but he is also concerned about the length of the PILOT. He stated that many of the jobs the project will create will be temporary jobs, and he emphasized the need for long term permanent jobs in the area.

Commissioner Boyd stated that while he is also concerned about the length of the PILOT, he recognizes the need for affordable housing in Chattanooga. He stated that the Mayor's office and the City of Chattanooga have done their due diligence, and

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this PILOT does meet the requirements for affordable housing. He reminded Commissioners that the school portion of taxes will be around \$1 million.

Commissioner Fields clarified that the County only has to consider if the PILOT is within the parameters of the statute in providing a public benefit. He stated that the record indicates the PILOT does provide a public benefit, and he will be supporting the item.

The foregoing Resolution was adopted on a Roll Call vote, with the following members of the County Commission being present and voting as follows:

Commissioner Beck, "Aye", Commissioner Boyd, "Aye", Commissioner Fairbanks, "Aye", Commissioner Fields, "Aye", Commissioner Graham, "Nay", Commissioner Mackey, "Aye", Commissioner Smedley, "Nay", and Chairman Bankston, "Nay". Total present – 8. Total absent – 0. Total "Aye" votes – 5. Total "Nay" votes – 3.

**CHAIRMAN BANKSTON ANNOUNCED THAT RESOLUTION NO. 1116-4 WAS NOT USED.**

Chairman Bankston asked that Resolution Nos. 1116-5 through 1116-13 be considered at this time.

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

**RESOLUTION NO. 1116-5 A RESOLUTION ACCEPTING A STATE OF TENNESSEE, GOVERNOR'S HIGHWAY SAFETY OFFICE GRANT FOR THE "REMOVE INTOXICATED AND IMPAIRED DRIVERS" PROJECT WITH A TERM ENDING SEPTEMBER 30, 2017 AND AMENDING THE SHERIFF'S OFFICE OPERATING BUDGET BY ADDING \$76,000 TO REVENUES AND EXPENDITURES.**

**RESOLUTION NO. 1116-6 A RESOLUTION ACCEPTING A U.S. DEPARTMENT OF JUSTICE GRANT AND TO AMEND THE SHERIFF'S OPERATING BUDGET BY INCREASING REVENUES AND EXPENDITURES BY \$17,450. PURSUANT TO THE GRANT TERMS, THE FUNDS MAY BE USED FOR CORRECTION PURPOSES ONLY.**

**RESOLUTION NO. 1116-7 A RESOLUTION TO ACCEPT A DONATION OF CANINE EQUIPMENT AND ASSOCIATED SUPPLIES AND TRAINING FROM THE CHATTANOOGA DOG AGILITY CLUB TO THE HAMILTON COUNTY SHERIFF'S OFFICE VALUED AT APPROXIMATELY \$4,896 FOR LAW ENFORCEMENT PURPOSES.**

**RESOLUTION NO. 1116-8 A RESOLUTION TO ACCEPT A DONATION OF A 40MM SINGLE SHOT LAUNCHER WITH AN ESTIMATED RETAIL VALUE OF \$975 FROM THE AMTECH LESS-LETHAL SYSTEMS TO THE HAMILTON COUNTY SHERIFF'S OFFICE.**

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

**RESOLUTION NO. 1116-9 A RESOLUTION AUTHORIZING THE COUNTY MAYOR TO AMEND THE 2016 – 2017 BUDGET FOR THE JUSTICE FOR FAMILIES GRANT, FROM THE OFFICE ON VIOLENCE AGAINST WOMEN (OVW). THE TWO YEAR GRANT IN THE AMOUNT OF \$250,000.00 WITH THE GRANT PERIOD OF APRIL 1, 2015 TO MARCH 31, 2017 HAS A REMAINING BALANCE OF \$64,370.00 THE FY2017 BUDGETED AMOUNT OF \$125,000.00 FOR REVENUES AND EXPENDITURES SHOULD BE REDUCED TO \$64,370.00 TO REFLECT THE CURRENT FUNDS AVAILABLE FOR FY2017.**

**RESOLUTION NO. 1116-10 A RESOLUTION AUTHORIZING THE COUNTY MAYOR ON BEHALF OF HAMILTON COUNTY, TENNESSEE, THE HEALTH SERVICES DIVISION, OPERATING AS THE CHATTANOOGA-HAMILTON COUNTY HEALTH DEPARTMENT TO SIGN A CONTRACT WITH THE TENNESSEE DEPARTMENT OF HEALTH IN THE AMOUNT OF \$492,400.00 TO PROVIDE SEXUALLY TRANSMITTED DISEASE AND HIV EDUCATION, PREVENTION AND CONTROL SERVICES IN HAMILTON COUNTY, FOR A TIME PERIOD OF JANUARY 1, 2017 THROUGH DECEMBER 31, 2017.**

**RESOLUTION NO. 1116-11 A RESOLUTION ACCEPTING THE BIDS OF BROZELCO INC., SHIELDS ELECTRONICS SUPPLY, INC., AND TESSCO INCORPORATED FOR A ONE (1) YEAR CONTRACT UNIT PRICING, BEGINNING NOVEMBER 3, 2016, THROUGH NOVEMBER 2, 2017, WITH THE OPTION TO**

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

**RENEW FOR SIX (6) ADDITIONAL MONTHS, FOR COMMUNICATIONS CABLE FOR THE TELECOMMUNICATIONS DEPARTMENT AND AUTHORIZING THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.**

**RESOLUTION NO. 1116-12 A RESOLUTION ACCEPTING THE BIDS OF DATACOMM CABLING, LLC, INTEGRATED NETWORKING TECHNOLOGIES, LLC, AND PEARLNET LLC, FOR A ONE (1) YEAR CONTRACT UNIT PRICING, BEGINNING NOVEMBER 3, 2016, THROUGH NOVEMBER 2, 2017, FOR HOURLY LABOR RATES FOR A TELECOMMUNICATIONS TECHNICIAN FOR THE TELECOMMUNICATIONS DEPARTMENT AND AUTHORIZING THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.**

**RESOLUTION NO. 1116-13 A RESOLUTION RATIFYING THE PURCHASE OF GASOLINE AND DIESEL FUEL FOR THE PERIOD OF SEPTEMBER 1, 2016, THROUGH SEPTEMBER 30, 2016, AND TO AUTHORIZE THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.**

Commissioner Boyd, Chairman of the Finance Committee, provided details regarding Resolution Nos. 1116-5 through 1116-8, and stated that the Finance Committee reviewed and recommended approval.

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

**ON MOTION** of Commissioner Boyd, seconded by Commissioner Mackey, to adopt Resolution Nos. 1116-5 through 1116-8.

In response to Commissioner Boyd's question regarding Resolution No. 1116-8, Sheriff Hammond stated that the 40MM single shot launcher was donated by Joe Fowler, Chief of Corrections, for training purposes. He added that type of non-lethal equipment is typically used for training purposes, or in rare cases involving mental health patients that require restraining.

The foregoing Resolutions were unanimously adopted on a Roll Call vote, with the following members of the County Commission being present and voting as follows: Commissioner Beck, "Aye", Commissioner Boyd, "Aye", Commissioner Fairbanks, "Aye", Commissioner Fields, "Aye", Commissioner Graham, "Aye", Commissioner Mackey, "Aye", Commissioner Smedley, "Aye", and Chairman Bankston, "Aye". Total present – 8. Total absent – 0. Total "Aye" votes – 8. Total "Nay" votes – 0.

Commissioner Boyd, Chairman of the Finance Committee, provided details regarding Resolution Nos. 1116-9 and 1116-10, and stated that the Finance Committee reviewed and recommended approval.

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

**ON MOTION** of Commissioner Boyd, seconded by Commissioner Fairbanks, to adopt Resolution Nos. 1116-9 and 1116-10. The foregoing Resolutions were unanimously adopted on a Roll Call vote, with the following members of the County Commission being present and voting as follows: Commissioner Beck, "Aye", Commissioner Boyd, "Aye", Commissioner Fairbanks, "Aye", Commissioner Fields, "Aye", Commissioner Graham, "Aye", Commissioner Mackey, "Aye", Commissioner Smedley, "Aye", and Chairman Bankston, "Aye". Total present – 8. Total absent – 0. Total "Aye" votes – 8. Total "Nay" votes – 0.

Commissioner Boyd, Chairman of the Finance Committee, provided details regarding Resolution Nos. 1116-11 through 1116-13, and stated that the Finance Committee reviewed and recommended approval.

**ON MOTION** of Commissioner Boyd, seconded by Commissioner Fairbanks, to adopt Resolution Nos. 1116-11 through 1116-13. The foregoing Resolutions were unanimously adopted on a Roll Call vote, with the following members of the County Commission being present and voting as follows: Commissioner Beck, "Aye", Commissioner Boyd, "Aye", Commissioner Fairbanks, "Aye", Commissioner Fields, "Aye", Commissioner Graham, "Aye", Commissioner Mackey, "Aye", Commissioner Smedley, "Aye", and Chairman Bankston, "Aye". Total present – 8. Total absent – 0. Total "Aye" votes – 8. Total "Nay" votes – 0.

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

Chairman Bankston stated that a correction needed to be made to the caption wording of Resolution No. 1016-9, adopted on October 5, 2016. He stated that the Resolution as adopted incorrectly referred to the Hamilton County Parking Garage as the "Newell Tower Parking Deck". He asked that the corrected caption be read into the record. Deputy Clerk Carrie Godwin read the correct caption into the record. There was no objection to make the correction, and the Clerk's office was authorized to correct the record.

**ANNOUNCEMENTS**

Chairman Bankston asked for announcements from members of the Commission.

Commissioner Mackey announced that over 1,500 people attended the Halloween festivities at the Avondale Recreation Center. He stated that many good things were happening in the urban core.

Commissioner Graham announced that a celebration honoring veterans in the Lookout Valley area will take place Thursday at 7:00 PM at the John A. Patton Recreation Center in Lookout Valley.

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

Commissioner Boyd stated that while driving through Downtown Chattanooga, he noticed a lot of construction and development happening. He noted that this growth was a great thing for the community.

Commissioner Smedley recognized her friend and fellow realtor Ron Tucker in the audience at today's meeting. She stated that another realtor, Robert Nodes, usually attends the meetings with Mr. Tucker, but recently retired.

Commissioner Smedley announced that Chief Dewayne Pitts, Tri-Community Volunteer Fire Department, invited everyone to attend the grand opening of the Apison Station Thursday morning at 11:00 AM.

Commissioner Smedley, Commissioner Beck, and Chairman Bankston applauded Mayor Coppinger for his dedication, accessibility, and quick response time when there is a need in one of their districts. They each noted that anytime they have reached out to the Mayor's Office for help, he has never hesitated to help in any way he can. Commissioner Smedley also thanked Lee Norris, Director of General Services, and Tom Lamb, Park Supervisor, for their help on an issue in District 7.

Mayor Coppinger thanked Commissioners for representing their districts well and notifying his office when issues exist in the community. He added that having good working relationships is how effective government should work.

**HAMILTON COUNTY COMMISSION  
REGULAR MEETING  
NOVEMBER 2, 2016**

**DELEGATIONS**

Chairman Bankston asked for delegations on matters other than zoning. There were none.

There being no further business, Chairman Bankston declared the meeting in recess until Wednesday, November 9<sup>th</sup>, 2016 at 9:30 AM.

Respectfully submitted:



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William F. (Bill) Knowles, County Clerk

Approved:

\_\_\_\_\_ WJK  
Date Clerk's Initials



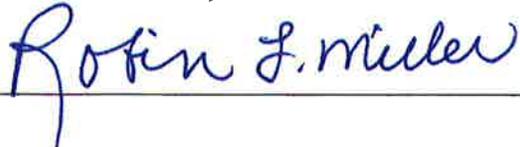




**Hamilton County Investment Pool  
Investment Earnings to 9/30/2016  
Fiscal Year 2017**

<u>Fund Name</u>	<u>Quarter Ended 9/30/2016</u>
010 General Fund	114,599.33
012 Debt Service	3,467.84
016 Law Library	210.73
018 Economic Crimes	185.44
020 Capital Projects	13,009.38
021 Ind. Development	15,506.76
022 Riverwalk	3.70
023 Recreation Capital Projects	3.80
026 Self Insurance	15,212.11
028 Liability Insurance	20,699.78
034 Juvenile Court Clerk	1,131.65
050 Dept. of Education	154,744.13
083 Sheriff	1,732.80
084 Sheriff-Narcotics	1,174.88
	<u>341,682.33</u>
015 Teachers Retirement	0.35
035 2010A Recovery Zone Bonds	2,223.64
072 Line of Credit	20,536.50
073 2015A Bond Issue	366.17
	<u>23,126.66</u>
Total Investment Earnings	<u><u>364,808.99</u></u>
Yield Earned on Investment Portfolio	<u>0.67%</u>

Note: Investment earnings shown above represent all income on an accrual basis (interest received and interest accrued). Interest earnings shown on the Report of Investment Activity includes only interest received (cash basis) during the period, and will differ from the interest earnings shown above.

<b>TO: Jim Coppinger, County Mayor, Hamilton County, Tennessee</b>			
<b>REPORT OF CLERK &amp; MASTER'S FEES COLLECTED AND DISBURSED AS OF JULY, 2016.</b>			
<b>RECEIPTS</b>			
Balance of fees on hand as of JUNE, 2016.			885,627.28
Receipts and adjustments as of JULY, 2016.			344,912.65
TOTAL			1,230,539.93
1,230,539.93			
<b>DISBURSEMENTS</b>			
<b>SALARIES</b>			
Akers, Camby	4,580.13	Miller, Robin L, C&M	8,727.43
Burnette, Kelly	4,350.18	Moore, Virginia	3,464.32
Clark, Cheryll	3,295.00	Perry, Jacob L.	3,627.24
Davis, Karrie	3,153.90	Potter, Janie	3,540.80
Fricker, Anne	4,681.00	Robinson, David	4,275.18
Green, Sharon	3,166.12	Ross, Anita	6,279.44
Grimes, Belinda	2,714.49	Sabo, Ashley	2,911.73
Gupta, Shannon	3,371.92	Sanders, Wendi	3,712.59
Harris, Regenia	3,295.00	Simmons, Charlene	4,580.13
Hogue, Joe	4,275.18	Smith, Limateen	4,580.13
Wells, Tara	2,714.65	Smith, Lisa	4,580.13
Jones, Julia	3,128.90	Thurman, Tina	4,026.65
Lane, Julie Wise	3,371.92	Robinson, Tura	1,461.54
McGill, Michelle	3,666.18		
McNair, Kay	3,245.71	<b>TOTAL SALARIES</b>	<b>108,777.59</b>
			108,777.59
<b>MISCELLANEOUS</b>			
First Tennessee Bank (credit card fee)			62.71
Republic Parking (chancellors and employees' parking)			1,257.50
First Tennessee Bank (service charge)			67.94
Anita Ross (expense reimbursement)			46.42
David Robinson (mileage reimbursement)			29.76
Party City (supplies for retirement luncheon)			147.81
Publix (supplies)			63.93
Mr. Trophy			115.04
Patrick Wagner (intern)			400.00
TOTAL MISCELLANEOUS			2,191.11
			2,191.11
TOTAL DISBURSEMENTS			110,968.70
			110,968.70
<b>EXCESS FEES</b>			
			1,119,571.23
I certify the foregoing is a true report for the Clerk & Master's office for July, 2016.		ROBIN L. MILLER, CLERK & MASTER 	

**TO: Jim Coppinger, County Mayor, Hamilton County, Tennessee**

**REPORT OF CLERK & MASTER'S FEES COLLECTED AND DISBURSED AS OF AUGUST, 2016.**

**RECEIPTS**

Balance of fees on hand as of JULY, 2016.	1,119,571.23	
Receipts and adjustments as of AUGUST, 2016.	122,847.44	
<b>TOTAL</b>	<b>1,242,418.67</b>	<b>1,242,418.67</b>

**DISBURSEMENTS**

**SALARIES**

Akers, Camby	4,602.56	Miller, Robin L, C&M	8,770.20	
Burnette, Kelly	4,296.08	Moore, Virginia	3,483.52	
Clark, Cheryll	3,314.20	Perry, Jacob L.	1,813.62	
Davis, Karrie	3,173.08	Potter, Janie	3,560.00	
Fricker, Anne	4,703.92	Robinson, David	4,371.08	
Green, Sharon	5,574.37	Ross, Anita	6,310.20	
Grimes, Belinda	2,733.66	Sabo, Ashley	2,930.94	
Gupta, Shannon	3,391.12	Sanders, Wendi	3,731.78	
Harris, Regenia	3,314.20	Simmons, Charlene	4,602.56	
Hogue, Joe	4,296.08	Smith, Limateen	4,602.56	
Wells, Tara	2,865.38	Smith, Lisa	4,602.56	
Jones, Julia	3,148.08	Thurman, Tina	4,046.34	
Lane, Julie Wise	3,391.12	Robinson, Tura	2,923.08	
McGill, Michelle	5,528.04	Erba, Paul F.	2,207.73	
McNair, Kay	3,264.90	<b>TOTAL SALARIES</b>	<b>115,552.96</b>	<b>115,552.96</b>

**MISCELLANEOUS**

First Tennessee Bank (credit card fee)	75.51	
Republic Parking (chancellors and employees' parking)	1,258.50	
University of Tennessee (public administrators' recertification)	1,200.00	
Virginia Moore (expense reimbursement)	26.02	
David Robinson (mileage reimbursement)	48.33	
Tina Thurman (expense reimbursement)	9.99	
Robin Miller (reimbursement for lodging)	393.94	
County Clerk (notary public renewal)	12.00	
Jean Wilson (catering retirement luncheon)	544.00	
GT Distributors (ammunition/court officer's training)	113.94	
RSS Insurance (Bonds for C&M and court officer)	4,008.00	
<b>TOTAL MISCELLANEOUS</b>	<b>7,690.23</b>	<b>7,690.23</b>

**TOTAL DISBURSEMENTS**      **123,243.19**      **123,243.19**

**EXCESS FEES**      **1,119,175.48**

I certify the foregoing is a true report for the Clerk & Master's office for August, 2016.

**ROBIN L. MILLER, CLERK & MASTER**

*Robin L. Miller*

**TO: Jim Coppinger, County Mayor, Hamilton County, Tennessee**

**REPORT OF CLERK & MASTER'S FEES COLLECTED AND DISBURSED AS OF SEPTEMBER, 2016.**

**RECEIPTS**

Balance of fees on hand as of AUGUST, 2016.	1,119,175.48	
Receipts and adjustments as of SEPTEMBER, 2016.	122,685.39	
<b>TOTAL</b>	<b>1,241,860.87</b>	<b>1,241,860.87</b>

**DISBURSEMENTS**

**SALARIES**

Akers, Camby	7,005.20	McNair, Kay	4,897.35	
Burnette, Kelly	6,444.12	Miller, Robin-C&M	13,155.30	
Davis, Karrie	4,759.62	Moore, Virginia	5,225.28	
Erba, Paul	4,730.79	Potter, Janie	5,340.00	
Fricker, Anne	7,055.88	Robinson, David	6,444.12	
Grimes, Belinda	4,100.49	Robinson, Tura	4,384.62	
Gupta, Shannon	5,086.68	Ross, Anita	9,465.30	
Harris, Regenia	4,971.30	Sabo, Ashley	4,396.41	
Henry, Rachael	2,923.07	Sanders, Wendi	5,597.67	
Hogue, Joe	6,519.12	Simmons, Charlene	7,005.20	
Howard, Kimberly	4,696.17	Smith, Limateen	7,005.20	
Jones, Julia	4,722.12	Smith, Lisa	6,770.00	
Lane, Julie	5,086.68	Thurman, Tina	6,069.51	
Mason, Tara	4,298.07	Clark, Cheryl	3,314.20	
McGill, Michelle	5,528.04	<b>TOTAL SALARIES</b>	<b>166,997.51</b>	<b>166,997.51</b>

**MISCELLANEOUS**

First Tennessee Bank (credit card fee)	79.50	
Republic Parking (chancellors and employees' parking)	1,258.50	
Packard's Safe & Lock	7.50	
Ashley Sabo, Belinda Grimes, Karrie Davis & Regenia Harris (Meal reimbursement/CTAS recertification class in Knoxville)	71.80	
Shannon Gupta & Virginia Moore (Meal & mileage reimbursement/CTAS recertification class in Knoxville)	279.98	
Dish T' Pass Catering	75.55	
Harvard Law Review	51.50	
Bush Insurance (notary bond)	40.00	
Hamilton County Trustee (excess fees)	730,378.93	
<b>TOTAL MISCELLANEOUS</b>	<b>732,243.26</b>	<b>732,243.26</b>

**TOTAL DISBURSEMENTS**      899,240.77      899,240.77

**EXCESS FEES**      342,620.10

I certify the foregoing is a true report for the Clerk & Master's office for September, 2016.

ROBIN L. MILLER, CLERK & MASTER

*Robin L. Miller*

REPORT OF THE CLERK'S FEES COLLECTED AND DISBURSED BY THE  
CIRCUIT COURT CLERK FOR THE MONTH OF ~~JUNE~~ 2016

July

BALANCE OF FEES ON HAND AS OF JUNE 2016		195,823.66
RECEIPTS FOR JULY 2016		<u>161,742.31</u>
		357,565.97

CLERK:

Henry, Larry L. ( 8,727.42)

CIRCUIT COURT:

Bennett, Nancye	3228.64	
Collins, Chris	3634.97	
Cooper, Sally	2730.77	
Crowe, Carolyn	1775.84	
Daniels, Sharon	5319.75	
Hensley, Erin	3303.67	
Highsmith, Christy	4147.25	
McConnell, Margaret	3896.73	
Millsaps, Amy	3538.47	
Nolan, Heather	3052.37	
Novkov, Carole	2969.23	
Parham, Catherine	4147.25	
Ragsdale, Barbara	3241.54	
Sissom, Susan	7135.88	
Skolfield, Terri	2730.77	
Smith, Mildred	4823.18	
Underwood, Karen Jones	4823.18	
Watson, Sheilah	5168.40	
Wheeler, Jacquelynn	4512.68	
Youngquist, Linda	<u>2730.77</u>	( 76,911.34)

SESSIONS COURT:

Cox, Kelly	1553.59	
Emmett, Kimberly	4057.85	
Evans, Deborah	4823.19	
Gibson, Gena R.	3892.10	
Harper, Meghann	4399.97	
Lively, Jillian	3089.99	
Masterson, Nancy	7122.88	
Neighbors, Amy P.	5319.75	
Norman, Vanessa	3337.49	
Privett, Kimberly	2965.55	
Smith, Cherish	1109.64	
Sterling, Tajuana	3527.37	
Whitaker, Denise T.	3292.67	
White, Tabatha S.	4241.89	
Woods, Rethea	<u>3285.28</u>	( 56,019.21) (141,657.97)

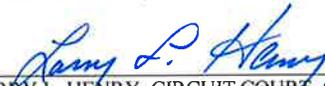
MISCELLANEOUS EXPENSES

Republic Parking 100.68 ( 100.68)

TOTAL EXPENSES (141,758.65)

**EXCESS FEES 215,807.32**

I, LARRY L. HENRY, CLERK OF THE CIRCUIT COURT AND GENERAL SESSIONS COURT, CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE RECEIPTS AND DISBURSEMENTS OF THE CIRCUIT COURT AND EXCESS FEES FROM THE GENERAL SESSIONS COURT.

  
LARRY L. HENRY, CIRCUIT COURT CLERK

Sworn to and subscribed before me, August 8, 2016



REPORT OF THE CLERK'S FEES COLLECTED AND DISBURSED BY THE  
CIRCUIT COURT CLERK FOR THE MONTH OF AUGUST 2016

BALANCE OF FEES ON HAND AS OF JULY 2016	215,807.32
RECEIPTS FOR AUGUST 2016	<u>161,609.22</u>
	377,416.54

CLERK:  
Henry, Larry L. ( 8,770.20)

CIRCUIT COURT:

Bennett, Nancye	3247.87	
Collins, Chris	3654.21	
Cooper, Sally	2750.00	
Crowe, Carolyn	1805.28	
Daniels, Sharon	5345.82	
Hensley, Erin	3322.91	
Highsmith, Christy	4167.58	
McConnell, Margaret	3915.96	
Millsaps, Amy	3557.70	
Nolan, Heather	3071.60	
Novkov, Carole	2988.46	
Parham, Catherine	4167.58	
Ragsdale, Barbara	3260.76	
Sissom, Susan	7170.86	
Skolfield, Terri	2750.00	
Smith, Mildred	4846.82	
Underwood, Karen Jones	4846.82	
Watson, Sheilah	5193.74	
Wheeler, Jacquelynn	4534.80	
Youngquist, Linda	<u>2750.00</u>	( 77,348.77)

SESSIONS COURT:

Cox, Kelly	3388.32	
Emmett, Kimberly	4077.74	
Evans, Deborah	4846.84	
Gibson, Gena R.	3911.32	
Harper, Meghann	4421.54	
Lively, Jillian	3109.22	
Masterson, Nancy	7157.81	
Neighbors, Amy P.	5345.82	
Norman, Vanessa	3356.72	
Poe, Katie	3112.20	
Privett, Kimberly	2984.78	
Smith, Cherish	1124.76	
Sterling, Tajuana	3546.60	
Whitaker, Denise T.	3311.91	
White, Tabatha S.	4262.68	
Woods, Rethea	<u>3304.50</u>	( 61,262.76) (147,381.73)

MISCELLANEOUS EXPENSES

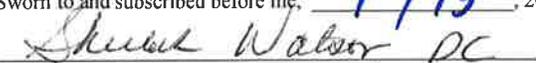
Chris Collins- Reimb. Parking	4.00	
Bank Charge - deposit slips	93.16	
Republic Parking	<u>100.68</u>	( 197.84)

TOTAL EXPENSES (147,579.57)

**EXCESS FEES 229,836.97**

I, LARRY L. HENRY, CLERK OF THE CIRCUIT COURT AND GENERAL SESSIONS COURT, CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE RECEIPTS AND DISBURSEMENTS OF THE CIRCUIT COURT AND EXCESS FEES FROM THE GENERAL SESSIONS COURT.

  
LARRY L. HENRY, CIRCUIT COURT CLERK

Sworn to and subscribed before me, 9/13, 2016  


REPORT OF THE CLERK'S FEES COLLECTED AND DISBURSED BY THE  
CIRCUIT COURT CLERK FOR THE MONTH OF SEPTEMBER 2016

BALANCE OF FEES ON HAND AS OF AUGUST 2016	229,836.97
RECEIPTS FOR SEPTEMBER 2016	<u>168,511.58</u>
	398,348.55

CLERK:  
Henry, Larry L. ( 13,155.30)

CIRCUIT COURT:

Akins, Amy	5336.57	
Bennett, Nancye	4871.79	
Collins, Chris	5481.30	
Cooper, Sally	4125.00	
Crowe, Carolyn	2707.92	
Daniels, Sharon	8018.73	
Hensley, Erin	4984.35	
Highsmith, Christy	6251.37	
McConnell, Margaret	5873.94	
Nolan, Heather	4607.40	
Novkov, Carole	4482.69	
Parham, Catherine	6251.37	
Ragsdale, Barbara	4891.14	
Sissom, Susan	10756.29	
Skolfield, Terri	4125.00	
Smith, Mildred	7270.23	
Underwood, Karen Jones	7270.23	
Watson, Sheilah	7790.61	
Wheeler, Jacquelynn	6802.20	
Youngquist, Linda	<u>4125.00</u>	(116,023.13)

SESSIONS COURT:

Cox, Kelly	5082.48	
Emmett, Kimberly	6116.61	
Evans, Deborah	7270.26	
Gibson, Gena R.	5866.98	
Harper, Meghann	6632.31	
Lively, Jillian	4663.83	
Masterson, Nancy	10736.70	
Neighbors, Amy P.	8018.73	
Norman, Vanessa	5035.08	
Poe, Katie	4668.30	
Privett, Kimberly	4477.17	
Smith, Cherish	1593.41	
Sterling, Tajuana	5319.90	
Whitaker, Denise T.	4967.86	
White, Tabatha S.	6394.02	
Woods, Rethea	<u>4956.76</u>	( 91,800.40) ( 220,978.83)

MISCELLANEOUS EXPENSES

Republic Parking	<u>100.68</u>	( 100.68)
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TOTAL EXPENSES		(221,079.51)
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EXCESS FEES		<b>177,269.04</b>
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I, LARRY L. HENRY, CLERK OF THE CIRCUIT COURT AND GENERAL SESSIONS COURT, CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE RECEIPTS AND DISBURSEMENTS OF THE CIRCUIT COURT AND EXCESS FEES FROM THE GENERAL SESSIONS COURT.

  
LARRY L. HENRY, CIRCUIT COURT CLERK

Sworn to and subscribed before me, October 20, 2016

Sheilah Watson DC.

**REPORT OF W. F. KNOWLES, COUNTY CLERK  
For The Month Ending July 31, 2016**

**Fees Collected, July, 2016**

**307,824.20**

**Expenditures:**

Salaries - 52 Clerks	190,491.65
Part-time Employees - 2 Clerks	4,331.85
Bank Service Charge	698.98
Miscellaneous	43,950.64
Parking	453.06
Temporary Employment Agencies	<u>542.85</u>
<b>Total Expenditures</b>	<b>240,469.03</b>

**Revenues Over/Under Expenditures**

**Previous Bank Balance  
Balance**

**67,355.17  
851,325.87  
918,681.04**

**This is to certify that this is a true and correct report of the fee receipts and fee disbursement for the period.**



**William F. Knowles, County Clerk**

**REPORT OF W. F. KNOWLES, COUNTY CLERK  
For The Month Ending August 31, 2016**

**Fees Collected, August, 2016**

**327,885.48**

**Expenditures:**

Salaries - 52 Clerks	196,275.39
Part-time Employees - 2 Clerks	4,663.83
Bank Service Charge	761.68
Miscellaneous	8,361.93
Parking	453.06
Temporary Employment Agencies	<u>3,660.53</u>
<b>Total Expenditures</b>	<b>214,176.42</b>

**Revenues Over/Under Expenditures**

**Previous Bank Balance**

**113,709.06**

**Balance**

**918,681.04**

**1,032,390.10**

**This is to certify that this is a true and correct report of the fee receipts and fee disbursement for the period.**



**William F. Knowles, County Clerk**

**REPORT OF W. F. KNOWLES, COUNTY CLERK  
For The Month Ending September 30, 2016**

Fees Collected, September, 2016

**374,556.91**

**Expenditures:**

Salaries - 51 Clerks	190,301.19
Part-time Employees - 2 Clerks	4,324.36
Bank Service Charge	863.50
Excess Fees Remitted to County	837,600.00
Parking	453.06
Temporary Employment Agencies	<u>7,079.82</u>
<b>Total Expenditures</b>	<b>1,040,621.93</b>

**Revenues Over/Under Expenditures**

**Previous Bank Balance**

**(666,065.02)**

**Balance**

**1,032,390.10**

**366,325.08**

**This is to certify that this is a true and correct report of the fee receipts and fee disbursement for the period.**

  
\_\_\_\_\_  
William F. Knowles, County Clerk



**Hamilton County Register**  
**Balance Sheet**  
 As of July 31, 2016

Jul 31, 16

<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Cash		1,520,026.87
Credit Card Collections		306.00
Efile Collections		20,345.22
<b>Total Checking/Savings</b>		<b>1,540,678.09</b>
Other Current Assets		
Accounts Receivable		3,559.00
Allowance for Bad Debts		-1,544.85
Receivables - Bad Checks		1,544.85
<b>Total Other Current Assets</b>		<b>3,559.00</b>
<b>Total Current Assets</b>		<b>1,544,237.09</b>
<b>TOTAL ASSETS</b>		<b>1,544,237.09</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Overages		
Exp - Overages		-599.68
Receipts - Overages		599.68
Overages - Other		-43.45
<b>Total Overages</b>		<b>-43.45</b>
State Conveyance Tax Liability		
Exp - State Conveyance Tax		-78,491,128.94
Receipts - State Conveyance Tax		29,580,988.80
State Conveyance Tax Liability - Other		49,649,233.70
<b>Total State Conveyance Tax Liability</b>		<b>739,093.56</b>
State Mortgage Tax Liability		
Exp - State Mortgage Tax		-42,978,673.69
Rec - State Mtg Tax		17,671,461.72
State Mortgage Tax Liability - Other		25,630,448.27
<b>Total State Mortgage Tax Liability</b>		<b>323,236.30</b>
<b>Total Other Current Liabilities</b>		<b>1,062,286.41</b>
<b>Total Current Liabilities</b>		<b>1,062,286.41</b>
<b>Total Liabilities</b>		<b>1,062,286.41</b>
Equity		
Fund Balance		356,274.81
Net Income		125,675.87
<b>Total Equity</b>		<b>481,950.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>1,544,237.09</b>

9:03 AM  
08/01/16  
Cash Basis

Hamilton County Register  
Profit & Loss  
July 2016

	<u>Jul 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
2% Credit Card Fee	0.00
Copies/Notaries	1,516.45
Data Extraction	0.00
Data Processing Fees	9,928.00
Efile Fee	2,278.00
Interest	192.95
Mail Fee	0.00
Mail Overages	182.15
Penalty	870.63
Plats	990.00
Probate Fees	2,138.00
Rec Fees - Deeds	15,845.00
Rec Fees - Deeds of Trust	84,908.50
Rec Fees - UCC Filings	0.00
Register Commission (2.4%)	26,123.00
Releases/Miscellaneous	32,769.50
Remote Access Fees	18,800.00
Returned Check Fee	20.00
Tapes	900.00
<b>Total Income</b>	<u>197,462.18</u>
<b>Expense</b>	
Bank Service Charges	652.61
Cash Over-Short Item S Tax	0.24
Miscellaneous expense	122.00
Parking	370.74
Post Office Box Annual Rental	660.00
Salaries and Wages	58,890.72
<b>Total Expense</b>	<u>60,696.31</u>
<b>Net Ordinary Income</b>	136,765.87
<b>Other Income/Expense</b>	
Other Expense	
Excess Fees - DP to County	11,090.00
<b>Total Other Expense</b>	<u>11,090.00</u>
<b>Net Other Income</b>	<u>-11,090.00</u>
<b>Net Income</b>	<u><u>125,675.87</u></u>



8:37 AM  
09/01/16  
Cash Basis

# Hamilton County Register

## Profit & Loss

### August 2016

	<u>Aug 16</u>
Ordinary Income/Expense	
Income	
2% Credit Card Fee	0.00
Copies/Notaries	1,388.05
Data Extraction	0.00
Data Processing Fees	11,198.00
Efile Fee	2,816.00
Interest	219.07
Mail Fee	0.00
Mail Overages	394.79
Miscellaneous Income	626.00
Penalty	1,000.00
Plats	1,230.00
Probate Fees	2,323.00
Rec Fees - Deeds	18,580.00
Rec Fees - Deeds of Trust	95,226.50
Rec Fees - UCC Filings	0.00
Register Commission (2.4%)	30,161.00
Releases/Miscellaneous	37,841.00
Remote Access Fees	12,900.00
Tapes	375.00
Total Income	<u>216,278.41</u>
Expense	
Alzheimer's Tennessee Inc	626.00
Bank Service Charges	663.10
Cash Over-Short Item S Tax	0.11
Checks over in Deposit	-1.55
Negative Cash in Deposit	1.55
Salaries and Wages	59,492.39
Total Expense	<u>60,781.60</u>
Net Ordinary Income	155,496.81
Other Income/Expense	
Other Expense	
Excess Fees to County	9,928.00
Total Other Expense	<u>9,928.00</u>
Net Other Income	<u>-9,928.00</u>
Net Income	<u><u>145,568.81</u></u>

**Hamilton County Register**  
**Balance Sheet**  
 As of August 31, 2016

	Aug 31, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash	1,805,531.32
Credit Card Collections	477.40
Efile Collections	44,255.57
Total Checking/Savings	1,850,264.29
Other Current Assets	
Accounts Receivable	3,724.00
Allowance for Bad Debts	-1,544.85
Receivables - Bad Checks	1,544.85
Total Other Current Assets	3,724.00
Total Current Assets	1,853,988.29
<b>TOTAL ASSETS</b>	<b>1,853,988.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Overages	
Exp - Overages	-599.68
Receipts - Overages	599.68
Overages - Other	-43.45
Total Overages	-43.45
State Conveyance Tax Liability	
Exp - State Conveyance Tax	-79,230,227.40
Receipts - State Conveyance Tax	29,580,988.80
State Conveyance Tax Liability - Other	50,491,258.27
Total State Conveyance Tax Liability	842,019.67
State Mortgage Tax Liability	
Exp - State Mortgage Tax	-43,301,913.12
Rec - State Mtg Tax	17,671,461.72
State Mortgage Tax Liability - Other	26,014,943.98
Total State Mortgage Tax Liability	384,492.58
Total Other Current Liabilities	1,226,468.80
Total Current Liabilities	1,226,468.80
Equity	
Fund Balance	356,274.81
Net Income	271,244.68
Total Equity	627,519.49
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,853,988.29</b>



TENNESSEE DEPARTMENT OF REVENUE  
REALTY TRANSFER AND MORTGAGE TAX

**PRV**  
**400**

Filing Period 09-01-16 - 09-30-16	Account No. 720000522	County Number 33
Due Date 10-15-16	County HAMILTON	Returns must be postmarked by the due date to avoid the assessment of penalty and interest. Return must be filed even if no tax was collected.

HAMILTON COUNTY REGISTER OF DEEDS  
PO BOX 1639  
CHATTANOOGA TN 37401-1639

Make your check payable to the Tennessee Department of Revenue for the amount shown on Line 9 and mail to:

Tennessee Department of Revenue  
Andrew Jackson State Office Bldg.  
500 Deaderick Street  
Nashville, TN 37242

REMINDERS

1. Please read instructions on reverse side before preparing this return.
2. Maintain adequate records to support the return.
3. Sign and date return in the signature box below.

IF AN AMENDED RETURN CHECK HERE

WRITE NUMBERS LIKE THIS

**1 2 3 4 5 6 7 8 9 0**

DOLLARS | CENTS

1. Total Realty Transfer Tax collected .....
2. Total Mortgage Tax collected .....
3. Total collections .....
4. Retained by register ( 2.40 % of Line 3) .....
5. Enter outstanding credit amount from previous Department of Revenue notice(s) .....
6. TOTAL DUE STATE .....
7. Penalty .....
8. Interest (If filed late, interest is computed at 7.50 % per annum on the tax (Line 6) from the due date to date paid) .....
9. TOTAL AMOUNT REMITTED .....

1	0	0	3	9	6	7	.	0	0
4	4	3	4	0	4	.	0	0	
1	4	4	7	3	7	1	.	0	0
3	4	7	3	7	.	0	0		
1	4	1	2	6	3	4	.	0	0
1	4	1	2	6	3	4	.	0	0

FOR OFFICE USE ONLY

I declare this is a true, complete, and accurate return to the best of my knowledge.

SIGN HERE Pam Hurst 10-3-16  
County Register Date

SIGN HERE Carrie Reed 10-3-16  
Deputy or Employee Date

40072072000052220160901201609300008336821160901000000000000000000004

**Hamilton County Register**  
**Balance Sheet**  
 As of September 30, 2016

Sep 30, 16

<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Cash	1,507,012.45
Credit Card Collections	316.40
Efile Collections	35,566.00
<b>Total Checking/Savings</b>	<b>1,542,894.85</b>
<b>Other Current Assets</b>	
Accounts Receivable	2,039.00
Allowance for Bad Debts	-1,544.85
Receivables - Bad Checks	1,544.85
<b>Total Other Current Assets</b>	<b>2,039.00</b>
<b>Total Current Assets</b>	<b>1,544,933.85</b>
<b>TOTAL ASSETS</b>	<b>1,544,933.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Overages	
Exp - Overages	-599.68
Receipts - Overages	599.68
Overages - Other	-43.45
<b>Total Overages</b>	<b>-43.45</b>
<b>State Conveyance Tax Liability</b>	
Exp - State Conveyance Tax	-80,072,252.44
Receipts - State Conveyance Tax	29,580,988.80
State Conveyance Tax Liability - Other	51,471,130.15
<b>Total State Conveyance Tax Liability</b>	<b>979,866.51</b>
<b>State Mortgage Tax Liability</b>	
Exp - State Mortgage Tax	-43,686,409.01
Rec - State Mtg Tax	17,671,461.72
State Mortgage Tax Liability - Other	26,447,706.37
<b>Total State Mortgage Tax Liability</b>	<b>432,759.08</b>
<b>Total Other Current Liabilities</b>	<b>1,412,582.14</b>
<b>Total Current Liabilities</b>	<b>1,412,582.14</b>
<b>Total Liabilities</b>	<b>1,412,582.14</b>
<b>Equity</b>	
Fund Balance	356,274.81
Net Income	-223,923.10
<b>Total Equity</b>	<b>132,351.71</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,544,933.85</b>

9:55 AM  
10/03/16  
Cash Basis

**Hamilton County Register**  
**Profit & Loss**  
**September 2016**

	<u>Sep 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
2% Credit Card Fee	0.00
Copies/Notaries	1,266.65
Data Extraction	0.00
Data Processing Fees	10,236.00
Efile Fee	2,460.00
Interest	243.31
Mail Fee	0.00
Mail Overages	289.18
Penalty	750.00
Plats	465.00
Probate Fees	2,099.00
Rec Fees - Deeds	17,060.00
Rec Fees - Deeds of Trust	87,453.00
Rec Fees - UCC Filings	0.00
Register Commission (2.4%)	34,737.00
Releases/Miscellaneous	33,418.50
Remote Access Fees	13,800.00
Tapes	1,275.00
<b>Total Income</b>	<u>205,552.64</u>
<b>Expense</b>	
Bank Service Charges	677.88
Cash Over-Short Item S Tax	0.07
Checks over in Deposit	-18.38
GIS Recording expense	1,477.00
Negative Cash in Deposit	3.22
Parking	370.74
Salaries and Wages	59,492.40
<b>Total Expense</b>	<u>62,002.93</u>
<b>Net Ordinary Income</b>	143,549.71
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Excess Fees - DP to County	11,198.00
Excess Fees to County	627,519.49
<b>Total Other Expense</b>	<u>638,717.49</u>
<b>Net Other Income</b>	<u>-638,717.49</u>
<b>Net Income</b>	<u><b>-495,167.78</b></u>

OFFICE OF THE COUNTY MAYOR  
HAMILTON COUNTY, TENNESSEE

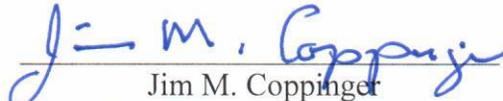
RE: APPOINTMENT OF JEFF DAVIS AS A COMMISSIONER OF  
HIXSON UTILITY DISTRICT BOARD OF COMMISSIONERS

ORDER

Inasmuch as the term of David Norton on the Hixson Utility District Board of Commissioners expired on June 14, 2016, and said Board has submitted to the County Mayor (pursuant to Tennessee Code Annotated, Section 7-82-307 et seq., as amended) three (3) nominees for consideration to fill said vacancy, in order of preference, including that of Jeff Davis.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that Jeff Davis is hereby appointed to the Hixson Utility Board of Commissioners for a term of four (4) years beginning November 2, 2016 and expiring June 14, 2020.

This is the 2<sup>nd</sup> day of November, 2016.

  
Jim M. Coppinger  
Hamilton County Mayor

STATE OF TENNESSEE  
COUNTY OF HAMILTON

On this 2<sup>nd</sup> day of November, 2016, before me personally appeared Jim M. Coppinger to me known to be the person described herein and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Witness my hand this 2<sup>nd</sup> day of November, 2016.



  
Notary Public

*My Commission Expires: 4-8-2018*

OFFICE OF THE COUNTY MAYOR  
HAMILTON COUNTY, TENNESSEE

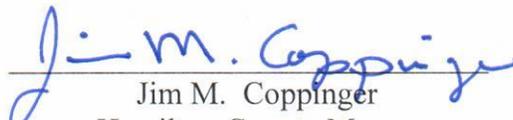
RE: APPOINTMENT OF ROBERTSON HEALY AS A COMMISSIONER OF  
SAVANNAH VALLEY UTILITY DISTRICT BOARD OF COMMISSIONERS

ORDER

Inasmuch as the term of Richard S. Holder on the Savannah Valley Utility District Board of Commissioners will expire on November 17, 2016, and said Board has submitted to the County Mayor (pursuant to Tennessee Code Annotated, Section 7-82-307 et seq., as amended) three (3) nominees for consideration to fill said vacancy, in order of preference, including that of Robertson Healy.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that Robertson Healy is hereby appointed to the Savannah Valley Utility District Board of Commissioners for a term of four (4) years, beginning November 17, 2016, and expiring November 17, 2020.

This is the 2<sup>nd</sup> day of November, 2016.

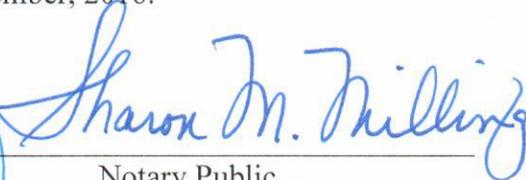
  
Jim M. Coppinger  
Hamilton County Mayor

STATE OF TENNESSEE  
COUNTY OF HAMILTON

On this 2<sup>nd</sup> day of November 2016, before me personally appeared Jim M. Coppinger to me known to be the person described herein and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Witness my hand this 2<sup>nd</sup> day of November, 2016.



  
Notary Public

*My Commission Expires: 4-8-2018*

ORDER OF DESIGNATION

I, Jim M. Coppinger, serving in the capacity of the County Mayor of Hamilton County, Tennessee and pursuant to Tennessee Code Annotated Section 5-6-106 (b), as amended by Chapter 145 of the 1985 Public Acts of the Tennessee General Assembly, do hereby designate Todd Leamon to sit in my place on the Planning Commission for the following date(s): November 14, 2016.

The foregoing designee has the powers, including the power to vote, as are otherwise conferred upon me in my official capacity when serving on this body.

This the 4th day of November, 2016.

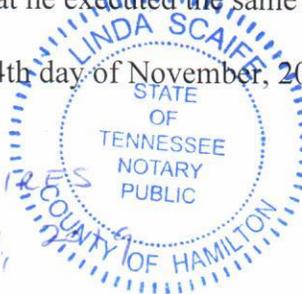
  
Jim M. Coppinger, County Mayor

STATE OF TENNESSEE  
COUNTY OF HAMILTON

On the 4th day of November, 2016 before me personally appeared Jim M. Coppinger to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

Witness my hand on this 4th day of November, 2016.

MY COMMISSION EXPIRES  
December 21,



  
Notary Public



## Hamilton County Board of Commissioners RESOLUTION

No. 1116-14

**A RESOLUTION TO APPROVE AND ACCEPT APPLICATIONS FOR NOTARY PUBLIC POSITIONS, THE BONDS AND OATHS OF NOTARIES PREVIOUSLY ELECTED, THE OATH OF CHIEF JUDICIAL COMMISSIONER, AND OATHS OF JUDICIAL COMMISSIONERS.**

**WHEREAS,** William F. (Bill) Knowles, Hamilton County Clerk, has certified according to the records of his office that the persons named on the attached listing labeled **“HAMILTON COUNTY NOTARY PUBLIC APPLICATIONS”** have duly applied for the positions so sought; and

**WHEREAS,** said Bill Knowles has certified according to the records of his office that the persons named on the attached listing labeled **“REPORT FROM THE OFFICE OF THE COUNTY CLERK”** have given approved bonds for the office of Notary Public and have taken the oath of office; and

**WHEREAS,** said Bill Knowles has certified according to the records of his office that the person named on the attached listing labeled **“OATH OF CHIEF JUDICIAL COMMISSIONER”** has taken the oath of office.

**WHEREAS,** said Bill Knowles has certified according to the records of his office that the persons named on the attached listing labeled **“OATHS OF JUDICIAL COMMISSIONERS”** have taken the oath of office.

**NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY BOARD OF COMMISSIONERS:**

1. That the persons named on the listing labeled “**HAMILTON COUNTY NOTARY PUBLIC APPLICATIONS**” are hereby approved as applicants to be submitted to the Secretary of State; and
2. That the persons listed on the “**REPORT FROM THE OFFICE OF THE COUNTY CLERK**” relative to bonds given for the position of Notary Public are hereby approved for such and the bonds are accepted and the oaths therefor are approved as taken; and
3. That the person named on the listing labeled “**OATH OF CHIEF JUDICIAL COMMISSIONER**” is accepted and the oath therefor are approved as taken; and
4. That the persons named on the listing labeled “**OATHS OF JUDICIAL COMMISSIONERS**” are accepted and the oaths therefor are approved as taken; and
5. That each such person named on any listing hereinabove mentioned (which listing is attached hereto and incorporated herein by reference) is hereby deemed to have been individually considered according to the particular matter relating thereto.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER PASSAGE.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
November 16, 2016

\_\_\_\_\_  
Date

**HAMILTON COUNTY NOTARY PUBLIC APPLICATIONS  
NOVEMBER 16, 2016**

<b>NAME</b>	<b>RESIDENCE</b>	<b>BUSINESS</b>
Trevor F. Atchley	4616 St. Elmo Ave. Chattanooga, TN 37409 423-227-2144	McKoon, Williams & Atchley 633 Chestnut St., Ste. 1300 Chattanooga, TN 37450 423-756-6400
Lisa D. Barbee	3702 Rosalee Terrace Chattanooga, TN 37416 423-227-7667	McKoon, Williams & Atchley 633 Chestnut St., Ste. 1300 Chattanooga, TN 37450 423-756-6400
Asmita P. Barot	1122 Colony Cir. Fort Oglethorpe, GA 30742 423-208-2548	Smartbank 835 Georgia Ave. Chattanooga, TN 37402 423-385-3187
Stefanie E. Bourque	121 Jamestown Rd. Chattanooga, TN 37416 978-846-6383	N/A N/A N/A N/A
Levi Burton	900 Clay Hill Dr. Soddy Daisy, TN 37379 423-618-9102	R & R Erectors, Inc. 8427 Hixson Pike Hixson, TN 37343 423-842-3444
Sarah Carden	12821 Old Dayton Pike Soddy Daisy, TN 37379 423-432-4899	Axiom Systems 241 East 4th St. Frederick, MD 21701 423-432-4899
Chelsea Coyle	1620 S. Clayton Ave. Chattanooga, TN 37412 865-300-3783	Patrick, Beard, Schulman, et al 537 Market St., Ste. 202 Chattanooga, TN 37401 423-756-7117
Gary Crider	1405 Rosewood Cir. Dalton, GA 30720 N/A	Heritage Funeral Home 7454 East Brainerd Rd. Chattanooga, TN 37421 423-894-2010
Todd A. Davidson	525 Battery Place, Apt. 6 Chattanooga, TN 37403 503-929-1396	Vision Laboratories, LLC 6130 Shallowford Rd., Ste. 100 Chattanooga, TN 37421 423-529-3742
Sharon Smith Dean	8327 Hunter Hill Ct. Ooltewah, TN 37363 423-400-0940	A-1 Property Management Same Same Same

**HAMILTON COUNTY NOTARY PUBLIC APPLICATIONS  
NOVEMBER 16, 2016**

<b>NAME</b>	<b>RESIDENCE</b>	<b>BUSINESS</b>
Joseph G. DeGaetano	820 Westwood Ave. Chattanooga, TN 37405 423-255-7642	DeGaetano Law Firm 50 Frazier Ave., Ste. 300 Chattanooga, TN 37405 Same
Joy Eaton	5947 Crestview Drive Hixson, TN 37343 423-877-7282	Grant, Konvalinka & Harrison 633 Chestnut St., Ste. 900 Chattanooga, TN 37450 423-756-8400
Sarah Gibson	5421 Cedar Heights Rd. Knoxville, TN 37912 865-456-8445	The UPS Store 3712 Ringgold Rd. Chattanooga, TN 37412 423-624-7511
Melissa J. Hale	1721 Varner Rd. Hixson, TN 37343 423-580-4042	N/A N/A N/A N/A
Lisa B. Hartzog	7710 Aspen Lodge Way, Apt. 414 Chattanooga, TN 37421 N/A	Return Co. 28000 Market St. Chattanooga, TN 37412 N/A
James B. Johnson	8877 McKenzie Ln. Ooltewah, TN 37363 423-605-2941	MPL Construction 115 Cedar Ln. Chattanooga, TN 37421 423-899-7737
Sharon Linder	412 S. Parkdale Ave. Chattanooga, TN 37411 423-802-1045	Mtn. View Chevrolet 310 E. 20th St. Chattanooga, TN 37408 423-648-4825
Pamela Massengale	831 Pickett Rd. Sale Creek, TN 37373 423-413-4892	State of TN 100 West MLK Blvd. Chattanooga, TN 37402 423-634-2616
T. McClure	1184 Fuller Glen Cir. Chattanooga, TN 37421 423-400-8093	Broadwire Communications 3001 S. Broad St., #101 Chattanooga, TN 37408 423-803-9473
Kristi M. McElroy	18 Thorncrest Drive Ringgold, GA 30736 706-965-8535	Lewis & Oliver 100 West MLK Blvd., Ste. 501 Chattanooga, TN 37402 423756-8203

**HAMILTON COUNTY NOTARY PUBLIC APPLICATIONS  
NOVEMBER 16, 2016**

<b>NAME</b>	<b>RESIDENCE</b>	<b>BUSINESS</b>
Joe Morton, Jr.	69 Deer Ridge Ln. Rock Spring, GA 30739 423-718-6968	Overhead Door Co. of Chattanooga 4015 Dodds Ave. Chattanooga, TN 37407 423-867-4354
Jane Parker	8206 Shallowford Rd. Chattanooga, TN 37421 706-202-4538	Hamilton County Clerk 625 Georgia Ave., Room 201 Chattanooga, TN 37402 423-209-6500
Wanda J. Parson	189 Woodcliff Cir. Signal Mtn., TN 37377 423-580-6241	Comprehensive Medical Care 6918 Shallowford Rd., Ste. 206 Chattanooga, TN 37421 423-855-2552
Mary Jo Pearson	1502 Caramel Cir. Hixson, TN 37343 423-488-5143	Cohutta Bank 800 Market St., #100 Chattanooga, TN 37402 423-643-8801
Kathy D. Potter	1488 Old Washington Hwy. Dayton, TN 37321 423-570-0122	Prison Prevention Ministries 302 Spruce Street Chattanooga, TN 37404 423-622-5768
Buddy B. Presley, Jr.	1384 Gunbarrel Rd., Ste. B Chattanooga, TN 37421 423-826-1800	Presley Law Firm Same Same Same
Tera Sane	4107 Sunbury Ave. Chattanooga, TN 37411 202-384-5233	Scenic City Glass 4400 Dodds Ave. Chattanooga, TN 37407 423-867-0002
Becky J. Springer	1637 Gunston Hall Rd. Hixson, TN 37343 423-718-8222	Precise Plumbing, LLC P.O. Box 339 Hixson, TN 37343 423-843-0124
Lynette Stewart	515 Cedar Glen Cir. Chattanooga, TN 37412 423-855-4853	N/A N/A N/A N/A
Renee Tanner	1823 Farris Rd. Chattanooga, TN 37421 423-593-2174	Commercial Drywall & Framing 332 Browns Ferry Rd. Chattanooga, TN 37419 423-825-7102

**HAMILTON COUNTY NOTARY PUBLIC APPLICATIONS  
NOVEMBER 16, 2016**

<b>NAME</b>	<b>RESIDENCE</b>	<b>BUSINESS</b>
Annette L. Thompson	2110 Camden St. Chattanooga, TN 37406 423-521-6497	N/A N/A N/A N/A
DeWayne Walker	8846 Windhaven Rd. Ooltewah, TN 37363 423-238-7266	Pro X Powersports 6101 Mountainview Rd., Ste. 4 Ooltewah, TN 37363 423-238-4321
Nicholas J. Watson	900 Airport Rd., Lot 95 Chattanooga, TN 37421 423-661-5885	H & R Block 5724 Hwy. 153 Hixson, TN 37343 423-877-1950
Jennifer Boone West	304 Laurel Ln. Lookout Mtn., TN 37350 423-991-3572	Lookout Mtn. Presbyterian Church 316 N. Bragg Ave. Lookout Mtn., TN 37350 423-821-4528
Terri S. Whitton	6907 Lystra Rd. Harrison, TN 37341 423-304-2240	University Surgical Associates 979 E. 3rd St., Ste. 300 Chattanooga, TN 37403 423-757-0747

**REPORT FROM THE OFFICE OF THE COUNTY CLERK  
TO THE HAMILTON COUNTY COMMISSION  
NOTARY PUBLIC BONDS AND OATHS  
NOVEMBER 16, 2016**

The following Notaries Public elect of Hamilton County appeared in the County Clerk's Office to receive their Commissions duly signed by the Governor of the State of Tennessee and countersigned by Honorable Tre Hargett, Secretary of State, bearing the date shown. They gave approved bonds of ten thousand dollars and qualified as by law required.

<u>NAME</u>	<u>COMMISSION DATE</u>	<u>DATE QUALIFIED</u>
Brian L. Barrow	July 11, 2016	October 20, 2016
Hannah Mason	September 27, 2016	October 21, 2016
Brian A. Giles	October 12, 2016	October 21, 2016
D'Lon Parker	October 12, 2016	October 21, 2016
Winnie L. Paris	March 21, 2016	October 21, 2016
Carol R. Hixson	September 27, 2016	October 21, 2016
William E. Robinson	September 27, 2016	October 21, 2016
Gary R. Raymer	September 27, 2016	October 21, 2016
Ronald L. Gregory	September 27, 2016	October 21, 2016
James Macrellis	October 12, 2016	October 21, 2016
Jared Bendt	July 26, 2016	October 21, 2016
Gregory S. Osmundsen	October 12, 2016	October 21, 2016
Bonnie Gray	September 13, 2016	October 21, 2016
Jodi Pelham	October 12, 2016	October 24, 2016
Lucy A. Martin	October 12, 2016	October 24, 2016
Ramanda J. Coleman	October 12, 2016	October 24, 2016
Jason Wright	October 12, 2016	October 24, 2016
Ashley W. Spangler	August 25, 2016	October 24, 2016
Daniel R. Norey	October 12, 2016	October 25, 2016
Misty Anne Hickman	April 18, 2016	October 25, 2016
Elizabeth J. Corum	September 27, 2016	October 25, 2016
K. Braddock	October 12, 2016	October 25, 2016
Kelly W. McClendon	September 27, 2016	October 26, 2016
William Cooze	May 10, 2016	October 26, 2016
Mitzi B. Ward	September 27, 2016	October 26, 2016
Linda D. Furrate	September 13, 2016	October 26, 2016
Angela B. Shipp	October 12, 2016	October 26, 2016
Tamara K. Skyles	October 12, 2016	October 27, 2016
Amanda J. Paul	September 13, 2016	October 27, 2016
L. Meredith Chester	September 13, 2016	October 27, 2016
Robert C. Edens	October 12, 2016	October 27, 2016
Andra G. Kelley	October 12, 2016	October 27, 2016
Sarah Wills	September 27, 2016	October 27, 2016

**REPORT FROM THE OFFICE OF THE COUNTY CLERK  
TO THE HAMILTON COUNTY COMMISSION  
NOTARY PUBLIC BONDS AND OATHS  
NOVEMBER 16, 2016**

Stephanie Delaney	October 12, 2016	October 27, 2016
Deborah Croxton	October 12, 2016	October 28, 2016
Dominy Cooper	September 13, 2016	October 28, 2016
Sandra McManus	October 12, 2016	October 28, 2016
Mary E. Willie	October 12, 2016	October 28, 2016
M. Volker	October 12, 2016	October 31, 2016
Shanissa Payne	July 11, 2016	October 31, 2016
Aon D. Miller	October 12, 2016	October 31, 2016
Richard Stitzer	September 13, 2016	October 31, 2016
Cynthia D. Underwood	August 25, 2016	October 31, 2016
William Farmer	August 25, 2016	October 31, 2016
Connie B. Nichols	September 27, 2016	November 1, 2016
Sonya Keller	October 12, 2016	November 1, 2016
J. Taylor Walker	October 25, 2016	November 1, 2016
Misty A. Audier	September 27, 2016	November 1, 2016
Ron Swafford	October 12, 2016	November 1, 2016
Colleen H. Russell	October 12, 2016	November 1, 2016
Cliff Coggins	October 25, 2016	November 2, 2016
Kathy Rowell	September 27, 2016	November 2, 2016
Norma Amason	September 27, 2016	November 2, 2016
Charlita Y. Cox	September 27, 2016	November 2, 2016
Elyse M. Nida	September 27, 2016	November 2, 2016
Mary E. Martin	September 13, 2016	November 2, 2016

**REPORT FROM THE OFFICE OF THE COUNTY CLERK  
TO THE HAMILTON COUNTY COMMISSION  
OATH OF CHIEF JUDICIAL COMMISSIONER  
NOVEMBER 16, 2016**

The individual listed below took the oath of office as Judicial Commissioner as prescribed by law.

<u>NAME</u>	<u>DATE OF OATH</u>
Randall L. Russell	October 27, 2016

OATH OF HAMILTON COUNTY  
CHIEF JUDICIAL COMMISSIONER

FILED IN OFFICE  
16 OCT 27 AM 11:56  
LARRY L. HENRY, CLERK  
BY  DC

STATE OF TENNESSEE )  
COUNTY OF HAMILTON )

I, Randall L. Russell, do solemnly swear that as Chief Judicial Commissioner for Hamilton County, Tennessee, that I will support the Constitution of the United States and the Constitution of the State of Tennessee. I further solemnly swear that I will administer justice without respect of persons and that I will faithfully and impartially discharge all the duties incumbent upon me as Chief Judicial Commissioner to the best of my skill and ability, so help me God.

  
Randall L. Russell

Sworn to and subscribed before me this 27<sup>th</sup> day of October,  
2016.

  
\_\_\_\_\_

**REPORT FROM THE OFFICE OF THE COUNTY CLERK  
TO THE HAMILTON COUNTY COMMISSION  
OATHS OF JUDICIAL COMMISSIONERS  
NOVEMBER 16, 2016**

The individuals listed below took the oath of office as Judicial Commissioner as prescribed by law.

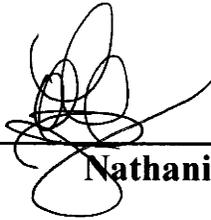
<u>NAME</u>	<u>DATE OF OATH</u>
Nathaniel Goggans	October 27, 2016
Ron Powers	October 28, 2016

OATH OF HAMILTON COUNTY  
JUDICIAL COMMISSIONER

STATE OF TENNESSEE )

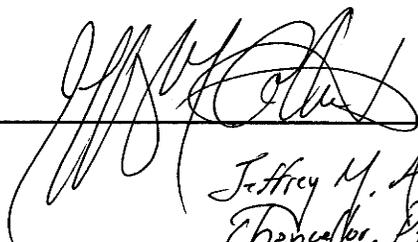
COUNTY OF HAMILTON )

I, Nathaniel Goggans, do solemnly swear that as Judicial Commissioner for Hamilton County, Tennessee, that I will support the Constitution of the United States and the Constitution of the State of Tennessee. I further solemnly swear that I will administer justice without respect of persons and that I will faithfully and impartially discharge all the duties incumbent upon me as Judicial Commissioner to the best of my skill and ability, so help me God.



Nathaniel Goggans

Sworn to and subscribed before me this 27<sup>th</sup> day of October,  
2016.



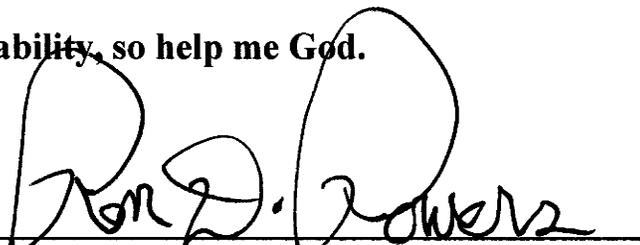
Jeffrey M. Atkinson  
Chancellor, Pt. 2  
Chancery Court for Hamilton County  
11<sup>th</sup> Judicial District  
Rm. 311, Hamilton County Courthouse  
625 Georgia Ave.  
Chattanooga, TN 37402  
(423) 209-7385

OATH OF HAMILTON COUNTY  
JUDICIAL COMMISSIONER

STATE OF TENNESSEE )

COUNTY OF HAMILTON )

I, Ron Powers, do solemnly swear that as Judicial Commissioner for Hamilton County, Tennessee, that I will support the Constitution of the United States and the Constitution of the State of Tennessee. I further solemnly swear that I will administer justice without respect of persons and that I will faithfully and impartially discharge all the duties incumbent upon me as Judicial Commissioner to the best of my skill and ability, so help me God.

  
\_\_\_\_\_  
Ron Powers

Sworn to and subscribed before me this 28<sup>th</sup> day of October,  
2016.

  
\_\_\_\_\_  
Jeffrey M. Atherton, Chancellor, P.O. 2  
Hamilton County Chancery Court  
Rm. 311, Hamilton County Courthouse  
625 Georgia Ave.  
Chattanooga, TN 37402  
(423) 209-7385



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-15

A RESOLUTION TO CONFIRM THE APPOINTMENT BY THE COUNTY MAYOR OF JENNETH RANDALL AS COUNTY AUDITOR.

Whereas: Bill McGriff retired as County Auditor effective September 30, 2016 and created a vacancy in the County Auditor's Office; and,

Whereas: the County Mayor has appointed Jenneth Randall as County Auditor, effective November 16, 2016, at Salary Range 92, with an annual salary of \$115,880.00.

NOW, THEREFORE BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:

That the appointment of Jenneth Randall as County Auditor is hereby confirmed for a salary as stated above and becoming effective November 16, 2016.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

Date



# Hamilton County Board of Commissioners

## RESOLUTION

No. 1116-16

**A RESOLUTION TO CONFIRM THE APPOINTMENT OF SEVEN MEMBERS TO THE CHATTANOOGA-HAMILTON COUNTY REGIONAL HEALTH COUNCIL FOR TERMS AS DESIGNATED HEREIN-BELOW.**

**WHEREAS**, pursuant to Hamilton County Resolutions No. 282-10 and 482-5, certain members of the Chattanooga-Hamilton County Regional Health Council are appointed by the County Mayor and confirmed by the Hamilton County Board of Commissioners; and,

**WHEREAS**, of the persons previously appointed by the County Mayor, one has died, one has retired, another has resigned, and others have not been able to attend a sufficient number of meetings during their tenure on said Council; thereby creating an inability of said Council to properly perform its duties; and causing a need for said appointees to be replaced.

**NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:**

That the appointments by the County Mayor of the following persons to the Chattanooga-Hamilton County Regional Health Council (for terms beginning November 16, 2016, and ending as respectively specified) are hereby confirmed:

<u>APPOINTEE</u>	<u>REPLACING</u>	<u>TERM ENDING</u>
Angel Moore	Dr. Cy Huffman	January 2, 2017
Chris Ramsey	Jim Coleman	January 2, 2017
Eve Nite	Pastor Kevin Adams	February 19, 2018
Rachel Schulson	Carlos Parra	February 19, 2018
Dr. Jay Sizemore	Sandra Hollett	February 19, 2018
Lesley Scarce	Eva Dillard	June 22, 2018
Christian Patino	Mai Bell Hurley	June 22, 2018

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_

County Clerk

Approved:

Vetoed:

\_\_\_\_\_

County Mayor

November 16, 2016

\_\_\_\_\_

Date

# ANGEL MOORE

P.O. BOX 916 ♦ GRAND BLANC, MI 48480  
 MOBILE: 517-505-0589 ♦ EMAIL: AMOORE31@HOTMAIL.COM  
[WWW.LINKEDIN.COM/IN/MOOREANGEL](http://WWW.LINKEDIN.COM/IN/MOOREANGEL)  
 1200 DODSON AVE. CHATTANOOGA, TENNESSEE 37406  
 ANGEL.MOORE@ERLANGER.ORG  
 423 – 778-2805

## CHIEF OPERATING OFFICER & IN-HOUSE LEGAL COUNSEL



Senior-Level Operations Executive and In-House Legal Counsel with a unique blend of expertise leading healthcare operations, risk management, compliance and corporate legal affairs. Proven achievements in operations with oversight of five primary care clinics, three dental clinics, two pharmacies, a vision center, and a specialty site. Advises the executive team and the board on legal issues, and actively works with outside counsel to mitigate and eliminate claims.

Corporate Compliance ♦ Risk Management ♦ Operations Management ♦ Performance & Quality Standards ♦ Strategic Planning  
 Budgeting (Operating & Capital) ♦ HIPAA ♦ ACA Standards ♦ Government Contracts Monitoring ♦ Federal Reporting  
 Contract Management ♦ Research & Writing

### SELECTED ACHIEVEMENT HIGHLIGHTS

- ❖ Served on negotiation team successfully negotiating multiple collective bargaining agreements from 2010-2013.
- ❖ Successfully co-managed the construction of a \$7million, 31,000 sq ft., 26 exam room medical facility.
- ❖ Developed, designed, managed and opened two new pharmacies for HCHN's Medical Practices.
- ❖ Re-designed and established company's corporate compliance program.
- ❖ Restructured and implemented medical malpractice and risk management training programs, reducing claims and incidents by 30-40% in 2014.

## PROFESSIONAL EXPERIENCE

ERLANGER HEALTH SYSTEM, Chattanooga, Tennessee

May 2016 - Current

### Chief Executive Officer

Senior leader of \$8 million dollar, multi-site, Federally Qualified Health Center. Dynamic, results-oriented leader with a strong track record of performance in turnaround and high-paced organizations. Utilizes keen analysis and insights and team approach to drive organizational improvements and implementation of best practices. Superior interpersonal skills, capable of resolving multiple and complex operational facets. Community oriented with focus and priorities centered around population and public health improvements.

HAMILTON CHN, INC., Flint, Michigan

January 2010 – May 2016

### Chief Operating Officer & In-House Legal Counsel

Provides senior operational oversight for a JCAHO accredited \$22 million dollar, five-site, multi-operational comprehensive primary care medical network certified as a Primary Care Medical Home. Provides operational leadership, direct capital creation efforts, and manages multiple range of business compliance and legal functions. Current oversight as Chief Compliance Officer enforcing and monitoring compliance and policy standards, with Compliance Managers as direct reports.

- Manages organizations operating efficiency which has contributed to excess of 10% projected baseline for the past 4 years.
- Conducts legally compliant operational work plans that demonstrate effective and efficient accomplishment of goals and objectives in a timely, coordinated manner.
- Enforces and monitors laws, policies and regulations for providers, contractors, contracts and management.

- Serves as in-house counsel for legal claims including labor and employment, HIPPA compliance, risk management, federal regulations, etc.
- Uses data to analyze, monitor, and report statistical information for timely management decisions as required for federal, state and local agencies, i.e. Uniform Data Reporting, service area grant compliance, and scope of medical services compliance.
- Drafts and reviews contractual agreements with hospitals, managed care institutions, universities and vendor/suppliers.

MICHIGAN PRIMARY CARE ASSOCIATION, Lansing, Michigan

April 2007-January 2010

**Project Director/Manager Healthcare Development, Detroit Primary Care Planning Grant**

**Legal Consultant**

- Directed the development of Federally Qualified Health Centers throughout the State of Michigan.
- Trained health center boards on corporate affairs, governance and regulatory compliance.
- Conducted legal contract review and consultation.
- Engaged in lobbying, government relations, and legislative affairs.
- Worked with association's policy team to interpret healthcare policy from the State of Michigan.

EATON COUNTY PROSECUTING ATTORNEY'S OFFICE, Charlotte, Michigan

December 2006-April 2007

**Assistant Prosecuting Attorney**

- Prosecuted felony and misdemeanor criminal law violations for State of Michigan.
- Engaged in legal research and drafting of legal documents and correspondence.
- Participated in trial and litigation practice.
- Mediated, and negotiated plea-bargains and settlements.

ATTORNEY, Lansing, Michigan

January 2006-December 2006

**Private Practice**

- Engaged in the general practice of law.
- Actively consulted, researched, and advised on various legal matters.
- Arbitrated criminal law, contract, non-profit, real estate, and landlord tenant cases.

MICHIGAN DEPARTMENT OF ATTORNEY GENERAL, Lansing, Michigan

February 2002-August 2002

**Internship**

- Researched various legal issues stemming from cases in controversy with the Michigan Consumer Protection Act (MCPA).
- Conducted investigations of various drug distributors and marketing pyramids on behalf of consumers, and reviewed and responded to consumer claims.
- Drafted legal documents and correspondence.
- Engaged in challenging discovery processes involving multi-million dollar pharmaceutical class action suits for the pharmaceutical drugs Cardizem CD, BuSpar, and Taxol, which resulted in an \$80 million dollar settlement for Michigan and other states jointly.

**EDUCATION/LICENSURE**

Juris Doctorate (JD) – Michigan State University, Lansing, MI – 2004

Bachelors of Arts Degree in Special Education & Speech Pathology/Audiology (High Honors) – Shaw University, Raleigh, NC – 1999

**CREDENTIALS, LICENSES, CERTIFICATIONS, & TRAININGS**

- Michigan Bar License, (Current Active Status, P69142)
- Member, State Bar of Michigan
- Davis-Dunning's Bar Association 2015-current Executive Board
- Genesee County Bar Association 2015
- 2014 Athena Health Leadership Institute- Harvard University School of Business-2014
- Corporate Compliance Training-National Association of Community Health Centers (NACHC)-2014
- The Legal Basis for Population Health-Michigan Public Health Training Center-2009
- Recruitment and Retention of Clinicians-Bureau of Primary Healthcare-2011
- Butzel Long Law Firm-Labor and Employment Law Seminars-2011
- Strategic Organization Restructuring-La Piana Associates, Inc.-2009
- Cultural Competency Training- State of Michigan Department of Civil Rights-2012
- Budgeting & Accounting- University of Michigan School of Public Health-2009
- Making Data, Policy and Politics Work for Public Health- University of Michigan School of Public Health-2009
- Developing Effective Federally Qualified Health Centers & Applications-(NACHC)-2007
- Systemic Succession Planning, Building Leadership from Within-Leadership KEYS, Inc.-2008

### **PROFESSIONAL AFFILIATIONS**

Greater Flint Health Coalition Flint Healthcare Employment Opportunities FHEO Oversight Committee, (2012-2015) ~ Mott  
Community College Workforce & Career Development's Healthcare Training and Employment Advisory Council (2015)  
Michigan Minority Health Coalition (2008-2013) ~ National Rural Health Task Force (2009)  
Primary Care Network Council of Greater Detroit (2009)

### **COMPUTER SKILLS**

Microsoft Office Advanced ~ Advanced Internet ~ Westlaw & Lexis Legal Research Programs ~ General Electronic (GE Centricity)  
Electronic Medical Record Program ~ Automatic Data Processing (ADP) Systems

**Christopher L. Ramsey, Sr.**  
2953 Old Britain Circle  
Chattanooga, Tennessee 37421

**Home:**  
423-954-1935  
**Email:**  
cram125@epbfi.com

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### **CORE COMPETENCIES**

Leading Change  
Effective Communicator  
Healthcare National Policy

Contract Negotiations  
Strategic Planning  
HealthCare Reform

Results driven  
Building Coalitions  
Community Outreach

### **PROFESSIONAL EXPERIENCE**

August 2016 – present **CHIEF STRATEGY OFFICER, YESMAR STRATEGY & CONSULTING LLC**

YesmaR was started in 2016 out of strong desire to help businesses connect with hard to reach communities. YesmaR means to be "very idealistic and generous with the strong desire to uplift humanity; desire to serve others". Our mission is to serve as a "bridge" and "connector" for businesses to provide their services to hard to reach communities. We are intentional on how we execute our strategies with our clients. Services include:

- Business consulting – operations and execution
- Marketing to hard to reach communities
- Healthcare consulting
- Non-Profit Management
- Compliance and Regulatory Oversight
- Political Strategy
- Community Engagement

May 2011 – present **PRESIDENT**  
Southeast Tennessee Health Consortium Foundation

The Southeast Tennessee Health Consortium (SETHC) serves as the 501C-3 for community events focusing on health/wellness, youth leadership development/education and other events to improve the quality of life for all residents in the Chattanooga and surrounding region. SETHC acts as a catalyst for community development for the Chattanooga neighborhoods. SETHC Foundation sponsors the following major events on an annual basis: (1) Hamilton County Minority Health Fair, (2) Boys Leadership Summit, (3) Power to End Stroke, and (4) Move For the "Health" It! 5K/1-Mile Fun Walk Fundraiser.

Jan 2014 – May 2015 **DIRECTOR, POLICY AND REGULATIONS**  
BlueCross BlueShield of Tennessee

Responsible for assisting with the development and implementation of Government Relations and Policy agenda for BCBST. Lead activity to track, analyze and distribute Affordable Care Act and other regulatory provisions. Manage completion of required responses to agencies and industry groups consistent with the approved goals and strategies within BCBST.

Key member of the leadership team with an active role in identifying, creating, and executing tactical and strategic responses for the Enterprise. Present as an expert public speaker for speaking engagements to key external stakeholders, outreach to community and civic groups in relation to Healthcare Reform and the Affordable Care Act. Build and manage external relationships essential with regional and federal government staff members (e.g., CMS, HHS) in advancing the success of ACA implementation. Knowledgeable on national healthcare policy. Initiate and manage ongoing relationships with locally appointed and elected officials and other external civic stakeholders with Senior Leadership Team.

Feb 2012 – Dec 2013 **DIRECTOR, OFFICE OF HEALTHCARE REFORM**  
BlueCross BlueShield of Tennessee

Responsible for directing and leading the successful implementation of the Affordable Care Act. Directly managed a team of four (4) non-exempt employees and indirectly led ACA tasks for a team of fifteen (15) Director/Manager employees from various areas of the Enterprise. Address healthcare reform mandates, assess their impact on the business, plan and direct defined activities with business units for execution and ensure effective implementation of solutions, strategies and opportunities across the Enterprise. Directs project team personnel, manages costs and schedules, ensures compliance, and interacts with business units on a daily basis. Interacts with executive management, internal and external stakeholders and other health plans to communicate, organize, plan, strategize and oversee reform activities.

July 2002 – Feb 2012 **DIRECTOR VENDOR MANAGEMENT AND CONTRACTING**  
BlueCross BlueShield of Tennessee

Managed all aspects of the business relationship with the Pharmacy Benefit Managers (PBMs) for BCBST's Pharmacy Program for all lines of business. Directly managed a team of five (5) non-exempt employees and indirectly led pharmacy related tasks for a team of fifteen (15) employees from various areas of the Enterprise and a dedicated PBM Account Team of ten (10) employees.

Successfully implemented BCBST's Part D and Cover Tennessee products, including contract development in accordance with CMS/State regulatory requirements. Implemented pharmacy benefits and consumer tools for CDH products, along with ensuring PBM's regulatory compliance and organizational adaptation with the CMS, URAC, EQRO, applicable accreditation standards, state and federal laws. Led PBM RFP process in 2011 which led to new PBM Agreement with estimate savings of \$200M over 3 years. Managed, coordinated, and prioritized activities of the Pharmacy Benefit Manager (PBM) to meet Enterprise goals and objectives (Total covered lives—2.4 million; annual total pharmacy drug spend over \$1 billion).

1998 – July 2002 **SENIOR MANAGER – ANCILLARY SERVICES, PROVIDER NETWORKS & CONTRACTING**  
BlueCross BlueShield of Tennessee

Responsible for the planning, administration, and coordination of the PBM subcontractors (2.4 million covered lives), dental network (250,000 commercial covered lives; 1400 dental providers), dental subcontractor (600,000 Medicaid covered lives), health department, non-emergency transportation and Community Service Agencies agreements for commercial and TennCare<sup>SM</sup> lines of business with the respect to the overall goals and objectives of BlueCross BlueShield of Tennessee focusing on the areas of cost containment, utilization review, alternate delivery strategy, benefit design strategy, professional relations, contract development and negotiations, vendor relationships, informational systems, data collections and reporting.

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Primary responsibilities include compliance by all vendors, providers, and internal departments with the TennCare<sup>SM</sup> Risk Agreement, URAC, EQRO, NCQA and CMS as it relates to contract development and oversight of delegated functions to vendors. This includes the implementation of new vendors and providers including coordination of system changes, configuration set-up for such issues as pricing, benefits, provider and third party interfaces. Responsible for the resolution of operational issues between internal departments and external vendors.

1996-1998                    **MANAGER, BLUECARE NETWORK AND PROFESSIONAL RELATIONS**  
BlueCross BlueShield of Tennessee

Directly responsible for the oversight of The Tennessee Health Partnership (THP) Arrangement. Managed a team of four (4) non-exempt employees. This was a risk-sharing arrangement. THP was a provider network of 400 PCMs, 800 specialists, 25 facilities and other health care professionals. Approximately 110,000 BlueCare members were assigned to the THP Network. Delegated functions include: network development, credentialing, utilization management, quality improvement and member services.

1994 -1996                    **MANAGER, TENNCARE<sup>SM</sup> ADMINISTRATION**  
BlueCross BlueShield of Tennessee

Key member of the claims administration management team. Directly responsible for the claim operation for 600,000+ TennCare<sup>SM</sup> members. Responsible for the daily operations and personnel management of eight claims processing and member service departments (e.g., approximately 130 associates). Responsible for the development of an annual budget. Responsible for the operational oversight of third party vendors (i.e., pharmacy, vision, transportation, lab, etc.). Developed operational guidelines and procedures for claims and service departments. Presenter at Provider Billing Workshops, HFMA Workshops, and All Blue Workshops.

1991-1994                    **SUPERVISOR, STATE DIVISION**  
BlueCross BlueShield of Tennessee

Supervised a claims department of 17 associates. Provided status of workload for department. Monitored work to assure first-in first-out procedure was being adhered. Communicated with subscribers and providers by correspondence and telephone as necessary. Reviewed performance reports and developed corrective action plans for improvement. Trained and developed associates to reach their maximum performance level. Prepared department's annual budget.

### **EDUCATION**

Master of Business Administration, December 1990  
University of Tennessee at Chattanooga, Chattanooga, Tennessee

Bachelor of Business Administration, August 1988  
Austin Peay State University, Clarksville, Tennessee

### HONORS AND ACTIVITIES

Boys and Girls Club, Board of Directors, 1992-Present  
Downtown Kiwanis, 2003 – Present  
UC Foundation, Board of Directors, 2015  
Big Brothers Big Sisters – 1991 – 2011  
Community Foundation, Board of Directors, 1999-2005  
AHIP Foundation MMDP Fellow, 2005-2006  
BCBST's Volunteer of the Year, 1992

Industrial Development Board, 2002 - 2014  
TPHA Visionary Award, 2013  
Kappa Alpha Psi Fraternity, Inc.  
Memorial Health Foundation, 2011-2014  
BCBST's Pinnacle Award Recipient, 2005  
Leadership Chattanooga, 1998 Graduate  
UTC Graduate Minority Fellowship, 1988

# Eve Nite

[enite@omnicommunityhealth.com](mailto:enite@omnicommunityhealth.com) • Chattanooga, TN • 865.934.9033  
[linkedin.com/in/evenite](https://www.linkedin.com/in/evenite)

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## Business and Program Development

Passionate business and program developer, with a finger on the pulse of the community, who applies a broad skill set to make the conceptual practical. Influenced by an international upbringing and inspired by pioneering innovative solutions to complex problems, has demonstrated the ability to build, fund, and grow programs across public and private sectors, particularly in the mental health field. Operates with a sense of urgency and a heart of advocacy, with the ultimate goal of making the world a better place through sparking collaborative imagination and taking the steps to see it in action. Greatest strengths include creativity, flexibility, critical thinking, and persuasive story-telling.

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## Professional Experience

### Omni Community Health

April 2016 – Present

Chattanooga, TN

#### *Southeast Regional Director*

- Model and inspire staff to OCH mission and values
- Ensure the utmost care of people with mental health needs through access to quality services
- Innovate specialty programs and services that meet the needs of the community
- Oversee operations and services of four Southeast Tennessee offices across 11 counties
- Develop long and short term goals and implement strategies for achieving goals for each office as well as the region as whole
- Provide individual and team development through training, one on one supervision, and daily feedback
- Responsible for establishing and growing a reputation as the Provider of Choice in the community through ongoing promotional and outreach efforts.
- Develop and nurture effective working relationships between Omni Community Health's staff, law enforcement officials, judicial officials, legal resources, medical professionals and other community partners
- Communicate and advocate with staff, clients, community resources and partners
- Ensure compliance with all state and federal regulations, including protecting client rights
- Manage budget and expenses across the region

### Mental Health Cooperative

July 2013 – April 2016

Chattanooga, TN

#### *Business Development Specialist*

- Nurtured and cultivated relationships among community providers and agencies
- Innovated collaborative programs to meet client needs, including found funding for new programs, and created contracts with community partners
- Ensured quality services for people with severe and persistent mental illness by training staff on customer relations, growth goals, and strategies for increasing effectiveness
- Marketed services to target consumers and referral sources through exhibiting, presenting, public speaking, planning and executing events, and monitoring care coordination
- Developed business and marketing plans and strategies to achieve growth targets
- Designed promotional materials for targeted audiences and generates market research
- Solved problems and resolved conflicts with internal and external clients
- Opened and built consumer base for 2 new offices in the Southeast Tennessee
- Taught community members and professionals on mental health, stigma, and suicide prevention utilizing the latest software for digital presentation

Youth Villages

July 2009 - May 2013

Knoxville, TN and Chattanooga, TN

*Senior Family Intervention Specialist*

- Provided support and intensive in-home therapeutic services for in-crisis families and severely emotionally disturbed youth
- Completed documentation, including developed weekly therapeutic treatment plans and assisted families with reaching their treatment goals
- Provided therapeutic services including group counseling, individual counseling, social skills training, communication skills, conflict management skills, parenting skills and family counseling in the family home

Lakeland, FL

*Promoted to Clinical Liaison*

- Prepared, maintained and audited hard and electronic charts for teammates to ensure quality standards and compliance
- Coordinated with community providers and agencies such as DCS (TN), DCF (FL), Juvenile Justice, therapists, psychiatrists, schools, and other providers
- Created and promoted program material according to brand standards
- Participated in weekly leadership development including conceptualizing cases through documentation and leading group staff meetings as well as covering supervisor's phone calls during crisis situations
- Completed pre-placement assessment on referrals for treatment as well as psychosocial evaluations

Apostles Anglican Church

February 2007 – July 2009

Knoxville, TN

*Pianist and Music Coordinator*

- Performed on piano, guitar and sang weekly
- Organized and coordinated musicians and equipment
- Developed and executed holiday music programs for all major holidays
- Assisted in creative song selection for services
- Composed and conducted choral arrangements
- Lead choir practices and performances weekly
- Planned and taught music theory lessons

Cracker Barrel Old Country Stores

September 2004 – March 2008

Knoxville, TN

*Skills Trainer*

- Designated positions and delegated tasks to host team
- Trained new hires, including new managers, and motivated employees to reach goals per hour
- Attended to guest's needs and resolved conflicts

Real Challenges, Inc.

June – July 2005

Orange County, CA

*Case Manager Intern*

- Taught and developed skills in adults with intellectual disabilities in order to help them become more self-sufficient and hold jobs
- Supervised and motivated groups of consumers in paying jobs
- Facilitated lower-functioning consumers to improve motor-skills

- Organized, filed, and completed paper work and productivity charts for each consumer

Hi-Health Inc.

May 2002 - January 2004

Scottsdale, AZ

*Nutritional Counselor:*

- Assessed client's health goals and taught natural healing techniques
- Advised and counseled clients on nutritional remedies to ailments, nutritional therapies and overall health concerns
- Sold on commission vitamins, minerals, herbs, and nutritional products
- Opened and closed store, computer, and cash register as well as made deposits

### Additional Experience:

Tennessee Suicide Prevention Network, Southeast Region, October 2013 - Present

- Chairman of Southeast Region since September 2014
- Appointed to State Advisory Board by Governor Haslam
- Develop and implement regional strategies to end suicide in the Southeast
- Design innovative informational materials to target risk groups
- Project manage local and statewide campaigns

Mental Health Court Planning Committee, Hamilton County, December 2013 – April 2016

- Chairman of the Education and Community Awareness Sub-Committee
- Develop trainings and informational materials
- Train criminal justice and community professionals on understanding mental illness
- Assist in planning the implementation of a Mental Health Court for Hamilton County

Tennessee Conference on Social Welfare, Southeast Region, August 2013 - Present

- President of Southeast Region, State Board Member
- Create and design promotional materials, including developing brand standards
- Organize conferences and quarterly hour long trainings for workers in social welfare fields

Tennessee Commission on Children and Youth, Southeast Region, September 2013 - Present

- Chair of Mental Health Committee for the SETCCY council
- Attend annual Day on the Hill in Nashville, TN to advocate for children's well-being
- Help organize and promote TCCY functions

Hozho Therapeutic Equestrian Service, Ringgold, GA, June 2013

- Lead children on horse and pony rides for fundraisers
- Worked concession stand and silent auctions

Lakeshore Mental Health Institute, July - September 2006, Knoxville, TN

- Led weekly bluegrass band that engaged patients and provided music therapy

Party in the Park, 2003-2004, Phoenix, AZ

- Created, organized, staffed, and participated in a food and clothing drive for underprivileged neighborhoods surrounding Grand Canyon University

Orphanage Outreach Ministry, 1997-2003, Moscow, Russia

- Participated in trips to orphanages outside of Moscow, Russia
- Played, taught, and brought supplies to poor, abandoned, and unloved children

## Additional Skills

- CPR, CPI, and First Aid certified
- QPR Institute Certified Trainer for Suicide Prevention
- Completed trainings for numerous professionals in various fields including NASW, TSHCSW, NCYI, TCSW, TSPN, Hamilton, Marion, Monroe, and McMinn County School Teachers, Regional Health Councils, Criminal Court Justices of Hamilton County, Public Defender's Office, and District Attorney's Office
- Completed week long leadership development courses including Seven Habits of Highly Effective People, Family Team Conferencing, Trauma Sensitive Care, and Social Styles
- Certified through "Stewards of Children" with the Child Advocacy Center
- Fluent in conversational Russian

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## Education

University of Tennessee, Knoxville  
Bachelors of Arts in Psychology  
Graduated December 2008

Hinkson Christian Academy, Moscow, Russia  
High School Diploma  
Graduated, with Honors, May 2003

**B. Rachel Schulson**  
533 Barton Avenue  
Chattanooga TN 37405  
(423) 987-8389  
rachel@astepaheadchattanooga.org

## **EMPLOYMENT**

### **June 2013-Present**

#### **Executive Director**

##### **A Step Ahead Foundation Chattanooga**

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals
- Actively engage and energize AS AFC's volunteers, board members, committees, partnering organizations, and funders
- Expand local revenue-generating and fundraising activities to support existing program operations and expansion
- Work with staff and Board to develop strategic business plan for the program
- Be an external presence that communicates program results with an emphasis on the successes

### **January 1998 to December 2013**

#### **Communications Director (Part-Time)**

##### **Jewish Federation of Greater Chattanooga**

- Plan, edit, and design monthly tabloid newspaper
- Develop marketing materials, craft social media message
- Compose fundraising letters, press releases, and community mailings

#### **Freelance Writer/Editor**

- Clients included:
  - Baylor School
  - The Vincit Group
  - Drape Kings
  - Four Bridges Capital
- Published in *Chattanooga Times Free Press* and *Chattanooga Parent*

**September 1994 to June 1997**

**Freelance Writer/Author, Dallas TX**

- Wrote children's book, *Guns: What you Should Know* (Albert Whitman & Co., Chicago, 1997)
- Wrote for:
  - One Mind Productions
  - Group One Real Estate

**September 1989 to August 1994**

**Home with Children/Community Volunteer, Dallas, TX**

- Volunteered for KERA (Public Television/Radio) and for the Speakers Bureau of local family planning clinic

**May 1986 to August 1989**

**Forum Personnel, New York, NY    Personnel Counselor**

**September 1983 to May 1986**

**Genographics Corporation, New York, NY    Account Executive**

**September 1980 to August 1983**

**David W. Evans Advertising, San Francisco, CA    Production/Traffic**

**February 1979 to September 1980**

**Ketchum Communications, San Francisco, CA    Internal Control/Traffic Assistant**

**COMMUNITY INVOLVEMENT**

**Current**

- Board Member, Community Foundation of Greater Chattanooga
  - Serve on Programs, Scholarship, and Governance Committee
- Member and Past Chair, Mayor's Council for Women's Healthcare Committee
- Member, Family Planning Advisory Council, Chattanooga-Hamilton County Health Department

**Previous**

- Chattanooga Symphony & Opera Board Member
- Baylor School Parent Alliance Board Member
- Co-Chair, Baylor School Communications Committee
- Search Committee Member (for Baylor School Associate Head)
- Board Member, Children's International Summer Villages (CISV)

**EDUCATION**

BS Advertising, University of Kansas (William Allen White School of Journalism)

## Curriculum Vitae

### PERSONAL INFORMATION:

**Name:** James Michael Sizemore, Jr. (Jay)

**Citizenship:** U.S.

**Social Security Number:** Available upon request

**Home Address:** 1000 Westwood Ave.  
Chattanooga, TN 37405

**Home Phone:** (423) 827-5841

**Business Address:** The ID Group, PLLC                      Chattanooga CARES\*  
1000 E 3<sup>rd</sup> St                                      1000 E 3<sup>rd</sup> St  
Suite 302    Suite 300  
Chattanooga, TN 37403                      Chattanooga, TN 37405

**Business Phone:** (423) 827-5841

**Business Fax:** (423) 664-5164  
(423) 648-9935\*

**Email:** jays@chattanoogacares.org

### ACADEMIC APPOINTMENT:

06/12-present Chief, Division of Infectious Diseases  
University of Tennessee College of Medicine, Chattanooga

07/11-06/12 Associate Program Director, Internal Medicine Residency Program  
University of Tennessee College of Medicine, Chattanooga

10/05-present Assistant Professor of Medicine, Division of Infectious Diseases  
University of Tennessee College of Medicine, Chattanooga

### EMPLOYMENT

09/05-present Partner  
The ID Group, PLLC  
Chattanooga, TN

09/05-present Medical Director  
04/07-3/12 Executive Director  
Chattanooga C.A.R.E.S (Council on AIDS Resources, Education, and Support)

7/04-08/05 Assistant Professor of Medicine, Division of Infectious Diseases  
University of Alabama at Birmingham, Birmingham, AL

1/04-6/04 Instructor of Medicine, Division of Infectious Diseases  
University of Alabama at Birmingham, Birmingham, AL

01/04-08/05 Attending Physician  
UAB 1917 (HIV) Clinic  
Jefferson County Department of Health STD Clinic

**EDUCATION:**

<u>Institution</u>	<u>Degree</u>	<u>Year</u>
University of Alabama-Birmingham Birmingham, AL	MSPH	8/02-5/04
University of Tennessee College of Medicine Memphis, TN	MD, Highest Honors	8/94-6/98
Duke University Durham, NC	BS, <i>cum laude</i>	8/90-12/93

**BOARD CERTIFICATION:**

8/2001, 2014 American Board of Internal Medicine

11/2004, 2014 American Board of Internal Medicine, Infectious Diseases

**POSTDOCTORAL TRAINING:**

7/01- 12/03 University of Alabama-Birmingham, Birmingham, AL  
Infectious Diseases Fellowship

7/99-6/01 Johns Hopkins Hospital, Baltimore, MD  
Internal Medicine Residency

7/98-6/99 Johns Hopkins Hospital, Baltimore, MD  
Internal Medicine Internship

**OTHER TRAINING:**

7/02 University of Washington, Seattle, Washington  
10<sup>th</sup> Annual Principles of HIV and STD Research Course

- 9/01- 5/03            University of Alabama-Birmingham, Birmingham, AL  
Clinical Research Training Program
- 1/01-3/01            Universidad Peruana Cayetano Heredia, Lima, Peru  
The Gorgas Course in Clinical Tropical Medicine

**AWARDS:**

- 12/15            Baroness Teaching Excellence Award, UTCOM Chattanooga
- 6/98            Valedictorian, UT College of Medicine, Memphis, TN
- 10/97            Alpha Omega Alpha, UT College of Medicine, Memphis, TN
- 10/96            J.C. Waters Memorial Scholarship for outstanding academic achievement  
during the 1995-96 academic year, UT College of Medicine
- 10/95            Herman Bensdorf Scholarship for outstanding academic achievement  
during the 1994-95 academic year, UT College of Medicine
- 6, 12/93            Dean's List with Distinction, Duke University
- 6/90            Valedictorian, Baylor School, Chattanooga, TN

**CURRENT SERVICE:**

- 1/15-present    Vice Chief of Staff, Erlanger Medical Staff, Chattanooga, TN
- 1/16-present    Member, Epic Physician Advisory Group, Erlanger, Chattanooga, TN
- 1/16-present    Member, Erlanger Bylaws Revision Committee, Chattanooga, TN
- 1/13-present    Member, Quality Oversight Committee, Erlanger Hospital, Chattanooga, TN
- 7/12-present    Chair, Clinical Competency Committee, Internal Medicine Residency Program  
University of Tennessee College of Medicine, Chattanooga
- 1/11-present    TN HIV Centers of Excellence Advisory Board
- 1/09-present    TN HIV Ryan White Formulary Committee
- 08/08-present    Medical Director, Antimicrobial Stewardship Program, Hamilton Medical Center,  
Dalton, GA
- 08/08-present    Member, Infection Prevention, Hamilton Medical Center, Dalton, GA
- 04/11-present    Chair, Infection Prevention, Hamilton Medical Center, Dalton, GA

- 08/08-present Member, Pharmacy and Nutrition Committee, Hamilton Medical Center, Dalton, GA
- 05/08-present Medical Director, Antimicrobial Stewardship Program, Erlanger Hospital, Chattanooga, TN
- 01/08-present Member, Medicine Quality Improvement Committee, Erlanger Hospital, Chattanooga, TN
- 01/06-present Member, Infection Prevention, Erlanger Hospital, Chattanooga, TN
- 04/13-present Chairman, Infection Prevention, Erlanger Hospital, Chattanooga, TN
- 01/06-present Member, Pharmacy and Nutrition Committee, Erlanger Hospital, Chattanooga, TN

### **PAST SERVICE**

- 1/13-12/14 Secretary, Erlanger Medical Staff, Chattanooga, TN
- 8/10-8/13 Medical Director, Antimicrobial Stewardship Program, Cumberland Medical Center, Crossville, TN
- 01/09-12/10 Member, Pathology Quality Improvement Committee, Erlanger Hospital, Chattanooga, TN
- 9/04-6/05 Introduction to Clinical Medicine Preceptor
- 7/03-12/03 Chief Fellow, Division of Infectious Diseases
- 7/02-12/03 Housestaff Council
- 11/02-12/02, Medical Student Microbiology Lab Section Leader  
11/03-12/03, School of Medicine, University of Alabama at Birmingham  
11/04-12/04
- 8/02-12/02 Teaching Assistant, Epidemiology of HIV/STD  
School of Public Health, University of Alabama at Birmingham

### **PROFESSIONAL SOCIETIES:**

- 7/98 – 12/12 Member, American College of Physicians
- 7/01 – present Member, Infectious Diseases Society of America

### **ABSTRACTS:**

1. Sizemore, JM, Hughes A, Lakeman F, Whitlry R, Hook, EW. Clinical Spectrum of Genital Herpes Simplex Virus Infections among Predominantly Black Men Attending an Urban US STD Clinic. 2005 International Society for Sexually Transmitted Diseases Research Conference, Amsterdam, The Netherlands

2. Sizemore JM, Hughes A, Lakeman F, Whitley R, Hook EW. Socio-demographic and Sexual Characteristics of Male STD Clinic Attendees with and without Herpes Simplex Virus Type 2 (HSV-2) Infection. 2004 National STD Prevention Conference, Philadelphia, PA
3. Sizemore JM, Hughes A, Lakeman F, Whitley R, Hook EW. Herpes Simplex Virus 2 Serostatus among Circumcised and Uncircumcised Men Attending an STD Clinic. 2003 Infectious Diseases Society of America Annual Meeting, San Diego, CA
4. Sizemore JM, Hughes A, Lakeman F, Whitley R, Hook EW. Historical Correlates of Genital Herpes Simplex Virus 2 (HSV-2) Infection in Black American Men Attending an STD Clinic. 2003 International Society for Sexually Transmitted Diseases Research Conference, Ottawa, Canada
5. Sizemore JM, Sanders WC, Lackey PC, Ennis DM, Hook EW. Health-related Behavior in Men with Urethritis: Is there a Learning Curve? 2003 International Society for Sexually Transmitted Diseases Research Conference, Ottawa, Canada
6. Sizemore JM. Human Monocytic Ehrlichiosis. Case Presentation. 2003 Infectious Diseases Society of America Annual Meeting, Chicago, IL
7. Sizemore JM, Sanders WC, Lackey PC, Ennis DM, Hook EW. Men with Regular Doctors Attending STD Clinics Have Similar Disease Burden to Those Who Do Not. 2002 National STD Prevention Conference, San Diego, CA.

#### **MANUSCRIPTS/PUBLICATIONS:**

1. Bariola JR, Perry P, Pappas PG, Proia L, Shealey W, Wright PW, Sizemore JM, Robinson M, Bradsher RW Jr. Blastomycosis of the central nervous system: a multicenter review of diagnosis and treatment in the modern era. *Clin Infect Dis*. 2010 Mar 15; 50(6):797-804.
2. Van Wagoner NJ, Geisler WM, Sizemore JM Jr, Whitley R, Hook EW 3rd. Herpes Simplex Virus in African American Heterosexual Males: The Roles of Age and Male Circumcision. *Sex Transm Dis*. 2009 Nov 11.
3. Sizemore JM, Hughes A, Lakeman F, Whitley R, Hook EW. The spectrum of genital herpes simplex virus infection in men attending a sexually transmitted disease clinic. *J Infect Dis*. 2006 Apr 1; 193(7):905-11.
4. Sizemore JM, Hughes A, Lakeman F, Whitley R, Hook EW. Historical Correlates of Genital Herpes Simplex Virus 2 (HSV-2) Infection in Black American Men Attending an STD Clinic. *Sexually Transmitted Infection* 2005; 81:303-305.
5. Sizemore JM, Carr MB, Cobbs GC. "Chapter 49. Endocarditis and Other Intravascular Infections", in *Principles of Critical Care, 3<sup>rd</sup> Edition*, McGraw-Hill Professional, 2005
6. Sizemore JM, Sanders W, Lackey P, Ennis D, Hook III EW. Health-related Behavior in Men with Urethritis: Is there a Learning Curve? *Sexually Transmitted Diseases*. 2004; 31:225-228.

7. Sizemore JM, Sanders W, Lackey P, Ennis D, Hook III EW. Comparison of STD burden and risk among men with and without regular doctors attending a southern urban STD clinic. *Sexually Transmitted Diseases*. 2003; 30:512-515.
8. Sizemore J, Mitre E. Leg pain in a patient with chronic hepatitis C. *The Lancet*. 2001; 357: 440.
9. Carr WC, Worthington JM, Rodney WM, Gentry S, Sellers A, Sizemore J. Advancing from flexible sigmoidoscopy to colonoscopy in rural family practice. *Tennessee Medicine*. 1998; 91(1): 21-26.

**INVITED LECTURES:**

- 4/02 Managing Side Effects of HIV Medications  
National Minority AIDS Coalition Training Course, Birmingham, AL
- 10/03 2003 HIV Update  
Capital Medical Society, Tallahassee, FL
- 4/04 Genital Herpes Update  
UAB at Montgomery Medicine Grand Rounds, Montgomery AL
- 10/04 Genital Herpes Update  
Annual Infectious Diseases Update, University of Alabama at Huntsville, Huntsville, AL
- 11/04 Genital Herpes Update  
UAB STD and HIV/AIDS Update, Birmingham, AL
- 2/05 Genital Herpes Update  
UAB Obstetrics and Gynecology Update, Birmingham, AL
- 5/05 Sexually Transmitted Diseases Update  
Grand Rounds, Southshore Hospital, Weymouth, MA
- 10/06 Sexually Transmitted Diseases Update  
Grand Rounds, East Alabama Medical Center, Opelika, AL
- 4/07 Sexually Transmitted Diseases Update  
Grand Rounds, OB/GYN Department, Medical College of Georgia, Augusta, GA
- 8/07 Antimicrobial Stewardship  
Grand Rounds, Hamilton Medical Center, Dalton, GA
- 10/07 Antimicrobial Stewardship  
Core Curriculum, Erlanger Medical Center, Chattanooga, TN
- 12/07 HIV Prevention  
Grand Rounds, Erlanger Medical Center, Chattanooga, TN

- 4/08 Antimicrobial Stewardship  
Grand Rounds, Hamilton Medical Center, Dalton, GA
- 1/09 Antimicrobial Stewardship  
MCCG, Macon, GA
- 3/09 Antimicrobial Stewardship  
Shepherd Center, Atlanta, GA
- 9/10 Antimicrobial Stewardship  
TN ACP, Memphis, TN
- 10/10 Antimicrobial Stewardship  
TN Physician Assistants Meeting, Gatlinburg, TN
- 11/10 Antimicrobial Stewardship  
TN APIC Meeting, Pigeon Forge, TN
- 3/12 MRSA Infection  
TN College of Emergency Physicians Annual Meeting, Chattanooga TN
- 10/12 HIV for the Primary Care Physician  
TN ACP, Chattanooga, TN
- 10/12 Infectious Disease Update 2012  
TAPA, Gatlinburg, TN
- 12/12 Infectious Diseases Update 2012  
Hamilton Medical Center, Dalton, GA
- 6/13 HIV Update 2013 (invited)  
Family Medicine Update, Chattanooga, TN
- 4/14 MKSAP ID Update  
Internal Medicine Grand Rounds, Erlanger Hospital, Chattanooga, TN
- 10/14 HIV Update 2014  
Internal Medicine Update, Chattanooga, TN
- 9/15 Antimicrobial Stewardship  
Grand Rounds, Hamilton Medical Center, Dalton, GA

## 2016 BIO – LESLEY STILES SCEARCE

Lesley Stiles Scarce was recently appointed President and CEO of United Way of Greater Chattanooga in the summer of 2015. United Way is a dynamic and innovative nonprofit committed to addressing critical social service issues to build a stronger and healthier community for all.

Since joining United Way, Ms. Scarce has been an initiative leader with Chattanooga 2.0, a collective effort to make Chattanooga the “smartest city in the South,” and she has partnered United Way with new community collaborators who bring innovation and risk-taking to solving nonprofit issues – a recognized United Way hallmark. She also helped launch the new city-wide #CHAgives fundraiser; she has shepherded the use of advanced technology and social media at the nonprofit; and she has successfully completed her first community campaign.

Before joining United Way, she headed On Point: Direction for Life as its President and CEO. Ms. Scarce led the organization to reach 240,000 local youth with skills and support necessary to avoid risky behavior and be prepared for life.

Ms. Scarce was an adjunct professor of nonprofit management at the University of Tennessee, Chattanooga. She led ASCEND, in Washington DC, as Board Chair. She also leads community wide trainings for parents, schools, businesses and community organizations in the 40 Developmental Assets®, the building blocks youth need to flourish.

Ms. Scarce is grateful for investments made in her as a young adult, so she is passionate about launching kids towards an atypical life and transforming the way adults view and engage with youth. That’s why joining United Way – with its support of local teens through Education and Stability (after school programming, mentoring, and volunteering) – is the perfect professional evolution for her.

When she isn’t wrangling two young boys or watching games at the ballfield, you’ll probably find her on her front porch with her husband Daniel and their friends. She loves fly fishing and folk music. She is an active member of Calvary Chapel and lives in Chattanooga, TN.

###

Name: Christian Patiño  
Title: Director of Operations  
Company: La Paz Chattanooga  
Address: 1402 Bailey Avenue  
Chattanooga, TN 37404

Office Phone: 423.624.8414  
Cell Phone: 4232.364.7824  
e-mail: [cpatino@lapazchattanooga.org](mailto:cpatino@lapazchattanooga.org)

Patiño was born in California of Colombian parents and grew up in Mexico, United States, Colombia, and Curaçao. After living in Curaçao he moved to the U.S. to finish high school and then came to Collegedale TN to attain a university degree.

Christian Patiño has a bachelor's degree in International Business and an MBA in Marketing from Southern Adventist University. He is currently enrolled in the Global Community Development MBA program. Christian brings with him a wealth of knowledge of the Chattanooga Latino community. He comes to La Paz from Southern Adventist University where he served as a Student Finance Counselor and Assistant Director of Billing & Collections. He also worked as a medical interpreter for Chattanooga-Hamilton County Health Department.

Being emerged in different cultures has allowed Patiño to manage cross-cultural issues effectively and create a bridge to come to an understanding. Patiño was one of the original local Latino leaders honored at La Paz's first Latino Leadership Awards in 2012. "I am excited to be part of the La Paz team so that together we cultivate long lasting relationships with the community and develop programs that advocate, educate and include the Latino community of Chattanooga.

He has called Chattanooga home for the last 11 years and is excited to see the city he has grown to love be at the forefront in several areas.



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-17

**A RESOLUTION TO APPOINT A REGULAR MEMBER TO THE SHERIFF CIVIL SERVICE ADVISORY BOARD TO FILL THE UNEXPIRED TERM WILLIAM PIPPIN.**

**WHEREAS,** T.C.A. Section 8-8-404 provides for the creation of a Sheriff’s Civil Service Advisory Board composed of three (3) members selected by the County legislative body; and

**WHEREAS,** Resolution 401-38 specifies the manner in which the appointments will be made; and

**WHEREAS,** due to the death of William Pippin there exists a vacancy among the regular members of the Sheriff Civil Service Advisory Board requiring the Commissioners representing Districts 1, 2, and 3 to appoint a replacement; and

**WHEREAS,** it is in the best interest of Hamilton County that Jody Millard be appointed to fill the unexpired term created by the death of William Pippin.

**NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:**

The Hamilton County Commission does hereby appoint Jody Millard to the Sheriff Civil Service Advisory Board to complete the unexpired term as created by the death of William Pippin.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

Date

## **JODY MILLARD**

**2615 Stonesage Road  
Soddy Daisy, TN 37379  
[jodymillard@epbf.com](mailto:jodymillard@epbf.com)**

**423-718-2138**

I am a lifelong resident of Hamilton County, TN and a member of Middle Valley Church of God.

I am the owner and consultant at Jody Millard Pest Control for 20 plus years, I served as the 1997 president of The Chattanooga Area Pest Control Association and continue to maintain a membership. Resided as board member of the Tennessee Pest Control Association for 6 years and served as president in 2010-2011. I currently hold pest control licensure in both the state of Tennessee as well as Georgia.



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-18

A RESOLUTION AUTHORIZING THE EXPENDITURE OF UP TO ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) FROM BOND FUNDS FOR RESURFACING OF THE RED BANK HIGH SCHOOL TRACK.

WHEREAS, there is a need for resurfacing of the track at Red Bank High School; and

WHEREAS, the Board of Commissioners desires to fund this project using up to one hundred fifty thousand dollars (\$150,000.00) in line of credit and/or bond funds to complete this project; and

WHEREAS, the Hamilton County Board of Education has approved this project; and

WHEREAS, the County Legislative Body deems said funding to be in the best interest of the citizens of Hamilton County.

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:

That the expenditure of up to one hundred fifty thousand dollars (\$150,000.00) in line of credit/bond funds be approved for resurfacing of the track at Red Bank High School.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date



## Hamilton County Board of Commissioners

# RESOLUTION

No. 1116-19

A RESOLUTION MAKING AN APPROPRIATION TO URBAN IMPACT INCORPORATED IN THE AMOUNT OF FIVE THOUSAND DOLLARS (\$5,000.00) FROM GENERAL FUND TRAVEL DISCRETIONARY MONIES, AS ALLOTTED TO DISTRICT FOUR.

WHEREAS, Section 5-9-109 of the Tennessee Code Annotated authorized the County Legislative Body to make appropriations to nonprofit charitable and civic organizations; and

WHEREAS, the Hamilton County Legislative Body recognizes the various nonprofit charitable and civic organizations located in Hamilton County have great need of funds to carry on their nonprofit work; and

WHEREAS, Commissioner Warren Mackey has expressed a desire to allocate Five Thousand Dollars (\$5,000.00) from General Fund travel discretionary monies to Urban Impact Inc., to assist with programming; and

WHEREAS, the County Legislative Body deems said funding to be in the best interest of the citizens of Hamilton County.

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:

That Five Thousand Dollars (\$5,000.00) from General Fund travel discretionary monies be appropriated to Urban Impact Inc., to assist with programming.

BE IT FURTHER RESOLVED that this appropriation be made subject to the following conditions:

1. That the nonprofit charitable and civic organization to which funds are appropriated shall file with the County Clerk and the Administrator of Finance a copy of an annual report of its business affairs and transactions and the proposed use of the County's funds. Such annual report shall be prepared and certified by the chief financial officer of such nonprofit organization in accordance with Section 5-9-109(c), T.C.A.

2. That said funds must only be used by the named nonprofit charitable and civic organization in furtherance of their nonprofit purpose benefiting the general welfare of the residents of the County.
  
3. That it is the expressed interest of the County Commission of Hamilton County in providing these funds to the above named organization to be fully in compliance with Section 5-9-109 of the Tennessee Code Annotated and any and all other laws which may apply to County appropriations to nonprofit charitable and civic organizations and so this is made subject to compliance with any and all of these laws and regulations.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

---

County Clerk

Approved:

Vetoed:

---

County Mayor

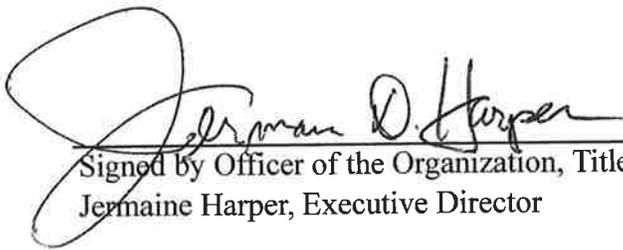
November 16, 2016

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Date

URBAN IMPACT, INC  
July 31, 2015-June 30, 2016

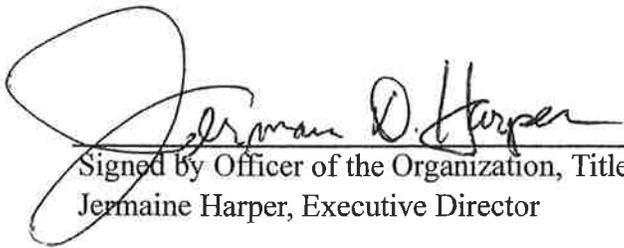
	<u>Amount</u>
Income: CD Interest	-
Checking Interest	
Fund Raising-	2,500.00
Grants	3,500.00
Total Income	<u>6,000.00</u>
Expenses: 941 Taxes	
Accounting Fees	600.00
Office Supplies	500.00
Fax Machine	1,500.00
Fund Raising Events	300.00
Maintenance	500.00
Consultant	1,000.00
Total Operating Expenses	<u>4,400.00</u>
Net Operating Income	<u>1,600.00</u>



Signed by Officer of the Organization, Title 10/5/16  
Jermaine Harper, Executive Director

URBAN IMPACT  
BALANCE SHEET  
AS OF JUNE 30TH, 2016

	<u>Amount</u>
Assets:	
Cash on Hand - Checking Account	2,112.36
Certificates of Deposit	-
Equipment	-
Inventory/Supplies	450.00
Total Assets	<u>2,562.36</u>
Liabilities:	
Accounts Payable	
Dolphus Printing	685.00
BrookY Graphics	450.00
Notes to Bank	125.00
Total Liabilities	<u>1,260.00</u>
Net Worth as of JUNE 30, 2016	<u><u>1,302.36</u></u>



Jermaine D. Harper

Signed by Officer of the Organization, Title 10/5/16  
Jermaine Harper, Executive Director



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077594588  
Sep. 30, 2016 LTR 4168C 0  
62-1071205 000000 00

00033607  
BODC: TE

URBAN IMPACT INC  
% KIM W GRUBB CPA  
3114 5TH AVE  
CHATTANOOGA TN 37407



024684

Employer ID Number: 62-1071205  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Aug. 09, 2016, regarding your tax-exempt status.

We issued you a determination letter in November 2015, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) (3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



# Hamilton County Board of Commissioners

## RESOLUTION

No. 1116-20

**A RESOLUTION CORRECTING AN ERROR AS TO THE EXPIRATION OF THE TERM IN THE DESIGNATION OF RANDY RUSSELL AS CHIEF JUDICIAL COMMISSIONER TO REFLECT THE CORRECT ENDING DATE AS APRIL 30, 2017.**

**WHEREAS,** this county legislative body did reappoint Randy Russell as Chief Judicial Commissioner by Resolution No. 1016-39 (on October 26, 2016), and said resolution incorrectly stated that the expiration date of said appointment was March 31, 2017, where the correct expiration date should have been stated as April 30, 2017.

**NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:**

That the re-appointment of RANDY RUSSELL as Chief Judicial Commissioner, as adopted in Resolution No. 1016-39, is hereby amended to reflect the correct term ending date of April 30, 2017; and that the remaining provisions of said previously adopted resolution remain as adopted.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

### CERTIFICATION OF ACTION

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date



# Hamilton County Board of Commissioners

## RESOLUTION

No. 1116-21

A RESOLUTION TO ACCEPT THE PROPOSAL OF EAP CARE, INC. TO PROVIDE EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES TO HAMILTON COUNTY EMPLOYEES FOR \$1.55 PER EMPLOYEE PER MONTH AND TO AUTHORIZE THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.

WHEREAS, proposals were received in response to a public advertisement for a three (3) year contract, beginning January 1, 2017, with the option to renew under the same terms and conditions for three (3) additional mutually agreeable one (1) year periods, to provide Employee Assistance Program Services for Hamilton County Employees; and,

WHEREAS, the EAP Review Committee has evaluated these proposals based on the criteria listed in the Request for Proposal; and,

WHEREAS, the proposal received from EAP Care, Inc. was considered the best proposal received; and,

WHEREAS, there are sufficient previously budgeted funds available (for projects funded through the operating budget) and sufficient allocated funds available to the requisitioning department from bond proceeds (for projects funded from bond proceeds).

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:

That the proposal from EAP Care, Inc. to provide Employee Assistance Program Services to Hamilton County employees at a cost of \$1.55 per employee per month is hereby accepted, and authorizing the County Mayor to sign any contract necessary to implement this resolution.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

## Employee Assistance Program

### RFP # 0816-032

#### **Background**

Hamilton County's Employee Assistance Program has been in existence for 21 years. Our objective in offering this EAP is to maintain a safe and healthy workplace. Employees are Hamilton County's most valuable resource. Most of us have to deal with some type of serious personal problem in our lifetime. Some problems concerning marriage, emotional and financial issues and/or substance abuse may start affecting our lives at home and at work. When this happens, we may need professional counseling. Providing confidential, professional assistance for employees and their families with problems which affect their personal lives or job performance is an important element of the benefits Hamilton County provides to our employees.

Key elements of the desired program include:

- Counseling Services
- Employee Referrals Services
- Education on handling mental health, stress and addictions in the workplace
- Wellness and health promotion services and motivational psychology programs for smoking cessation and weight reduction.
- Management and Supervisory Support
- Increased use of technology for Program Promotion, Supervisor Training and Education and Employee Seminars and Workshops
- On-Line Employee Orientation and Education
- Monitoring of Program Effectiveness using outcomes measurements
- Records Maintenance and Storage
- Quality Assurance and Audit
- Onsite services

#### **RFP & Responses**

The County marketed these services through RFP # 0816-032 and received six proposals as follows:

<b>VENDOR</b>	<b>Per Employee Per Month (PEPM)</b>	<b>Annual Cost based on 1800 Employees / year</b>
Access One EAP	\$2.50	\$54,000.00
Cigna Behavioral health, Inc.	\$1.65	\$35,640.00
Deer Oaks EAP Services, LLC	\$1.20	\$25,920.00
EAP Care, Inc.	\$1.55	\$33,480.00
Humana EAP and Work-Life Services	\$2.16 *	\$46,656.00*
LifeServices EAP	\$1.69	\$36,504.00

\*Humana's proposal included various cost proposals that included additional add-ons such as Work-Life Services, on-site CIRs and seminars.

### **Overall Evaluation and Recommendation**

Of the proposals submitted the review narrowed it down to two companies; Deer Oaks EAP Services, LLC, and EAP Care Inc.

The proposal for Deer Oaks at \$1.20 PEPM, and an annual cost of \$25920.00 appears to be lower, however the meetings, trainings, etc. are all additional charges and not included in this pricing. Additionally, Deer Oaks is not local. All referrals to Deer Oaks EAP initiate with a telephonic counseling and then may be referred to local in-network providers. There are additional costs for onsite trainings that include per hour and travel expenses.

EAP Care is best and potentially lowest proposal considering we use their training services at least 4 times per year.

Having evaluated the EAP proposals thoroughly it is recommended that EAP Care our current provider will be the selection at \$1.55 PEPM, \$33,480.00 yearly.



**Hamilton County, Tennessee On-Line Bid Administration System**

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Logged in as: janieb@hamiltontn.gov  
Role: Client

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Questions

Bidders

Bids

Log

**Solicitation - Log**

8/25/2016 7:48 AM Eastern

Solicitation Title: Employee Assistance Program  
Number: 0816-032  
Bids Due: 9/30/2016 Eastern  
Status: Open

Visible to Vendors: Currently Visible | [Hide](#)

Message Summary		Message Detail		Document Detail			
<b>Message Summary</b>		export	print	Records Per Page <input type="text" value="10"/>			
<u>Send Date</u>	<u>Time Zone</u>	<u>Sent By</u>	<u>Message Subject</u>	<u>Template Name</u>	<u>Message Comment</u>	<u># Sent</u>	<u># Failed</u>
8/25/2016	Eastern	Janie Burley	<a href="#">0816-032 - Employee Assistance Program</a>	<a href="#">Invitation</a>	Please click on above solicitation number to access proposal documents.	661	0

eBid eXchange. Copyright © 1999-2016 E-Bid Systems, Inc. All rights reserved.

**Please run the attached advertisement in the Legal Ads of the Chattanooga Times/Free Press on Thursday, August 25, 2016 as follows:**

**REQUEST FOR PROPOSAL:**

Hamilton County, Tennessee is soliciting proposals from qualified firms for its Employee Assistance Program (EAP). Specifications are available by contacting the Purchasing Department at 423-209-6350 or at [www.hamiltontn.gov/purchasing](http://www.hamiltontn.gov/purchasing).

Sealed proposals will be received in the office of the Hamilton County Purchasing Director, 455 North Highland Park Avenue, Chattanooga, TN 37404 before 2:30 p.m. on September 30, 2016.

Gail B. Roppo  
Director of Purchasing





# Hamilton County Board of Commissioners

## RESOLUTION

No. 1116-22

(P.C. NO. 2016-138)

### A RESOLUTION GRANTING A SPECIAL PERMIT FOR A SHORT TERM VACATION RENTAL FOR PROPERTY LOCATED AT 815 SOUTH SCENIC HIGHWAY

**WHEREAS**, Lookout Mountain Vacation Rental & Zachary Wayne Reynolds petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Permit for a Short Term Vacation Rental for property located at 815 South Scenic Highway, and said Planning Commission after hearing recommended that this petition be approved; and

**WHEREAS**, Lookout Mountain Vacation Rental & Zachary Wayne Reynolds requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be amended granting a Special Permit for a Short Term Vacation Rental for property located at 815 South Scenic Highway. An unplatted tract of land located at 815 South Scenic Highway being the property described in Deed Book 9741, Page 82, ROHC. Tax Map 167A-H-007 as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

2016-138 Hamilton County  
October 10, 2016

RESOLUTION

WHEREAS, Lookout Mountain Vacation Rental & Zachary Wayne Reynolds petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission granting a Special Permit for a Short Term Vacation Rental for property located at 815 South Scenic Highway.

An unplatted tract of land located at 815 South Scenic Highway being the property described in Deed Book 9741, Page 82, ROHC. Tax Map 167A-H-007 as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, no one was present in opposition to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

AND WHEREAS, the Planning Commission has determined that the proposal is consistent with the development form of the area.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be approved.

Respectfully submitted,



John Bridger  
Secretary



## 2016-138 Special Permit for a Short Term Vacation Rental

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-138: Approve



329 ft



**PLANNING COMMISSION CASE REPORT**

Case Number: 2016-138

PC Meeting Date: 10-10-16

**Applicant Request****Special Permit for a Short-Term Vacation Rental**

Property Location:	815 South Scenic Highway
Property Owner:	Zachary Wayne Reynolds
Applicant:	Lookout Mountain Vacation Rental

**Project Description**

- Proposal: Use existing dwelling for a short-term vacation rental.
- Proposed Access: Only access on South Scenic Highway.
- Proposed Development: Use existing single story dwelling.

**Site Analysis****Site Description**

- Location: The site is located on the west side of South Scenic Highway approximately 250' north of the South Scenic Highway and Shingle Road intersection.
- Current Access: Only access on South Scenic Highway.
- Current Development form: The area is a mixture of small and large lots with one and two family dwellings.
- Current Land Uses: The area is primarily low density residential uses.
- Natural Resources: There are steep slopes over 25% on the site.

**Zoning History**

- The site is currently zoned R-2 Urban Residential District.
- The property is surrounded by R-1 Single-Family Residential District and R-2 Urban Residential District. There is an O-1 Office District Zone 50' to the northwest of the site.
- The closest Special Permit for a Short-Term Vacation Rental is approximately 450' south of the site.
- There has been no recent zoning activity on this site.

**Plans/Policies/Regulations**

- There is no current adopted land use plan for this area.
- A short term vacation rental may be permitted as a Special Permit by the Hamilton County Commission after a public hearing by the Chattanooga-Hamilton County Regional Planning Commission, provided that:
  1. There shall be no signage.
  2. The residence shall not be rented for events such as weddings, business meetings, or other such group events.
  3. There shall be no more than five (5) sleeping rooms.
  4. The permit shall be granted only in conjunction with an existing residential dwelling.
  5. The permit shall not be transferable in any way. A new permit must be obtained by each subsequent property owner.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 1 and 3. Level 1 has the least potential for development, or future public services and facilities. However, they have high potential for protecting large natural areas through parks, greenways, working farms and conservation easements. Level 3 describes the development potential appropriate for low-to-medium intensity development based on the limited infrastructure.

## PLANNING COMMISSION CASE REPORT

### Key Findings

Unlike non-residential or higher density residential uses, the land use impacts of short-term vacation rentals relative to single family residential uses are difficult for staff to project; unless a specific request notes a large number of bedrooms or a large parking area, it is difficult for staff to determine whether or not the request will generate a land use impact. The key findings are noted below.

- The proposal is supported by the Development Policy from the Comprehensive Plan 2030 update which recommends low-to-medium intensity for this area.
- The proposed use is compatible with surrounding uses including another short-term vacation rental less than 500' south of the site.
- The proposal is consistent with the development form of the area.

### Staff Recommendation

Approve



## 2016-138 Special Permit for a Short Term Vacation Rental





329 ft

**Chattanooga Hamilton County Regional Planning Agency**





# Hamilton County Board of Commissioners RESOLUTION

No. 1116-23

(P.C. NO. 2016-139)

## A RESOLUTION GRANTING A SPECIAL PERMIT FOR A SHORT TERM VACATION RENTAL FOR PROPERTY LOCATED AT 7029 MAPLEWOOD LANE

**WHEREAS**, Lookout Mountain Vacation Rentals and Jamye Joseph petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Permit for a Short Term Vacation Rental for property located at 7029 Maplewood Lane, and said Planning Commission after hearing recommended that this petition be approved; and

**WHEREAS**, Lookout Mountain Vacation Rentals and Jamye Joseph requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be amended granting a Special Permit for a Short Term Vacation Rental for property located at 7029 Maplewood Lane. Lot 14, Block A, West Park Subdivision, Plat Book 12, Page 15, ROHC, Deed Book 10379, Page 997, ROHC. Tax Map 154E-B-010 as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

2016-139 Hamilton County  
October 10, 2016

RESOLUTION

WHEREAS, Lookout Mountain Vacation Rentals and Jamye Joseph petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission granting a Special Permit for a Short Term Vacation Rental for property located at 7029 Maplewood Lane

Lot 14, Block A, West Park Subdivision, Plat Book 12, Page 15, ROHC, Deed Book 10379, Page 997, ROHC. Tax Map 154E-B-010 as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, no one was present in opposition to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

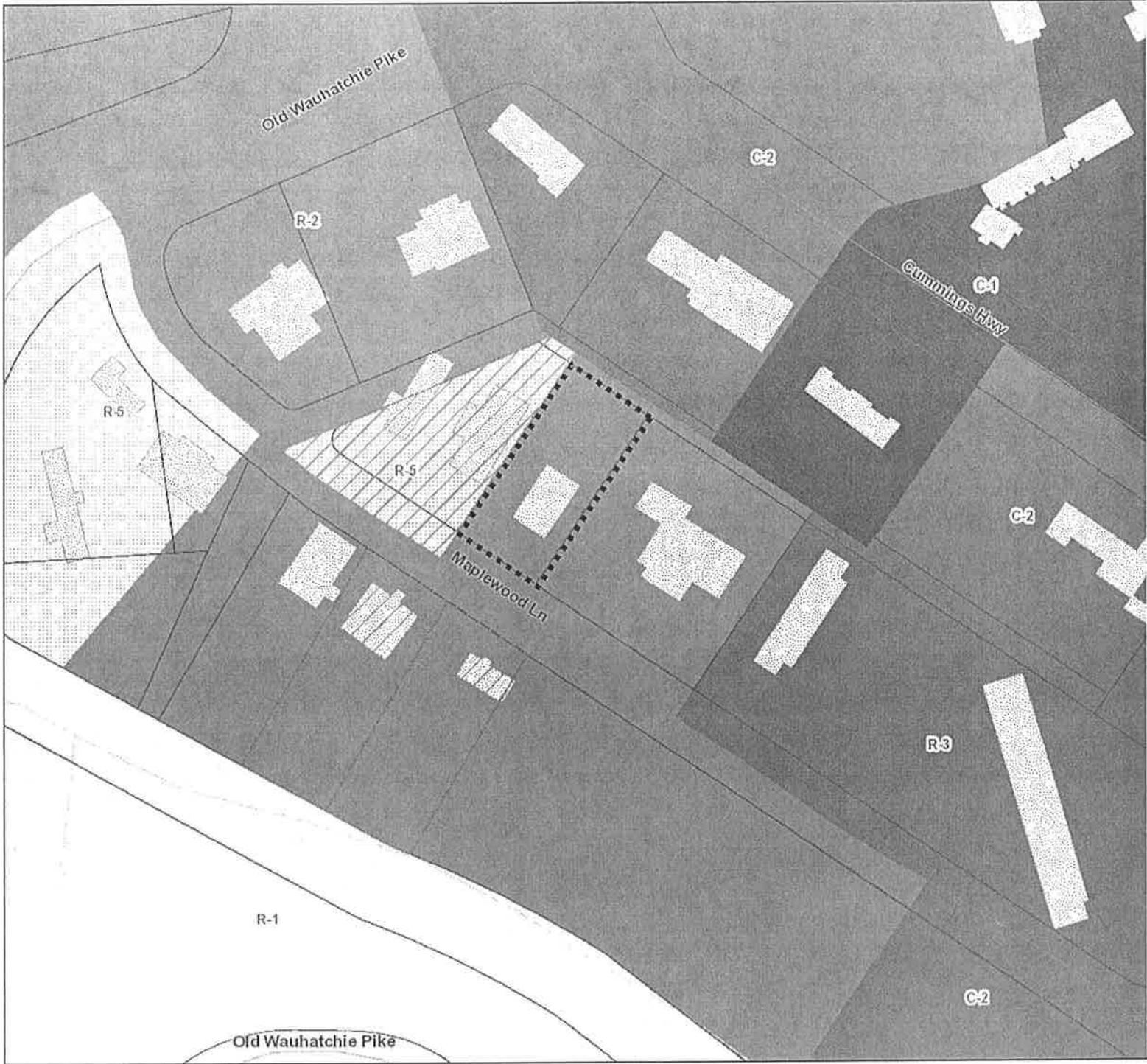
AND WHEREAS, the Planning Commission has determined that the proposal is compatible with surrounding single-family and multi-family residential uses.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be approved.

Respectfully submitted,



John Bridger  
Secretary



## 2016-139 Special Permit for a Short Term Vacation Rental

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-139: Approve



90 ft



Chattanooga Hamilton County Regional Planning Agency



**PLANNING COMMISSION CASE REPORT**

Case Number: 2016-139

PC Meeting Date: 10-10-16

**Applicant Request****Special Permit for a Short-Term Vacation Rental**

Property Location:	7029 Maplewood Lane
Property Owner:	Jamye Joseph
Applicant:	Lookout Mountain Vacation Rental

**Project Description**

- Proposal: Use existing dwelling for a short-term vacation rental.
- Proposed Access: Access on Maplewood Lane.
- Proposed Development: Use existing single story dwelling.

**Site Analysis****Site Description**

- Location: The site is located on the north side of Maplewood Lane approximately 300' southeast of the Old Wauhatchie Pike and Maplewood Lane intersection.
- Current Access: Access on Maplewood Lane. There is access to a rear unopened alley.
- Current Development form: The immediate area consists of small lot single-story dwellings. To the rear are several single-tenant single-story buildings fronting along Cummings Highway. These lots commercial lots at the rear sit at a significantly lower elevation.
- Current Land Uses: The immediate area is primarily low density residential uses. There are low intensity commercial uses to the rear, fronting along Cummings Highway.
- Natural Resources: There is significant topography in this area, but no slopes over 25% on this site.

**Zoning History**

- The site is currently zoned R-2 Urban Residential District.
- The properties to the east are zoned R-2 Urban Residential District. The properties to the south are zoned R-2 Urban Residential District and each have a special permit for a single-wide manufactured home. The Property to the west is zoned R-5 Single-Wide Manufactured Home District. The properties to the north are zoned C-1 Tourist Commercial District and C-2 Local Business Commercial District.
- There is no other special permit for short-term vacation rentals within the area.
- There has been no recent zoning activity on this site.

**Plans/Policies/Regulations**

- The Lookout Valley Area Plan (adopted in 2003) recommends village center as the landuse for this site. The village center classification is, "designed to encourage the creation of pedestrian-oriented, mixed-use developments that provide shopping, housing, and business and personal services. These developments are intended to promote an efficient, compact land use pattern, and attractive community through the use of recognized principles of good design. As an incentive, this district should have flexible land use and development standards."
- A short term vacation rental may be permitted as a Special Permit by the Hamilton County Commission after a public hearing by the Chattanooga-Hamilton County Regional Planning Commission, provided that:
  1. There shall be no signage.
  2. The residence shall not be rented for events such as weddings, business meetings, or other such group events.
  3. There shall be no more than five (5) sleeping rooms.
  4. The permit shall be granted only in conjunction with an existing residential dwelling.

## PLANNING COMMISSION CASE REPORT

5. The permit shall not be transferable in any way. A new permit must be obtained by each subsequent property owner.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 3. Level 3 describes the development potential appropriate for low-to-medium intensity development based on the limited infrastructure.

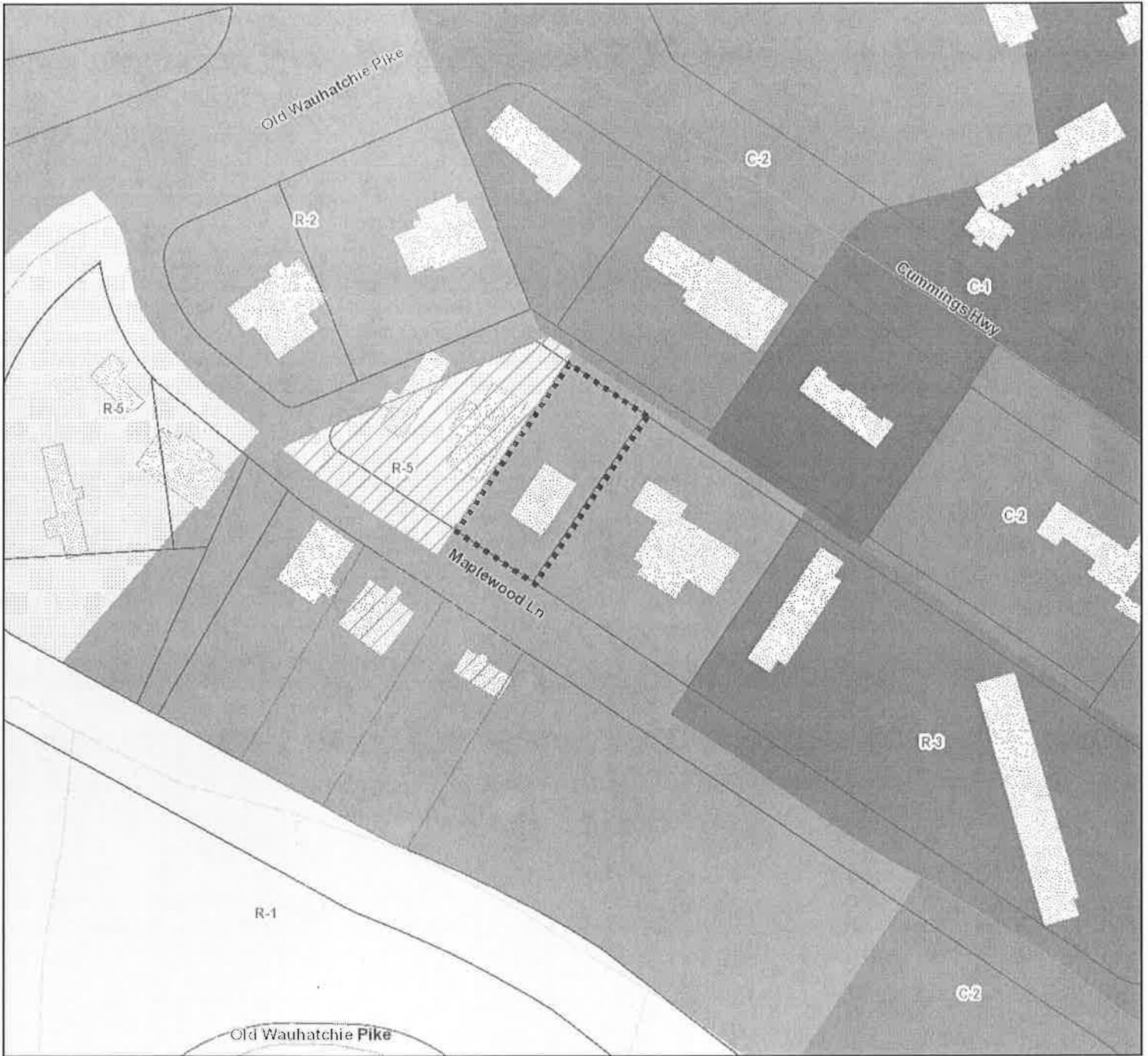
### Key Findings

Unlike non-residential or higher density residential uses, the land use impacts of short-term vacation rentals relative to single family residential uses are difficult for staff to project; unless a specific request notes a large number of bedrooms or a large parking area, it is difficult for staff to determine whether or not the request will generate a land use impact. The key findings are noted below.

- The proposal is supported by the Lookout Valley Area Plan which recommends a mixture of uses that support a pedestrian-oriented mixed-use development.
- The proposal is supported by the Development Policy from the Comprehensive Plan 2030 update which recommends low-to-medium intensity uses.
- The proposed use is compatible with surrounding single-family and multi-family residential uses.
- The proposal is consistent with the development form of the area based on the requirement of using an existing residential dwelling.

### Staff Recommendation

Approve.



## 2016-139 Special Permit for a Short Term Vacation Rental



Chattanooga Hamilton County Regional Planning Agency





# Hamilton County Board of Commissioners RESOLUTION

No. 1116-24

(P.C. NO. 2016-140)

## A RESOLUTION GRANTING A SPECIAL PERMIT FOR A SHORT TERM VACATION RENTAL FOR PROPERTY LOCATED AT 3073 BAGGETT TRAIL

**WHEREAS**, Lookout Mountain Vacation Rentals & Alan Haniszewski petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Permit for a Short Term Vacation Rental for property located at 3073 Baggett Trail, and said Planning Commission after hearing recommended that this petition be approved; and

**WHEREAS**, Lookout Mountain Vacation Rentals & Alan Haniszewski requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be amended granting a Special Permit for a Short Term Vacation Rental for property located at 3073 Baggett Trail. An unplatted tract of land located at 3073 Baggett Trail being the property described in Deed Book 10553, Page 542, ROHC. Tax Map 097-003 as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

2016-140 Hamilton County  
October 10, 2016

RESOLUTION

WHEREAS, Lookout Mountain Vacation Rentals & Alan Haniszewski petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission granting a Special Permit for a Short Term Vacation Rental for property located at 3073 Baggett Trail.

An unplatted tract of land located at 3073 Baggett Trail being the property described in Deed Book 10553, Page 542, ROHC. Tax Map 097-003 as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, no one was present in opposition to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

AND WHEREAS, the Planning Commission has determined that the proposal is compatible with surrounding uses.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be approved.

Respectfully submitted,



John Bridger  
Secretary



## 2016-140 Special Permit for a Short Term Vacation Rental

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-140: Approve



305 ft



**PLANNING COMMISSION CASE REPORT**

Case Number: 2016-140

PC Meeting Date: 10-10-16

**Applicant Request****Special Permit for a Short-Term Vacation Rental**

Property Location:	3073 Baggett Trail
Property Owner:	Zachary Wayne Reynolds
Applicant:	Lookout Mountain Vacation Rental

**Project Description**

- Proposal: Use existing dwelling for a short-term vacation rental.
- Proposed Access: Only access on Baggett Trail.
- Proposed Development: Use existing dwelling as a short-term vacation rental.

**Site Analysis****Site Description**

- Location: The site is located at the west end of Baggett Trail.
- Current Access: Only access on Baggett Trail.
- Current Development form: The area is rural with several large lots.
- Current Land Uses: The area is primarily low density residential uses.

**Zoning History**

- The site is currently zoned A-1 Agriculture District with a special permit for a single-wide manufactured home (Approved by Planning Commission in Case 1995-055)
- The property is surrounded by lots zoned A-1 Agriculture District.
- There are no other Special Permits for short-term vacation rentals in the area.

**Plans/Policies/Regulations**

- The Walden Ridge Plan (Adopted in 1997) recommends low-density residential for this site.
- A short-term vacation rental may be permitted as a Special Permit by the Hamilton County Commission after a public hearing by the Chattanooga-Hamilton County Regional Planning Commission, provided that:
  1. There shall be no signage.
  2. The residence shall not be rented for events such as weddings, business meetings, or other such group events.
  3. There shall be no more than five (5) sleeping rooms.
  4. The permit shall be granted only in conjunction with an existing residential dwelling.
  5. The permit shall not be transferable in any way. A new permit must be obtained by each subsequent property owner.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 1. Level 1 has the least potential for development, or future public services and facilities. However, they have high potential for protecting large natural areas through parks, greenways, working farms and conservation easements.

**Key Findings**

Unlike non-residential or higher density residential uses, the land use impacts of short-term vacation rentals relative to single family residential uses are difficult for staff to project; unless a specific request notes a large number of bedrooms or a large parking area, it is difficult for staff to determine whether or not the request will generate a land use impact. The key findings are noted below.

## PLANNING COMMISSION CASE REPORT

- The proposal is supported by the Development Policy from the Comprehensive Plan 2030 update which recommends the lowest intensity of development. A short-term vacation rental can be low-intensity, though a concentration of this use can lead to a collective higher intensity use.
- The proposed use is compatible with surrounding uses.
- The proposal is consistent with the development form of the area based on the requirement of using an existing residential dwelling.

### Staff Recommendation

Approve.



## 2016-140 Special Permit for a Short Term Vacation Rental



305 ft

**Chattanooga Hamilton County Regional Planning Agency**



**RPA**



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-25

(P.C. NO. 2016-142)

## A RESOLUTION GRANTING A SPECIAL PERMIT FOR A SHORT TERM VACATION RENTAL ON PROPERTY LOCATED AT 7808 HIXSON PIKE

**WHEREAS**, James Rogers Trustee of Kent A. Olson petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Permit for a Short Term Vacation Rental on property located at 7808 Hixson Pike, and said Planning Commission after hearing recommended that this petition be approved; and

**WHEREAS**, James Rogers Trustee of Kent A. Olson requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be amended granting a Special Permit for a Short Term Vacation Rental on property located at 7808 Hixson Pike. Lot 1, Plat of Lakeside Subdivision, Plat Book 17, Page 65, ROHC, Deed Book 8379, Page 38, ROHC. Tax Map 092C-A-001 as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

2016- 142 Hamilton County  
October 10, 2016

RESOLUTION

WHEREAS, James Rogers Trustee of Kent A. Olson petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission granting a Special Permit for a Short Term Vacation Rental on property located at 7808 Hixson Pike.

Lot 1, Plat of Lakeside Subdivision, Plat Book 17, Page 65, ROHC, Deed Book 8379, Page 38, ROHC. Tax Map 092C-A-001 as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, there was opposition present to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

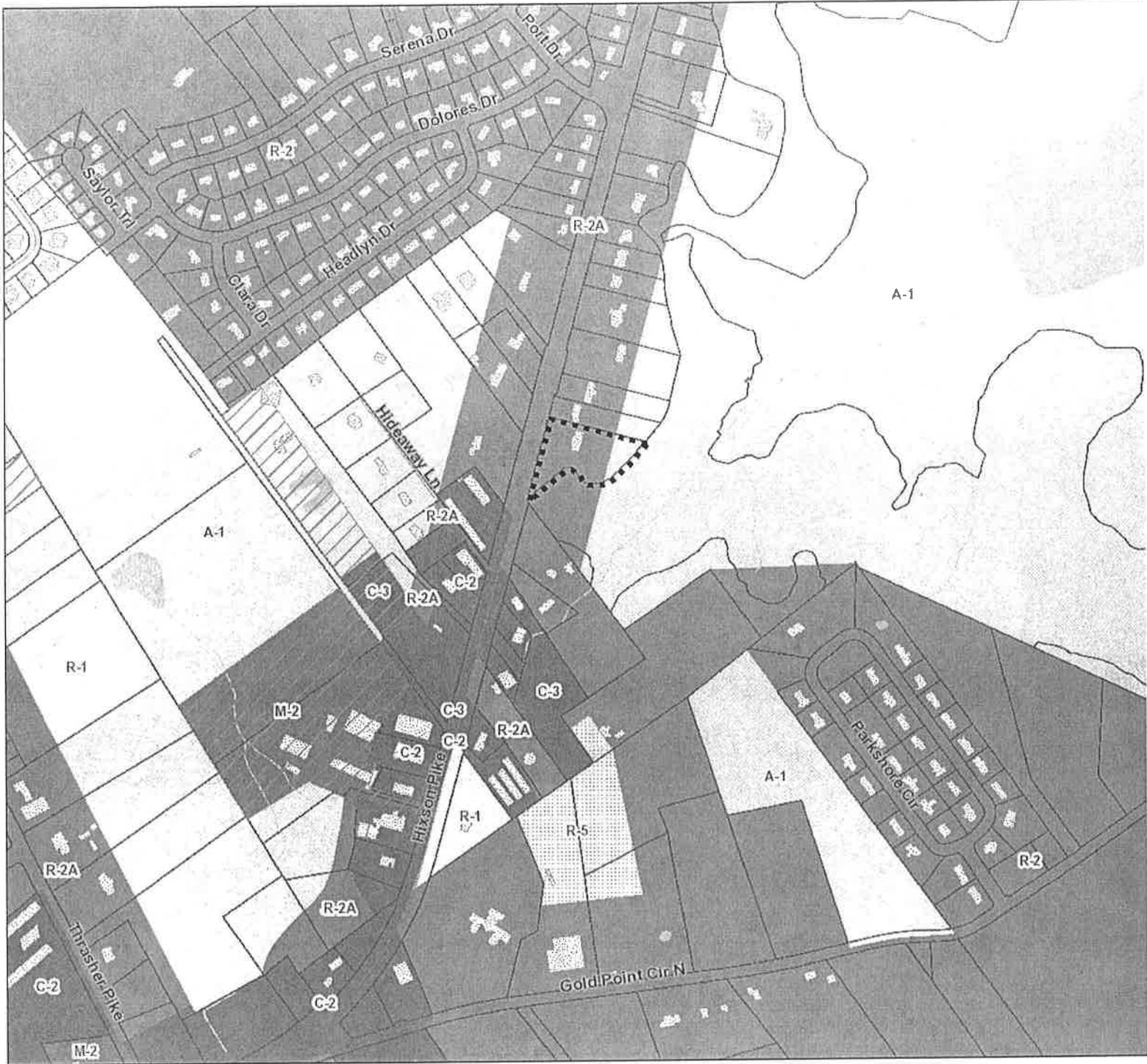
AND WHEREAS, the Planning Commission has determined that the proposal is compatible with surrounding uses.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be approved.

Respectfully submitted,



John Bridger  
Secretary



## 2016-142 Special Permit for a Short Term Vacation Rental

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-142: Approve



615 ft



**PLANNING COMMISSION CASE REPORT****Case Number: 2016-142****PC Meeting Date: 10-10-16****Applicant Request****Special Permit for a Short-Term Vacation Rental**

<b>Property Location:</b>	<b>7808 Hixson Pike</b>
<b>Property Owner:</b>	<b>Zachary Wayne Reynolds</b>
<b>Applicant:</b>	<b>Lookout Mountain Vacation Rental</b>

**Project Description**

- Proposal: Use existing dwelling for a short-term vacation rental.
- Proposed Access: Only access on Hixson Pike.
- Proposed Development: Use existing single story dwelling.

**Site Analysis****Site Description**

- Location: The site is located on the east side of Hixson Pike approximately 1300' south of the Hixson Pike and Port Drive intersection.
- Current Access: Only access on Hixson Pike.
- Current Development form: The area north of the site is mostly large-lot dwellings with several flag-lots. South of the site are a mixture of large-lot dwelling, metal pre-fab commercial buildings fronting Hixson Pike, and small strip centers fronting Hixson Pike.
- Current Land Uses: To the north of the site are rural low-density residential uses. To the south are a mixture of low-density residential uses and highway commercial uses.

**Zoning History**

- The site is currently zoned R-2A Rural Residential District and A-1 Agricultural District.
- The property is surrounded by R-2A Rural Residential District and A-1 Agricultural District. There is a C-2 Local Business Commercial District 50' to the southwest of the site.
- There is no other Special Permit for a Short-Term Vacation Rental within the area.
- There has been no recent zoning activity on this site.

**Plans/Policies/Regulations**

- There is no current adopted land use plan for this area.
- A short term vacation rental may be permitted as a Special Permit by the Hamilton County Commission after a public hearing by the Chattanooga-Hamilton County Regional Planning Commission, provided that:
  1. There shall be no signage.
  2. The residence shall not be rented for events such as weddings, business meetings, or other such group events.
  3. There shall be no more than five (5) sleeping rooms.
  4. The permit shall be granted only in conjunction with an existing residential dwelling.
  5. The permit shall not be transferable in any way. A new permit must be obtained by each subsequent property owner.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 1 and 4. Level 1 has the least potential for development, or future public services and facilities. However, they have high potential for protecting large natural areas through parks, greenways, working farms and conservation easements. Level 4 describes the development potential appropriate for medium-to-high intensity development based on access to infrastructure.

## PLANNING COMMISSION CASE REPORT

### Key Findings

Unlike non-residential or higher density residential uses, the land use impacts of short-term vacation rentals relative to single family residential uses are difficult for staff to project; unless a specific request notes a large number of bedrooms or a large parking area, it is difficult for staff to determine whether or not the request will generate a land use impact. The key findings are noted below.

- The proposal is supported by the Development Policy from the Comprehensive Plan 2030 update which recommends medium-to-high intensity development.
- The proposed use is compatible with surrounding uses.
- The proposal is consistent with the development form of the area based on the requirement of using an existing residential dwelling.

### Staff Recommendation

Approve.



## 2016-142 Special Permit for a Short Term Vacation Rental

615 ft

**Chattanooga Hamilton County Regional Planning Agency**



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-26

(P.C. NO. 2016-143)

**A RESOLUTION GRANTING A SPECIAL PERMIT FOR A SHORT  
TERM VACATION RENTAL FOR PROPERTY LOCATED AT 16112  
LAKEWOOD DRIVE**

**WHEREAS**, James Rogers petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Permit for a Short Term Vacation Rental for property located at 16112 Lakewood Drive, and said Planning Commission after hearing recommended that this petition be approved; and

**WHEREAS**, James Rogers requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be amended granting a Special Permit for a Short Term Vacation Rental for property located at 16112 Lakewood Drive. Part of Lot 16, Corrective Plat of Lakewood Plan No. 2, Plat Book 47, Page 313, ROHC, Deed Book 4965, Page 92, ROHC . Tax Map 0160-B-001 as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

2016-143 Hamilton County  
October 10, 2016

RESOLUTION

WHEREAS, James Rogers petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission to grant a Special Permit for a Short Term Vacation Rental for property located at 16112 Lakewood Drive.

Part of Lot 16, Corrective Plat of Lakewood Plan No. 2, Plat Book 47, Page 313, ROHC, Deed Book 4965, Page 92, ROHC. Tax Map 0160-B-001 as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, there was opposition present to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

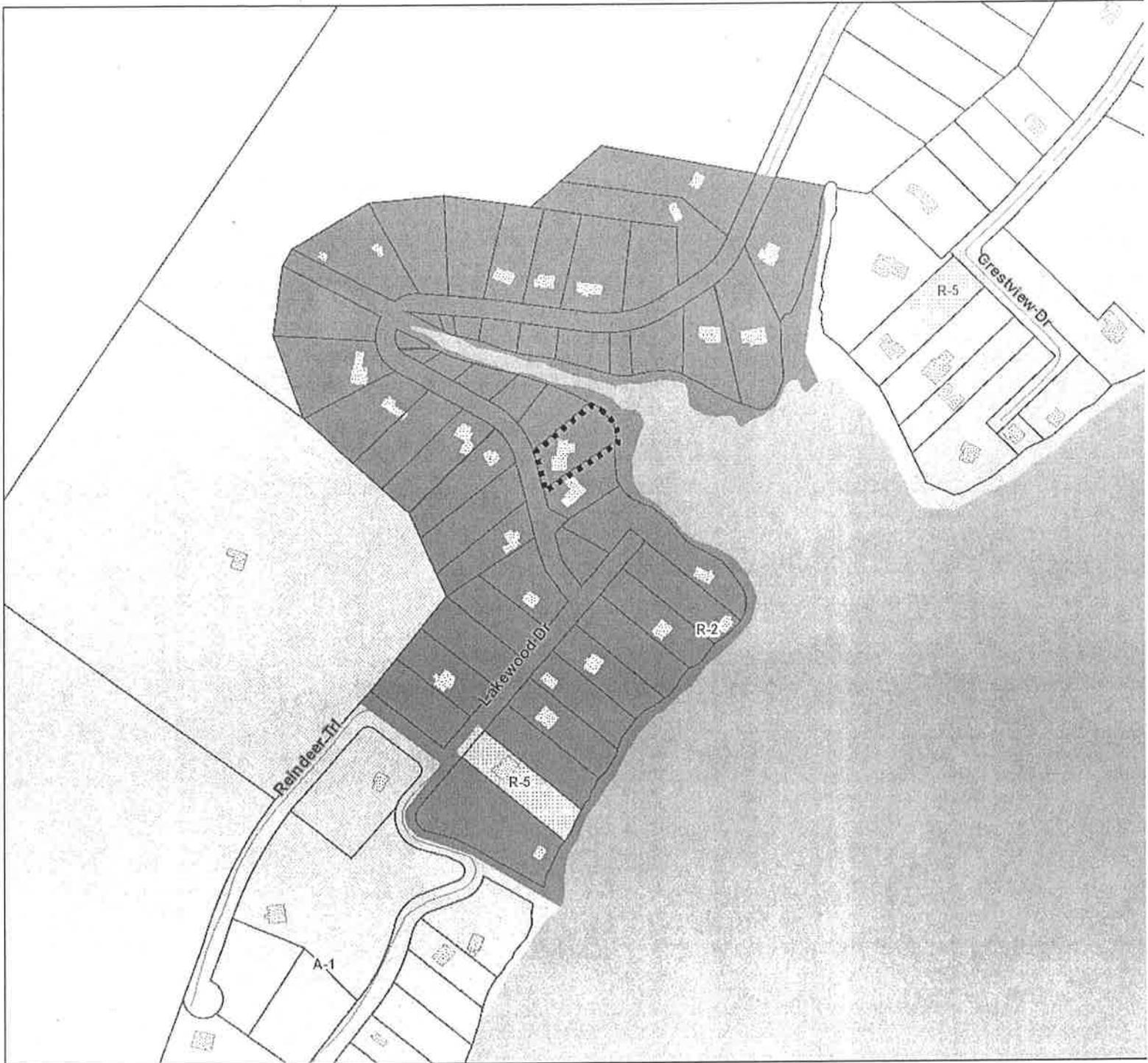
AND WHEREAS, the Planning Commission has determined that the proposal is compatible with surrounding residential uses.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be approved.

Respectfully submitted,



John Bridger  
Secretary



## 2016-143 Special Permit for a Short Term Vacation Rental

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-143: Approve



365 ft



# PLANNING COMMISSION CASE REPORT

**Case Number: 2016-143**

**PC Meeting Date: 10-10-16**

## Applicant Request

### Special Permit for a Short-Term Vacation Rental

Property Location:	16112 Lakewood Drive
Property Owner:	James Rogers
Applicant:	James Rogers

### Project Description

- Proposal: Use existing dwelling for a short-term vacation rental.
- Proposed Access: Only access on Lakewood Drive.
- Proposed Development: Use existing single story dwelling.

## Site Analysis

### Site Description

- Location: The site is located on the east side of Lakewood Drive approximately ½ a mile southwest of the Lakewood Drive and Daugherty Ferry Road intersection.
- Current Access: Only access on Lakewood Drive.
- Current Development form: The site is surrounded by single-family detached dwellings on large lots.
- Current Land Uses: The site is surrounded by low density residential uses.
- Natural Resources: The 100-year floodplains covers a significant portion of the site.

### Zoning History

- The site is currently zoned R-2 Urban Residential District and A-1 Agricultural District.
- The property is surrounded by R-2 Urban Residential District and A-1 Agricultural District.
- There is no other Special Permit for a Short-Term Vacation Rental within the area.
- There has been no recent zoning activity on this site.

### Plans/Policies/Regulations

- There is no current adopted land use plan for this area.
- A short term vacation rental may be permitted as a Special Permit by the Hamilton County Commission after a public hearing by the Chattanooga-Hamilton County Regional Planning Commission, provided that:
  1. There shall be no signage.
  2. The residence shall not be rented for events such as weddings, business meetings, or other such group events.
  3. There shall be no more than five (5) sleeping rooms.
  4. The permit shall be granted only in conjunction with an existing residential dwelling.
  5. The permit shall not be transferable in any way. A new permit must be obtained by each subsequent property owner.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 1. Level 1 has the least potential for development, or future public services and facilities. However, they have high potential for protecting large natural areas through parks, greenways, working farms and conservation easements.

## PLANNING COMMISSION CASE REPORT

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### Key Findings

Unlike non-residential or higher density residential uses, the land use impacts of short-term vacation rentals relative to single family residential uses are difficult for staff to project; unless a specific request notes a large number of bedrooms or a large parking area, it is difficult for staff to determine whether or not the request will generate a land use impact. The key findings are noted below.

- The proposal is supported by the Development Policy from the Comprehensive Plan 2030 update which recommends the lowest intensity of development. A short-term vacation rental can be low-intensity, though a concentration of this use can lead to a collective higher intensity use.
- The proposed use is compatible with surrounding residential uses.
- The proposal is consistent with the development form of the area based on the requirement of using an existing residential dwelling.

### Staff Recommendation

Approve.



## 2016-143 Special Permit for a Short Term Vacation Rental



Chattanooga Hamilton County Regional Planning Agency



365 ft





# Hamilton County Board of Commissioners RESOLUTION

No. 1116-27A

(P.C. NO. 2016-151)

**A RESOLUTION GRANTING A SPECIAL EXCEPTIONS PERMIT  
TO LIFT & AMEND CONDITIONS OF RESOLUTION 1114-25C OF  
PREVIOUS CASE NO. 2014-119 FROM PROPERTIES LOCATED AT  
1650 & 1724 OOLTEWAH-RINGGOLD ROAD & 9716 EAST  
BRAINERD ROAD**

**WHEREAS**, Ooltewah Development, LLC & Bassam Issa petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Exceptions Permit to Lift & Amend Conditions of Resolution 1114-25C of Previous Case No. 2014-119 from properties located at 1650 & 1724 Ooltewah-Ringgold Road & 9716 East Brainerd Road, and said Planning Commission after hearing recommended that this petition be denied amending conditions only; and approve rezoning the PUD portion to R-1 Single-Family Residential District; and

**WHEREAS**, Ooltewah Development, LLC & Bassam Issa requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be amended granting a Special Exceptions Permit to Lift & Amend Conditions of Resolution 1114-25C of Previous Case No. 2014-119 from properties located at 1650 & 1724 Ooltewah-Ringgold Road & 9716 East Brainerd Road, . Three unplatted tracts of land located at 1650 and 1724 Ooltewah Ringgold Road and 9716 East Brainerd Road being the properties described in Deed Book 10440, Pages 71, 73, and 77, ROHC. Tax Map 172-056, 056.01 and 064 as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

RESOLUTION

WHEREAS, Ooltewah Development, LLC & Bassam Issa petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission granting a Special Exceptions Permit to Lift & Amend Conditions of Resolution 1114-25C of Previous Case No. 2014-119 from properties located at 1650 & 1724 Ooltewah-Ringgold Road & 9716 East Brainerd Road.

Three unplatted tracts of land located at 1650 and 1724 Ooltewah Ringgold Road and 9716 East Brainerd Road being the properties described in Deed Book 10440, Pages 71, 73, and 77, ROHC. Tax Map 172-056, 056.01 and 064 as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, there was no one in opposition present to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

AND WHEREAS, the Planning Commission has determined that the proposal is supported by the adopted Land Use Plan for the area.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be denied amending conditions only; approve rezoning the PUD portion to R-1 Single-Family Residential District and amend the conditions for the remaining C-2 Local Business Commercial District as follows:

1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
3. Dumpsters serving the site shall be located behind buildings and screened on all four sides with landscaping and/or fencing. Dumpsters serving the out parcels shall be located at least 25-feet from the right-of-ways of East Brainerd Road and Ooltewah Ringgold Road, and shall be screened as per the landscape regulations.
4. Existing natural vegetation and trees shall be preserved and protected for a distance of 80 feet from the south boundary. Retention pond(s) are also permitted within this area.

5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.
6. All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TDOT). If acceptable to TDOT, the middle entrance to the development (south entrance of phase one) and the traffic signal, if warranted, will be required during construction of phase one.
7. All exterior pole lighting shall be a maximum of 30 feet in height.
8. Off premises (bill boards) and neon signs shall be prohibited.
9. Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses.
10. The development shall not exceed 210,000 total square feet; 150,000 square feet maximum building size, or 35 feet and/or 2 stories in height.

Respectfully submitted,



John Bridger  
Secretary



## 2016-151 Lift and Amend Conditions

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-151:  
 Approve, subject to the list of conditions in the Planning Commission Resolution.



618 ft



## PLANNING COMMISSION CASE REPORT

Case Number: 2016-151

PC Meeting Date: 10-10-16

### Applicant Request

Request to Lift Condition#4 and #10, and Amend Conditions #4, #6, #7, #8, and #9 of Hamilton County Resolution 1114-25C

Property Location:	1650 & 1724 Ooltewah Ringgold Road & 9716 East Brainerd Road
Property Owner:	Ooltewah Development, LLC
Applicant:	Ooltewah Development, LLC

### Project Description

- Proposal: The applicant desires to develop the western half of the site as commercial and the eastern half as a Residential Planned Unit Development with 72 lots for single-family detached homes (simultaneously being applied for as Case 2015-152). In order to do this, the applicant is proposing that the existing conditions on the entire site be removed and amended as follows:
- Commercial Portion
  - Condition #3 to be amended to say in Commercial Area; "Dumpsters serving the main line of buildings shall be located behind those buildings and screened as per the landscape regulations. Dumpsters serving the outparcels shall be located at least 25-feet from the right-of-ways of East Brainerd Road and Ooltewah Ringgold Road, and shall be screened as per the landscape regulations." Condition #3 currently states, "Dumpsters serving the site shall be located behind buildings and screened on all four sides with landscaping and/or fencing."
  - Condition #4 to be removed. Condition #4 currently states, "Existing natural vegetation and trees shall be preserved and protected for a distance of 100 feet from the east boundary and 80 feet from the south boundary."
  - Condition #10 to be removed. Condition #10 currently states, "The buildings within the development shall not exceed 350,000 total square feet 150,000 maximum building size, or 35 feet and/or 2 stories in height."
- PUD Portion
  - Condition #4 to be removed. Condition #4 currently states, "Existing natural vegetation and trees shall be preserved and protected for a distance of 100 feet from the east boundary and 80 feet from the south boundary."
  - Condition #6 to be removed from Planned Unit Development area only. Condition #6 states, "All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TOOT). If acceptable to TOOT, the middle entrance to the development (south entrance of phase one) and the traffic signal, if warranted, will be required during construction of phase one."
  - Condition #7 to be removed from Planned Unit Development area only. Condition #7 states, "All exterior pole lighting shall be a maximum of 30 feet in height."
  - Condition #8 to be removed from Planned Unit Development area only. Condition #8 states, "Off premises (bill boards) and neon signs shall be prohibited."
  - Condition #9 to be removed from Planned Unit Development area only. Condition #9 states, "Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses"
  - Condition #10 to be removed. Condition #10 currently states, "The buildings within the development shall not exceed 350,000 total square feet 150,000 maximum building size, or 35 feet and/or 2 stories in height."

## PLANNING COMMISSION CASE REPORT

- Proposed Access: The low-density residential portion shows only access from East Brainerd Road. Proposed Development Form: A small-lot single-family detached subdivision dead-end without connection to attached developments. A multistory assisted living facility with parking field between the building and Ooltewah-Ringgold Road.
- Proposed Density: The proposed density for the single-family PUD is 4 dwelling units per acre.

### Site Analysis

#### Site Description

- Location: The site is located at the southeast corner of the East Brainerd Road and Ooltewah-Ringgold Road intersection.
- Current Development form: East along East Brainerd Road are rural development patterns including large-lot residential, churches and large agricultural lots. South along Ooltewah-Ringgold Road are a mixture of commercial outparcels, a grocery, suburban multi-family subdivision, and rural large-lot residential. To the west along East Brainerd Road are the Westview Elementary School, suburban single-family detached small-lot development, a church and cemetery, and rural large-lot residential. To the north along Ooltewah-Ringgold Road is a mixture of suburban small-lot subdivisions, rural large-lot residential, and East Hamilton High School.
- Current Density: Average residential density (based on those residential lots within 300' of the site) in the area is 0.6 dwelling units per acre. The Oxford Park Planned Unit Development (approved in 2011) has the highest residential density at 4.88 dwelling units per acre.

#### Zoning History

- The site is currently zoned C-2 Local Business Commercial.
- The site was rezoned from A-1 Agricultural District and C-2 Local Business Commercial District to C-2 Local Commercial District in 2014. (Resolution # 1114-25C). There were 10 conditions included in the current zoning.
  1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
  2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
  3. Dumpsters serving the main line of buildings shall be located behind those buildings and screened as per the landscape regulations. Dumpsters serving the outparcels shall be located at least 25-feet from the right-of-ways of East Brainerd Road and Ooltewah Ringgold Road, and shall be screened as per the landscape regulations.
  4. Existing natural vegetation and trees shall be preserved and protected for a distance of 100 feet from the east boundary and 80 feet from the south boundary.
  5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.
  6. All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TOOT). If acceptable to TOOT, the middle entrance to the development (south entrance of phase

## PLANNING COMMISSION CASE REPORT

one) and the traffic signal, if warranted, will be required during construction of phase one.

7. All exterior pole lighting shall be a maximum of 30 feet in height.
  8. Off premises (bill boards) and neon signs shall be prohibited.
  9. Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses.
  10. The buildings within the development shall not exceed 350,000 total square feet 150,000 maximum building size, or 35 feet and/or 2 stories in height.
- The properties to the north are zoned a mixture of C-2 Local Business Commercial District and A-1 Agricultural District. The properties to the east are zoned A-1 Agricultural District and R-1 Single-Family District. The property to the south is zoned A-1 Agricultural District. The properties to the west are zoned a mixture of C-2 Local Business Commercial District and R-1 Single-Family District with a Planned Unit Development Special Permit.

### Plans/Policies/Regulations

- The East Brainerd Corridor Community Plan addresses the properties located on the western edge of the Ooltewah-Ringgold Road and East Brainerd Road intersection. The plan recommends medium to high intensity mixed-uses to be planned and constructed as a unit. It also recommends improvements be made to both roads.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 3 and 1. Level 3 describes the development potential appropriate for low-to-medium intensity development based on the limited infrastructure. Level 1 has the least potential for development, or future public services and facilities. However, they have high potential for protecting large natural areas through parks, greenways, working farms and conservation easements.
- A Planned Unit Development (PUD) is a special exceptions permission intended to encourage creative master planning by not requiring adherence to rigid land use, setback, height, parking, and similar restrictions. It is further intended that PUDs be designed by collaboration between the applicant and the community, rather than the strict limits of zoning. A PUD is limited to what is shown on the PUD Plan as approved by the Hamilton County Commission.

### Key Findings

- The proposal is supported by the adopted Land Use Plan for the area.
- The proposed use is consistent and compatible with surrounding uses.
- The proposal is consistent with the development form of the area.
- The proposed residential density is compatible with the surrounding densities.
- The proposed structures do not raise concerns regarding location, lighting, or height.
- The proposal would be an extension of an existing zone.
- The proposal would not set a precedent for future requests.
- **Staff supports the proposal as submitted.** However, to avoid confusion with conditions, commercial zoning, and a proposed residential PUD, staff is recommending to simply rezone the PUD area to the R-1 Single-Family Residential District (with no conditions) and only list the conditions that will apply to the remaining C-2 Local Business Commercial District.

### Staff Recommendation

Deny amending conditions only;

## PLANNING COMMISSION CASE REPORT

**Approve** rezoning the PUD portion to R-1 Single-Family Residential District and amend the conditions for the remaining C-2 Local Business Commercial District as follows:

1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
3. Dumpsters serving the site shall be located behind buildings and screened on all four sides with landscaping and/or fencing. Dumpsters serving the outparcels shall be located at least 25-feet from the right-of-ways of East Brainerd Road and Ooltewah Ringgold Road, and shall be screened as per the landscape regulations.
4. Existing natural vegetation and trees shall be preserved and protected for a distance of 80 feet from the south boundary. Retention pond(s) are also permitted within this area.
5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.
6. All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TDOT). If acceptable to TDOT, the middle entrance to the development (south entrance of phase one) and the traffic signal, if warranted, will be required during construction of phase one.
7. All exterior pole lighting shall be a maximum of 30 feet in height.
8. Off premises (bill boards) and neon signs shall be prohibited.
9. Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses.
10. The development shall not exceed 350,000 total square feet; 150,000 square feet maximum building size, or 35 feet and/or 2 stories in height.



## 2016-151 Lift and Amend Conditions

618 ft

**Chattanooga Hamilton County Regional Planning Agency**





# Hamilton County Board of Commissioners

## RESOLUTION

No. 1116-27B

(P.C. NO. 2016-151)

**A RESOLUTION GRANTING A SPECIAL EXCEPTIONS PERMIT  
TO LIFT & AMEND CONDITIONS OF RESOLUTION 1114-25C OF  
PREVIOUS CASE NO. 2014-119 FROM PROPERTIES LOCATED AT  
1650 & 1724 OOLTEWAH-RINGGOLD ROAD & 9716 EAST  
BRAINERD ROAD**

**WHEREAS**, Ooltewah Development, LLC & Bassam Issa petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Exceptions Permit to Lift & Amend Conditions of Resolution 1114-25C of Previous Case No. 2014-119 from properties located at 1650 & 1724 Ooltewah-Ringgold Road & 9716 East Brainerd Road, and said Planning Commission after hearing recommended that this petition be denied amending conditions only; approve rezoning the PUD portion to R-1 Single-Family Residential District; and

**WHEREAS**, Ooltewah Development, LLC & Bassam Issa requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be denied amending conditions only; approve rezoning the PUD portion to R-1 Single-Family Residential District and amend the conditions for the remaining C-2 Local Business Commercial District as follows:

1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
3. Dumpsters serving the site shall be located behind buildings and screened on all four sides with landscaping and/or fencing. Dumpsters serving the out parcels shall be located at least 25-feet

from the right-of-ways of East Brainerd Road and Ooltewah Ringgold Road, and shall be screened as per the landscape regulations.

4. Existing natural vegetation and trees shall be preserved and protected for a distance of 80 feet from the south boundary. Retention pond(s) are also permitted within this area.
5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.
6. All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TDOT). If acceptable to TDOT, the middle entrance to the development (south entrance of phase one) and the traffic signal, if warranted, will be required during construction of phase one.
7. All exterior pole lighting shall be a maximum of 30 feet in height.
8. Off premises (bill boards) and neon signs shall be prohibited.
9. Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses.
10. The development shall not exceed 210,000 total square feet; 150,000 square feet maximum building size, or 35 feet and/or 2 stories in height.

Of properties located at 1650 & 1724 Ooltewah-Ringgold Road & 9716 East Brainerd Road, . Three unplatted tracts of land located at 1650 and 1724 Ooltewah Ringgold Road and 9716 East Brainerd Road being the properties described in Deed Book 10440, Pages 71, 73, and 77, ROHC. Tax Map 172-056, 056.01 and 064 as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
November 16, 2016

\_\_\_\_\_  
Date

RESOLUTION

WHEREAS, Ooltewah Development, LLC & Bassam Issa petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission granting a Special Exceptions Permit to Lift & Amend Conditions of Resolution 1114-25C of Previous Case No. 2014-119 from properties located at 1650 & 1724 Ooltewah-Ringgold Road & 9716 East Brainerd Road.

Three unplatted tracts of land located at 1650 and 1724 Ooltewah Ringgold Road and 9716 East Brainerd Road being the properties described in Deed Book 10440, Pages 71, 73, and 77, ROHC. Tax Map 172-056, 056.01 and 064 as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, there was no one in opposition present to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

AND WHEREAS, the Planning Commission has determined that the proposal is supported by the adopted Land Use Plan for the area.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be denied amending conditions only; approve rezoning the PUD portion to R-1 Single-Family Residential District and amend the conditions for the remaining C-2 Local Business Commercial District as follows:

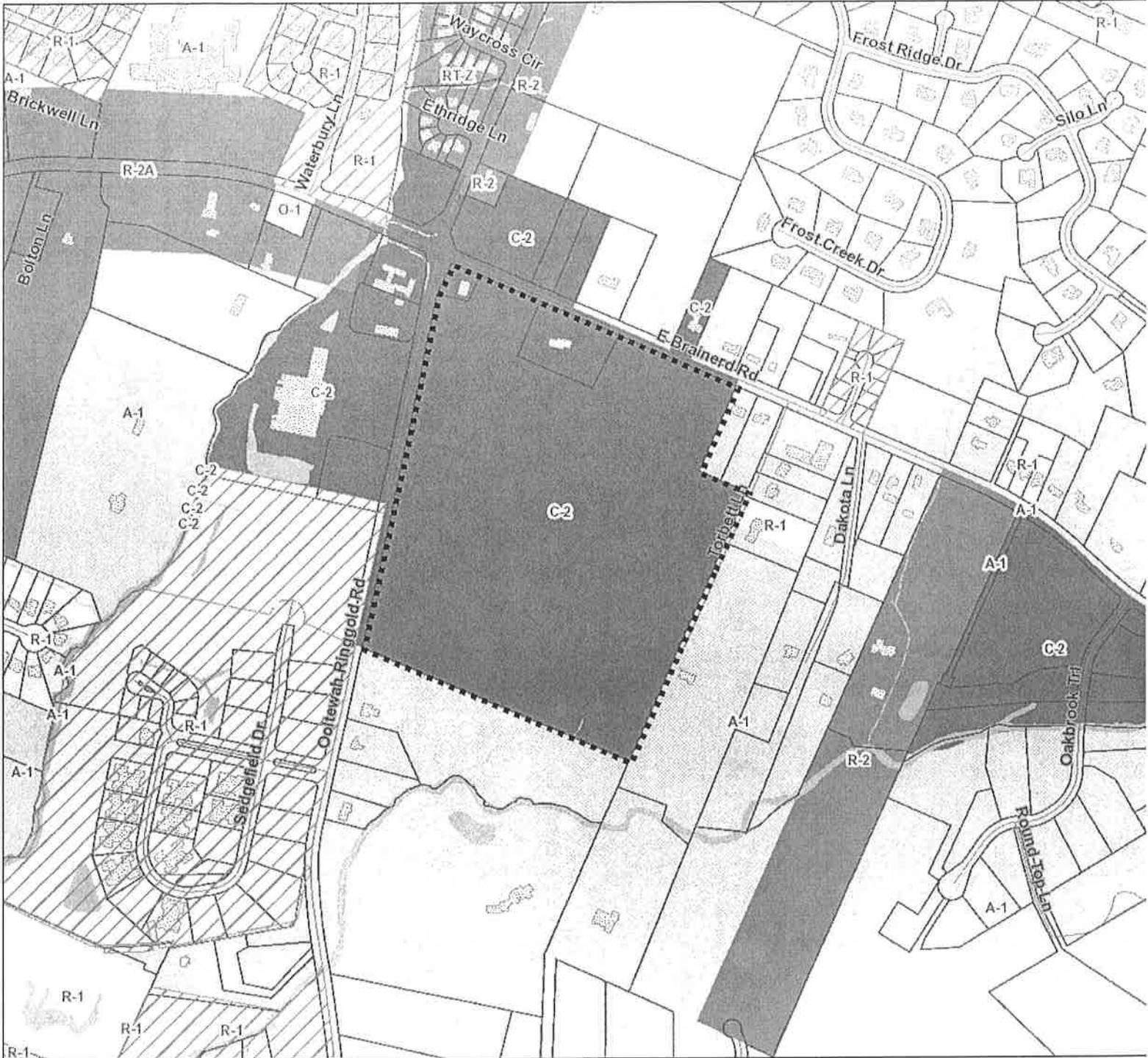
1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
3. Dumpsters serving the site shall be located behind buildings and screened on all four sides with landscaping and/or fencing. Dumpsters serving the out parcels shall be located at least 25-feet from the right-of-ways of East Brainerd Road and Ooltewah Ringgold Road, and shall be screened as per the landscape regulations.
4. Existing natural vegetation and trees shall be preserved and protected for a distance of 80 feet from the south boundary. Retention pond(s) are also permitted within this area.

5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.
6. All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TDOT). If acceptable to TDOT, the middle entrance to the development (south entrance of phase one) and the traffic signal, if warranted, will be required during construction of phase one.
7. All exterior pole lighting shall be a maximum of 30 feet in height.
8. Off premises (bill boards) and neon signs shall be prohibited.
9. Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses.
10. The development shall not exceed 210,000 total square feet; 150,000 square feet maximum building size, or 35 feet and/or 2 stories in height.

Respectfully submitted,



John Bridger  
Secretary



## 2016-151 Lift and Amend Conditions

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-151:  
 Approve, subject to the list of conditions in the Planning Commission Resolution.



618 ft



## PLANNING COMMISSION CASE REPORT

Case Number: 2016-151

PC Meeting Date: 10-10-16

### Applicant Request

Request to Lift Condition#4 and #10, and Amend Conditions #4, #6, #7, #8, and #9 of Hamilton County Resolution 1114-25C

Property Location:	1650 & 1724 Ooltewah Ringgold Road & 9716 East Brainerd Road
Property Owner:	Ooltewah Development, LLC
Applicant:	Ooltewah Development, LLC

### Project Description

- Proposal: The applicant desires to develop the western half of the site as commercial and the eastern half as a Residential Planned Unit Development with 72 lots for single-family detached homes (simultaneously being applied for as Case 2015-152). In order to do this, the applicant is proposing that the existing conditions on the entire site be removed and amended as follows:
- Commercial Portion
  - Condition #3 to be amended to say in Commercial Area; "Dumpsters serving the main line of buildings shall be located behind those buildings and screened as per the landscape regulations. Dumpsters serving the outparcels shall be located at least 25-feet from the right-of-ways of East Brainerd Road and Ooltewah Ringgold Road, and shall be screened as per the landscape regulations." Condition #3 currently states, "Dumpsters serving the site shall be located behind buildings and screened on all four sides with landscaping and/or fencing."
  - Condition #4 to be removed. Condition #4 currently states, "Existing natural vegetation and trees shall be preserved and protected for a distance of 100 feet from the east boundary and 80 feet from the south boundary."
  - Condition #10 to be removed. Condition #10 currently states, "The buildings within the development shall not exceed 350,000 total square feet 150,000 maximum building size, or 35 feet and/or 2 stories in height."
- PUD Portion
  - Condition #4 to be removed. Condition #4 currently states, "Existing natural vegetation and trees shall be preserved and protected for a distance of 100 feet from the east boundary and 80 feet from the south boundary."
  - Condition #6 to be removed from Planned Unit Development area only. Condition #6 states, "All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TOOT). If acceptable to TOOT, the middle entrance to the development (south entrance of phase one) and the traffic signal, if warranted, will be required during construction of phase one."
  - Condition #7 to be removed from Planned Unit Development area only. Condition #7 states, "All exterior pole lighting shall be a maximum of 30 feet in height."
  - Condition #8 to be removed from Planned Unit Development area only. Condition #8 states, "Off premises (bill boards) and neon signs shall be prohibited."
  - Condition #9 to be removed from Planned Unit Development area only. Condition #9 states, "Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses"
  - Condition #10 to be removed. Condition #10 currently states, "The buildings within the development shall not exceed 350,000 total square feet 150,000 maximum building size, or 35 feet and/or 2 stories in height."

## PLANNING COMMISSION CASE REPORT

- Proposed Access: The low-density residential portion shows only access from East Brainerd Road. Proposed Development Form: A small-lot single-family detached subdivision dead-end without connection to attached developments. A multistory assisted living facility with parking field between the building and Ooltewah-Ringgold Road.
- Proposed Density: The proposed density for the single-family PUD is 4 dwelling units per acre.

### Site Analysis

#### Site Description

- Location: The site is located at the southeast corner of the East Brainerd Road and Ooltewah-Ringgold Road intersection.
- Current Development form: East along East Brainerd Road are rural development patterns including large-lot residential, churches and large agricultural lots. South along Ooltewah-Ringgold Road are a mixture of commercial outparcels, a grocery, suburban multi-family subdivision, and rural large-lot residential. To the west along East Brainerd Road are the Westview Elementary School, suburban single-family detached small-lot development, a church and cemetery, and rural large-lot residential. To the north along Ooltewah-Ringgold Road is a mixture of suburban small-lot subdivisions, rural large-lot residential, and East Hamilton High School.
- Current Density: Average residential density (based on those residential lots within 300' of the site) in the area is 0.6 dwelling units per acre. The Oxford Park Planned Unit Development (approved in 2011) has the highest residential density at 4.88 dwelling units per acre.

#### Zoning History

- The site is currently zoned C-2 Local Business Commercial.
- The site was rezoned from A-1 Agricultural District and C-2 Local Business Commercial District to C-2 Local Commercial District in 2014. (Resolution # 1114-25C). There were 10 conditions included in the current zoning.
  1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
  2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
  3. Dumpsters serving the main line of buildings shall be located behind those buildings and screened as per the landscape regulations. Dumpsters serving the outparcels shall be located at least 25-feet from the right-of-ways of East Brainerd Road and Ooltewah Ringgold Road, and shall be screened as per the landscape regulations.
  4. Existing natural vegetation and trees shall be preserved and protected for a distance of 100 feet from the east boundary and 80 feet from the south boundary.
  5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.
  6. All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TOOT). If acceptable to TOOT, the middle entrance to the development (south entrance of phase

## PLANNING COMMISSION CASE REPORT

one) and the traffic signal, if warranted, will be required during construction of phase one.

7. All exterior pole lighting shall be a maximum of 30 feet in height.
  8. Off premises (bill boards) and neon signs shall be prohibited.
  9. Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses.
  10. The buildings within the development shall not exceed 350,000 total square feet 150,000 maximum building size, or 35 feet and/or 2 stories in height.
- The properties to the north are zoned a mixture of C-2 Local Business Commercial District and A-1 Agricultural District. The properties to the east are zoned A-1 Agricultural District and R-1 Single-Family District. The property to the south is zoned A-1 Agricultural District. The properties to the west are zoned a mixture of C-2 Local Business Commercial District and R-1 Single-Family District with a Planned Unit Development Special Permit.

### Plans/Policies/Regulations

- The East Brainerd Corridor Community Plan addresses the properties located on the western edge of the Ooltewah-Ringgold Road and East Brainerd Road intersection. The plan recommends medium to high intensity mixed-uses to be planned and constructed as a unit. It also recommends improvements be made to both roads.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 3 and 1. Level 3 describes the development potential appropriate for low-to-medium intensity development based on the limited infrastructure. Level 1 has the least potential for development, or future public services and facilities. However, they have high potential for protecting large natural areas through parks, greenways, working farms and conservation easements.
- A Planned Unit Development (PUD) is a special exceptions permission intended to encourage creative master planning by not requiring adherence to rigid land use, setback, height, parking, and similar restrictions. It is further intended that PUDs be designed by collaboration between the applicant and the community, rather than the strict limits of zoning. A PUD is limited to what is shown on the PUD Plan as approved by the Hamilton County Commission.

### Key Findings

- The proposal is supported by the adopted Land Use Plan for the area.
- The proposed use is consistent and compatible with surrounding uses.
- The proposal is consistent with the development form of the area.
- The proposed residential density is compatible with the surrounding densities.
- The proposed structures do not raise concerns regarding location, lighting, or height.
- The proposal would be an extension of an existing zone.
- The proposal would not set a precedent for future requests.
- **Staff supports the proposal as submitted.** However, to avoid confusion with conditions, commercial zoning, and a proposed residential PUD, staff is recommending to simply rezone the PUD area to the R-1 Single-Family Residential District (with no conditions) and only list the conditions that will apply to the remaining C-2 Local Business Commercial District.

### Staff Recommendation

Deny amending conditions only;

## PLANNING COMMISSION CASE REPORT

**Approve** rezoning the PUD portion to R-1 Single-Family Residential District and amend the conditions for the remaining C-2 Local Business Commercial District as follows:

1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
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4. Existing natural vegetation and trees shall be preserved and protected for a distance of 80 feet from the south boundary. Retention pond(s) are also permitted within this area.
5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.
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10. The development shall not exceed 350,000 total square feet; 150,000 square feet maximum building size, or 35 feet and/or 2 stories in height.



## 2016-151 Lift and Amend Conditions

618 ft

**Chattanooga Hamilton County Regional Planning Agency**

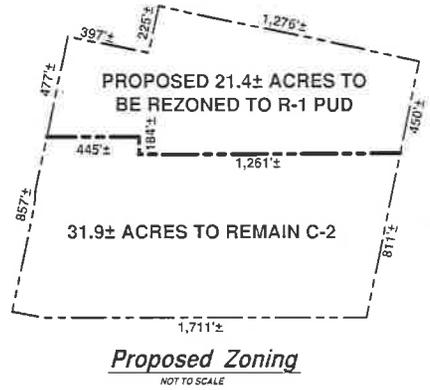
**SITE ANALYSIS**

ADDRESS:	EAST BRAINERD RD
TAX MAP ID:	172 05A, 172 06A, 172 06B.01
SITE CURRENTLY ZONED:	C-2
PROPOSED ZONING:	R-1 R-1B
AREA TO REMAIN COMMERCIAL DEVELOPMENT:	31.8± ACRES
RESIDENTIAL PUD AREA:	21.4± ACRES
TOTAL ACREAGE:	53.2± ACRES
UNITS PER ACRE (RESIDENTIAL AREA)	3.4 UNITS/ACRE
PUD DENSITY:	28 UNITS
TOTAL ACREAGE:	21.4± ACRES
COMMERCIAL AREA:	
TOTAL RETAIL BUILDING AREA:	173,049 SQ. FT.
(RETAIL SPACE SHOWN DOES NOT INCLUDE FUTURE BUILDINGS IN OUTPARCELS 1-4)	
TOTAL NUMBER OF PARKING SPACES:	892 SPACES
TOTAL HIGHWAY:	31.3± ACRES



**PRELIMINARY NOT FOR CONSTRUCTION**  
31 TEXAS

MAP ENGINEERS L.L.C.  
1007 307 6  
1007 307 6  
1007 307 6  
GRAPHIC SCALE



**Preliminary Site Plan**  
SCALE: 1"=100'

© COPYRIGHT 2016 MAP ENGINEERS, L.L.C.

**MAP ENGINEERS L.L.C.**

**EAST BRAINERD RD SUBDIVISION**

FOR:  
OOLTEWAH DEVELOPMENT, LLC  
7025 SHALLOWFORD ROAD  
CHATTANOOGA, TN 37421

**PRELIMINARY SITE PLAN**

REVISIONS

NO.	DATE	DESCRIPTION

ALL RIGHTS RESERVED  
This drawing is the property of MAP ENGINEERS, L.L.C. and shall not be reproduced or used in any way without the written permission of the Engineer.

DATE: 08/21/2016  
DRAWN BY: SA  
CHECKED BY: WAB  
PROJ. NUMBER: 16-173  
SHEET NUMBER: PS-1



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-28A

(P.C. NO. 2016-152)

**A RESOLUTION GRANTING A SPECIAL EXCEPTIONS PERMIT  
FOR A RESIDENTIAL PLANNED UNIT DEVELOPMENT FOR  
PROPERTY LOCATED AT 1650 OOLTEWAH-RINGGOLD ROAD**

**WHEREAS**, Ooltewah Development, LLC & Bassam Issa petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Exceptions Permit for a Residential Planned Unit Development for property located at 1650 Ooltewah-Ringgold Road, and said Planning Commission after hearing recommended that this petition be approved; and

**WHEREAS**, Ooltewah Development, LLC & Bassam Issa requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be amended granting a Special Exceptions Permit for a Residential Planned Unit Development for property located at 1650 Ooltewah-Ringgold Road. Part of an unplatted tract of land located at 1650 Ooltewah-Ringgold Road beginning at its northeast corner, thence southwest some 397 feet, thence some 225 southeast to a point, thence some 1276 feet along the east property line to its southeast corner, thence some 450 feet northwest along its south line to a point, thence northeast some 1261 feet to a point, thence northeast some 84 feet to a point, thence northwest some 445 feet to a point in the north line of said property, thence southeast some 477 feet to the northeast corner of said property, the point of beginning as shown on the 9/21/16 revised site by MAP Engineering, project #16-171 submitted to the case file. Being part of the property described in Deed Book 10440, Pages 73 ROHC. Tax Map 172-056 (part) as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

2016-152 Hamilton County  
October 10, 2016

## RESOLUTION

WHEREAS, Ooltewah Development, LLC & Bassam Issa petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission granting a Special Exceptions Permit for a Residential Planned Unit Development for property located at 1650 Ooltewah-Ringgold Road.

Part of an unplatted tract of land located at 1650 Ooltewah-Ringgold Road beginning at its northeast corner, thence southwest some 397 feet, thence some 225 southeast to a point, thence some 1276 feet along the east property line to its southeast corner, thence some 450 feet northwest along its south line to a point, thence northeast some 1261 feet to a point, thence northeast some 84 feet to a point, thence northwest some 445 feet to a point in the north line of said property, thence southeast some 477 feet to the northeast corner of said property, the point of beginning as shown on the 9/21/16 revised site by MAP Engineering, project #16-171 submitted to the case file. Being part of the property described in Deed Book 10440, Pages 73 ROHC. Tax Map 172-056 (part) as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, no one was present in opposition to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

AND WHEREAS, the Planning Commission has determined that the proposal is supported by the adopted Land Use Plan for the area.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be approved, subject to: (1) Black coated chain link fence along eastern property line; (2) Twenty foot (20') Type B landscape buffer along eastern and western property lines; (3) Single-family dwellings only; and (4) Road improvements to be approved by Hamilton County Engineering Department prior to going to County Commission meeting.

Respectfully submitted,



John Bridger  
Secretary



## 2016-152 Special Exceptions Permit for a Residential PUD

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-152:  
 Approve, subject to the list of conditions in the Planning Commission Resolution



514 ft



# PLANNING COMMISSION CASE REPORT

Case Number: 2016-152

PC Meeting Date: 10-10-16

## Applicant Request

### Special Permit for a Planned Unit Development

Property Location:	1650 Ooltewah Ringgold Road
Property Owner:	Ooltewah Development, LLC
Applicant:	Ooltewah Development, LLC

### Project Description

- Proposal: Develop 21.4 acres as a Residential Planned Unit Development with 72 lots for single-family detached homes only.
- Proposed Access: The PUD Plan shows access from East Brainerd Road.
- Proposed Development Form: A single-family detached subdivision with two cul-de-sacs and four retention pond areas.
- Proposed Density: The density for the proposed Planned Unit Development is 3.4 dwelling units per acre.

## Site Analysis

### Site Description

- Location: The proposed PUD site is located on the eastern portion of the commercially-zoned area at the southeast corner of the East Brainerd Road and Ooltewah-Ringgold Road intersection. It is adjacent to a planned commercial development fronting Ooltewah-Ringgold Road and a portion East Brainerd Road.
- Current Development form: East along East Brainerd Road are rural development patterns including large-lot residential, churches and large agricultural lots. South along Ooltewah-Ringgold Road are a mixture of commercial outparcels, a grocery, suburban multi-family subdivision, and rural large-lot residential. To the west along East Brainerd Road are the Westview Elementary School, suburban single-family detached small-lot development, a church and cemetery, and rural large-lot residential. To the north along Ooltewah-Ringgold Road is a mixture of suburban small-lot subdivisions, rural large-lot residential, and East Hamilton High School.
- Current Density: Average residential density (based on those residential lots within 300' of the site) in the area is 0.6 dwelling units per acre. The Oxford Park Planned Unit Development approximately 430 feet east of the site (approved in 2011) has the highest residential density at 4.88 dwelling units per acre.

### Zoning History

- The site is currently zoned C-2 Local Business Commercial.
- The site was rezoned from A-1 Agricultural District and C-2 Local Business Commercial District to C-2 Local Commercial District in 2014. (Resolution # 1114-25C). There were 10 conditions included in the current zoning.
  1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
  2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
  3. Dumpsters serving the site shall be located behind buildings and screened on all four sides with landscaping and/or fencing.
  4. Existing natural vegetation and trees shall be preserved and protected for a distance of 100 feet from the east boundary and 80 feet from the south boundary.
  5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the

## PLANNING COMMISSION CASE REPORT

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amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.

6. All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TOOT). If acceptable to TOOT, the middle entrance to the development (south entrance of phase one) and the traffic signal, if warranted, will be required during construction of phase one.
  7. All exterior pole lighting shall be a maximum of 30 feet in height.
  8. Off premises (bill boards) and neon signs shall be prohibited.
  9. Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses.
  10. The buildings within the development shall not exceed 350,000 total square feet 150,000 maximum building size, or 35 feet and/or 2 stories in height.
- The properties to the north are zoned a mixture of C-2 Local Business Commercial District and A-1 Agricultural District. The properties to the east are zoned A-1 Agricultural District and R-1 Single-Family District. The property to the south is zoned A-1 Agricultural District. The properties to the west are zoned a mixture of C-2 Local Business Commercial District and R-1 Single-Family District with a Planned Unit Development Special Permit.

### Plans/Policies/Regulations

- The East Brainerd Corridor Community Plan addresses the properties located on the western edge of the Ooltewah-Ringgold Road and East Brainerd Road intersection. The plan recommends medium to high intensity mixed-uses to be planned and constructed as a unit. It also recommends improvements be made to both roads.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 3 and 1. Level 3 describes the development potential appropriate for low-to-medium intensity development based on the limited infrastructure. Level 1 has the least potential for development, or future public services and facilities. However, they have high potential for protecting large natural areas through parks, greenways, working farms and conservation easements.
- A Planned Unit Development (PUD) is a special exceptions permission intended to encourage creative master planning by not requiring adherence to rigid land use, setback, height, parking, and similar restrictions. It is further intended that PUDs be designed by collaboration between the applicant and the community, rather than the strict limits of zoning. A PUD is limited to what is shown on the PUD Plan as approved by the Hamilton County Commission.

### Key Findings

- The proposal is supported by the adopted Land Use Plan for the area.
- The proposed use is consistent and compatible with surrounding uses.
- The proposal is consistent with the development form of the area.
- The proposed residential density is compatible with the surrounding densities.
- The proposed structures do not raise concerns regarding location, lighting, or height.

## PLANNING COMMISSION CASE REPORT

- The proposal would not set a precedent for future requests.

### Staff Recommendation

Approve.

Note: Approval of a Planned Unit Development (PUD) is not an approval of curb cuts, road intersections, curve radii, right-of-way width or other similar items. The applicant is encouraged to consult with the Transportation or Engineering Department for technical design requirements.



## 2016-152 Special Exceptions Permit for a Residential PUD

514 ft

**Chattanooga Hamilton County Regional Planning Agency**

SITE ANALYSIS	
ADDRESS	EAST BRAINERD RD
TWP MAP ID	172 00A, 172 00A, 172 00B, 172 00C
SITE CURRENTLY ZONED	C-2
PROPOSED ZONING	R-1
AREA TO REMAIN COMMERCIAL DEVELOPMENT	31.99 ACRES
RESIDENTIAL PUB AREA	21.41 ACRES
TOTAL ACRES	53.40 ACRES
APPROXIMATE # OF RESIDENTIAL UNITS	24 UNITS/ACRE
TOTAL NUMBER OF LOTS	72 LOTS
TOTAL WAREHOUSE	21.41 ACRES
ENVIRONMENTAL AREA	
TOTAL RETAIL BUILDING AREA	123,388 SQ. FT.
RETAIL SPACE SHOWN DOES NOT INCLUDE	
FUTURE BUILDINGS IN SUBDIVISION (1-4)	92 SPACES
TOTAL NUMBER OF PARKING SPACES	1,826 SPACES
TOTAL WAREHOUSE	21.41 ACRES

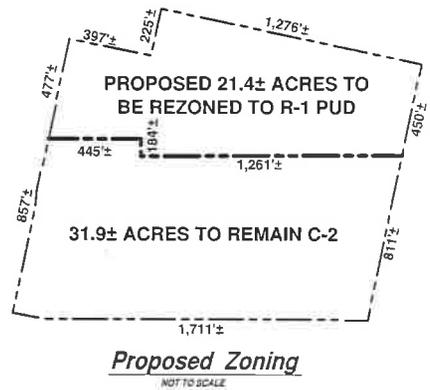


Vicinity Map  
NOT TO SCALE

PRELIMINARY  
NOT FOR  
CONSTRUCTION

MAP ENGINEERS  
L.L.C.

100% PROFESSIONAL SEAL  
DATE: 06/21/2016  
EXPIRES: 06/21/2021



Preliminary Site Plan  
SCALE: 1" = 10'

EAST BRAINERD RD SUBDIVISION

FOR:  
OOLTWAH DEVELOPMENT, LLC  
7025 SHALLOWFORD ROAD  
CHATTANOOGA, TN 37421

PRELIMINARY  
SITE PLAN

REVISIONS	
1	LINE REVISIONS (06/21/16)
2	
3	
4	
5	

ALL RIGHTS RESERVED  
This drawing is the property of  
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for the construction of any other  
project without the written  
permission of the Engineer.

DATE: 06/21/2016  
DRAWN BY: SA  
CHECKED BY: HMP  
PROJ. NUMBER: 16-171  
SHEET NUMBER: PS-1



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-28B

(P.C. NO. 2016-152)

**A RESOLUTION GRANTING A SPECIAL EXCEPTIONS PERMIT FOR A  
RESIDENTIAL PLANNED UNIT DEVELOPMENT FOR PROPERTY  
LOCATED AT 1650 OOLTEWAH-RINGGOLD ROAD**

**WHEREAS**, Ooltewah Development, LLC & Bassam Issa petitioned the Chattanooga-Hamilton County Regional Planning Commission to grant a Special Exceptions Permit for a Residential Planned Unit Development for property located at 1650 Ooltewah-Ringgold Road, and said Planning Commission after hearing recommended that this petition be approved; and

**WHEREAS**, Ooltewah Development, LLC & Bassam Issa requested that the County Commission consider said petition and notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the zoning regulations of Hamilton County be amended granting a Special Exceptions Permit for a Residential Planned Unit Development, subject to: (1) Black coated chain link fence along eastern property line; (2) Twenty foot (20') Type B landscape buffer along eastern and western property lines; (3) Single-family dwellings only; and (4) Road improvements to be approved by Hamilton County Engineering Department prior to going to County Commission meeting. for property located at 1650 Ooltewah-Ringgold Road. Part of an unplatted tract of land located at 1650 Ooltewah-Ringgold Road beginning at its northeast corner, thence southwest some 397 feet, thence some 225 southeast to a point, thence some 1276 feet along the east property line to its southeast corner, thence some 450 feet northwest along its south line to a point, thence northeast some 1261 feet to a point, thence northeast some 84 feet to a point, thence northwest some 445 feet to a point in the north line of said property, thence southeast some 477 feet to the northeast corner of said property, the point of beginning as shown on the 9/21/16 revised site by MAP Engineering, project #16-171 submitted to the case file. Being part of the property described in Deed Book 10440, Pages 73 ROHC. Tax Map 172-056 (part) as shown on the attached map.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

2016-152 Hamilton County  
October 10, 2016

## RESOLUTION

WHEREAS, Ooltewah Development, LLC & Bassam Issa petitioned the Chattanooga-Hamilton County Regional Planning Commission to recommend to the County Mayor and Members of the County Commission granting a Special Exceptions Permit for a Residential Planned Unit Development for property located at 1650 Ooltewah-Ringgold Road.

Part of an unplatted tract of land located at 1650 Ooltewah-Ringgold Road beginning at its northeast corner, thence southwest some 397 feet, thence some 225 southeast to a point, thence some 1276 feet along the east property line to its southeast corner, thence some 450 feet northwest along its south line to a point, thence northeast some 1261 feet to a point, thence northeast some 84 feet to a point, thence northwest some 445 feet to a point in the north line of said property, thence southeast some 477 feet to the northeast corner of said property, the point of beginning as shown on the 9/21/16 revised site by MAP Engineering, project #16-171 submitted to the case file. Being part of the property described in Deed Book 10440, Pages 73 ROHC. Tax Map 172-056 (part) as shown on the attached map.

AND WHEREAS, the Planning Commission held a public hearing on this petition on October 10, 2016,

AND WHEREAS, the Planning Commission heard and considered all statements regarding the petition,

AND WHEREAS, no one was present in opposition to the petition,

AND WHEREAS, the Planning Commission has studied the petition in relation to existing zoning and land use and potential patterns of development,

AND WHEREAS, the Planning Commission has determined that the proposal is supported by the adopted Land Use Plan for the area.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission, on October 10, 2016, recommended to the County Mayor and Members of the County Commission that this petition be approved, subject to: (1) Black coated chain link fence along eastern property line; (2) Twenty foot (20') Type B landscape buffer along eastern and western property lines; (3) Single-family dwellings only; and (4) Road improvements to be approved by Hamilton County Engineering Department prior to going to County Commission meeting.

Respectfully submitted,



John Bridger  
Secretary



## 2016-152 Special Exceptions Permit for a Residential PUD

PLANNING COMMISSION RECOMMENDATION FOR CASE NO. 2016-152:  
 Approve, subject to the list of conditions in the Planning Commission Resolution



514 ft



# PLANNING COMMISSION CASE REPORT

Case Number: 2016-152

PC Meeting Date: 10-10-16

## Applicant Request

### Special Permit for a Planned Unit Development

Property Location:	1650 Ooltewah Ringgold Road
Property Owner:	Ooltewah Development, LLC
Applicant:	Ooltewah Development, LLC

### Project Description

- Proposal: Develop 21.4 acres as a Residential Planned Unit Development with 72 lots for single-family detached homes only.
- Proposed Access: The PUD Plan shows access from East Brainerd Road.
- Proposed Development Form: A single-family detached subdivision with two cul-de-sacs and four retention pond areas.
- Proposed Density: The density for the proposed Planned Unit Development is 3.4 dwelling units per acre.

## Site Analysis

### Site Description

- Location: The proposed PUD site is located on the eastern portion of the commercially-zoned area at the southeast corner of the East Brainerd Road and Ooltewah-Ringgold Road intersection. It is adjacent to a planned commercial development fronting Ooltewah-Ringgold Road and a portion East Brainerd Road.
- Current Development form: East along East Brainerd Road are rural development patterns including large-lot residential, churches and large agricultural lots. South along Ooltewah-Ringgold Road are a mixture of commercial outparcels, a grocery, suburban multi-family subdivision, and rural large-lot residential. To the west along East Brainerd Road are the Westview Elementary School, suburban single-family detached small-lot development, a church and cemetery, and rural large-lot residential. To the north along Ooltewah-Ringgold Road is a mixture of suburban small-lot subdivisions, rural large-lot residential, and East Hamilton High School.
- Current Density: Average residential density (based on those residential lots within 300' of the site) in the area is 0.6 dwelling units per acre. The Oxford Park Planned Unit Development approximately 430 feet east of the site (approved in 2011) has the highest residential density at 4.88 dwelling units per acre.

### Zoning History

- The site is currently zoned C-2 Local Business Commercial.
- The site was rezoned from A-1 Agricultural District and C-2 Local Business Commercial District to C-2 Local Commercial District in 2014. (Resolution # 1114-25C). There were 10 conditions included in the current zoning.
  1. Concrete sidewalks, minimum width of 5 feet, shall be placed along the interior edge of the landscaped buffer along Ooltewah Ringgold Road and East Brainerd Road, Sidewalks shall be outside the right of way.
  2. Concrete sidewalks, minimum width of 5 feet, shall be placed along all interior and private streets and drives.
  3. Dumpsters serving the site shall be located behind buildings and screened on all four sides with landscaping and/or fencing.
  4. Existing natural vegetation and trees shall be preserved and protected for a distance of 100 feet from the east boundary and 80 feet from the south boundary.
  5. All improvements on East Brainerd Road will require approval from the Hamilton County Engineering Department. Improvements include: a. Right of Way in the

## PLANNING COMMISSION CASE REPORT

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amount of 40 feet from the centerline shall be dedicated to Hamilton County Government. b. The existing drainage ditch line shall be relocated as required to the south to allow a minimum 4 foot paved shoulder. The drainage ditch may be piped along the along the shoulder or in the areas adjacent to driveways to allow for additional backfilled areas. c. An eastbound right turn lane (minimum 100') and westbound left turn lane (minimum 100') into the proposed development will be required during construction of phase one.

6. All proposed or required improvements on Ooltewah Ringgold Road, State Route 321, are subject to approval by the Tennessee Department of Transportation (TOOT). If acceptable to TOOT, the middle entrance to the development (south entrance of phase one) and the traffic signal, if warranted, will be required during construction of phase one.
  7. All exterior pole lighting shall be a maximum of 30 feet in height.
  8. Off premises (bill boards) and neon signs shall be prohibited.
  9. Storage, car lots, wrecker service, double-wide or manufactured homes, night clubs, adult-oriented business, tattoo parlors, check cashing, pawn, apartments, free standing residential condos, multifamily, temporary structures, and commercial dairies are prohibited uses.
  10. The buildings within the development shall not exceed 350,000 total square feet 150,000 maximum building size, or 35 feet and/or 2 stories in height.
- The properties to the north are zoned a mixture of C-2 Local Business Commercial District and A-1 Agricultural District. The properties to the east are zoned A-1 Agricultural District and R-1 Single-Family District. The property to the south is zoned A-1 Agricultural District. The properties to the west are zoned a mixture of C-2 Local Business Commercial District and R-1 Single-Family District with a Planned Unit Development Special Permit.

### Plans/Policies/Regulations

- The East Brainerd Corridor Community Plan addresses the properties located on the western edge of the Ooltewah-Ringgold Road and East Brainerd Road intersection. The plan recommends medium to high intensity mixed-uses to be planned and constructed as a unit. It also recommends improvements be made to both roads.
- The Development Policy from the Comprehensive Plan 2030 update (Called the Renewing Our Vision and adopted by Planning Commission in 2016) identifies this site as being in intensity level 3 and 1. Level 3 describes the development potential appropriate for low-to-medium intensity development based on the limited infrastructure. Level 1 has the least potential for development, or future public services and facilities. However, they have high potential for protecting large natural areas through parks, greenways, working farms and conservation easements.
- A Planned Unit Development (PUD) is a special exceptions permission intended to encourage creative master planning by not requiring adherence to rigid land use, setback, height, parking, and similar restrictions. It is further intended that PUDs be designed by collaboration between the applicant and the community, rather than the strict limits of zoning. A PUD is limited to what is shown on the PUD Plan as approved by the Hamilton County Commission.

### Key Findings

- The proposal is supported by the adopted Land Use Plan for the area.
- The proposed use is consistent and compatible with surrounding uses.
- The proposal is consistent with the development form of the area.
- The proposed residential density is compatible with the surrounding densities.
- The proposed structures do not raise concerns regarding location, lighting, or height.

## PLANNING COMMISSION CASE REPORT

- The proposal would not set a precedent for future requests.

### Staff Recommendation

Approve.

Note: Approval of a Planned Unit Development (PUD) is not an approval of curb cuts, road intersections, curve radii, right-of-way width or other similar items. The applicant is encouraged to consult with the Transportation or Engineering Department for technical design requirements.



## 2016-152 Special Exceptions Permit for a Residential PUD

514 ft

**Chattanooga Hamilton County Regional Planning Agency**





# Hamilton County Board of Commissioners

## RESOLUTION

No. 1116-29

### A RESOLUTION ADOPTING AN UPDATED RIGHT-OF-WAY CLOSURE AND ABANDONMENT POLICY FOR HAMILTON COUNTY

**WHEREAS**, the Chattanooga-Hamilton County Regional Planning Commission has reviewed a proposal to update right-of-way closure and abandonment policy for Hamilton County, and said Planning Commission after hearing recommended approval of the proposed policy to the Hamilton County Commission; and

**WHEREAS**, notice has been published in a newspaper in general circulation in Hamilton County that the County Commission will hold a public hearing on November 16, 2016, concerning the passage of this Resolution as required by law, and such hearing having been held.

**NOW, THEREFORE, BE IT RESOLVED, BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:** That the following Right-Of-Way Closure and Abandonment Policy be recommended for approval as follows:

#### CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING COMMISSION RIGHT-OF-WAY CLOSURE AND ABANDONMENT POLICY (UPDATE DRAFT) V2

##### **1. PURPOSE & INTENT**

The purpose of this policy is to give guidance to citizens, staff, Planning Commission members, and elected officials regarding the closure and abandonment of rights-of-way. It is intended to form a basis of rationale and process for decisions on right-of-way closure and abandonment requests. Public rights-of-way are a public resource and an integral element in shaping the community. Rights-of-way contain roads and other public services, allow access to, and servicing of, individual properties along its frontage, and provide shape and form to our neighborhoods and to commercial and industrial areas. For these reasons, it is in the public's and the jurisdictional authorities' interest to retain rights-of-way and to give due consideration to right-of-way closure and abandonment.

It is the policy of the Chattanooga-Hamilton County Regional Planning Commission to retain rights-of-way for public use and only to recommend the permanent closure and abandonment of rights-of-way when it is demonstrated that the public has no further need or interest to retain the right-of-way and that its abandonment is necessary to achieve a significant private or public interest.

2. **DEFINITIONS** (for the purposes of this policy only)

**Abandonment-** Relinquishing local government's right to use or maintain a public right-of-way. Note: Closed and abandoned right-of-way does not determine ownership of land. Location of the new property lines is determined through a title search and the plat recording process which is the responsibility of the respective property owners.

**Acceptance-** Agreeing either expressly or by conduct to the act or offer of another that a right-of-way is under public domain.

For purposes of this policy, acceptance of rights-of-way indicates the City/County has an established interest in it. This interest could have been established by being formally accepted through the subdivision platting process or acceptance by specific legislative act (i.e., ordinance or resolution). Rights-of-way, whether maintained by the jurisdiction or allowed to remain unimproved, may be classified as either having been accepted by the local jurisdiction or it may have been dedicated and offered for acceptance but never actually accepted by the local government.

**Alley-** A way which affords secondary means of access to abutting property.

**Closed-** Right-of-way that has been abandoned through city or county ordinance. Note: Closed and abandoned right-of-way does not determine ownership of land. Location of the new property lines is determined through a title search and the plat recording process which is the responsibility of the respective property owners.

**Dedication-** The transfer of property interests from private to public ownership for a public purpose. The transfer may be of fee-simple interest or of a less than fee-simple interest, including an easement. Note: dedication does not guarantee the acceptance of the right-of-way by the city or county.

**Landlocked-** A condition whereby a lot has no frontage on a public right-of-way.

**Mandatory Referral-** Provisions under TCA 13-4-104 for review of public ways or streets prior to vacating or change of use. The term "Mandatory Referral" is not found in this section however it is understood that the mandatory referral term was derived by this section's implication that the stated actions are *mandatory* under state law and that the proposals are to be *referred* to the planning commission for action before the legislative body's consideration. The statutory requirement to submit and make recommendations on public projects, including the widening, narrowing, relocation, vacation, change in the use, acceptance, acquisition, sale or lease

of any street or public way, ground, place, property or structure is required by TCA Section 13-4-104.

**Right-Of-Way-** The strip of land over which is built, or proposed to be built, a public way. In addition to the roadway, it typically incorporates the curbs, lawn/planting strips, sidewalks, lighting and drainage facilities, and may include special features such as grade separation, landscaped areas, viaducts, and bridges. The presence or absence of these elements within public right-of-way does not necessarily imply the relevant jurisdictional authority is responsible for construction or maintenance of those elements.

**Streets-** A way that affords primary access to an abutting property.

**Way-** A street or alley or other thoroughfare or easement permanently established for passage of persons or vehicles.

### **3. CLASSIFICATION TIERS**

Rights-of-way will be reviewed under the following tiered classifications:

Tier 1: The rights-of-way are dedicated for public use and maintained by the jurisdictional authority. They are physically open and in use by the public. These rights-of-way provide a full level of service to the abutting property owners or to utilities. They include any elements of a normal road, which may include but are not limited to, road pavement, sidewalks, curbs, storm drainage systems, sanitary drainage systems, water distribution systems, fire hydrants, utilities (electric, telephone, cable television, gas), provision for future utilities, streetlights, and trees.

**POLICY: These rights-of-way will not be closed or abandoned unless a suitable replacement is provided. Applications for closure and abandonment of the rights-of-way will be reviewed using the review factors and according to the tenets of this policy.**

Tier 2: These rights-of-way are dedicated for public use but are not maintained by the jurisdictional authority. They are not physically open or only partially opened. These rights-of-way provide limited access to the abutting property owners or to utilities or are directly connected to a Tier 1 right-of-way.

**POLICY: Applications for closure and abandonment of these rights-of-way will be reviewed using the review factors and according to the tenets of this policy.**

Tier 3: These rights-of-way are dedicated for public use but are not maintained by the jurisdictional authority. They are not physically open and provide no access to the abutting property owners or to utilities.

**POLICY: Applications for closure and abandonment of these rights-of-way will be reviewed using the review factors and according to the tenets of this policy.**

### **4. REVIEW FACTORS**

The evaluation of a closure and abandonment request is based on the following review factors:

1. Width of right-of-way.
2. Presence of or potential for the location of utilities.
3. Currently open to vehicular, bicycle, or pedestrian traffic.
4. Potential for future use or which provides future connections to the existing street pattern or could provide needed services, and which are integral to the community's future development (i.e, access to abutting property, bypass for other streets, parking, pedestrian connectivity, etc.).
5. Type/conditions of surface.
6. Does the topography/grade impede the potential use of a right-of-way for vehicles, bicycles, or pedestrians?
7. Will the closure and abandonment landlock any property. If so, has a subdivision plat been submitted which eliminates this situation?
8. Identification of a suitable replacement.

**5. PROCESS**

**Application.** The Regional Planning Agency (RPA) will accept petitions for closure and abandonment of any right-of-way created by plat, by deed or by drawing, by ordinance/resolution and which are of public record according to the tenets of this policy.

**Review.** Rights-of-way will be reviewed by various public agencies, utility companies, and the jurisdictional engineer or transportation department according to the tenets of this policy to determine its current use and its potential for future development.

**Planning Commission.** The Chattanooga-Hamilton County Regional Planning Commission will review and make a recommendation to the jurisdictional legislative body according to the tenets of this policy and the recommendations of the reviewers. The jurisdictional legislative body takes final action to approve or deny a right-of-way closure and abandonment.

**BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_

County Clerk

Approved:

Vetoed:

\_\_\_\_\_

County Mayor

November 16, 2016

\_\_\_\_\_

Date



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**A RESOLUTION TO ADOPT AN UPDATED RIGHT-OF-WAY  
CLOSURE AND ABANDONMENT POLICY FOR CHATTANOOGA,  
HAMILTON COUNTY, EAST RIDGE, LAKESITE, RIDGESIDE,  
WALDEN, AND LOOKOUT MOUNTAIN**

**WHEREAS**, pursuant to TCA 13-4-104, the Chattanooga-Hamilton County Regional Planning Commission is required to review and comment on each request to abandon and close rights-of-way;

**AND WHEREAS**, rights-of-way are an important element of our community infrastructure and should be retained where it is at all possible;

**AND WHEREAS**, the current policy, adopted on January 13, 1997 by the Planning Commission, needs updating to reflect current terms, practices, and procedures;

**AND WHEREAS**, the policy provides guidance to professional staff, the Planning Commission members, citizens, and elected officials on the standards and criteria for reviewing each request.

**NOW, THEREFORE, BE IT RESOLVED** that the Chattanooga-Hamilton County Regional Planning Commission, on October 10, 2016 recommends to the City of Chattanooga City Council, Hamilton County Commission, City of East Ridge, City of Lakesite, City of Ridgeside, Town of Walden, and the Town of Lookout Mountain the following Right-Of-Way Closure and Abandonment Policy:

**CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING COMMISSION RIGHT-  
OF-WAY CLOSURE AND ABANDONMENT POLICY (UPDATE DRAFT) V2**

**1. PURPOSE & INTENT**

The purpose of this policy is to give guidance to citizens, staff, Planning Commission members, and elected officials regarding the closure and abandonment of rights-of-way. It is intended to form a basis of rationale and process for decisions on right-of-way closure and abandonment requests.

Public rights-of-way are a public resource and an integral element in shaping the community. Rights-of-way contain roads and other public services, allow access to, and servicing of, individual properties along its frontage, and provide shape

and form to our neighborhoods and to commercial and industrial areas. For these reasons, it is in the public's and the jurisdictional authorities' interest to retain rights-of-way and to give due consideration to right-of-way closure and abandonment.

It is the policy of the Chattanooga-Hamilton County Regional Planning Commission to retain rights-of-way for public use and only to recommend the permanent closure and abandonment of rights-of-way when it is demonstrated that the public has no further need or interest to retain the right-of-way and that its abandonment is necessary to achieve a significant private or public interest.

## 2. DEFINITIONS (for the purposes of this policy only)

**Abandonment-** Relinquishing local government's right to use or maintain a public right-of-way. Note: Closed and abandoned right-of-way does not determine ownership of land. Location of the new property lines is determined through a title search and the plat recording process which is the responsibility of the respective property owners.

**Acceptance-** Agreeing either expressly or by conduct to the act or offer of another that a right-of-way is under public domain.

For purposes of this policy, acceptance of rights-of-way indicates the City/County has an established interest in it. This interest could have been established by being formally accepted through the subdivision platting process or acceptance by specific legislative act (i.e., ordinance or resolution).

Rights-of-way, whether maintained by the jurisdiction or allowed to remain unimproved, may be classified as either having been accepted by the local jurisdiction or it may have been dedicated and offered for acceptance but never actually accepted by the local government.

**Alley-** A way which affords secondary means of access to abutting property.

**Closed-** Right-of-way that has been abandoned through city or county ordinance. Note: Closed and abandoned right-of-way does not determine ownership of land. Location of the new property lines is determined through a title search and the plat recording process which is the responsibility of the respective property owners.

**Dedication-** The transfer of property interests from private to public ownership for a public purpose. The transfer may be of fee-simple interest or of a less than fee-simple interest, including an easement. Note: dedication does not guarantee the acceptance of the right-of-way by the city or county.

**Landlocked-** A condition whereby a lot has no frontage on a public right-of-way.

**Mandatory Referral-** Provisions under TCA 13-4-104 for review of public ways or streets prior to vacating or change of use. The term "Mandatory Referral" is not found in this section however it is understood that the mandatory referral term was derived by this section's implication that the stated actions are *mandatory* under state law and that the proposals are to be *referred* to the planning commission for action before the legislative body's consideration. The statutory requirement to submit and make recommendations on public projects, including

the widening, narrowing, relocation, vacation, change in the use, acceptance, acquisition, sale or lease of any street or public way, ground, place, property or structure is required by TCA Section 13-4-104.

**Right-Of-Way-** The strip of land over which is built, or proposed to be built, a public way. In addition to the roadway, it typically incorporates the curbs, lawn/planting strips, sidewalks, lighting and drainage facilities, and may include special features such as grade separation, landscaped areas, viaducts, and bridges. The presence or absence of these elements within public right-of-way does not necessarily imply the relevant jurisdictional authority is responsible for construction or maintenance of those elements.

**Streets-** A way that affords primary access to an abutting property.

**Way-** A street or alley or other thoroughfare or easement permanently established for passage of persons or vehicles.

### **3. CLASSIFICATION TIERS**

Rights-of-way will be reviewed under the following tiered classifications:

Tier 1: The rights-of-way are dedicated for public use and maintained by the jurisdictional authority. They are physically open and in use by the public. These rights-of-way provide a full level of service to the abutting property owners or to utilities. They include any elements of a normal road, which may include but are not limited to, road pavement, sidewalks, curbs, storm drainage systems, sanitary drainage systems, water distribution systems, fire hydrants, utilities (electric, telephone, cable television, gas), provision for future utilities, streetlights, and trees.

**POLICY: These rights-of-way will not be closed or abandoned unless a suitable replacement is provided. Applications for closure and abandonment of the rights-of-way will be reviewed using the review factors and according to the tenets of this policy.**

Tier 2: These rights-of-way are dedicated for public use but are not maintained by the jurisdictional authority. They are not physically open or only partially opened. These rights-of-way provide limited access to the abutting property owners or to utilities or are directly connected to a Tier 1 right-of-way.

**POLICY: Applications for closure and abandonment of these rights-of-way will be reviewed using the review factors and according to the tenets of this policy.**

Tier 3: These rights-of-way are dedicated for public use but are not maintained by the jurisdictional authority. They are not physically open and provide no access to the abutting property owners or to utilities.

**POLICY: Applications for closure and abandonment of these rights-of-way will be reviewed using the review factors and according to the tenets of this policy.**

### **4. REVIEW FACTORS**

The evaluation of a closure and abandonment request is based on the following review factors:

1. Width of right-of-way.
2. Presence of or potential for the location of utilities.
3. Currently open to vehicular, bicycle, or pedestrian traffic.
4. Potential for future use or which provides future connections to the existing street pattern or could provide needed services, and which are integral to the community's future development (i.e, access to abutting property, bypass for other streets, parking, pedestrian connectivity, etc.).
5. Type/conditions of surface.
6. Does the topography/grade impede the potential use of a right-of-way for vehicles, bicycles, or pedestrians?
7. Will the closure and abandonment landlock any property. If so, has a subdivision plat been submitted which eliminates this situation?
8. Identification of a suitable replacement.

#### 5. PROCESS

**Application.** The Regional Planning Agency (RPA) will accept petitions for closure and abandonment of any right-of-way created by plat, by deed or by drawing, by ordinance/resolution and which are of public record according to the tenets of this policy.

**Review.** Rights-of-way will be reviewed by various public agencies, utility companies, and the jurisdictional engineer or transportation department according to the tenets of this policy to determine its current use and its potential for future development.

**Planning Commission.** The Chattanooga-Hamilton County Regional Planning Commission will review and make a recommendation to the jurisdictional legislative body according to the tenets of this policy and the recommendations of the reviewers. The jurisdictional legislative body takes final action to approve or deny a right-of-way closure and abandonment.

Respectfully submitted,



John Bridger, Secretary

Date of Adoption: October 10, 2016

JB:GH:SH



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-30

A RESOLUTION APPROVING THE PURCHASE OF IAPRO SOFTWARE AND SUPPORT SERVICES FROM CI TECHNOLOGIES, INC. FOR THE SHERIFF'S OFFICE AMOUNTING TO \$34,000.00 AND AUTHORIZING THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.

WHEREAS, a quotation was received from CI Technologies, Inc. for IAPro software and support services that will be utilized to track internal affairs complaints, internal and external, for the Sheriff's Office; and,

WHEREAS, CI Technologies, Inc. is considered a sole source for this service; and,

WHEREAS, the quotation from CI Technologies, Inc. amounting to \$34,000.00 was considered reasonable; and,

WHEREAS, there are sufficient previously budgeted funds available (for projects funded through the operating budget) and sufficient allocated funds available to the requisitioning department from bond proceeds (for projects funded from bond proceeds).

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY, IN SESSION ASSEMBLED:

That the quotation from CI Technologies, Inc. for the purchase of IAPro software and support services, amounting to \$34,000.00 for the Sheriff's Office is hereby accepted, and authorizing the County Mayor to sign any contracts necessary to implement this resolution.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

SEP 30 2016



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PR 25697

1010119 - 59024

Jimi Hammond  
Hamilton County Sheriff's  
[jimihammond@hcsheiff.gov](mailto:jimihammond@hcsheiff.gov)

Jimi,

Thank you for your interest in our IAPro software at the Hamilton County Sheriff's. I have prepared the below price quote covering costs associated with implementing IAPro at your agency. In the event your agency is interested in our optional BlueTeam software, I have also provided pricing below for this component.

**IAPro Price Quote**

<u>Item</u>	<u>Purchase costs</u>
IAPro Professional Standards software includes: <ul style="list-style-type: none"> <li>• Unlimited-use Site License</li> <li>• Unlimited number of users</li> <li>• Unlimited number of workstations</li> <li>• Installation</li> <li>• Pre-Load of employee information</li> </ul>	\$ 20,000.00
3 Days On-Site Training <ul style="list-style-type: none"> <li>• IAPro User training</li> <li>• System Configuration with core users</li> </ul>	\$ 3,000.00
Travel Expenses for Trainer	\$ Included
CALEA discount	\$ 5,000.00
<b>Total for IAPro Software and Services</b>	<b>\$ 18,000.00</b>
<b><u>Optional Items</u></b>	
BlueTeam Field Support Services Software <ul style="list-style-type: none"> <li>• Unlimited-use Site License</li> <li>• Unlimited number of users</li> <li>• Unlimited number of workstations</li> <li>• Installation</li> </ul>	\$ 12,000.00
2 Days On-Site BlueTeam training	\$ 2000.00
Travel Expenses for Trainer	\$ Included
CALEA discount	\$ 5,000.00

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<b>HR Integration process</b> – Designed to keep the IAPro employee file up to date with data integrated from your HR database.  -Off-site development and deployment.	\$ 3,000.00
<b>Data Migration</b> – One-time data migration of one IATRAK database.  -Off-site development and deployment.	\$ 4,000.00
<b>Total IAPro with Optional BlueTeam</b>	<b>\$ 34,000.00</b>

<b><i>Annual Maintenance Commencing the 2<sup>nd</sup> Year of Ownership</i></b>	
<i>IAPro</i>	\$ 3,000.00
<i>BlueTeam</i>	\$ 1,800.00
<b>Maintenance Totals</b>	<b>\$ 4,800.00</b>

## ***Annual Maintenance***

The first year of annual maintenance is provided free of charge. Thereafter annual maintenance is provided on a year-to-year basis and can be discontinued at any time.

The agency's annual maintenance cycle will not commence until training occurs. The first twelve (12) months of annual maintenance is provided free of charge.

Unless requested otherwise by the agency, the first maintenance invoice will be prorated to bring the agency's invoice cycle up to a January thru December calendar year. Thereafter, annual maintenance is invoiced on a calendar year basis, and will be disseminated each year in January.

Annual maintenance includes all end user and technical support via our 800 # and our online support website as well as any associated technical or user documentation. Annual maintenance also includes all new versions of the IAPro software and if purchased BlueTeam.

## ***Important Note***

The purchase of the IAPro system does not include hardware, OS licensing or SQL Server licensing. Most agencies that purchase IAPro have an existing server with existing Microsoft SQL Server licensing. IAPro can be installed on your existing hardware and within your existing SQL Server instance.

Mailng Address: 119 N Commercial St Suite 270 • Bellingham, WA 98225 • USA  
Repair Address: P.O. Box 551700 • Jacksonville, FL 32275-1700 • USA  
Toll Free: (800) 628-8504 Fax: (800) 628-8503 Web: [www.iapro.com](http://www.iapro.com)  
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## *BlueTeam Field Support Service application*

The BlueTeam Field Support Service application is an adjunct application that is used by some IAPro customers. It is designed for entry of use-of-force, complaint, vehicle accident and pursuit incident types by field and supervisory level personnel. It supports the review and approval process with routing up the chain of command. *\*Note: BlueTeam software is a separate and additional cost.*

## *Officer Preload*

CI Technologies offers a free service whereby we will import your employee information into the IAPro database, prior to installing IAPro at your agency. This is a one-time service offered at no additional cost.

## *Optional Human Resource Database Interface*

We also offer a separate service whereby we will create a batch process to update your IAPro employee information on a routine basis. If this option is preferred, please contact us so that we can learn more about your existing HR database and possible output formats in order to provide a price quote for this service.

Pricing for this service can **only** be provided after analysis of your existing human resources database.

## *Optional Data Migration Services*

CI Technologies offers a data migration service whereby we will obtain data from your Department's existing internal affairs database and CI Technologies will convert that data into the IAPro database prior to the installation of IAPro at your agency. If you are interested in this option, please contact us so that we can evaluate your existing database data and provide you with a price.

Pricing for this service can **only** be provided after an analysis of your existing database.

## *Training*

IAPro training is conducted by an IAPro training specialists...each IAPro training specialist is a current or former law enforcement Detective with extensive investigative experience.

IAPro training is heavily oriented towards hands-on usage. To this end, a special "training" version of IAPro is installed on each workstation used for training. This is a full-featured version of IAPro with demo/training database installed on the workstation hard drive. It is strongly recommended that there be one trainee per training workstation. An LCD projector is also needed for training.

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If the optional BlueTeam software is purchased, training is typically coordinated subsequent to the IAPro training to allow agency staff ample time to become familiar with IAPro prior to deploying BlueTeam for agency wide use.

## *Considerations Regarding our Solution*

Four aspects of our solution are distinctive, and set us apart from our competitors. They are:

- Unlimited use licensing – there are no additional or hidden additional licensing costs: IAPro and BlueTeam pricing is for unlimited use licensing in terms of both the number of users that can run the software concurrently, and the number of workstations the applications can be run on. Our pricing model ensures maximum flexibility for the customer, with all licensing costs paid at point of initial purchase. The customers will never have to purchase additional licensing based on increased or unforeseen future usage requirements. This is important since the participation of front-line personnel – especially supervisors – is crucial in upholding the integrity of the organization, and to constrain their use of the software would greatly limit, if not cripple, its effectiveness.
- A three-day annual users conference is offered at no charge to our customers: Each year since 2004, CI Technologies has hosted an Annual Users Conference for our IAPro and

BlueTeam customers. Our most recent conference, held in Scottsdale, AZ saw over 450 attendees. Each conference consists of a multi-track format that, includes tracks for beginner-level users, advanced users, and users with specialized interests such as designing early intervention programs. The 2016 conference will be held in Las Vegas. Please visit our website for further details.

These conferences are a key part of the support services offered to our customers, and meet the following needs:

- Training of new customer staff based on turnover - Inevitably over time our customers will experience turnover in staff, which requires that training be available on an ongoing basis.
  - Advanced training - Many customers benefit from advanced training, especially in-depth coverage of features found in new releases of the software.
  - Networking with peers - In order to share ideas and approaches to utilizing our software.
  - Providing feedback directly to the vendor's staff - The opportunity to provide feedback and suggestions directly to our staff is highly valuable to both our customers and our company. This ensures that we have up-to-date information on how best to improve our software and services.
- Our Growing Customer Base: Over 600 public safety agencies in the US, Canada, Australia and New Zealand currently run IAPro and IAPro with BlueTeam. These agencies range in

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Remit Address: P.O. Box 551700 • Jacksonville, FL 32255-1700 • USA

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size from major customers such as NYPD, Toronto Police Service, and Western Australia  
Police, down to one person IA Units in smaller departments. The size and breadth of our  
customer base reflects our leading position in the Professional Standards software  
marketplace.

## *Purchase Orders*

Training and installation are scheduled on a first-come-first-served basis.

Due to our current sales backlog, we request to be notified as soon as possible once a  
purchase decision has been made. Please be sure to fax any purchase orders to us at  
800.620.8504 for expeditious handling of your order.

This price quote will remain in-effect through December, 2016. Please call or email if you  
need additional information or have any questions. Thank you again for your interest and  
consideration!

Best Regards,



Timothy Conner

[tconner@iapro.com](mailto:tconner@iapro.com)

Off: 1.800.620.8504 x707



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## IAPRO and BlueTeam

**Sole Source Letter**

**September 2016**

CI Technologies, Inc. of St. Augustine, Florida is the sole source vendor of IAPRO internal affairs/professional standards unit software and our BlueTeam adjunct software product.

IAPRO and BlueTeam have been created by CI Technologies and can only be purchased directly from CI Technologies. In addition, CI Technologies is the sole source provider of technical support for both IAPRO and BlueTeam.

BlueTeam is an adjunct application that works with IAPRO. Due to the shared database and drop-down fields; BlueTeam is the only web-enabled application that IAPRO integrates with to allow our customers a web-enabled point of entry for field level officers.

CI Technologies is constantly keeping aware of software applications that compete with IAPRO and BlueTeam, their feature sets, and their customer bases.

Many of the features and capabilities of IAPRO and BlueTeam are to our knowledge not shared by any other competing internal affairs unit software product. These include, but are not limited to:

- A unique two-application solution. IAPRO: designed for daily use by OPS/IA Units, and BlueTeam: Designed for use by front-line officers and supervisors with minimal or no training necessary.
- IAPRO has an “Outlook-style” interface that’s familiar to many computer users
- BlueTeam supports entry and management of use-of-force, accident, pursuit and user-defined incidents from the field
- BlueTeam includes routing of incidents via the chain of command with review and approval functions
- BlueTeam include features that integrate with departmental e-mail so that supervisors are notified via e-mail of new incidents that have been routed to them for review and approval.
- BlueTeam also features the Incident management dashboard for higher-level supervisor’s in the field. This allows for better management and assignment of incidents incoming into BlueTeam from IAPRO.
- Comprehensive snapshot storage of officer profile at time of incident
- Standard alert Identification of early intervention candidates is comprehensively supported. However IAPRO supports early intervention further by allowing alerts on specific types of force used (for use-of-force incidents) as well as by individual allegations within complaints as well.
- Early intervention features also include advanced alert overrides based on involved officer assignment, use-of-force alerts, allegation alerts, monitored officer alert, supervisory alerts, organizational component alert and peer-group analysis.
- The Early Intervention features provide quick and accurate visibility of trends. A variety of report and grid interfaces supplement IAPRO’s alert functionality to allow in-depth analysis: Peer-group

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analysis by organizational unit, Incident frequency analysis by organizational unit, Top-percentile analysis and Activity vs. incidents analysis (necessitates an interface with customers' activity data)

- Word template integration, with over 120 bookmarks for automatic form and document creation.

An unlimited number of files of any type – such as audio, image, Adobe Acrobat, MS Word, etc. -- can be linked to each incident in both IAPro and BlueTeam.

- **CALEA requirements:** Separate reports, each meeting a specific CALEA guideline/requirement, including:

- Complaints received
- Annual Evaluation of Early Warning System
- Annual Record of all complaints Maintained
- Annual Summary of Complaint Allegations
- Time Frame for Completion of Case
- Summary of UOF Complaints
- Complaints of Unreasonable Force Findings
- Documented Analysis of Use of Force Reports
- Biased Based Policing Statistics Report
- Annual Evaluation of Early Warning System - Detailed

- IAPro and BlueTeam allow our customers to meet over 35 different accreditation standards relating to complaint monitoring, use of force reporting, pursuits, firearm discharge reporting and Early Intervention.

- Export of most reports' and early intervention interfaces' data directly to MS Excel by simply clicking on a button.

- Ability to track hearings and appearances. This feature enables the ability to track hearings, such as Lauderhill and/or appeals.

- Ability to track public records requests to include, CA pitches motions or any other public disclosure.

- Special Correctional Features - A range of features for our correctional customers, including:

- Correctional mode setting that activates related features for correctional customers.
- Correctional customers can configure the facilities breakout nomenclature (region, cellblock, pod, etc.) that reflects their needs. This results in system screens and reports that reflect each customer's specific nomenclature.
- Ability to track information on current facility and location of each inmate with that information saved each time that inmate is linked as an involved party to an incident. This enables reporting and statistical analysis of where within the customer's facilities complaints, uses of force, and other incidents are occurring.
- Addition of a user-defined inmate number fields so that involved inmates are positively identified.
- Ability to link one or more charges and their dispositions to each involved inmate, in order to better handle complaints against inmates
- Charge disposition is included with the citizen/inmate linked charge record so that each charge's disposition can be tracked and reported on
- Special icon to identify inmates as distinct from other involved parties
  - Ability to track and report on statistics for Conductive Energy Devices (seen below)

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- The current version of BlueTeam will include “clickable” body image for capture of force contact points and injuries in a user-friendly manner similar to many paper report formats (see below screen)

The screenshot displays the BlueTeam software interface. At the top, there is a blue header with the 'BlueTeam Field Support Services' logo. Below the header, the main content area is titled 'Add Force Used by Sergeant Brent Peppiatt'. The interface is divided into two main sections: a form on the left and a body diagram on the right. The form, titled 'Add Force Used', contains several fields and checkboxes. The 'Force Type' dropdown is set to 'Taser'. Below it, there are checkboxes for 'Was Force Effective?' (Yes, No, Limited), 'Was the device deployed only?', 'Was this a projectile / probe deployment?', and 'Was this a direct contact / drive-stun contact?'. There are also fields for 'Serial #' (10-45574-125-0) and 'Cartridge #' (541-8521-1021). A 'Number of cycles' dropdown is set to 'Automated'. Further down, there are checkboxes for 'Did the application cause injury?', 'Was the cartridge attached?', 'Was a follow up drive-stun conducted?', and 'Was this an accidental (unintended) discharge?'. An 'Additional Details' section at the bottom has checkboxes for 'Was this an air discharge?' and 'Cartridge was jammed with laser / red dot'. The body diagram on the right shows a front and back view of a human figure with numbered points (1-20) indicating contact locations. A 'Missed' box is positioned between the two views.

- Intelligent quality assurance (QA) features that notify users of incomplete entry of incident data. This important feature helps to ensure entry of all data needed to feed statistical reports and charts, and is particularly helpful for new users.
- Access/security control with multi-level access screening, feature access control, and advance read/write access control by user or unit.
- IAPro and BlueTeam pricing is for unlimited use licensing in terms of both the number of users that can run the software concurrently, and the number of workstations the applications can be run on. Our pricing model ensures maximum flexibility for the customer, with all licensing costs paid at point of initial purchase. The customers will never have to purchase additional licensing based on increased or unforeseen future usage requirements. This is important since the participation of front-line personnel – especially supervisors – is crucial in upholding the integrity of the organization, and to constrain their use of the software would greatly limit, if not cripple, its effectiveness.
- Annual maintenance includes provision of all upgrades including when IAPro, technical and end-user support services provided via phone and e-mail in a timely manner during the period it is in-effect.
- **Meets US Federal Government guidelines for strong password security including:**
  - A password minimum length can be configured
  - Passwords are stored encrypted in the database
  - Specify passwords contains one or more lower case character
  - Specify passwords contains one or more upper case character
  - Specify passwords contains one or more numeric character
  - Specify passwords contains one or more special non-alphanumeric character
  - Password re-use detection and limit so that a previously used-password cannot be re-used
  - User accounts are locked out after a specified number of unsuccessful logon attempts
- LDAP/Active Directory login/password integration

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- Case management with visual drill-down capability using a Windows Explorer –style interface.
- Ability for departments to track two unique addresses for employees (home and work), separate phone numbers (home and work) along with social security numbers for mandated state reporting requirements.
- Reminders of overdue and approaching overdue status incidents and investigative tasks at user login.
- Automatic creation and assignment of due dates and investigative tasks when each incident is initially entered, based on parameters set by the administrator.
- Pseudo-e-mail “Mailbox” feature within IAPRO provide fully-secure capability to route incidents among users. Notification of un-read mail is provided at login to the system administrator, so that mail that is overdue to be reviewed and handled can be managed.
- Purge features built based on California customers’ needs: Incident level and officer/incident level purge features include purge log, purge hold-back (when involved officer has pending disciplinary or complaint issue), and retention of data utilized in statistical reporting.

### IMPORTANT NEW FEATURES IN IAPRO VERSION 7 / BLUETEAM VERSION 5

- Linked files functionality enhanced with linked URLs to support access to cloud-stored body worn and in-car camera videos
- Specialized vehicle and pedestrian stop module that meets requirements of US DOJ monitor for Seattle PD and Cleveland PD
- Specialized data elements to identify citizens in crisis during incident, homeless, primary language other than English and enhanced sex/gender identification
- New BlueTeam dashboard to support monitoring of incoming use-of-force, pursuit and other critical incidents
- Bifurcated incident types as requested by Seattle Police Department to support appropriate response to incidents based on key factors such as severity of injury to involved parties
- Ability to use any of the three main industry-standard database engines: Microsoft SQLServer, Oracle or IBM DB2.
- Specific features for organizations that have a separate unit from IA/PSU that tracks and records discipline into the system.
- California-specific features including response to Pitchess Motion officer history print-out, incident-level purge with purge date maintenance features, vehicle pursuit data elements accommodate information of CHP reporting form, and time/effort tacking for case investigation costs reimbursement from State of California DOJ.
- We also offer customers local user symposiums across the customer base and an annual user conference. Our 2015 conference in Scottsdale saw 450 attendees. Our 12th annual conference in Las Vegas will host 4 training tracks and will include networking forums, presentations and discussions regarding how to meet the rapidly evolving environment today as well as basic and advanced training sessions.

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### Brief description of company size and organization

CI Technologies has conducted business since March 1992. Its sole business is to provide “off the shelf” software products specifically created for the public sector internal affairs/professional standards and criminal intelligence units.

CI Technologies, Inc. is a Florida Chapter “S” corporation. CI Technologies site locations include: Vancouver, British Columbia, St. Augustine, FL, Townsend, MA, Bellingham, WA, Castle Rock, CO, and Dallas, TX.

CI Technologies’ product-based rather than custom software focus results in superior software functionality at reasonable cost to its customers. It also results in a company with strong growth and staying power over the long-term, rather than one dependent on a few large clients or contracts. Product development and technical support are also vastly simplified. CI Technologies’ products are all created using industry-standard programming languages and are designed to use mainstream relational database engines. They are architected to be scalable from single desktop to wide-area usage. Several of CI Technologies’ customers run its software products in statewide, citywide or countywide wide-area mode.

CI Technologies has a long history of offering timely and effective technical support to our customers. This can be confirmed by contacting any of our customers. CI Technologies is a rapidly growing company sales-wise and has on average a 3 to 4 month sales backlog.

CI Technologies’ CrimeNtel criminal intelligence software product, first released in 1995, runs in over 100 agencies nationwide in the USA. CI Technologies’ IAPro integrity solution was first released in 1998. Over 600 public safety agencies in 5 countries run IAPro. Those countries include: the USA, Canada, Australia and New Zealand. These agencies range in size from major customers such as NYPD, California Highway Patrol, Toronto Police Service, and Western Australia Police, down to one person IA Units in smaller departments.

- Company name: CI Technologies, Inc.
- Mailing address: PO Box 534, Townsend, MA 01469-0534, USA
- Number of years in operation: 23 years
- Number of years in public safety software business: 23 years
- Number of employees: 8 full time employees, 2 part time employee, plus 25 contract trainers

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Michael Blumberg  
President – CI Technologies,  
Inc. 800.620.8504  
[sales@iapro.com](mailto:sales@iapro.com)



## Hamilton County Board of Commissioners RESOLUTION

No. 1116-31

A RESOLUTION APPROVING THE PURCHASE OF NS400 SERIES LOCKS FROM WESTERN DETENTION PRODUCTS INC., FOR HAMILTON COUNTY JUVENILE COURT DETENTION CENTER AMOUNTING TO \$22,915.00, AND AUTHORIZING THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.

WHEREAS, a quotation was received from Western Detention Products Inc. for NS400 series locks that have been adapted to fit the old 900 series locks at the Hamilton County Juvenile Court Detention Center; and,

WHEREAS, Western Detention Inc. is considered a sole source for this service; and,

WHEREAS, the quotation from Western Detention Inc. amounting to \$22,915.00 was considered reasonable; and,

WHEREAS, there are sufficient previously budgeted funds available (for projects funded through the operating budget) and sufficient allocated funds available to the requisitioning department from bond proceeds (for projects funded from bond proceeds).

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY, IN SESSION ASSEMBLED:

That the quotation from Western Detention Products Inc. for the purchase of NS400 series locks, amounting to \$22,915.00 for the Hamilton County Juvenile Court Detention Center is hereby accepted, and authorizing the County Mayor to sign any contracts necessary to implement this resolution.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

### CERTIFICATION OF ACTION

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

# WESTERN DETENTION PRODUCTS INC.



LARGEST INVENTORY  
IN THE COUNTRY

10/25/2016

HAMILTON COUNTY JUVENILE COURT-TN  
1600 EAST 3RD STREET  
CHATTANOOGA, TN 37404

Southern Folger no longer sells products directly to the detention facilities, and has chosen Western Detention as stocking distributor for all their products. We are the Southern Folger authorized sole source stocking distributor for all Southern Folger and Folger Adam locks and repair parts.

The NS400E-04 deadlocks are a direct replacement for your old 900 series locks. These locks are rewired here at our location to fit your needs. We are the only ones that offer this Service

Western Detention is able to supply you with Southern Folger cut keys, key blanks, repair parts and whole locks. Your contact is Matthew Knox. You can reach him at 888-745-0530, e-mail at [sales@westerndetention.com](mailto:sales@westerndetention.com) or fax at 509-292-2449.

Thank you for counting on Western Detention Products, Inc. for all your Southern Folger needs.

Sincerely,

Clay Durham  
Vice President

TOLL FREE 1-888-745-0530 FAX 1-509-292-2449 EMAIL [SALES@WESTERNDETENTION.COM](mailto:SALES@WESTERNDETENTION.COM)



LOCKS, PARTS, & KEYS  
BY  
SOUTHERN FOLGER DETENTION



HARDWARE PRODUCTS  
ON DEMAND  
1-888-745-0530



**From:** [Therese Araiza](#)  
**To:** [Burley, Janie](#)  
**Subject:** RE: Hamilton County Government - Sole source provider  
**Date:** Thursday, October 27, 2016 3:00:45 PM

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Janie,

In this scenario, yes Western Detention is the only distributor that can supply you with the correct lock.

The old FA900 series lock is a 9pin adaptor and the new NS400 is a 12 pin lock. Western is the only distributor that knows how to make the adaptor to make the NS400 a 9 pin lock.

Thank you for reaching out.

Regards,

**Therese Araiza**

Marketing Manager

[210-531-2729](tel:210-531-2729) direct

[210-533-2211](tel:210-533-2211) fax

<http://www.southernfolger.com>



**Notice:** Contents of this e-mail and any attachments sent from Southern Folger Detention Equipment Co. are confidential, possibly privileged and intended only for its addressee. If you have received this message in error, you must not disclose, copy, circulate or in any other way use or rely on the information contained in this message. If you have received this message in error, please contact Southern Folger Detention Equipment Co. at [\(210\) 533-1231](tel:210-533-1231) and delete it and all copies from your system.

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**From:** Burley, Janie [mailto:JanieB@HamiltonTN.gov]  
**Sent:** Thursday, October 27, 2016 1:16 PM  
**To:** Therese Araiza <TAraiza@southernfolger.com>  
**Subject:** Hamilton County Government - Sole source provider

Hi Teresa,

This is what we require:

17 Folger Adam NS402E-4 LHR (left hand) Deadlatch 32D less Cylinder 24 volt DC with 9 pin connector

---

15 Folger Adam NS402E-4 RHR (right hand) Deadlatch 32D less Cylinder 24 volt DC with 9 pin connector

1 Folger Adam 125EMLL LHR (left hand) 115 volt AC less cylinder SW #25 LHR

I am just trying to find out if Western Detention is the only company (of the three listed on your website) that can help us replace our old 900 series Folger Adam locks.

Kind regards,

Janie

Janie Burley  
Senior Buyer / RFP Coordinator  
Hamilton County Government  
455 N. Highland Park Ave.  
Chattanooga, TN 37404

423.209.6353 (tel)

423.209.6351 (fax)

[JanieB@HamiltonTN.gov](mailto:JanieB@HamiltonTN.gov)

# WESTERN DETENTION PRODUCTS INC

3711 E. DEER PARK - MILAN RD.

PHONE: 509-292-2438 FAX: 509-292-2449

E-MAIL: sales@westerndetention.com

**ATTN:CHUCK**

**E-MAIL: CHUCKC@hamiltontn.gov**

FAX: 423-209-5159 PHONE: 423-209-5161

**Quote**

**QUOTE #: 20160035**

**DATE: 10/28/2016**

FEDERAL ID# 91-2018057

CA TAX #100-869348 CA CORP #C3195221

Ship To:

HAMILTON COUNTY JUVENILE COURT-TN  
1600 EAST 3RD STREET  
CHATTANOOGA, TN 37404

SALESPERSON: MATTHEW KNOX		<i>Discount based on all items quoted. Quote valid for 45 days. Cancellations or returns are</i>			
QTY.	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TX.
17	NS402E-04 LHR	DEADLATCH 32D LESS CYL 24VDC 9 PIN	\$688.00	\$11,696.00	
15	NS402E-04 RHR	DEADLATCH 32D LESS CYL 24VDC 9 PIN	\$688.00	\$10,320.00	
1	126EMLL LHR	126EML115VAC LESS CYL SW #25 LHR	\$899.00	\$899.00	
<b>SHIPPING INCLUDED</b>			QUOTE AMT.	\$22,915.00	
			FREIGHT	\$0.00	
			SALES TAX	\$0.00	
			TOTAL AMT.	\$22,915.00	



# Hamilton County Board of Commissioners

## RESOLUTION

No. 1116-32

A RESOLUTION TO AUTHORIZE THE COUNTY MAYOR TO ENTER INTO A CONTRACT BETWEEN THE STATE OF TENNESSEE, DEPARTMENT OF MILITARY, TENNESSEE EMERGENCY MANAGEMENT AGENCY AND HAMILTON COUNTY IN THE AMOUNT OF \$ 150,500 (ONE HUNDRED AND FIFTY THOUSAND AND FIVE HUNDRED DOLLARS).

WHEREAS, the Hamilton County Emergency Services performs many varied duties relating to the responsibilities connected with said office as designated by the Tennessee Emergency Management Agency; and,

WHEREAS, the Tennessee Emergency Management Agency agrees to reimburse on a 50% (fifty percent) basis, the Hamilton County Emergency Service's cost of operating and maintaining its emergency management program, subject to the availability of funds under the Emergency Management Performance Grant (EMPG) allocation from Region IV, Federal Emergency Management Agency (FEMA); and,

WHEREAS, in accordance with the aforementioned obligation, in no event shall the liability for the State under the contract exceed \$150,500 (one hundred and fifty thousand and five hundred dollars) to be paid in accordance with paragraph C, Payment Terms and Conditions, being subject to amendment upon written approval by the State; and,

NOW, THEREFORE BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:

That the County Mayor of Hamilton County is hereby authorized to enter into said contract with the Tennessee Emergency management Agency with a period 10/01/2015 to 06/30/2017 in the amount of \$150,500 (one hundred and fifty thousand and five hundred dollars) and is hereby authorized to affix signature to said contract.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

### CERTIFICATION OF ACTION

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date



## GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

<b>Begin Date</b> 10/01/2015	<b>End Date</b> 06/30/2017	<b>Agency Tracking #</b> 34101-08117	<b>Edison ID</b>		
<b>Grantee Legal Entity Name</b> HAMILTON COUNTY				<b>Edison Vendor ID</b> 4208	
<b>Subrecipient or Contractor</b> <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		<b>CFDA # 97.042</b>			
		<b>Grantee's fiscal year end June 30th</b>			
<b>Service Caption (one line only)</b> EMERGENCY MANAGEMENT PERFORMANCE GRANT FEDERAL FISCAL YEAR 2016					
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Grant Contract Amount</b>
2017		150,500.00			150,500.00
<b>TOTAL:</b>		<b>150,500.00</b>			<b>150,500.00</b>
<b>Grantee Selection Process Summary</b>					
<input type="checkbox"/> Competitive Selection					
<input checked="" type="checkbox"/> Non-competitive Selection		<p>This contract is in the best interest of the State. It is in accordance with the Federal Emergency Management Agency, Emergency Management Performance Grant Program, established by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5121 et seq.), to provide grant funding to assist state emergency management agencies and local emergency management agencies in obtaining the resources required to support the National Preparedness Goal's associated Mission Areas and Core Capabilities. This grant increases the State and local effectiveness by providing the necessary direction, coordination, guidance, and assistance as authorized in this title so that a comprehensive emergency preparedness system exists for all hazards. The Grants are open to all local governments, state agencies, tribal and territorial governments as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) This contract was negotiated with a local governmental entity which follows the state and local procurement laws, federal government Office of Management and Budget (A-87, Principles for State, Local, and Indian Tribal Governments), and in accordance with the Code of Federal Regulations 44.13.36 for procurement.</p>			
<b>Budget Officer Confirmation:</b> There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			<i>CPO USE - GG</i>		
<b>Speed Chart (optional)</b>		<b>Account Code (optional)</b> 71301000			

**GRANT CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF MILITARY, TENNESSEE EMERGENCY MANAGEMENT AGENCY  
AND  
HAMILTON COUNTY**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Military, Tennessee Emergency Management Agency, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Hamilton County, hereinafter referred to as the "Grantee," is for the provision of pass-through funding to subsidize emergency management, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 4208

**A. SCOPE OF SERVICES AND DELIVERABLES:**

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. Each Grant will be in accordance with items outlined in Tennessee Code Annotated (TCA) 58-2-110; et al., the Program Worksheet (PW) as approved by the appropriate Regional Director (RD) of the Tennessee Emergency Management Agency (TEMA) and in coordination with the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD) and the local Emergency Management Agency (EMA).
- A.3. Each Grant will incorporate the PW as a part of Attachment 2.
- A.4. Incorporation of Additional Documents. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance under this Grant Contract, the following documents, incorporated by reference or attachment, shall govern in order of precedence as detailed below.
- a. this Grant Contract and all of its attachments and exhibits, excluding the documents listed at b. and c., below;
  - b. the associated grant proposal solicitation, if any, along with any associated amendments; and
  - c. the Grantee's proposal (Attachment 2) incorporated hereto as additional description of the scope of services requirements.
- A.5. The Federal Award Identification Worksheet shall be included as a part of this grant contract and designated as Attachment 3.

**B. TERM OF CONTRACT:**

- B.1. This Grant Contract shall be effective on October 1, 2015 ("Effective Date") and extend for a period of twenty-one (21) months after the Effective Date, thereby ending on June 30, 2017 ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.
- B.2. Federal Preaward Authority. The Parties acknowledge that the State has the power to expend funds under this Grant Contract in accordance with applicable federal preaward authority. Federal preaward authority is a system under which recipients of federal grant money may incur certain project costs before the final approval of a federal grant and may retain eligibility for subsequent reimbursement after grant approval. The payment obligations of this Grant Contract

may be predicated wholly or in part on the State's exercise of federal preaward authority. By accepting the terms of this Grant Contract, the Grantee acknowledges the following:

- a. With regard to the Grantee's activities prior to the Effective Date of this Grant Contract, only those activities which meet all of the following requirements shall be considered for reimbursement:
  - (1) Activities that are reasonably related to the Scope of Services;
  - (2) Activities in whose absence the Scope of Services could not be completed or performed; and
  - (3) Activities that meet the relevant federal agency's requirements for reimbursement under federal preaward authority.
- b. The Grantee understands the federal preaward authority system and its relation to this Grant Contract.
- c. Preaward authority is not a legal or implied commitment that the work contemplated in this Grant Contract will be approved for federal assistance or that a federal agency will obligate funds. Furthermore, it is not a legal or implied commitment that all items undertaken by the Grantee will be eligible for inclusion in a federally funded project.
- d. It is the Grantee's responsibility to ensure its own compliance with the policies and requirements of the relevant federal agency with regard to the goods or services contemplated in this Grant Contract. The Grantee assumes all risk and is responsible for ensuring that all conditions are met to retain eligibility for federal reimbursement via grant.
- e. To the extent that this Grant Contract is funded through federal preaward authority, the State's obligations under Section C of this Grant Contract shall be void in the event that any of the following occur:
  - (1) the Grantee fails to comply with the grantor federal agency's policies and regulations;
  - (2) the relevant federal agency fails or refuses to finalize a grant; or
  - (3) the relevant federal agency refuses to reimburse specific expenses incurred under preaward authority.
- f. The start date of the State's federal preaward authority is October 1, 2015.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed one hundred fifty thousand five hundred and 00/100 (\$150,500.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment 1 is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.

C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.

C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

Tennessee Emergency Management Agency  
EMPG Program  
3041 Sidco Drive  
Nashville, TN 37204

a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).

- (1) Invoice/Reference Number (assigned by the Grantee).
- (2) Invoice Date.
- (3) Invoice Period (to which the reimbursement request is applicable).
- (4) Grant Contract Number (assigned by the State).
- (5) Grantor: Department of Military, Tennessee Emergency Management Agency.
- (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
- (7) Grantee Name.
- (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
- (9) Grantee Remittance Address.
- (10) Grantee Contact for Invoice Questions (name, phone, or fax).
- (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
  - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
  - ii. The amount reimbursed by Grant Budget line-item to date.
  - iii. The total amount reimbursed under the Grant Contract to date.
  - iv. The total amount requested (all line-items) for the Invoice Period.

b. The Grantee understands and agrees to all of the following.

- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
- (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
- (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Budget Line-Items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. Reimbursable expenditures may NOT vary from the Grant Budget line-item amounts.

- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date and in form and substance acceptable to the State.
- a. The Grant Budget specifies a Grantee Match Requirement and the final grant disbursement reconciliation report shall detail all Grantee expenditures recorded to meet this requirement.
    - (1) No Grantee expenditure shall be recorded and reported toward meeting a Grantee Match Requirement of more than one grant contract with the State.
    - (2) The final grant disbursement reconciliation report shall specifically detail the exact amount of any Grantee failure to meet a Match Requirement, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the Grant Budget column "Grant Contract," shall be reduced by the amount that the Grantee failed to contribute to the Total Project as budgeted.
  - b. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract (including any adjustment pursuant to subsection a.(2) above), the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
  - c. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
  - d. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
  - e. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.

- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
  - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

**D. STANDARD TERMS AND CONDITIONS:**

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.

- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Bill Worth, Director  
 East TN Region  
 803 N. Concord St.  
 Knoxville, TN 37919  
[bworth@tnema.org](mailto:bworth@tnema.org)  
 Phone #: (865) 594-5664  
 FAX #: (865) 594-5668

Chris Johnson, Director  
 Middle TN Region  
 3041 Sidco Drive  
 Nashville, TN 37204  
[cjohnson@tnema.org](mailto:cjohnson@tnema.org)  
 Phone #: (615) 741-7342  
 FAX #: (615) 741-0498

Jane Waldrop, Director  
 West TN Region  
 1510 R. E. Bailey Bypass  
 Jackson, TN 38302  
[jwaldrop@tnema.org](mailto:jwaldrop@tnema.org)  
 Phone #: (731) 422-3300  
 FAX #: (731) 423-6621

The Grantee:

Jim Coppinger, County Mayor  
 Hamilton County  
 625 Georgia Avenue, Courthouse Room 208  
 Chattanooga, TN 37402  
[countymayor@hamiltontn.gov](mailto:countymayor@hamiltontn.gov)  
 Telephone #: (423) 209-6105  
 FAX #: (423) 209-6101

Point of Contact:

Tony Reavley, Director  
 Hamilton County ES  
 317 Oak Street, Suite 302  
 Chattanooga, TN 37403  
[treavley@hamiltontn.gov](mailto:treavley@hamiltontn.gov)  
 Telephone #: (423) 209-6900  
 FAX #: (423) 209-6901

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations

regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.

- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.

- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency and the Department of Finance and Administration ("F&A"). Send electronic copies of annual and final reports to F&A at [fa.audit@tn.gov](mailto:fa.audit@tn.gov). At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. For purposes of this Section, pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

The Grantee shall provide audited financial statements to the Tennessee Comptroller of the Treasury ("Comptroller") if during the Grantee's fiscal year, the Grantee: (1) expends seven hundred fifty thousand dollars (\$750,000) or more in direct and indirect federal financial assistance and the State is a pass-through entity; (2) expends seven hundred fifty thousand dollars (\$750,000) or more in state funds from the State; or (3) expends seven hundred fifty thousand dollars (\$750,000) or more in federal financial assistance and state funds from the State, and the State is a pass-through entity. At least ninety (90) days before the end of its fiscal year, the Grantee shall complete Attachment 4 to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed Notice of Audit Report document during the Grantee's fiscal year. Any Grantee that is subject to an audit and so indicates on Attachment 4 shall complete Attachment 5. If the Grantee is subject to an audit,

Grantee shall obtain the Comptroller's approval before engaging a licensed, independent public accountant to perform the audit. The Grantee may contact the Comptroller for assistance identifying auditors.

All audits shall be performed in accordance with the Comptroller's requirements, as posted on its web site. When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.

The audit contract between the Grantee and the Auditor shall be on a contract form prescribed by the Comptroller. The Grantee shall be responsible for payment of fees for an audit prepared by a licensed, independent public accountant. Payment of the audit fees by the Grantee shall be subject to the provision relating to such fees contained within this Grant Contract. The Grantee shall be responsible for reimbursing the Comptroller for any costs of an audit prepared by the Comptroller.

- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, motor vehicles, or contracted services, procurements by the Grantee shall be competitive where practicable. For any procurement for which reimbursement is paid under this Grant Contract, the Grantee shall document the competitive procurement method. In each instance where it is determined that use of a competitive procurement method is not practicable, supporting documentation shall include a written justification for the decision and for the use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.318—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment or motor vehicles under this Grant Contract.

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.
- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant

Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. State Interest in Equipment or Motor Vehicles. The Grantee shall take legal title to all equipment or motor vehicles purchased totally or in part with funds provided under this Grant Contract, subject to the State's equitable interest therein, to the extent of its *pro rata* share, based upon the State's contribution to the purchase price. The term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00). The term "motor vehicle" shall include any article of tangible personal property that is required to be registered under the "Tennessee Motor Vehicle Title and Registration Law", Tenn. Code Ann. Title 55, Chapters 1-6.

As authorized by the Tennessee Uniform Commercial Code, Tenn. Code Ann. Title 47, Chapter 9 and the "Tennessee Motor Vehicle Title and Registration Law," Tenn. Code Ann. Title 55, Chapters 1-6, the parties intend this Grant Contract to create a security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this Grant Contract. A further intent of this Grant Contract is to acknowledge and continue the security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this program's prior year Grant Contracts between the State and the Grantee.

The Grantee grants the State a security interest in all equipment or motor vehicles acquired in whole or in part by the Grantee under this Grant Contract. This Grant Contract is intended to be a security agreement pursuant to the Uniform Commercial Code for any of the equipment or motor vehicles herein specified which, under applicable law, may be subject to a security interest pursuant to the Uniform Commercial Code, and the Grantee hereby grants the State a security interest in said equipment or motor vehicles. The Grantee agrees that the State may file this Grant Contract or a reproduction thereof, in any appropriate office, as a financing statement for any of the equipment or motor vehicles herein specified. Any reproduction of this or any other security agreement or financing statement shall be sufficient as a financing statement. In addition, the Grantee agrees to execute and deliver to the State, upon the State's request, any financing statements, as well as extensions, renewals, and amendments thereof, and reproduction of this Grant Contract in such form as the State may require to perfect a security

interest with respect to said equipment or motor vehicles. The Grantee shall pay all costs of filing such financing statements and any extensions, renewals, amendments and releases thereof, and shall pay all reasonable costs and expenses of any record searches for financing statements the State may reasonably require. Without the prior written consent of the State, the Grantee shall not create or suffer to be created pursuant to the Uniform Commercial Code any other security interest in said equipment or motor vehicles, including replacements and additions thereto. Upon the Grantee's breach of any covenant or agreement contained in this Grant Contract, including the covenants to pay when due all sums secured by this Grant Contract, the State shall have the remedies of a secured party under the Uniform Commercial Code and, at the State's option, may also invoke the remedies herein provided.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. The Grantee shall maintain a perpetual inventory system for all equipment or motor vehicles purchased with funds provided under this Grant Contract and shall submit an inventory control report which must include, at a minimum, the following:

- a. Description of the equipment or motor vehicles;
- b. Manufacturer's serial number or other identification number, when applicable;
- c. Consecutive inventory equipment or motor vehicles tag identification;
- d. Acquisition date, cost, and check number;
- e. Fund source, State Grant number, or other applicable fund source identification;
- f. Percentage of state funds applied to the purchase;
- g. Location within the Grantee's operations where the equipment or motor vehicles is used;
- h. Condition of the property or disposition date if Grantee no longer has possession;
- i. Depreciation method, if applicable; and
- j. Monthly depreciation amount, if applicable.

The Grantee shall tag equipment or motor vehicles with an identification number which is cross referenced to the equipment or motor vehicle item on the inventory control report. The Grantee shall inventory equipment or motor vehicles annually. The Grantee must compare the results of the inventory with the inventory control report and investigate any differences. The Grantee must then adjust the inventory control report to reflect the results of the physical inventory and subsequent investigation.

The Grantee shall submit its inventory control report of all equipment or motor vehicles purchased with funding through this Grant Contract within thirty (30) days of its end date and in form and substance acceptable to the State. This inventory control report shall contain, at a minimum, the requirements specified above for inventory control. The Grantee shall notify the State, in writing, of any equipment or motor vehicle loss describing the reasons for the loss. Should the equipment or motor vehicles be destroyed, lost, or stolen, the Grantee shall be responsible to the State for the *pro rata* amount of the residual value at the time of loss based upon the State's original contribution to the purchase price.

Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at another time during the term of the Grant Contract, the Grantee shall request written approval from the State for any proposed disposition of equipment or motor vehicles purchased with Grant funds. All equipment or motor vehicles shall be disposed of in such a manner as the parties may agree from among alternatives approved by the Tennessee Department of General Services as appropriate and in accordance with any applicable federal laws or regulations.

- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: [http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-407.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Prevailing Wage Rates. All State contracts for highway construction projects that are for the purpose of building, rebuilding, locating, relocating or repairing any streets, highways or bridges require compliance with the prevailing wage laws provided in Tenn. Code Ann. §§ 12-4-401--415.

**E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
  - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
  - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals

or the principals of its subcontractors are excluded, disqualified, or presently fall under any of the prohibitions of sections a-d.

- E.3. Compliance With Title VI of the Civil Rights Act of 1964. The Grantee agrees to comply with the provisions contained in Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d), and any federal regulations specific to the funding of this grant. The Grantee further agrees to complete and return a self-compliance report as provided by the Grantor.
- E.4. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.
- The obligations set forth in this Section shall survive the termination of this Grant Contract.
- E.5. The Grantee shall provide a drug-free workplace pursuant to the "Drug-Free Workplace Act," 41 U.S.C. §§ 8101 through 8106, and its accompanying regulations.
- E.6. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn. Code Ann. §§ 39-17-1601 through 1606, the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.
- E.7. Federal Funding Accountability and Transparency Act (FFATA). This Grant requires the Grantee to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

- a. Reporting of Total Compensation of the Grantee's Executives.
- (1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:
- i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
  - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub awards); and
  - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or

15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

(2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant is awarded.

c. If this Grant is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant becomes effective.

d. The Grantee will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this Grant. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>.

The Grantee's failure to comply with the above requirements is a material breach of this Grant for which the State may terminate this Grant for cause. The State will not be obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

E.8. Compliance With National Incident Management System (NIMS). The Grantee will be in compliance with NIMS Standards established by the U.S. Department of Homeland Security and the Federal Emergency Management Agency authorized by Homeland Security Presidential Directive 08 (HSPD-08). The Grantee agrees that it has met NIMS compliance standards. The Grantee further agrees to complete within the announced suspense date the NIMS Implementation yearly survey.

IN WITNESS WHEREOF,

HAMILTON COUNTY:

GRANTEE SIGNATURE

DATE

JIM COPPINGER, COUNTY MAYOR

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

DEPARTMENT OF MILITARY, TENNESSEE EMERGENCY MANAGEMENT AGENCY:

MG TERRY M. HASTON, THE ADJUTANT GENERAL,  
MILITARY DEPARTMENT

DATE

I certify that this entity meets Civil  
Rights Title VI compliance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reviewed by Dept. of Military Civil Rights Title VI Officer

## ATTACHMENT 1

GRANT BUDGET				
GRANTEE NAME: HAMILTON COUNTY EMERGENCY MANAGEMENT PERFORMANCE GRANT 2016				
The Grant Budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:				
BEGIN: 10/01/2015			END: 06/30/2017	
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	150,500.00	150,500.00	301,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	0.00	0.00	0.00
20	Capital Purchase <sup>2</sup>	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>150,500.00</b>	<b>150,500.00</b>	<b>301,000.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

**ATTACHMENT 1****GRANT BUDGET LINE-ITEM DETAIL:**

<b>PROFESSIONAL FEE, GRANT &amp; AWARD</b>	<b>AMOUNT</b>
FUNDING OF TRAINING, EXERCISES, PLANNING, MANAGEMENT & ADMINISTRATION AND EQUIPMENT PURCHASES ALLOWABLE UNDER THE FFY 2016 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM	150,500.00
<b>TOTAL</b>	<b>150,500.00</b>

<i>Task/Program Elements</i>	<i>Projected Quarter Completion</i>
<b>EMAP STANDARD 3.1 – Program Administration, Plans &amp; Evaluation</b>	
<ul style="list-style-type: none"> <li>Review Basic Emergency Operations Plan annually and update as required.</li> <li>Annual Program Worksheet is completed and signed by County Emergency Management Director.</li> </ul>	<p>4<sup>th</sup> Quarter</p> <p>1<sup>st</sup> Quarter</p>
<b>EMAP STANDARD 3.2 – Program Coordinator</b>	
<ul style="list-style-type: none"> <li>Current letter of appointment is on file with TEMA.</li> <li>Director or designee will attend regional directors’ meetings</li> </ul>	<p>1<sup>st</sup> Quarter</p> <p>On Occurrence</p>
<b>EMAP STANDARD 3.3 – Advisory Committee</b>	
<ul style="list-style-type: none"> <li>EM Advisory Committee meet on a regular basis and includes the “whole community” approach to EM. (if applicable)</li> </ul>	On Occurrence
<b>EMAP STANDARD 4.1 – Administration and Finance</b>	
<ul style="list-style-type: none"> <li>Submit Staffing Pattern and Salary and Benefits form to the regional office with a letter from County Mayor requesting EMPG funding for the next FFY by 30 June.</li> <li>Ensure all files relating to emergency management funding and activities are current and open for review.</li> <li>Submit Quarterly Activity Reports by the 15<sup>th</sup> day of each new federal fiscal quarter to the Regional Office.</li> <li>Submit quarterly Funding Certification with supporting documentation by the 15<sup>th</sup> day of each new federal fiscal quarter to the Regional Office.</li> </ul>	<p>3<sup>rd</sup> Quarter</p> <p>Quarterly</p> <p>Quarterly</p> <p>Quarterly</p>
<b>EMAP STANDARD 4.2 – Laws and Authorities</b>	
<ul style="list-style-type: none"> <li>Review the Local Ordinance/Executive Order that established the Local EMA Office and up-date the document as needed to remain in compliance with the TCA, Title 58-Chapter 2, Part 1 (Disasters, Emergencies and Civil Defense.)</li> </ul>	1 <sup>st</sup> Quarter
<b>EMAP STANDARD 4.3 – Hazard Identification &amp; Risk Assessment</b>	
<ul style="list-style-type: none"> <li>Review the counties Hazard and Vulnerability Assessment and make adjustments as needed.</li> </ul>	3 <sup>rd</sup> Quarter
<b>EMAP STANDARD 4.4 – Hazard Mitigation</b>	
<ul style="list-style-type: none"> <li>Review and update Hazard Mitigation Plan as needed/required</li> </ul>	3 <sup>rd</sup> Quarter
<b>EMAP STANDARD 4.5 – Prevention and Security</b>	
<ul style="list-style-type: none"> <li>Be an active member of the Homeland Security District; attend meetings and insure the county is meeting district goals and objectives.</li> </ul>	Quarterly
<b>EMAP STANDARD 4.6 – Planning</b>	
<ul style="list-style-type: none"> <li>Review and update Annex and ESFs to the BEOP as required</li> <li>Attend LEPC meetings and provide a copy of each LEPC meeting minutes to the Regional Office</li> </ul>	<p>4<sup>th</sup> Quarter</p> <p>On Occurrence</p>



<b>EMAP STANDARD 4.7 – Incident Management</b>	
<ul style="list-style-type: none"> <li>Report incidents and missions to the SEOC/SWP and/or regional office in a timely manner.</li> <li>Note mission and incident and other EM activities in the quarterly report.</li> <li>Utilize TEMA’s WebEOC as a disaster management/information tool</li> </ul>	<p>On Occurrence</p> <p>Quarterly</p> <p>On occurrence</p>
<b>EMAP STANDARD 4.8 – Resource Management and Logistics</b>	
<ul style="list-style-type: none"> <li>Develop/update Resource management SOG for the County</li> </ul>	1 <sup>st</sup> Quarter
<b>EMAP STANDARD 4.9 – Mutual Aid</b>	
<ul style="list-style-type: none"> <li>Review Established procedures for requesting and receiving Mutual Aid Resources based local agreements and state law.</li> </ul>	4 <sup>th</sup> Quarter
<b>EMAP STANDARD 4.10 – Communications and Warning</b>	
<ul style="list-style-type: none"> <li>Test local communications and warning systems on a regular basis.</li> <li>Establish connectivity with Tennessee Early Warning Advisory System (TEWAS) to the 24-hour warning point and check monthly.</li> <li>Update key elected and appointed officials contact list using state provided format on a quarterly basis.</li> </ul>	<p>Monthly</p> <p>Monthly</p> <p>Quarterly</p>
<b>EMAP STANDARD 4.11 – Operations and Procedures</b>	
<ul style="list-style-type: none"> <li>Ensure operational checks are performed on all assigned radiological detection equipment.</li> <li>Review and update operational checklist for EOC activation.</li> <li>Review and update operational checklists for CRP and POD operations</li> </ul>	<p>Quarterly</p> <p>2<sup>nd</sup> Quarter</p> <p>2<sup>nd</sup> Quarter</p>
<b>EMAP STANDARD 4.12 – Facilities</b>	
<ul style="list-style-type: none"> <li>Ensure the program has a primary and alternate facility identified and capable of coordinating and supporting sustained response and recovery operations.</li> </ul>	1 <sup>st</sup> Quarter
<b>EMAP STANDARD 4.13 – Training</b>	
<ul style="list-style-type: none"> <li>Develop a Multi-Year Training Plan (2 year)</li> <li>Complete the annual NIMS reporting tool as required</li> <li>Maintain records on NIMS requirements and encourage all agencies to meet the training objectives.</li> <li>Demonstrate a good faith effort in coordinating and conducting required NIMS training for EM personnel in accordance with NIMS recommendations</li> <li>Coordinate and conduct specialty, hazardous materials and general emergency management training for the jurisdiction’s response personnel.</li> <li>Director or designee attends the TEMA/EMAT Annual Training Workshop.</li> </ul>	<p>4<sup>th</sup> Quarter</p> <p>As required</p> <p>Quarterly</p> <p>3<sup>rd</sup> Quarter</p> <p>As required</p> <p>On Occurrence</p>



<p><b>Note:</b> Should the Director or designee not be able to attend due to unforeseen circumstances, an extraordinary circumstance statement should be submitted to the Regional Administrator before the conference date.</p> <ul style="list-style-type: none"> <li>• Complete WebEOC Training</li> <li>• Complete Damage Assessment/Initial Impact Assessment Training</li> <li>• Emergency Management Director and paid staff receiving EMPG funding must complete the Independent Study Professional Development Series courses and complete the basic NIMS training as required.</li> </ul>	<p>2<sup>nd</sup> Quarter 2<sup>nd</sup> Quarter  Quarterly</p>
<p><b>EMAP STANDARD 4.14 – Exercises, Evaluations and Corrective Actions</b></p>	
<ul style="list-style-type: none"> <li>• Complete/update the multi-year exercise plan based on local hazards.</li> <li>• EMPG funded positions will participate in a minimum of 3 exercises and submit required documentation as required by EMPG Guidance</li> <li>• Local EMA to participate with Severe Weather Awareness Week activities.</li> <li>• TEMA’s Exercise Report Form will be used for exercise reporting. (An actual occurrence may NOT be substituted for an exercise.</li> </ul>	<p>4<sup>th</sup> Quarter  Quarterly  2<sup>nd</sup> Quarter  On Occurrence</p>
<p><b>EMAP STANDARD 4.15 – Crisis Communications, Public Education and Information</b></p>	
<ul style="list-style-type: none"> <li>• Provide public education, information programs and presentations that provide education and information through the whole cycle of emergency management: preparedness, response, recovery and mitigation.</li> </ul>	<p>As requested</p>

Tom REAVLEY  
Print Local Director

Tom Reavley  
Signature

04/28/2016  
Date

CHARLIE HALL  
Print District Coordinator

Charlie Hall  
Signature

4-28-16  
Date

William S. Worth  
Print Regional Admin.

William S. Worth  
Signature

04/28/16  
Date Approved

**Federal Award Identification Worksheet**

Subrecipient's name (must match registered name in DUNS)	HAMILTON COUNTY
Subrecipient's DUNS number	806990040
Federal Award Identification Number (FAIN)	EMA-2016-EP-00004
Federal award date	07/13/2016
CFDA number and name	97.042
Grant contract's begin date	10/01/2015
Grant contract's end date	06/30/2017
Amount of federal funds obligated by this grant contract	150,500.00
Total amount of federal funds obligated to the subrecipient	Consolidated data not available
Total amount of the federal award to the pass-through entity (Grantor State Agency)	6,886,333.00
Name of federal awarding agency	U.S. Department of Homeland Security
Name and contact information for the federal awarding official	Sharrie Abrams, Assistance Officer FEMA Region IV 3003 Chamblee Tucker Road Atlanta, GA 30341
Is the federal award for research and development?	NO
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	N/A

**Notice of Audit Report**

Check one of the two boxes below and complete the remainder of this document as instructed. Send completed documents as a PDF file to [cpo.auditnotice@tn.gov](mailto:cpo.auditnotice@tn.gov). **The Grantee should submit only one, completed “Notice of Audit Report” document to the State ninety (90) days prior to the Grantee’s fiscal year.**

- Hamilton County is subject to an audit for fiscal year 2017.
- Hamilton County is not subject to an audit for fiscal year 2017.

Grantee’s Edison Vendor ID Number: 4208

Grantee’s fiscal year end: June 30<sup>th</sup>

Any Grantee that is subject to an audit must complete the information below.

Type of funds expended	Estimated amount of funds expended by end of Grantee’s fiscal year
Federal pass-through funds a. Funds passed through the State of Tennessee b. Funds passed through any other entity	a. b.
Funds received directly from the federal government	
Non-federal funds received directly from the State of Tennessee	

**Parent Child Information**

***The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.***

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number: 4208

Is Hamilton County a parent? Yes  No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Hamilton County a child? Yes  No

If yes, complete the fields below.

Parent entity's name: \_\_\_\_\_

Parent entity's tax identification number: \_\_\_\_\_

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager  
3<sup>rd</sup> Floor, WRS Tennessee Tower  
312 Rosa L Parks Avenue  
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent entity's Edison Vendor ID number, if applicable: \_\_\_\_\_



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-33

A RESOLUTION TO WAIVE THE PURCHASING RULES AND AUTHORIZE THE COUNTY MAYOR TO TRANSFER A SURPLUS VEHICLE TO THE FORGOTTEN CHILD FUND.

WHEREAS, the Hamilton County Purchasing Rules and Regulations require the auction or marketing of county-owned surplus property; and,

WHEREAS, the Hamilton County Purchasing Rules and Regulations have no provisions for donating surplus county property to another governmental or non profit agency, that authority residing with the Hamilton County Commission; and,

WHEREAS, this vehicle, an 1987 International M-60 delivery truck, was originally donated to the County for use as a HazMat vehicle by McKee Foods, having been utilized by them for over 10 years; and,

WHEREAS, the Forgotten Child Fund, a 501 (c) 3 organization has a need for this vehicle in order to pick up and deliver toys and other supplies for their organization; and,

WHEREAS, the Forgotten Child Fund has examined the vehicle and feel it would be beneficial to their efforts, and fully understands that the vehicle is "as is" and comes with no promises, guarantees, or warranties implied, especially as it relates to include longevity and/or road worthiness; and,

WHEREAS, this vehicle is no longer viable for emergency response and thus has been taken out of service by Emergency Services and there is a need by the Forgotten Child Fund.

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY, IN SESSION ASSEMBLED:

That the Board of County Commissioners does hereby waive the purchasing rules and donate the herein described surplus property to the Forgotten Child Fund.

BE IT FURTHER RESOLVED, THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

Date



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-34

A RESOLUTION AUTHORIZING THE COUNTY MAYOR ON BEHALF OF HAMILTON COUNTY TENNESSEE, THE HEALTH SERVICES DIVISION, OPERATING AS THE CHATTANOOGA-HAMILTON COUNTY HEALTH DEPARTMENT TO SIGN AN AMENDMENT TO THE PUBLIC HEALTH EMERGENCY PREPAREDNESS GRANT WITH THE TENNESSEE DEPARTMENT OF HEALTH FOR THE PROVISION OF EMERGENCY PREPAREDNESS ACTIVITIES TO INCREASE IT FROM \$528,100.00 TO \$541,500.00 FOR THE 12 MONTH TIME PERIOD BEGINNING JULY 1, 2016 – JUNE 30, 2017 AND TO AMEND THE HOMELAND SECURITY BUDGET FOR FY 2017 BY ADDING \$13,400.00 TO THE REVENUE AND EXPENDITURE BUDGET.

**WHEREAS,** the overall objective of the Chattanooga-Hamilton County Health Department is to protect the public’s health, and

**WHEREAS,** preparedness activities are necessary to achieve this objective; and,

**WHEREAS,** these activities are for the protection and well-being of the citizens of Hamilton County.

**NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN SESSION ASSEMBLED:**

That the County Mayor be authorized to sign the attached amendment for increasing \$528,100.00 to \$541,500.00 in State funds for the purpose of providing emergency preparedness activities for the time period of July 1, 2016 – June 30, 2017 and to amend the FY 2017 revenue and expenditure budget of the Homeland Security Budget by adding \$13,400.00.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

CERTIFICATION OF ACTION

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date



## GRANT AMENDMENT

<b>Agency Tracking #</b> 34349-31817	<b>Edison ID</b> 141449	<b>Contract #</b> Z17141449	<b>Amendment #</b> 1		
<b>Contractor Legal Entity Name</b> Chattanooga-Hamilton County Health Department			<b>Edison Vendor ID</b> 4208		
<b>Amendment Purpose &amp; Effect(s)</b> Addition of scope of services wording and increase to funding.					
<b>Amendment Changes Contract End Date:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>End Date:</b> June 30, 2017			
<b>TOTAL Contract Amount INCREASE or DECREASE per this Amendment</b> (zero if N/A):			\$ 13,400		
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Contract Amount</b>
2017		\$541,500			\$541,500
<b>TOTAL:</b>		\$541,500			\$541,500
<b>American Recovery and Reinvestment Act (ARRA) Funding:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
<b>Budget Officer Confirmation:</b> There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			<i>OCR USE</i>		
<b>Speed Chart (optional)</b> HL00017498		<b>Account Code (optional)</b> 71301000			

**ATTACHMENT 1**  
**GRANT BUDGET**  
**(BUDGET PAGE 1)**

<b>Chattanooga-Hamilton County Health Department - Public Health Emergency Preparedness (PHEP) Roll-Up</b>				
<b>APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning July 1, 2016, and ending June 30, 2017.</b>				
<b>POLICY 03 Object Line-Item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup> (detail schedule(s) attached as applicable)</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH<sup>3</sup></b>	<b>TOTAL PROJECT</b>
1	Salaries <sup>2</sup>	\$333,100.00	\$0.00	\$333,100.00
2	Benefits & Taxes	\$158,700.00	\$0.00	\$158,700.00
4, 15	Professional Fee/ Grant & Award <sup>2</sup>	\$2,400.00	\$0.00	\$2,400.00
5	Supplies	\$14,700.00	\$0.00	\$14,700.00
6	Telephone	\$8,500.00	\$0.00	\$8,500.00
7	Postage & Shipping	\$100.00	\$0.00	\$100.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$2,800.00	\$0.00	\$2,800.00
10	Printing & Publications	\$11,200.00	\$0.00	\$11,200.00
11, 12	Travel/ Conferences & Meetings <sup>2</sup>	\$10,000.00	\$0.00	\$10,000.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$52,800.00	\$52,800.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$541,500.00</b>	<b>\$52,800.00</b>	<b>\$594,300.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/finance/act/documents/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

**ATTACHMENT 1**  
**GRANT BUDGET**  
**(BUDGET PAGE 2)**

<b>Chattanooga-Hamilton County Health Department - Public Health Emergency Preparedness (PHEP) Base Activities</b>				
<b>APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning July 1, 2016, and ending June 30, 2017.</b>				
<b>POLICY 03 Object Line-Item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup> (detail schedule(s) attached as applicable)</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH<sup>3</sup></b>	<b>TOTAL PROJECT</b>
1	Salaries <sup>2</sup>	\$284,100.00	\$0.00	\$284,100.00
2	Benefits & Taxes	\$137,600.00	\$0.00	\$137,600.00
4, 15	Professional Fee/ Grant & Award <sup>2</sup>	\$2,400.00	\$0.00	\$2,400.00
5	Supplies	\$12,000.00	\$0.00	\$12,000.00
6	Telephone	\$8,500.00	\$0.00	\$8,500.00
7	Postage & Shipping	\$100.00	\$0.00	\$100.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$2,800.00	\$0.00	\$2,800.00
10	Printing & Publications	\$500.00	\$0.00	\$500.00
11, 12	Travel/ Conferences & Meetings <sup>2</sup>	\$10,000.00	\$0.00	\$10,000.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$45,800.00	\$45,800.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$458,000.00</b>	<b>\$45,800.00</b>	<b>\$503,800.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/finance/act/documents/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

**ATTACHMENT 1 (continued)**  
**GRANT BUDGET LINE-ITEM DETAIL**  
**(BUDGET PAGE 3)**

<b>SALARIES</b>	<b>AMOUNT</b>
Sabrina Novak, Regional ERC2 \$ 5,387.92 x 12 x 98%	\$63,361.94
Jennifer Lawson, Regional Nurse Specialist \$ 4,373.25 x 12 x 98%	\$51,429.42
Amber Vann, Emergency Management Planner \$ 3,320.67 x 12 x 98%	\$39,051.08
Carol Reese, ASA2 \$ 2,631.25 x 12 x 98%	\$30,943.50
Dan Walker, Epidemiologist \$ 5,201.83 x 12 x 98%	\$61,173.52
Joshua Weaver, Volunteer Coordinator \$ 3,241.25 x 12 x 98%	\$38,117.10
<b>TOTAL ROUNDED</b>	<b>\$284,100.00</b>

<b>Professional Fee/Grand &amp; Award</b>	<b>AMOUNT</b>
Web based Training	\$2,400.00
<b>TOTAL</b>	<b>\$2,400.00</b>

<b>TRAVEL / CONFERENCES &amp; MEETINGS</b>	<b>AMOUNT</b>
In-State Travel	\$6,500.00
Out-State Travel - HCC, National Conference, one person	\$3,500.00
<b>TOTAL</b>	<b>\$10,000.00</b>

**ATTACHMENT 1**  
**GRANT BUDGET**  
**(BUDGET PAGE 4)**

<b>Chattanooga-Hamilton County Health Department - Healthcare Preparedness (HPP) Activities</b>				
<b>APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning July 1, 2016, and ending June 30, 2017.</b>				
<b>POLICY 03 Object Line-Item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup> (detail schedule(s) attached as applicable)</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH<sup>3</sup></b>	<b>TOTAL PROJECT</b>
1	Salaries <sup>2</sup>	\$49,000.00	\$0.00	\$49,000.00
2	Benefits & Taxes	\$21,100.00	\$0.00	\$21,100.00
4, 15	Professional Fee/ Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5	Supplies	\$0.00	\$0.00	\$0.00
6	Telephone	\$0.00	\$0.00	\$0.00
7	Postage & Shipping	\$0.00	\$0.00	\$0.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$0.00	\$0.00	\$0.00
11, 12	Travel/ Conferences & Meetings <sup>2</sup>	\$0.00	\$0.00	\$0.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$7,000.00	\$7,000.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$70,100.00</b>	<b>\$7,000.00</b>	<b>\$77,100.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/finance/act/documents/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

ATTACHMENT 1 (continued)

GRANT BUDGET LINE-ITEM DETAIL

(BUDGET PAGE 5)

<b>SALARIES</b>	<b>AMOUNT</b>
Jenny Wolverton, Hospital Coordinator      \$4,299.33 x 12 x 95.0%	\$49,012.36
<b>TOTAL ROUNDED</b>	<b>\$49,000.00</b>

**ATTACHMENT 1**  
**GRANT BUDGET**  
(BUDGET PAGE 6)

<b>Chattanooga-Hamilton County Health Department - Zika Activities</b>				
<b>APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning July 1, 2016, and ending June 30, 2017.</b>				
<b>POLICY 03 Object Line-Item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup> (detail schedule(s) attached as applicable)</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH<sup>3</sup></b>	<b>TOTAL PROJECT</b>
1	Salaries <sup>2</sup>	\$0.00	\$0.00	\$0.00
2	Benefits & Taxes	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee/ Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5	Supplies	\$2,700.00	\$0.00	\$2,700.00
6	Telephone	\$0.00	\$0.00	\$0.00
7	Postage & Shipping	\$0.00	\$0.00	\$0.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$10,700.00	\$0.00	\$10,700.00
11, 12	Travel/ Conferences & Meetings <sup>2</sup>	\$0.00	\$0.00	\$0.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$13,400.00</b>	<b>\$0.00</b>	<b>\$13,400.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/finance/act/documents/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

**AMENDMENT ONE  
OF GRANT CONTRACT Z17141449**

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Health, hereinafter referred to as the "State" and Chattanooga-Hamilton County Health Department, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

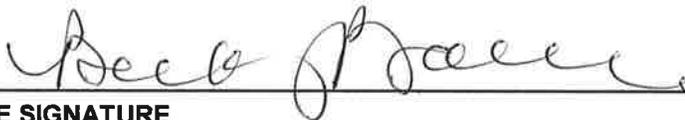
- 1. The following is added as Grant Contract section A.5.j.  
  - A.5.j. The Grantee shall assist in preparedness to respond to the Zika Virus Disease with the implementation of activities to accomplish the outcomes as outlined in the "**Suggested CDC Funding Application Work Plan Template for Public Health Preparedness and Response (PHPR) Cooperative Agreement for All-Hazards Public Health Emergencies: Zika 2016**" (Attachment 6) developed for the State.
- 2. Grant Contract section C.1 is deleted in its entirety and replaced with the following:  
  - C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Five Hundred Forty One Thousand Five Hundred Dollars (\$541,500) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment 1 is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- 3. Grant Contract Attachment 6 attached hereto is added as a new attachment.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective ten (10) days following the last signature. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

**IN WITNESS WHEREOF,**

**CHATTANOOGA-HAMILTON COUNTY HEALTH DEPARTMENT:**


10/31/14

---

**GRANTEE SIGNATURE** **DATE**

Becky Barnes, Administrator

**PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)**

**DEPARTMENT OF HEALTH:**

---

**JOHN J. DREYZEHNER, MD, MPH, FACOEM, COMMISSIONER**

**DATE**

HAMILTON COUNTY GOVERNMENT:

---

GRANTEE SIGNATURE

DATE

Jim M. Coppinger, County Mayor

---

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

## Suggested CDC Funding Application Work Plan Template for Public Health Preparedness and Response (PHPR) Cooperative Agreement for All-Hazards Public Health Emergencies: Zika 2016

### Instructions

Applicants must submit work plans with their PHPR Zika funding applications. Applicants are not required to submit their work plans using this CDC-suggested template. However, if applicants develop an alternate template, it must contain all the information elements in the CDC-suggested template, including information on the activities outlined in the logic model included in the PHPR Zika funding opportunity announcement.

All template strategies and outcomes correspond with the logic model outlined in the PHPR Zika funding opportunity announcement. Awardees using this template must complete the “awardee activities to achieve outcomes” section for each overarching strategy. Suggestions for activities that awardees should consider are provided for each strategy. **Awardees should include timelines, responsible parties, and specific details for all listed activities. Awardees should limit responses to two pages or less for each of the three strategies, for a total submission of six pages maximum.**

### Strategy 1: Strengthen Public Health Incident Management and Emergency Operations Coordination

*Awardees should consider activities such as: 1) Activate incident management structure (IMS) to support the Zika outbreak response; 2) Develop comprehensive Zika response plan; 3) Coordinate response activities among state, local, and tribal public health authorities and determine areas of responsibility and authority; and 4) Exercise components of the jurisdiction’s Zika response plan.*

List Awardee Activities to Achieve Outcomes	CDC Recommended Short-Term Outcomes	CDC Recommended Intermediate Outcomes	CDC Recommended Long-Term Outcomes
<p>1. Update ZVD response plan and coordinate with response partners Details: Revise plan to include revised guidance and operational decisions by response phase. Train and exercise plan and utilize travel-associated case patients as opportunities to activate response plan. Timeline: By Sept. 1, 2016 Responsible parties: Vector Borne Diseases Program, Mission Coordination Group, Regional Health Departments, Other TN State Agencies</p> <p>2. Update State Health Operation Center (SHOC) equipment Details: Purchase equipment to ensure effective management of the response. Timeline: By Nov. 1, 2016 Responsible parties: EP Program</p> <p>3. Update volunteer management badging software Details: Purchase a volunteer management software module that operates on existing badging kits to allow for timely processing of volunteers during a response including community Zika activities. Timeline: By Dec. 1, 2016 Responsible parties: EP Program</p>	<p>State, local, tribal, and territorial jurisdictions conduct a well-organized and coordinated Zika response.</p> <p>The jurisdiction’s Zika response plan considers the recommendations included in the “CDC Zika Virus Planning and Response: State and Local Guidance and Checklist” and specifically identifies the response</p>	<p>Reduced risk of ZVD in pregnant women.</p> <p>Vector control measures are in place across the jurisdiction and sufficient to meet the needs of the community.</p> <p>The jurisdiction can test and exercise Zika control measures and make improvements as needed.</p>	<p>Prevention of or reduction in Zika morbidity and mortality.</p> <p>Earliest possible recovery from and return of the public health and healthcare systems to pre-incident levels or improved functioning.</p>

<b>List Awardee Activities to Achieve Outcomes</b>	<b>CDC Recommended Short-Term Outcomes</b>	<b>CDC Recommended Intermediate Outcomes</b>	<b>CDC Recommended Long-Term Outcomes</b>
<p>4. Buy Zika Pregnancy Prevention Kits  Details: Depending on availability, utilize the kit developed by the CDC to target interventions with households having pregnant women.  Timeline: By Aug. 1, 2016  Responsible parties: Division of Family Health and Wellness; EP Program; Mission Coordination Group; Regional Health Departments</p> <p>5. Guillain-Barré syndrome surveillance  Details: Activate passive and active syndromic surveillance to monitor for GBS.  Timeline: Throughout Project period  Responsible parties: Regional Health Departments</p> <p>6. Blood product coordination  Details: Coordinate with Blood Centers to ensure blood safety is maintained and outsources plans are reviewed.  Timeline: Throughout Project period  Responsible parties: Blood Centers, Mission Coordination Group, Vector Borne Disease Program, EP Program</p>	<p>actions the jurisdiction will take in advance of the event, once there is confirmed local transmission, widespread transmission, etc.</p> <p>Response partners understand their roles in the response and meet performance standards outlined in the jurisdiction's response plan.</p> <p>The jurisdiction can rapidly identify and investigate a possible ZVD outbreak.</p> <p>The jurisdiction can coordinate response actions across all levels of government and include non-governmental partners in response planning including the healthcare sector.</p>	<p>The jurisdiction is able to sustain a robust public health emergency response and meet the ongoing response needs of the community.</p> <p>The jurisdiction can rapidly mount and sustain a robust public health emergency response and meet the ongoing response needs of the community.</p> <p>The jurisdiction can implement expedited hiring, reassignment, laboratory surge, and procurement processes to meet the jurisdiction's response needs.</p> <p>The jurisdiction can maintain continuity of government throughout the Zika surge.</p>	<p>Prevention of or reduction in Zika morbidity and mortality.</p> <p>Earliest possible recovery from and return of the public health and healthcare systems to pre-incident levels or improved functioning.</p>

## Strategy 2: Strengthen Information Management and Sharing

*Awardees should consider activities such as: 1) Develop, coordinate, and disseminate information, alerts, warnings, and notifications including outreach to the community, travelers, and clinicians regarding Zika.*

List Awardee Activities to Achieve Outcomes	CDC Recommended Short-Term Outcomes	CDC Recommended Intermediate Outcomes	CDC Recommended Long-Term Outcomes
<p>1. Develop and print information handouts and messaging for community distribution            Details: Ensure effective messaging is developed for immediate distribution when cases are identified. Ensure healthcare community is well informed.            Timeline: Throughout Project period            Responsible parties: Communications Office; Mission Coordination Group; Vector Borne Disease Program; EP Program</p> <p>2. Develop Zika Prevention Mini-Grants to promote local innovation            Details: Conduct local campaigns and document findings to coordinate local community projects aimed at education, source elimination, and resource identification.            Timeline: Throughout Project period            Responsible parties: Regional Health Departments; Community Health Services</p> <p>3. Identify information sharing gaps and solutions            Details: Utilize tools including social media monitoring software to better understand fears, concerns, and misinformation that can be mitigated through focused messaging campaigns.            Timeline: By Nov. 1, 2016            Responsible parties:</p> <p>4. Develop call center phone bank capacity at SHOC/RHOCs            Details: Ensure rapid ability to stand up coordinated multi-phone call centers across the state            Timeline: By Nov. 1, 2016            Responsible parties: EP Program; Regional Health Departments; Community Health Services</p> <p>5. Develop call center triage documentation            Details: Ensure standardized messages are developed that can be shared with the public as case identification and messaging occurs.            Timeline: By Sept. 1, 2016            Responsible parties: Communications Office; Mission Coordination Group; Vector Borne Disease Program; EP Program</p>	<p>The jurisdiction can communicate risk information and situational awareness to response partners and to the public in time to meet the response needs of the jurisdiction.</p> <p>The jurisdiction can effectively reach at-risk communities and vulnerable populations to assure they have a basic understanding of ZVD, understand their personal and community risk, understand self-protective measures, and understand how to access services, including contraception and pregnancy-related care.</p> <p>The jurisdiction can provide timely situational awareness to clinicians and other healthcare response partners.</p>	<p>The jurisdiction's communities are well informed about the risks associated with ZVD and can implement measures to reduce risk.</p>	<p>Prevention of or reduction in Zika morbidity and mortality.</p> <p>Earliest possible recovery from and return of the public health and healthcare systems to pre-incident levels or improved functioning.</p>

### Strategy 3: Strengthen Community Recovery and Resilience

*Awardees should consider activities such as: 1) Characterize probable risk for jurisdiction's vulnerable population related to Zika virus (e.g., women of reproductive age; women desiring contraceptive services; pregnant women; and newborns with adverse birth outcomes); 2) Engage with private and public partners (e.g., communities and healthcare systems) to minimize impact for at-risk population(s); and 3) Identify resources within the community that can be offered to families that are impacted.*

List Awardee Activities to Achieve Outcomes	CDC Recommended Short-Term Outcomes	CDC Recommended Intermediate Outcomes	CDC Recommended Long-Term Outcomes
<p>1. Develop Zika Prevention Mini-Grants to promote local innovation            Details: Conduct local campaigns and document findings to coordinate local community projects aimed at education, source elimination, and resource identification.            Timeline: Throughout Project period            Responsible parties: Regional Health Departments, Community Health Services; Family Health and Wellness; EP Program</p>	<p>The jurisdiction's communities are well informed about the risks associated with ZVD and can implement measures to reduce risk.</p>	<p>The jurisdiction can identify services and meet the acute and long-term needs of impacted families and children.</p>	<p>Prevention of or reduction in Zika morbidity and mortality.             Earliest possible recovery from and return of the public health and healthcare systems to pre-incident levels or improved functioning.</p>



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-35

A RESOLUTION APPROVING THE PROPOSAL FROM QUATRED, LLC, FOR THE PURCHASE OF SOFTWARE AND SERVICES COMPATIBLE WITH THE ONESOLUTION FINANCIAL SYSTEM SOFTWARE FOR MOBILE COMPUTING, BARCODING, AND RFID FIXED ASSETS INTEGRATION FOR THE HAMILTON COUNTY FINANCE DEPARTMENT AMOUNTING TO \$36,988.68, AND AUTHORIZING THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.

WHEREAS, a quotation was received from Quatred, LLC, for software and services which are compatible with ONESolution financial system software for mobile computing, barcoding and RFID fixed assets integration for Hamilton County Finance Department; and,

WHEREAS, Quatred, LLC, is considered a sole source for this service; and,

WHEREAS, the quotation from Quatred, LLC, amounting to \$36,988.68 was considered reasonable; and,

WHEREAS, there are sufficient previously budgeted funds available (for projects funded through the operating budget) and sufficient allocated funds available to the requisitioning department from bond proceeds (for projects funded from bond proceeds).

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY, IN SESSION ASSEMBLED:

That the quotation from Quatred, LLC, for the purchase of software and services which are compatible with ONESolution financial system software for mobile computing, barcoding and RFID fixed assets integration for the Hamilton County Finance Department is hereby accepted, and authorizing the County Mayor to sign any contracts necessary to implement this resolution.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

# SUNGARD® PUBLIC SECTOR

www.sungardps.com • 407-304-3235 • 800-727-8088 toll-free

November 1, 2016

Hamilton County, Tennessee  
Attn: Peggy Eagle  
455 North Highland Park  
Chattanooga, TN. 37404

Dear Ms. Eagle:

SunGard Public Sector strives to build vendor relationships that provide our customers with the best possible solutions. Our third-party Solution Provider program helps our customers identify trusted, compliant, third-party products that extend the functionality of their investment.

We are pleased to recommend Quatred Wireless Technologies as our only Strategic Alliance Partner with established online real-time integration to our NaviLine and ONESolution products for Mobile Computing, Barcoding, and RFID integration. Our eight-year partnership with Quatred allows our two organizations to provide efficiencies of operations increasing project effectiveness and customer satisfaction.

QuatreD has:

- A current Solution Provider agreement with SunGard Public Sector
- A focus on local governments and municipalities
- Implementation and Support services to meet our customer needs
- Sponsorship by multiple SunGard Public Sector Inc. customers
- Offerings that extend or enhance SunGard Public Sector products and are a natural fit for integration
- Testing and certification with the appropriate SunGard Public Sector software versions

We are committed to customer success and consistently seek new ways to meet our customers' needs through effective strategic alliance relationships that extend our offerings.

Sincerely,



Brian Buck  
SunGard Public Sector  
Manager, Strategic Alliances  
[brian.buck@sungardps.com](mailto:brian.buck@sungardps.com)



**Quatred-SunGard ONESolution RFID Fixed Assets for Hamilton County Proposal**  
 October 10, 2016



Item Description	Item No.	# Rsc	Qty	Label Qty	Unit Price	Disc %	Net Price	Total Amount
<b>MOBILE COMPUTING SOFTWARE</b>								
<b>QUICK® Integration Software for SunGard (up to 10 users)</b>								
QUICK® Integration Software Component - OA ONESolution Fixed Assets	QUA-QUICK_INT_OA		1.00		\$2,900.00		\$2,900.00	\$2,900.00
QUICK® Integration Software Component - Additional Individual License (Beyond first 10)	QUA-QUICK_SNG		0.00		\$250.00		\$250.00	\$0.00
<b>QUICK® ONESolution Server Integration Service</b>								
QUICK® ONESolution Server Integration Service	QUA-QCKOSS		1.00		\$1,200.00		\$1,200.00	\$1,200.00
<b>MOBILE COMPUTING SOFTWARE SUB-TOTAL</b>								<b>\$4,100.00</b>
<b>MOBILE COMPUTING SOFTWARE ANNUAL MAINTENANCE</b>								
QUICK® Annual Maintenance (after 1st year) - OA ONESolution Fixed Assets	QUA-MAINT-OA		1.00		\$400.00	100%	\$0.00	\$0.00
QUICK® Annual Maintenance (after 1st year) - OA ONESolution Integration Service	QUA-MAINT-OSS		1.00		\$192.00	100%	\$0.00	\$0.00
<b>MOBILE COMPUTING SOFTWARE ANNUAL MAINTENANCE SUB-TOTAL</b>								<b>\$0.00</b>
<b>MOBILE COMPUTERS &amp; ACCESSORIES</b>								
<b>Mobile Unit - MC9190 RFID</b>								
MC9190-Z RFID Handheld Reader (Gun, 1D Scanner, Color, WinMobile 6.5, 53-Key)	MC919Z-GA0SWEQZ1WR		2.00		4,395.00	27%	\$3,208.35	\$6,416.70
<b>MC9190 RFID Accessories</b>								
MC90XX Spare Battery	BTRY-MC9X-26MA-01		2.00		\$90.00	31%	\$62.10	\$124.20
Cradle (1 Slot, with Spare, Charging Serial, ROHS)	CRD9000-1001SR		2.00		\$240.00	31%	\$165.60	\$331.20
Power Supply (100-240 VAC, 12VDC, 4.16A)	PWRS-14000-148R		2.00		\$58.00	31%	\$40.02	\$80.04
AC Line Cord	23844-00-00R		2.00		\$10.00	31%	\$6.90	\$13.80
Cable Assembly (USB A - B Series)	25-64396-01R		2.00		\$15.00	31%	\$10.35	\$20.70
<b>MOBILE COMPUTERS &amp; ACCESSORIES SUB-TOTAL</b>								<b>\$6,986.64</b>
<b>RFID LABELS</b>								
<b>Universal RFID Labels</b>								
2 7/8" x 1 3/8" XRFIDUL1473 - Universal RFID Asset Tag - 1 Color	XRFIDUL1473		1.00	12,500	\$1.2505	10%	\$1.1255	\$14,068.75
<b>Radio RFID Labels</b>								
1.50" x 0.75" XRFIDST033 - Radio RFID Asset Tag - 1 Color	XRFIDST033		1.00	2,500	\$0.7028	10%	\$0.6325	\$1,581.25
<b>BAR CODE LABEL PRINTING SUPPLIES SUB-TOTAL</b>								<b>\$15,650.00</b>
<b>EXTENDED MAINTENANCE - HARDWARE*</b>								
3 Year Service from the Start Essential - MC9190Z	SSE-MC919Z-30		2.00		\$554.40	20%	\$443.52	\$887.04
<b>HARDWARE EXTENDED MAINTENANCE SUB-TOTAL</b>								<b>\$887.04</b>



**Quatred-SunGard ONESolution RFID Fixed Assets for Hamilton County Proposal**  
 October 10, 2016



Item Description	Item No.	# Rsc	Qty	Label Qty	Unit Price	Disc %	Net Price	Total Amount
<b>ONSITE IMPLEMENTATION SERVICES</b>								
Implementation (hardware/software installation, configuration)	QUA-IMPLMNT		1.00		\$3,000.00		\$3,000.00	\$3,000.00
Training	QUA-TRAIN		1.00		\$3,000.00		\$3,000.00	\$3,000.00
<b>IMPLEMENTATION SERVICES SUB-TOTAL</b>								<b>\$6,000.00</b>
<b>GRAND TOTAL</b>								<b>\$33,623.68</b>

Discounts Included in Total: **\$5,181.37**

**TERMS**

**Purchased from SunGard Public Sector**

100% of license fees and hardware due at execution. Includes first year of support	\$27,623.68
50% of implementation on execution	\$3,000.00
50% of implementation on completion	\$3,000.00
<b>TOTAL PROPOSAL AMOUNT</b>	<b>\$33,623.68</b>

**BUDGETED EXPENSES**

Travel & Living is estimated for budgetary purposes and will be billed as incurred	\$3,290.00
Shipping/Handling is estimated for budgetary purposes and will be billed as incurred	\$75.00
<b>TOTAL INCLUDING ESTIMATED TRAVEL &amp; SHIPPING</b>	<b>\$36,988.68</b>

**ANNUAL MAINTENANCE (starting year 2)**

Mobile Computing Software Annual Maintenance	\$592.00
--	----------

**Approval**

\_\_\_\_\_  
 PRINTED NAME

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 DATE

## IMPORTANT NOTES

This pricing in this proposal is valid for 30 days from date of proposal and may be rescinded at any time

This proposal is confidential and may not be copied or distributed without written permission.

Purchaser is responsible for all sales and/or use taxes associated with this sale (where applicable)

Purchaser is responsible for all shipping, handling, and insurance charges included in above proposal

Travel and living expenses are included in above pricing.

The discounts offered in this proposal are based upon the proposal in its entirety.

Software annual maintenance is billed after first year

If acceptable wireless a/b/g/n coverage is available in areas where mobile computers will be utilized, Motorola wireless infrastructure will not be required.

Extended equipment maintenance plans are not mandatory.... but highly recommended.

Maintenance from the start pricing is only available within 30 days of purchase of Motorola equipment

QUICK® software license is valid for up to 10 mobile users (10 user minimum). Additional single mobile users or additional 10 packs may be purchased

QUICK® Print software is required to print bar coded labels from SunGard Software and works with Zebra printers utilizing ZPL

If customer does not utilize QUICK® Print, It is assumed the customer will produce bar coded labels in the required format.

Training fees and Travel & Living expenses are due as incurred monthly.

Any shipping charges shown are estimated only and actual shipping charges will be due upon invoice, upon delivery.

## RMA POLICY

1. A Return Materials Authorization (RMA) number is required for all returns.
2. An RMA number is valid for 25 days of invoice
3. **DO NOT WRITE ON THE PRODUCT BOX!** The RMA number should be visible on the shipping label.
4. Quatred does not accept returns of print heads, bar code media, software or service contracts.
5. Misships must be claimed within 10 days of Quatred invoice date.
6. Product will be returned to customer under the following circumstances:
  - If a product is returned missing any components sent with the original order.
  - If the condition of the returned product is in any way misrepresented.
  - If the received product is damaged in any way.
  - If there is not a valid and visible RMA number.
  - If a product returned on a DOA is tested as a full functioning product.
  - If product is received over 30 days after the date the RMA number is issued.
  - If a product is not returned in the original packaging and/or box
7. Products that show signs of use are not returnable to Quatred as non-DOA.
8. Customer is ultimately responsible for the condition of the returned items. These policies should be communicated to their end-user.
9. Customer is responsible for costs incurred by Quatred due to misrepresentation of the condition of product.
10. Customer is responsible for freight when returning products.
11. Product that is discontinued or obsolete from the supplier does not qualify for a return.

## NON-DOA RETURNS POLICY - All products

1. NO open box returns for non-DOA products. Product box must be clean and undamaged, with no marks of any kind.  
This includes writing, stamps, or shipping labels, i.e., written RMA numbers. All products must be double boxed.
2. Original manufacturer's packaging, both inside and outside must be used. Returns must be complete with all manuals, cables, warranty cards, static bags, etc., just as the customer received them.
3. Customers have 30 days from date of invoice to request a non-DOA return. The RMA number issued is valid for 30 days from issue date.
4. There will be a restocking fee on returns resulting from customer error.
5. Non-DOA configured product may not be returned.
6. Products that show signs of use are not returnable to Quatred as non-DOA.
7. For customers on credit terms, credit will be applied to your account when the product is received by Quatred.
8. Customer is responsible for freight costs when returning product.

## DOA RETURNS POLICY

1. Refer to Manufacturer's Warranties and Returns Policies.
2. If the product is tested and the problem is not duplicated, there may be a no problem found fee charged to the customer.
3. For customers on credit terms, credit will be applied to your account when the product is received by Quatred. Replacement product will be sent in advance, freight free.



## TERMS



### General

The following terms and conditions apply to all quotations, purchase orders and other sales agreements entered into by Quatred and any party purchasing or otherwise acquiring Quatred products or services. Quatred's acceptance is conditional upon the customer's agreement with these terms in lieu of those on customer's purchase order or other documents.

### Packaging and Delivery

Title to product and risk of loss or damage will pass to the customer upon shipment. Terms are FOB Mason City, Iowa. Quatred will ship by carrier method chosen by the customer as instructed on their written purchase order. In the absence of written instructions Quatred will ship product with a carrier of Quatred's choosing.

### Pricing

The prices for product are exclusive of any and all taxes. When applicable, such items will appear as separate line items on Quatred's invoice and shall be billed to the customer. Transportation, agent costs, duties and any other fees are not included in the selling price and will be billed as a separate item.

### Payment Terms

All invoices are due 30 days from date of invoice. Customer shall pay all applicable taxes, duties, freight, etc. Service charge on all past due invoices is 1-1/2% per month. All claims and disputes must be submitted, in writing, to Quatred within 60 days after the date of the invoice.

### Artwork , Printing Plates & Die Charges

- a) All dies, sketches, artwork, negatives, and printing plates preliminary or incidental to manufacture of Our product will remain our property
- b) Charges for special dies do not convey any rights to You.
- c) Customer covenants with Metalcraft, that Customer has a license or proper authority to have said logo, marks, names or lab approval manufactured by Metalcraft, and hereby agrees to indemnify and hold harmless Metalcraft from any claims, damages or liability including reasonable attorney's fees and costs incurred as a result of the breach of this covenant.

### Returns & Cancellations

- a) Should any of Our goods prove defective or not as ordered, You must notify Us within 90 days from receipt of the shipment date. We have the option of inspecting the good on your premises or taking the goods back in order to determine our obligation for replacement. However, we cannot allow for any claim for inspection or expenses incurred by you in using such goods
- b) If We make an error in entering, filling or shipping an order , the merchandise is returnable for full days of shipment. If reproduction of product is necessary, we will replace the defective merchandise at no charge based upon the actual quantity of product returned.
- c) There will be no return for any reason accepted without prior authorization.
- d) Customized products are not returnable if You have made an error in ordering.
- e) Cancellation of an order accepted by Us can be made only with Our consent and upon terms that will indemnify us against loss.

### Warranty

The following is applicable to all of Our products. We disclaim all other warranties, express or implied, other than those as set forth within this agreement. Our only obligation shall be, at our option, to:

[a] replace, or



## TERMS



[b] give You a full credit, or  
[c] refund to You the cost of, that quantity of the product proved to be defective.

We shall not be liable for any loss or damage, direct or consequential, arising out of the use of or the inability to use the product. Before using, you shall determine the suitability of the product for its intended use. You assume all risk and liability whatsoever in connection therewith. The foregoing may not be changed except by an agreement signed by one of our officers.



# Hamilton County Board of Commissioners RESOLUTION

No. 1116-36

A RESOLUTION ACCEPTING THE BID OF CARRIAGE NISSAN FOR MODEL YEAR (2017) CONTRACT UNIT PRICING FOR MID-SIZE FLEET STAFF SEDANS FOR HAMILTON COUNTY AND TO AUTHORIZE THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.

WHEREAS, bids were received in response to public advertisement for contract unit pricing for model year (2017) mid-size fleet staff sedans; and,

WHEREAS, the bid from Carriage Nissan amounting to \$17,831.00 was considered to be the lowest and best bid received; and,

WHEREAS, this contract pricing for fleet vehicles will expedite the ordering of County mid-size fleet staff sedans; and,

WHEREAS, there are sufficient previously budgeted funds available (for projects funded through the operating budget) and sufficient allocated funds available to the requisitioning department from bond proceeds (for projects funded from bond proceeds).

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY, IN SESSION ASSEMBLED:

That the bid of Carriage Nissan for contract unit pricing for mid-size fleet staff sedans for Hamilton County is hereby accepted, said bid being the lowest and best bid received, and authorizing the County Mayor to sign any contacts necessary to implement this resolution.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

JIM M. COPPINGER  
COUNTY MAYOR



GAIL B. ROPPO  
DIRECTOR  
PURCHASING DEPARTMENT

## HAMILTON COUNTY, TENNESSEE

September 29, 2016

### Invitation to Bid – Hamilton County

Subject: Contract unit pricing for Mid-Size Fleet Staff Sedans as per attached specifications.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
Street City State

By: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print or Type Name)

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Delivery: \_\_\_\_\_ Terms: \_\_\_\_\_

Bid Date/Time: Refer to the bid specifications for the date and time of the opening.

Office: Sealed bids should be delivered to the office of the County Director of Purchasing, at 455 N. Highland Park Avenue, McDaniel Building, Chattanooga, Tennessee 37404. **Bids must be received before the specified time listed in the bid specifications for the opening of bids. Bids that do not meet this time requirement will be deemed invalid and will not be opened.** This includes Priority and Express Mail. There will be no exceptions. All bids are to be F.O.B. Chattanooga, Tennessee 37404.

**Mark outside envelope containing sealed bid: "Mid-Size Fleet Staff Sedans".  
Proposal/Bid Number: 0916-041.**

Enclosed: Specifications and Terms & General Bid Conditions

Hamilton County,

A handwritten signature in blue ink that reads "Gail B. Roppo".

Gail B. Roppo  
Director of Purchasing

Bid# 0916-041: Mid-Size Fleet Staff Sedans  
Hamilton County, Tennessee

### **SPECIFICATIONS**

Hamilton County, Tennessee, hereinafter referred to as "County", is soliciting bids for contract unit pricing for new and unused, current (2017) model year, mid-size staff sedans. Vehicles shall be equipped with all standard manufacturers' equipment for the model bid. Any deviations from the specifications shall be provided in detail. The vehicles shall meet or exceed the attached specifications.

### **BID SUBMISSION REQUIREMENTS**

The bidder must complete and deliver **an original and one (1) hard copy** of its bid response document in a sealed envelope **before 10:30 a.m. (ET) on October 10, 2016**, to the Hamilton County Purchasing Director at the address specified below.

The outside of the envelope/package containing the bid should be clearly marked with the following statement "**Bid # 0916-041: Mid-size Fleet Staff Sedans**". Any sealed envelope(s) enclosed within this envelope / package should also be clearly marked with the same label.

### **DELIVERY ADDRESS**

***NOTE: Please note that receipt of the bid by the County mail system does not constitute receipt of a bid by the Purchasing Department. All proposals/bids must be received in the Purchasing Department by the specified deadline.***

Gail B. Roppo, Director of Purchasing  
**Bid # 0916-041: Mid-size Fleet Staff Sedans** {insert your company name here}  
Hamilton County Purchasing Department  
455 N. Highland Park Avenue  
Chattanooga, TN 37404

### **COMPLETION OF THE ATTACHED BID PRICING FORM**

Submit your bid as specified below on the attached Detailed Bid Specifications and Pricing Form. Indicate the extent to which your vehicle meets each specification included. All prices shall be displayed on a unit price basis.

### **COMPLETION OF THE ATTACHED BID SUBMISSION FORMS**

The attached Authorization to Bind and Certificate of Compliance forms must be signed and submitted as a part of your bid submission package.

### **CONTACTS**

Questions concerning bid procedures should be directed to:

Janie Burley, Senior Buyer  
Email: [JanieB@HamiltonTN.gov](mailto:JanieB@HamiltonTN.gov)  
Phone: (423)209-6350

### **ATTACHMENTS**

Hamilton County General Bid Terms and Conditions

**DETAILED BID SPECIFICATIONS AND PRICING FORM – 2017 MID-SIZE FLEET STAFF SEDANS**

Items found in this section set forth the County’s minimum expectations for new and unused, current year model **Mid-Size Fleet Staff Sedans** sought through this bid document. Each item in each of the following categories must be completed. Please respond as instructed. Please indicate to what extent your proposed vehicle meets each of the specifications listed below by placing an “X” in either the “MEETS OR EXCEEDS” or “DOES NOT MEET” column. If your equipment does not meet any specification, please explain using the comments column. All bids are F.O.B. Chattanooga, Tennessee. **Note that fuel economy and manufacturer’s warranty will be considered as a factor in the award of the bid.**

**Note:** *If quoting more than one make/model of vehicle, a separate vendor/manufacturers’ specification sheet must be provided for each vehicle being quoted. All quotes may be returned in one sealed bid envelope.*

<b>MID-SIZE STAFF SEDAN SPECIFICATIONS –MUST MEET OR EXCEED</b>	<b>MEETS OR EXCEEDS</b>	<b>DOES NOT MEET</b>	<b>COMMENTS</b>
<b>Air Bags:</b> Driver side & passenger front and side impact air bags with passive restraint system.			
<b>Air Conditioning:</b> Factory installed required			
<b>Antifreeze:</b> Protection to a minimum of -30 degrees F.			
<b>Brakes:</b> 4-wheel antilock, 4-wheel disc brakes			
<b>Carpet:</b> Floor w/factory floor mats			
<b>Color:</b> To be determined at time of order			
<b>Cruise Control:</b> Required			
<b>Driver’s Seat:</b> Height adjustable driver’s seat – will consider manual or power options (please specify type in comments)			
<b>Drivers Power Seat Option:</b> Price separately as option if not standard equipment and available as an option			
<b>Drive Train:</b> Front Wheel Drive four (4) door sedan			
<b>Engine Size:</b> 1.5 liter or greater, 4 cylinder			
<b>EPA Passenger Volume:</b> 100.0 Cu. Ft. Minimum			
<b>Fuel Efficiency:</b> EPA fuel economy rating of 22 mpg (city) 34 (highway) minimum			
<b>Fuel Type:</b> Gasoline			

Bid# 0916-041: Mid-Size Fleet Staff Sedans  
Hamilton County, Tennessee

<b>MID-SIZE STAFF SEDAN SPECIFICATIONS –MUST MEET OR EXCEED</b>	<b>MEETS OR EXCEEDS</b>	<b>DOES NOT MEET</b>	<b>COMMENTS</b>
<b>Gasoline:</b> Vehicle to be delivered with a minimum of ½ tank			
<b>Mirrors:</b> Dual Outside Mirrors, power-adjustable			
<b>Mirrors:</b> Rear view mirror (day/night)			
<b>Power Windows and Door Locks:</b> Front and rear required			
<b>Rear Window Defogger:</b> Required			
<b>Remote Keyless Entry:</b> Remote Keyless Entry (2 keys with 2 each key fob transmitters) or digital pad power door locks			
<b>Sound System:</b> Audio system with AM/FM/ and CD with clock (factory installed)			
<b>Steering:</b> Power rack-pinion steering			
<b>Spare Tire:</b> Space saver steel rim internal spare wheel			
<b>Tires:</b> All Season Radial tires			
<b>Traction Control:</b> Electronic stability/traction control			
<b>Transmission:</b> 5 or 6 speed automatic transmission			
<b>Trunk Release:</b> Trunk emergency release handle; Remote			
<b>Wheelbase:</b> 107 inches minimum			
<b>Windshield Wipers:</b> Variable front intermittent			
<b>Delivery:</b> Delivery included in bid price. F.O.B. Chattanooga, Tennessee			
<b>Include Manufacturer’s Warranty Information with bid (Basic, Power train, etc.)</b>			
<b>Include Manufacturer’s Vehicle Spec Sheet with bid</b>			
<b>Include Terms for Payment with bid</b>			
<b>Fuel Efficiency – Provide city/highway/combined fuel mileage with bid below</b>			

**1. PRICING: Mid-Size Fleet Sedan**

**Vehicle Purchase Estimate: Approximately Eight (8) staff fleet mid-size sedans**

All prices shall be displayed on a unit price basis. Use additional spaces if needed for additional models.

**Note: Please clearly explain whether the power seat is available as an option. If the power seat is only available in a higher option package, please price both models.**

YEAR/MAKE/MODEL	BASE PRICE PER VEHICLE	COST WITH POWER SEAT AS OPTION (If available as separate option)	FUEL ECONOMY - CITY/HIGHWAY/ COMBINED	DELIVERY TIME

**2. Please provide information as to the known final order cut-off dates associated with the make/model you are bidding.**

Final Order Cut-off Date: \_\_\_\_\_

**3. Please submit the following additional documents with your bid:**

- Interior and exterior colors available on your Mid-size Fleet Staff Sedans
- Manufacturer’s vehicle detailed specification sheet
- Manufacturer’s warranty detailed information
- Signed Authorization to Bind and Certificate of Compliance forms (attached)

**4. Vehicle Delivery Instructions**

- All vehicle purchase/title documents must be delivered to the following prior to vehicle delivery:  
 Janie Burley, Purchasing Department  
 455 N. Highland Park Avenue  
 Chattanooga, TN 37404
- Vehicles must be delivered to the locations as specified on each Purchase Order.

**BID SUBMITTED BY:**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

## AUTHORIZATION TO BIND

By signing this proposal, I certify and acknowledge that the information contained in this document is true and correct, containing **NO** misrepresentations. The information is **NOT** tainted by any collusion. I certify and acknowledge that I have reviewed and approved the release of this proposal for Hamilton County's consideration. Further, I am authorized to bind my company to the responses and pricing in these proposal/bid documents, and any subsequent negotiations, as well as execute the actual Contract documents, if selected.

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Authorized Signature (Officer of the Company)

---

Name of Authorized Signer (Printed or Typed)

---

Title of Authorized Signer

---

Firm Name

---

Taxpayer Identification Number

---

Firm Address, City and Zip Code

---

Telephone Number

---

Fax Number

---

Email Address

---

Date

### CERTIFICATE OF COMPLIANCE

By indication of the authorized signature below, the Proposer/Bidder does hereby make certification and assurance, under penalty of perjury, of the Proposer's/Bidder's compliance with all provisions of this bid/proposal and the following items:

1. the laws of the State of Tennessee and Hamilton County;
2. the Help America Vote Act;
3. Title VI of the Civil Rights Act of 1964;
4. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
5. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
6. that to the best of its knowledge and belief that each bidder/proposer is not on the list created pursuant to T.C.A. §12-12-106 regarding the Iran Divestment Act;
7. Hamilton County's Disadvantaged Business Enterprise guidelines;
8. the Drug Free Workplace statement;
9. the condition that the submitted proposal/bid was independently arrived at, without collusion, under penalty of perjury; and
10. the condition that no amount shall be paid directly or indirectly to an employee or official of Hamilton County as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer/Bidder in connection with the procurement under this RFP/Bid.

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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



## HAMILTON COUNTY, TENNESSEE GENERAL TERMS AND CONDITIONS FOR PURCHASES

1. **ACCEPTANCE:** All terms and conditions in this invitation are deemed to be accepted by the bidder and incorporated in the bid, except the provision(s) which are expressly excluded by the bid specifications.
2. **ADDITIONAL INFORMATION:** Bidders are cautioned that any statement made by any individual or employee of Hamilton County that materially changes any portion of the bid document, either before or after the issuance of the bid documents, shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.
3. **ALTERATION OR AMENDMENTS:** No alterations, amendment, changes, modifications or additions to any contract resulting from this bid shall be binding on Hamilton County without the prior written approval of the County.
4. **ALTERNATE BIDS:** Alternate bids (defined as bids that do not comply with the bid terms, conditions, and specifications) are not acceptable and will be rejected unless authorized by the invitation to bid. Vendors may submit more than one bid providing that all such bids comply with bid terms, conditions and specifications.
5. **ASSIGNMENT:** Contractors shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written consent of Hamilton County.
6. **AUTHORIZATION TO BIND:** All bids shall be signed by an authorized officer or employee of the bidder.
7. **AWARD:** Award will be made to the most responsive, responsible bidder(s) meeting specifications, who presents the product of service that is in the best interest of Hamilton County. Hamilton County reserves the right: (1) to award bids received on the basis of individual items, or groups of items, or on the entire list of items; (2) to reject any or all bids, or any part thereof; (3) to waive any informality in the bids; and (4) to accept the bid that is considered lowest and best.
8. **BID AMENDMENT:** If it becomes evident that an invitation must be amended, a formal written amendment will be issued to all known Bidders. If necessary, a new due date will be established.
9. **BID COPIES:** Hamilton County requires that bids be submitted in duplicate, unless otherwise stated in the bid package.
10. **BID DELIVERY:** Hamilton County requires that all bids be submitted and time/date-stamped by the date and before the time specified in the bid documents to be considered, regardless of method of delivery. The time clock in the Purchasing Department shall be the official record of the time. The County is not responsible for any technical difficulties of any vendor in the delivery of its bid. No late bids will be accepted, opened or returned.
11. **BID FORMS:** Vendors must complete bid forms contained in the bid package. Failure to fully complete the bid forms may result in rejection of the bid.  
  
All information shall be entered in ink or typed/computer generated. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid. Corrections and/or modifications received after the closing time specified will not be accepted.
12. **BID PREPARATION:** Prospective bidders are solely responsible for their own expenses in BID preparation and subsequent negotiations with Hamilton County, if any.

**13. BID PRICING:** Any bid, and its associated pricing, shall remain valid for at least three (3) months after the bid due date, unless otherwise indicated in the bid specifications. Unit price must be shown for all products or services. In case of error in extension, unit price will govern. Prices will be considered as net, if no cash discount is shown.

**14. BID SUBMISSION AND TRANSMISSION:** Bid must be submitted in a sealed envelope with the Bid Number/Name, the closing date and time, as well as your company name provided on the envelope. If your response envelope is enclosed in another envelope/package for delivery, the latter should also be clearly labeled with the same identifying information.

All bids are to be F.O.B. Hamilton County, TN. All responses to this invitation become the property of Hamilton County.

Bids/Proposals submitted via e-mail or facsimile machine are unacceptable.

**15. BRAND NAMES:** Brand names and numbers, when used, are for reference to indicate the character or quality desired. Equal items will be considered, provided they are clearly identified by manufacturer, part number, diagrams, brochures and other related material, *unless stated otherwise in the bid specifications*. When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.

**16. CODE OF ETHICS:** Hamilton County, through its Purchasing Rules, has adopted the National Institute of Government Purchasing (NIGP) as well as the Hamilton County Government Code of Ethics. All suppliers are expected to adhere to business ethics and professional behaviors as outlined in these documents.

**17. COMPLIANCE WITH ALL LAWS:** Companies submitting bids must agree to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations, including but not limited to Title VI of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act and the regulations issued there under by the federal government, the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government, in any manner affecting the provision of goods and/or services, and all instructions, prohibitive orders issued, and shall obtain all necessary permits.

**18. DECLARATIVE STATEMENT:** Any statement or word (e.g., must, shall, will) are declarative statements and the vendor must comply with the conditions. Failure to comply with any such statement may result in their bid being deemed non-responsive and disqualified.

**19. DEFAULT:** In case of default by the bidder, the County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to the County. Prices paid by the County shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Director.

**20. DELIVERY REQUIREMENTS:** Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by the County. *Note: Time of delivery may be a consideration in the award.*

**21. DISADVANTAGED BUSINESS PROGRAM:** Hamilton County has established a Disadvantaged Business Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Hamilton County is committed to ensuring full and equitable participation for all disadvantaged businesses. Hamilton County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services to Hamilton County. In addition, Hamilton County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged contractors who may wish to partner or subcontract with disadvantaged businesses in order to accomplish the successful delivery of goods and/or services.

If you would like additional information about our Disadvantaged Business Program please contact:

Ken Jordan, EEO Officer/DBE Liaison  
Telephone: 423.209.6146  
Fax: 423.209.6145  
Email: [DBE@HamiltonTN.gov](mailto:DBE@HamiltonTN.gov)

22. **DRUG-FREE WORKPLACE PROGRAM FOR CONSTRUCTION SERVICES:** Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the bid or contract stating that the contractor is in compliance with the provisions of this act. Companies, other than construction services, are also encouraged to have and maintain drug-free workplace policies.
23. **EXCEPTIONS:** Bidders taking exceptions to any part or section of this invitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the bidder's intent to comply with and/or supply the requirements as written in the bid document and these General Terms and Conditions.
24. **INDEMNIFICATIONS/HOLD HARMLESS:** The vendor shall hold the County, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense, any and all actions brought against the County or himself because of the unauthorized use of such articles.
25. **IRAN DIVESTMENT ACT.** By submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. §12-12-106.
26. **NEW EQUIPMENT:** The bidder shall guarantee that the units submitted for this bid shall be new, and the latest and most improved model of current production, and shall be first quality as to workmanship and materials used in said units. All modifications shall be made at the factory. Demonstrators shall not be acceptable. *NOTE: When the bid is for services, this item does not apply.*
27. **NON-COLLUSION:** Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or federal law.
28. **NON-CONFLICT STATEMENT:** Vendors, by submitting a signed bid, agree that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the provision of its goods or performance of its services. Supplier warrants that no part of the total Contract amount provided herein shall be paid directly or indirectly to any officer or employee of Hamilton County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to the Contractor in connections with any goods provided or work contemplated or performed relative to the agreement.
29. **NON-DISCRIMINATION STATEMENT:** Supplier must agree that no person on the grounds of age, color, disability, gender, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran's status shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of Vendor. Supplier shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Suppliers covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Supplier covenants that it does not engage in any illegal employment practices.

30. **PUBLIC ACCESS TO PROCUREMENT INFORMATION:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be open to the public only after evaluation of that bid or proposal has been completed.
31. **QUALIFICATIONS OF BIDDERS:** A bidder may be required, before the award, to show to the complete satisfaction of Hamilton County that it has the necessary facilities, ability and financial resources to provide the service or goods specified.
32. **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire invitation to bid (ITB) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of bidding procedures must be received in the Purchasing Department *not less than seventy-two hours* prior to the time set for bid opening. These requirements also apply to specifications that are perceived to be ambiguous.
33. **SAMPLES:** Samples of articles, when required, shall be furnished free of cost of any sort to the County and may be retained for future comparison. Samples which are not destroyed by testing or which are not retained for future comparison will be returned upon request *at bidder expense*.
34. **TAXES:** Hamilton County is a tax exempt organization. Sales, use or federal excise taxes should not be included in your bid.
35. **TN DEPARTMENT OF REVENUE REQUIREMENTS:** Before the Contract resulting from this solicitation is signed, the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. The State shall not approve a contract unless the Proposer provides proof of such registration. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.
36. **TERMS AND CONDITIONS:** In the event of a conflict between the bid specifications and these terms and conditions, the specifications will govern.
37. **VISA ACCEPTANCE:** Awarded contractors should have the capability of accepting the County's authorized VISA Procurement Card (p-card) as a method of payment. Price changes or additional fee(s) may not be assessed when accepting the p-card as a form of payment. The successful bidder may receive payment from the County by the p-card in the same manner as other VISA purchases. VISA acceptance is preferred but is not the exclusive method of payment.
38. **WARRANTIES:** All warranty information must be furnished.
39. **WAIVING OF INFORMALITIES:** Hamilton County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hamilton County.

**HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF AGE, COLOR, DISABILITY, GENDER, GENETIC INFORMATION, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEXUAL ORIENTATION, OR VETERAN'S STATUS IN THE EVALUATION AND AWARD OF BIDS.**



**Hamilton County, Tennessee On-Line Bid Administration System**

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Logged in as: janieb@hamiltontn.gov  
Role: Client

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**Solicitation - Log**

**9/29/2016 8:06 AM Eastern**

Solicitation Title: Mid-Size Fleet Staff Sedans  
Number: 0916-041  
Bids Due: 10/10/2016 10:30:00 AM Eastern  
Status: Open

Visible to Vendors: Currently Hidden | [Show](#)

Message Summary		Message Detail		Document Detail			
<b>Message Summary</b>		export	print	Records Per Page <input type="text" value="10"/>			
<u>Send Date</u>	<u>Time Zone</u>	<u>Sent By</u>	<u>Message Subject</u>	<u>Template Name</u>	<u>Message Comment</u>	<u># Sent</u>	<u># Failed</u>
9/29/2016 8:06:52AM	Eastern	Janie Burley	<a href="#">0916-041 - Mid-Size Fleet Staff Sedans</a>	<a href="#">Invitation</a>	Please click on solicitation number 0916-041 to access bid documents for contract pricing for mid-size fleet staff sedans.	204	0

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**Please run the attached ad on September 29, 2016, in the legal notices.**

**LEGAL NOTICE**

Bids for contract unit pricing for Mid-Size Fleet Staff Sedans will be opened at 10:30 A.M. (ET) on October 10, 2016, in the offices of the Hamilton County Purchasing Department, located at 455 North Highland Park Avenue, in Chattanooga, TN. Specifications are available by contacting the Purchasing Department at (423) 209-6350 or at [www.hamiltontn.gov/purchasing](http://www.hamiltontn.gov/purchasing).

Gail B. Roppo  
Director of Purchasing



Mid-Size Fleet Staff Sedans  
October 10, 2016

Purchasing Department  
10:30 A.M.

Vendor/Vehicle Info:	Carriage Nissan	Sutherlin Nissan Mall of GA	Golden Circle Ford	D-Patrick Inc.	Don Ledford Automotive Center	Capital Motor Sales, Inc. (HC)	CDJR of Columbia
Mid Size Fleet Vehicle Base Price	\$17,831.00	\$17,943.00	\$18,282.00	\$18,457.25	\$19,625.00	\$19,560.00	\$20,993.00
Cost with Power Seat Option	\$17,831.00	\$17,943.00	N/A	\$18,457.25	\$19,975.00	\$19,560.00	\$20,993.00
Year/Make/Model	2017 Nissan Altima S	2016 Nissan Altima	2017 Ford Fusion	2017 Nissan Altima S	2017 Chevrolet Malibu	2017 Toyota Camry	2017 Dodge Charger
<b>Specifications:</b>							
Engine	2.5 L, 4 cylinder	2.5 L, 4 cylinder	2.5 L, 4 cylinder	2.5L, 4 cylinder	1.5L Turbo, 4 cylinder	2.5 L, 4 cylinder	3.6L, 6 cylinder
Wheelbase	109.3	109.3	112.2	109.3	111.4	109.3	120.2
Passenger Volume	101.9	101.9	102.8	101.9	102.9	102.7	104.7
Cargo Volume	15.4	15.4	16.0	15.4	15.8	15.4	16.1
Fuel Mileage - City/Hwy	27 / 39 mpg	27 / 39 mpg	22 / 34 mpg	27 / 39 mpg	27 / 36 mpg	25 / 35 mpg	19 / 31 mpg
Fuel Mileage - Combined (60/40)	31.8	31.8	26.8	31.8	30.6	29.0	23.8
Warranty: Basic	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi
Warranty: Powertrain	5 yr / 60k mi	5 yr / 60k mi	5 yr / 60k mi	5 yr / 60k mi	5 yr / 100k mi	5 yr / 60k mi	5 yr / 60k mi
Delivery:	14 Days	7-14 days	60-90 days	30 days	8-10 weeks	45-60 days	10-12 weeks
Terms:		7 days from delivery	Net 30	Net 30	Net 30	Net 30	Net 30
<b>Bid Cost Analysis:</b>							
Fuel costs forecast for 125k miles at \$1.3358/gal (U.S. Energy Information Administration - Oct 2016)	\$5,250.79	\$5,250.79	\$6,230.41	\$5,250.79	\$5,456.70	\$5,757.76	\$7,015.76
Base Bid w/ Fuel	\$23,081.79	\$23,193.79	\$24,512.41	\$23,708.04	\$25,081.70	\$25,317.76	\$28,008.76
Power Seat Option w/ Fuel	\$23,081.79	\$23,193.79	N/A	\$23,708.04	\$25,431.70	\$25,317.76	\$28,008.76

<b>Request For Bids:</b>	
Newspaper Ad:	9/29/2016
Vendor Notification:	204
Vendor Response:	7
Budgeted:	Capital Outlay

Meet specs - Low Bid



## 2017 Nissan Altima Sedan Features and Specifications

Printed 10/15/2016

Engine/Motor	2.5	2.5 S	2.5 SR	2.5 SV	2.5 SL	3.5 SR	3.5 SL
<input checked="" type="checkbox"/> <b>2.5-liter DOHC 16-valve 4-cylinder</b> <input checked="" type="checkbox"/> 179 hp @ 6000 rpm and 177 lb-ft of torque @ 4000 rpm	\$	\$	\$	\$	\$	-	-
<input checked="" type="checkbox"/> <b>3.5-liter DOHC 24-valve V6</b> <input checked="" type="checkbox"/> 270 hp @ 6400 rpm and 251 lb-ft of torque @ 4400 rpm	-	-	-	-	-	\$	\$
<input checked="" type="checkbox"/> <b>Lightweight engine construction</b> <input checked="" type="checkbox"/> Aluminum-alloy cylinder block <input checked="" type="checkbox"/> Aluminum-alloy cylinder head(s) <input checked="" type="checkbox"/> Lightweight pistons <input checked="" type="checkbox"/> Hollow camshafts <input checked="" type="checkbox"/> Aluminum exhaust manifold cover	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Friction reduction technology</b> <input checked="" type="checkbox"/> Coated pistons <input checked="" type="checkbox"/> Microfinished crankshaft and camshafts <input checked="" type="checkbox"/> Diamond-like carbon coating on valve lifters	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Compact Engine-Balancer System</b>	\$	\$	\$	\$	\$	-	-
<input checked="" type="checkbox"/> <b>Liquid-filled engine mounts</b> <input checked="" type="checkbox"/> Electronically controlled	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Timing-chain-driven camshafts</b> <input checked="" type="checkbox"/> Silent-type	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Continuously Variable Valve Timing Control System (CVTCS)</b> <input checked="" type="checkbox"/> Intake <input checked="" type="checkbox"/> Exhaust	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>4 valves per cylinder</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Nissan Direct Ignition System (NDIS)</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>105,000-mile tune-up-free engine</b> <input checked="" type="checkbox"/> Long-reach spark plugs	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Swirl control combustion</b>	\$	\$	\$	\$	\$	-	-
<input checked="" type="checkbox"/> <b>Variable-flow Intake manifold</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Electronic drive-by-wire system</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Electronic sequential multi-point fuel injection</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Flexible exhaust coupling(s)</b> <input checked="" type="checkbox"/> One coupling <input checked="" type="checkbox"/> Two couplings	\$	\$	\$	\$	\$	-	-
<input checked="" type="checkbox"/> <b>Low-restriction exhaust</b> <input checked="" type="checkbox"/> Dual exhaust <input checked="" type="checkbox"/> Lightweight mufflers	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Cooling fan</b> <input checked="" type="checkbox"/> Electric	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Liquid-cooled engine oil cooler</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Serpentine engine accessory drive belt</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Nissan Vehicle Immobilizer System</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>On-Board Diagnostic System</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>CONSULT® diagnostic tool</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Fail-safe mode of the Electronic Concentrated Control System</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Engine compartment</b> <input checked="" type="checkbox"/> Engine cover	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Engine cover</b>	-	\$	\$	\$	\$	\$	\$
<b>Drivetrain</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<input checked="" type="checkbox"/> <b>Front-wheel drive</b>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Xtronic CVT® (Continuously Variable Transmission)</b> <input checked="" type="checkbox"/> D-step transmission tuning <input checked="" type="checkbox"/> Drive Sport mode <input checked="" type="checkbox"/> Paddle shifters with manual shift mode <input checked="" type="checkbox"/> Transmission shift interlock system <input checked="" type="checkbox"/> Adaptive Ratio Control <input checked="" type="checkbox"/> Fail-safe mode	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> <b>Hill start assist</b>	\$	\$	\$	\$	\$	\$	\$
<b>Suspension &amp; Steering</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<input checked="" type="checkbox"/> <b>Independent strut front suspension</b> <input checked="" type="checkbox"/> Rebound springs	\$	\$	\$	\$	\$	\$	\$


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<b>Suspension &amp; Steering</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<input checked="" type="checkbox"/> Forged aluminum-alloy components							
<input checked="" type="checkbox"/> Independent multi-link rear suspension	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Rebound springs							
<input checked="" type="checkbox"/> Forged aluminum-alloy components							
<input checked="" type="checkbox"/> ZF Sachs shock absorbers	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Soft-mount suspension subframes	S	S	S	S	S	S	S
<input type="checkbox"/> Front							
<input type="checkbox"/> Rear							
<input checked="" type="checkbox"/> Stabilizer bars	S	S	S	S	S	S	S
<input type="checkbox"/> Front							
<input type="checkbox"/> Rear							
<input checked="" type="checkbox"/> Sport-tuned suspension	-	-	S	-	-	S	-
<input checked="" type="checkbox"/> Electrically driven hydraulic power steering	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Vehicle-speed-sensitive							
<input checked="" type="checkbox"/> Active Understeer Control	S	S	S	S	S	S	S
<b>Brakes</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<input checked="" type="checkbox"/> Power-assisted brakes	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> 4-wheel disc brakes							
<input checked="" type="checkbox"/> Vented front disc brakes							
<input checked="" type="checkbox"/> Anti-lock Braking System (ABS)	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Brake Assist							
<input checked="" type="checkbox"/> Electronic Brake force Distribution							
<b>Wheels &amp; Tires</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<input checked="" type="checkbox"/> Steel wheels	S	S	-	-	-	-	-
<input type="checkbox"/> 16 x 7.0							
<input type="checkbox"/> Full wheel covers							
<input type="checkbox"/> Bolt-on covers							
<input checked="" type="checkbox"/> Aluminum-alloy wheels							
<input type="checkbox"/> 16 x 7.0	-	Q	-	-	-	-	-
<input type="checkbox"/> 17 x 7.5	-	-	-	S	S	-	-
<input type="checkbox"/> 18 x 7.5	-	-	-	-	-	-	S
<input type="checkbox"/> 18 x 7.5 sport design	-	-	S	-	-	S	-
<input checked="" type="checkbox"/> All-season radial tires							
<input type="checkbox"/> P215/60-16	S	S	-	-	-	-	-
<input checked="" type="checkbox"/> P215/55-17 V-speed-rated	-	-	-	S	S	-	-
<input checked="" type="checkbox"/> P235/45-18 V-speed-rated	-	-	S	-	-	S	S
<input checked="" type="checkbox"/> Spare tire	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Space-saver							
<b>Chassis</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<input checked="" type="checkbox"/> Unibody construction	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Structural rigidity	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Weld-bonding							
<input checked="" type="checkbox"/> Engine cradle							
<input checked="" type="checkbox"/> X-brace upper cowl structure							
<input checked="" type="checkbox"/> Ultra-high-strength steel							
<input checked="" type="checkbox"/> Body undercoating	S	S	S	S	S	S	S
<b>Exterior</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<input checked="" type="checkbox"/> Advanced aerodynamic body	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Active Grille Shutter	S	S	S	S	S	-	-
<input checked="" type="checkbox"/> Lightweight body components	S	S	S	S	S	S	S
<input type="checkbox"/> Aluminum-alloy hood							
<input checked="" type="checkbox"/> Door seals	S	S	S	S	S	S	S
<input type="checkbox"/> Door frame parting seal							
<input checked="" type="checkbox"/> Headlights							
<input checked="" type="checkbox"/> Halogen headlights	S	S	S	S	S	-	-
<input checked="" type="checkbox"/> LED low-beam headlights	-	-	Q	-	Q	S	S
<input checked="" type="checkbox"/> Projector-type design	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Jewel-type reflectors	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Crack-resistant polycarbonate covers	S	S	S	S	S	S	S



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Exterior	2.5	2.5 S	2.5 SR	2.5 SV	2.5 SL	3.5 SR	3.5 SL
<input checked="" type="checkbox"/> Replaceable bulbs	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Smart Auto Headlights	-	S	S	S	S	S	S
<input type="checkbox"/> Daytime running lights	-	-	S	S	S	S	S
<input checked="" type="checkbox"/> Fog lights	-	-	S	S	S	S	S
<input checked="" type="checkbox"/> Halogen fog lights							
<input checked="" type="checkbox"/> Jewel-type reflectors							
<input checked="" type="checkbox"/> Replaceable bulbs							
<input checked="" type="checkbox"/> LED lights							
<input type="checkbox"/> Daytime running lights	-	-	Q	-	Q	S	S
<input type="checkbox"/> Low-beam headlights	-	-	Q	-	Q	S	S
<input type="checkbox"/> Outside mirror turn signals	-	-	-	Q	S	-	S
<input type="checkbox"/> Center high-mounted stoplight (CHMSL)	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Outside mirrors							
<input checked="" type="checkbox"/> Power controls	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Manual folding mirrors	-	-	-	Q	S	-	S
<input checked="" type="checkbox"/> Integrated mirror turn signals	-	-	-	Q	S	-	S
<input checked="" type="checkbox"/> Heated	-	-	-	Q	S	-	S
<input checked="" type="checkbox"/> Acoustic window glass	S	S	S	S	S	S	S
<input type="checkbox"/> Windshield							
<input checked="" type="checkbox"/> Tinted glass	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Ultraviolet (UV)-reducing solar glass							
<input checked="" type="checkbox"/> Exterior trim							
<input type="checkbox"/> Black/chrome grille	S	S	S	S	S	S	S
<input type="checkbox"/> Blackened headlight reflectors	-	-	S	-	Q	S	S
<input type="checkbox"/> Smoked taillight housing	-	-	S	-	-	S	-
<input type="checkbox"/> Body-color bumpers	S	S	S	S	S	S	S
<input type="checkbox"/> Body-color lower side sills	S	S	S	S	S	S	S
<input type="checkbox"/> Body-color outside mirrors	S	S	S	S	S	S	S
<input type="checkbox"/> Chrome door handles	S	S	S	S	S	S	S
<input type="checkbox"/> Chrome side window molding	S	S	S	S	S	S	S
<input type="checkbox"/> Chrome exhaust tip finishers	S	S	S	S	S	S	S
<input type="checkbox"/> Chrome-accent rear license plate finisher	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Etch-resistant clear coat paint	S	S	S	S	S	S	S
<input type="checkbox"/> All colors							
<input checked="" type="checkbox"/> Moonroof	-	-	-	Q	Q	-	S
<input checked="" type="checkbox"/> Power controls							
<input checked="" type="checkbox"/> One-touch open/close							
<input checked="" type="checkbox"/> Rear-tilt feature							
<input type="checkbox"/> Tinted glass							
<input checked="" type="checkbox"/> Sliding shade							
<input checked="" type="checkbox"/> Spoiler	-	-	S	Q	Q	S	Q
<input checked="" type="checkbox"/> Rear							
Interior	2.5	2.5 S	2.5 SR	2.5 SV	2.5 SL	3.5 SR	3.5 SL
<input checked="" type="checkbox"/> Front seats							
<input checked="" type="checkbox"/> Bucket seats	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Zero Gravity front seats	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> 6-way manual driver's seat	S	S	-	-	-	-	-
<input checked="" type="checkbox"/> 6-way power driver's seat	-	Q	-	-	-	-	-
<input checked="" type="checkbox"/> 8-way power driver's seat	-	-	S	S	S	S	S
<input checked="" type="checkbox"/> Driver's seat power lumbar support	-	-	S	S	S	S	S
<input checked="" type="checkbox"/> 4-way manual passenger's seat	S	S	S	S	-	S	-
<input checked="" type="checkbox"/> 4-way power passenger's seat	-	-	-	-	S	-	S
<input checked="" type="checkbox"/> Heated	-	-	-	Q	S	-	S
<input checked="" type="checkbox"/> Rear seats	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> 60/40 split folding seatbacks							
<input checked="" type="checkbox"/> Large opening behind seatback							
<input checked="" type="checkbox"/> Seat trim							
<input type="checkbox"/> Cloth	S	S	-	S	-	-	-
<input type="checkbox"/> Unique sport cloth	-	-	S	-	-	S	-
<input type="checkbox"/> Leather-appointed	-	-	-	-	S	-	S
<input checked="" type="checkbox"/> Interior trim							
<input type="checkbox"/> Leather-wrapped gearshift knob	-	-	S	-	S	S	S



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Interior	2.5	2.5 S	2.5 SR	2.5 SV	2.5 SL	3.5 SR	3.5 SL
<ul style="list-style-type: none"> <li><input type="checkbox"/> Soft-touch armrests</li> <li><input type="checkbox"/> Chrome door handles</li> <li><input type="checkbox"/> Chrome-finish accents</li> <li><input type="checkbox"/> Console storage mats</li> <li><input type="checkbox"/> Unique sport interior accents</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Steering wheel                             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Leather-wrapped</li> <li><input checked="" type="checkbox"/> Heated</li> </ul> </li> </ul>	-	-	\$	\$	\$	\$	\$
<b>Comfort &amp; Convenience</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<input checked="" type="checkbox"/> Switches and controls	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Adjustable steering column <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Tilt</li> <li><input checked="" type="checkbox"/> Telescopic</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> HVAC (Heating, Ventilation, and Air Conditioning) <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Air conditioning</li> <li><input checked="" type="checkbox"/> Automatic Temperature Control</li> <li><input checked="" type="checkbox"/> Dual-zone climate controls</li> <li><input type="checkbox"/> Digital display</li> <li><input checked="" type="checkbox"/> In-cabin microfilter</li> <li><input checked="" type="checkbox"/> Rear floor ducts</li> <li><input checked="" type="checkbox"/> Rear vents</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Side-window demisters	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Rear window defroster with timer	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Smart Auto Headlights	-	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Battery-saver timing device <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Interior lights: approximately 15 minutes</li> <li><input checked="" type="checkbox"/> Headlights: approximately 5 minutes</li> <li><input checked="" type="checkbox"/> Accessory mode: approximately 30 minutes</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Front-seat center console <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Armrest</li> <li><input checked="" type="checkbox"/> Storage compartment</li> <li><input type="checkbox"/> Dual-level storage compartment</li> <li><input type="checkbox"/> Cell phone storage</li> <li><input type="checkbox"/> Dual front cup holders</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Front overhead console <ul style="list-style-type: none"> <li><input type="checkbox"/> Dual map lights</li> <li><input type="checkbox"/> Sunglasses holder</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Cup holders <ul style="list-style-type: none"> <li><input type="checkbox"/> Two front cup holders</li> <li><input type="checkbox"/> Two front-door bottle holders</li> <li><input type="checkbox"/> Two rear cup holders</li> <li><input type="checkbox"/> Two rear-door bottle holders</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> 12-volt power outlets <ul style="list-style-type: none"> <li><input type="checkbox"/> Two outlets</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Interior illumination <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Interior light logic</li> <li><input type="checkbox"/> Accent lighting</li> <li><input checked="" type="checkbox"/> Door-mounted step lights</li> <li><input type="checkbox"/> Dual map lights</li> <li><input type="checkbox"/> Rear reading lights</li> <li><input type="checkbox"/> Illuminated USB port</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Interior storage <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lockable glove compartment</li> <li><input checked="" type="checkbox"/> Center console pocket</li> <li><input type="checkbox"/> Driver's seatback pocket</li> <li><input type="checkbox"/> Passenger-side seatback pocket</li> </ul>	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Trunk lid release	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Fuel-filler door release	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Valet function and lockout	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Power windows <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Auto-up/down for driver's window</li> </ul>	\$	\$	\$	\$	\$	\$	\$



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Comfort & Convenience	2.5	2.5 S	2.5 SR	2.5 SV	2.5 SL	3.5 SR	3.5 SL
<input checked="" type="checkbox"/> Auto-up/down for front-passenger's window	-	-	-	Q	S	-	S
<input checked="" type="checkbox"/> Auto reverse	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Lockout for passenger windows	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Retained accessory power	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Power door locks	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Selective unlocking							
<input checked="" type="checkbox"/> Auto-door lock function							
<input checked="" type="checkbox"/> Cruise control	-	S	S	S	S	S	S
<input checked="" type="checkbox"/> Steering-wheel-mounted controls							
<input checked="" type="checkbox"/> Intelligent Cruise Control <sup>2</sup> (Full-Speed Range)	-	-	-	-	Q	-	Q
<input checked="" type="checkbox"/> Windshield wipers							
<input checked="" type="checkbox"/> Variable Intermittent function	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Mist function	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Flat-blade design	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Low washer fluid light	-	-	S	S	S	S	S
<input checked="" type="checkbox"/> Headlight activation	-	S	S	S	S	S	S
<input checked="" type="checkbox"/> Rear-seat fold-down center armrest	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Two cup holders							
<input checked="" type="checkbox"/> Advanced sound-insulation materials	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Auto-dimming rearview mirror	-	-	-	Q	S	-	S
<input checked="" type="checkbox"/> Digital compass							
<input checked="" type="checkbox"/> Sun visors							
<input checked="" type="checkbox"/> Dual vanity mirrors	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Illuminated vanity mirrors	-	S	S	S	S	S	S
<input checked="" type="checkbox"/> Rod-type extensions	-	S	S	S	S	S	S
<input checked="" type="checkbox"/> HomeLink <sup>®</sup> Universal Transceiver	-	-	-	Q	S	-	S
<input checked="" type="checkbox"/> Rearview mirror location							
<input checked="" type="checkbox"/> Vehicle Security System	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Nissan Intelligent Key <sup>®</sup> with Push Button Ignition	-	S	S	S	S	S	S
<input checked="" type="checkbox"/> Remote keyless entry							
<input checked="" type="checkbox"/> Remote Engine Start System <sup>2</sup>	-	Q	Q	S	S	Q	S
<input checked="" type="checkbox"/> Intelligent Climate Control	-	-	-	S	S	-	S
<input checked="" type="checkbox"/> Push Button Ignition	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Emergency engine shut-off							
<input checked="" type="checkbox"/> Low-battery operation							
<input checked="" type="checkbox"/> Remote keyless entry	S	-	-	-	-	-	-
<input checked="" type="checkbox"/> Passenger-assist grips	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Retractable							
<input checked="" type="checkbox"/> Damped							
<input checked="" type="checkbox"/> Bluetooth <sup>®</sup> Hands-free Phone System	S	S	S	S	S	S	S
<input checked="" type="checkbox"/> Hands-free text messaging assistant <sup>2</sup>	-	S	S	S	S	S	S
<input checked="" type="checkbox"/> Siri Eyes Free <sup>2</sup>	-	S	S	S	S	S	S
<input checked="" type="checkbox"/> NissanConnect <sup>SM</sup> with Navigation and Mobile Apps	-	-	-	Q	-	-	S
<input checked="" type="checkbox"/> 7-Inch touch screen display							
<input checked="" type="checkbox"/> Advanced Drive-Assist <sup>®</sup> Display route guidance							
<input checked="" type="checkbox"/> Curve warnings							
<input checked="" type="checkbox"/> Over-speed warnings							
<input checked="" type="checkbox"/> Lane Guidance							
<input checked="" type="checkbox"/> Voice Recognition							
<input checked="" type="checkbox"/> Voice Destination Entry							
<input checked="" type="checkbox"/> SiriusXM Traffic							
<input checked="" type="checkbox"/> SiriusXM Travel Link							
<input checked="" type="checkbox"/> EcoRoute							
<input checked="" type="checkbox"/> Hands-free text messaging assistant <sup>2</sup>							
<input checked="" type="checkbox"/> Siri Eyes Free <sup>2</sup>							
<input checked="" type="checkbox"/> Radio/music and social apps							
<input checked="" type="checkbox"/> Point of Interest apps							
<input checked="" type="checkbox"/> USB port							
<input checked="" type="checkbox"/> SiriusXM Satellite Radio							
<input checked="" type="checkbox"/> NissanConnect <sup>SM</sup> with Navigation, Mobile Apps, and Services	-	-	-	-	Q	-	Q
<input checked="" type="checkbox"/> 7-Inch touch screen display							



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<b>Comfort &amp; Convenience</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Advanced Drive-Assist® Display route guidance</li> <li><input type="checkbox"/> Curve warnings</li> <li><input type="checkbox"/> Over-speed warnings</li> <li><input checked="" type="checkbox"/> Lane Guidance</li> <li><input checked="" type="checkbox"/> Voice Recognition</li> <li><input checked="" type="checkbox"/> Voice Destination Entry</li> <li><input checked="" type="checkbox"/> SiriusXM Traffic</li> <li><input checked="" type="checkbox"/> SiriusXM Travel Link®</li> <li><input checked="" type="checkbox"/> EcoRoute</li> <li><input checked="" type="checkbox"/> Hands-free text messaging assistant</li> <li><input checked="" type="checkbox"/> Siri Eyes Free™</li> <li><input type="checkbox"/> Radio/music and social apps</li> <li><input type="checkbox"/> Point of Interest apps</li> <li><input type="checkbox"/> USB port</li> <li><input type="checkbox"/> SiriusXM Satellite Radio</li> <li><input checked="" type="checkbox"/> NissanConnectSM Services powered by SiriusXM</li> </ul>							
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Trunk</b></li> <li><input checked="" type="checkbox"/> Fully lined</li> <li><input type="checkbox"/> Partial lid lining</li> <li><input checked="" type="checkbox"/> Lid lining</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input type="checkbox"/> Front and Rear Sonar System</li> </ul>	-	-	-	-	-	-	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> RearView Monitor</li> </ul>	-	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Large-capacity fuel tank</li> <li><input type="checkbox"/> 18.0-gallon capacity</li> </ul>	S	S	S	S	S	S	S
<b>Instrumentation</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Analog gauges</li> <li><input checked="" type="checkbox"/> Daytime illumination electroluminescent gauges</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Vehicle Information</li> <li><input checked="" type="checkbox"/> Fuel-filler arrow</li> <li><input checked="" type="checkbox"/> Advanced Drive-Assist® Display</li> </ul>	S	S	S	S	S	S	S
<b>Safety Features</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 3-point seat belts</li> <li><input checked="" type="checkbox"/> Emergency Locking Retractor (ELR) seat belts</li> <li><input checked="" type="checkbox"/> Automatic Locking Retractor (ALR) seat belts</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Front seat belts with pretensioners and load limiters</li> <li><input type="checkbox"/> Dual pretensioners</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Seat belts with adjustable upper anchors</li> <li><input type="checkbox"/> Front</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nissan Advanced Air Bag System™</li> <li><input checked="" type="checkbox"/> Dual-stage Inflation</li> <li><input checked="" type="checkbox"/> Occupant Classification System</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Driver and front-passenger seat-mounted side-impact supplemental air bags™</li> <li><input type="checkbox"/> Chest and pelvis protection</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Roof-mounted curtain side-impact supplemental air bags™ for outboard occupant head protection</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Head restraints</li> <li><input type="checkbox"/> Adjustable front seats</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Child safety</li> <li><input checked="" type="checkbox"/> LATCH System (Lower Anchors and Tethers for Children)</li> <li><input checked="" type="checkbox"/> Child restraint system upper tether anchors</li> <li><input checked="" type="checkbox"/> Child safety rear door locks</li> <li><input checked="" type="checkbox"/> Emergency inside trunk lid release</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Energy-absorbing steering column</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> High-strength steel side-door guard beams</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Zone Body Construction</li> <li><input checked="" type="checkbox"/> Hood deformation point</li> <li><input checked="" type="checkbox"/> Hood safety stops</li> <li><input checked="" type="checkbox"/> Break-away rear engine mount</li> <li><input checked="" type="checkbox"/> Slide-away brake pedal assembly</li> </ul>	S	S	S	S	S	S	S
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Vehicle Dynamic Control™ (VDC)</li> <li><input checked="" type="checkbox"/> Traction Control System</li> </ul>	S	S	S	S	S	S	S



**2017 Nissan Altima Sedan Features and Specifications**  
 Printed 10/15/2016

Safety Features	2.5	2.5 S	2.5 SR	2.5 SV	2.5 SL	3.5 SR	3.5 SL
<input checked="" type="checkbox"/> Brake Override Technology	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Tire Pressure Monitoring System (TPMS)							
<input checked="" type="checkbox"/> Display Integrated Into Advanced Drive-Assist® Display	-	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Easy-Fill Tire Alert	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Blind Spot Warning <sup>†</sup>	-	-	-	\$	\$	-	\$
<input checked="" type="checkbox"/> Predictive Forward Collision Warning <sup>†</sup>	-	-	-	-	Q	-	Q
<input checked="" type="checkbox"/> Forward Emergency Braking <sup>†</sup>	-	-	-	-	Q	-	Q
<input checked="" type="checkbox"/> Rear Cross Traffic Alert <sup>†</sup>	-	-	-	\$	\$	-	\$
Audio Systems	2.5	2.5 S	2.5 SR	2.5 SV	2.5 SL	3.5 SR	3.5 SL
<input checked="" type="checkbox"/> AM/FM/CD							
<input checked="" type="checkbox"/> 5-inch color display screen	-	\$	\$	\$	-	\$	-
<input checked="" type="checkbox"/> CD-MP3/WMA playback	\$	\$	\$	\$	-	\$	-
<input checked="" type="checkbox"/> 4 speakers	\$	-	-	-	-	-	-
<input checked="" type="checkbox"/> 6 speakers	-	\$	\$	\$	-	\$	-
<input checked="" type="checkbox"/> Radio Data System (RDS)	\$	\$	\$	\$	-	\$	-
<input checked="" type="checkbox"/> Digital clock	\$	\$	\$	\$	-	\$	-
<input checked="" type="checkbox"/> Speed-sensitive volume control	-	\$	\$	\$	-	\$	-
<input checked="" type="checkbox"/> Bose® Premium audio system							
<input checked="" type="checkbox"/> AM/FM/CD	-	-	-	-	\$	-	\$
<input checked="" type="checkbox"/> 5-inch color display screen	-	-	-	-	\$	-	-
<input checked="" type="checkbox"/> 7-inch color display screen	-	-	-	-	-	-	\$
<input checked="" type="checkbox"/> CD-MP3/WMA playback	-	-	-	-	\$	-	\$
<input checked="" type="checkbox"/> 9 speakers	-	-	-	-	\$	-	\$
<input checked="" type="checkbox"/> Radio Data System (RDS)	-	-	-	-	\$	-	\$
<input checked="" type="checkbox"/> Digital clock	-	-	-	-	\$	-	\$
<input checked="" type="checkbox"/> Speed-sensitive volume control	-	-	-	-	\$	-	\$
<input checked="" type="checkbox"/> Steering-wheel-mounted audio controls	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Auxiliary input jack	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> USB port	-	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Streaming audio via Bluetooth®	\$	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Satellite radio	-	-	-	\$	\$	-	\$
<input checked="" type="checkbox"/> Antenna							
<input checked="" type="checkbox"/> In-glass antenna	\$	-	-	-	-	-	-
<input checked="" type="checkbox"/> In-glass and diversity antenna system	-	\$	\$	\$	\$	\$	\$
<input checked="" type="checkbox"/> Antenna amplifier	\$	\$	\$	\$	\$	\$	\$

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**2017 Nissan Altima Sedan Features and Specifications**  
 Printed 10/15/2016

<b>Exterior Dimensions (inches)</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
Overall length	191.9	191.9	191.9	191.9	191.9	191.9	191.9
Overall width	72.0	72.0	72.0	72.0	72.0	72.0	72.0
Overall height	57.8	57.8	58.0	57.8	57.8	57.9	57.9
Wheelbase	109.3	109.3	109.3	109.3	109.3	109.3	109.3
Track width: Front suspension	62.4	62.4	62.0	62.4	62.4	62.0	62.0
Track width: Rear suspension	62.4	62.4	62.0	62.4	62.4	62.0	62.0
<b>Interior Dimensions (inches)</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
<b>Head room (without moonroof)</b>							
Front	40.0	40.0	40.0	40.0	40.0	40.0	---
Rear	37.1	37.1	37.1	37.1	37.1	37.1	---
<b>Head room (with moonroof)</b>							
Front	---	---	---	39.1	39.1	---	39.1
Rear	---	---	---	37.1	37.1	---	37.1
<b>Shoulder room</b>							
Front	56.4	56.4	56.4	56.4	56.4	56.4	56.4
Rear	56.4	56.4	56.4	56.4	56.4	56.4	56.4
<b>Hip room</b>							
Front	54.0	54.0	54.0	54.0	54.0	54.0	54.0
Rear	52.1	52.1	52.1	52.1	52.1	52.1	52.1
<b>Leg room</b>							
Front	45.0	45.0	45.0	45.0	45.0	45.0	45.0
Rear	36.1	36.1	36.1	36.1	36.1	36.1	36.1
<b>Handling &amp; Performance</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
Turning circle diameter (feet)	36.1	36.1	37.4	37.4	37.4	37.4	37.4
Coefficient of drag (Cd)	0.28	0.28	0.28	0.27	0.27	0.29	0.28
Final drive ratio	4.83:1	4.83:1	4.83:1	4.83:1	4.83:1	4.60:1	4.60:1
<b>Capacities</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
Cargo capacity (cubic feet)	15.4	15.4	15.4	15.4	15.4	15.4	15.4
<b>Interior passenger volume (cubic feet)</b>							
Without moonroof	101.9	101.9	101.9	101.9	101.9	101.9	---
With moonroof	---	---	---	100.5	100.5	---	100.5
<b>Total interior volume (cargo capacity + passenger volume) (cubic feet)</b>							
Without moonroof	117.5	117.5	117.5	117.5	117.5	117.5	---
With moonroof	---	---	---	115.9	115.9	---	115.9
Fuel tank capacity (gallons)	18.0	18.0	18.0	18.0	18.0	18.0	18.0
<b>Curb Weights (lbs.)</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
CVT transmission	3197	3212	3258	3233	3254	3412	3463
<b>EPA Mileage Estimates (mpg)</b>	<b>2.5</b>	<b>2.5 S</b>	<b>2.5 SR</b>	<b>2.5 SV</b>	<b>2.5 SL</b>	<b>3.5 SR</b>	<b>3.5 SL</b>
CVT transmission (city/highway/combined)	27/39/31	27/39/31	26/37/30	27/39/31	27/39/31	22/32/26	22/32/26

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# Hamilton County Board of Commissioners RESOLUTION

No. 1116-37

A RESOLUTION ACCEPTING THE BID OF PRATER FORD, INC., FOR MID-SIZE AND SMALL UTILITY VEHICLES FOR HAMILTON COUNTY AND TO AUTHORIZE THE COUNTY MAYOR TO SIGN ANY CONTRACTS NECESSARY TO IMPLEMENT THIS RESOLUTION.

WHEREAS, bids were received in response to public advertisement for one (1) mid-size 4x4 utility vehicle for the Engineering Department and small AWD utility vehicles for Building Inspection (1), Real Property (1), and Stormwater (1); and,

WHEREAS, the bid from Prater Ford, Inc. amounting to \$27,775.72 for the mid-size 4x4 utility vehicle, and \$22,852.89 for the small AWD utility vehicle was considered to be the lowest and best bid received; and,

WHEREAS, there are sufficient previously budgeted funds available (for projects funded through the operating budget) and sufficient allocated funds available to the requisitioning department from bond proceeds (for projects funded from bond proceeds).

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY, IN SESSION ASSEMBLED:

That the bid of Prater Ford, Inc. for mid-size and small utility vehicles for Hamilton County is hereby accepted, said bid being the lowest and best bid received, and authorizing the County Mayor to sign any contacts necessary to implement this resolution.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

**CERTIFICATION OF ACTION**

Approved:

Rejected:

\_\_\_\_\_  
County Clerk

Approved:

Vetoed:

\_\_\_\_\_  
County Mayor

November 16, 2016

\_\_\_\_\_  
Date

JIM M. COPPINGER  
COUNTY MAYOR



GAIL B. ROPPO  
DIRECTOR  
PURCHASING DEPARTMENT

## HAMILTON COUNTY, TENNESSEE

October 6, 2016

### Invitation to Bid – Hamilton County

Subject: One (1) Mid-Size and five (5) Small Utility Vehicles as per attached specifications.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Street City State

By: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print or Type Name)

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Delivery: \_\_\_\_\_ Terms: \_\_\_\_\_

Bid Date/Time: Refer to the bid specifications for the date and time of the opening.

Office: Sealed bids should be delivered to the office of the County Director of Purchasing, at 455 N. Highland Park Avenue, McDaniel Building, Chattanooga, Tennessee 37404. **Bids must be received before the specified time listed in the bid specifications for the opening of bids. Bids that do not meet this time requirement will be deemed invalid and will not be opened.** This includes Priority and Express Mail. There will be no exceptions. All bids are to be F.O.B. Chattanooga, Tennessee 37404.

**Mark outside envelope containing sealed bid: "Utility Vehicles".  
Proposal/Bid Number: 1016-043.**

Enclosed: Specifications and Terms & General Bid Conditions

Hamilton County,

A handwritten signature in blue ink that reads "Gail B. Roppo".

Gail B. Roppo  
Director of Purchasing

## BID SPECIFICATIONS

Hamilton County, Tennessee is soliciting bids for new and unused, current (2017) model year, mid-size and small utility vehicles. Vehicles shall be equipped with all standard manufacturers' equipment for the model bid. Any deviations from the specifications shall be provided in detail. Bid pricing must include shipping/delivery to Chattanooga, Tennessee. The vehicles shall meet or exceed the following specifications. **Note that there are three configurations requested as a part of this bid.**

### **BID SUBMISSION REQUIREMENTS**

The bidder must complete and deliver **an original and one (1) hard copy** of its bid response document in a sealed envelope **before 10:30 a.m. (ET) on October 18, 2016** to the Hamilton County Purchasing Director at the address specified below.

The outside of the envelope/package containing the bid should be clearly marked with the following statement "**BID # 1016-043: Utility Vehicles**". Any sealed envelope(s) enclosed within this envelope / package should also be clearly marked with the same label.

#### **DELIVERY ADDRESS**

***NOTE: Please note that receipt of the bid by the County mail system does not constitute receipt of a bid by the Purchasing Department. All proposals/bids must be received in the Purchasing Department by the specified deadline.***

Gail B. Roppo, Director of Purchasing  
**Bid # 1016-043: Utility Vehicles** {insert your company name here}  
Hamilton County Purchasing Department  
455 N. Highland Park Avenue  
Chattanooga, TN 37404

### **COMPLETION OF THE ATTACHED BID PRICING FORMS**

Submit your bid as specified below on the attached Detailed Bid Specifications and Pricing Forms. Indicate the extent to which your vehicle meets each specification included. All prices shall be displayed on a unit price basis.

### **COMPLETION OF THE ATTACHED BID SUBMISSION FORMS**

The attached Authorization to Bind and Certificate of Compliance forms must be signed and submitted as a part of your bid submission package.

### **CONTACTS**

Questions regarding **bid procedures or product specifications** should be directed to Janie Burley, Hamilton County Purchasing Department, at [Janieb@hamiltontn.gov](mailto:Janieb@hamiltontn.gov) or (423) 209-6350.

### **ATTACHMENTS**

Hamilton County General Bid Terms and Conditions

**CONFIGURATION A**

**DETAILED BID SPECIFICATIONS – 4X4 Mid-Size Utility Vehicle:**

Items found in this section set forth the County’s minimum expectations for a new and unused, current year (2017) model, **4X4 Utility Vehicle** sought through this bid document. Each item in each of the following categories must be completed. Please respond as instructed. Please indicate to what extent your proposed vehicle meets each of the specifications listed below by placing an “X” in either the “MEETS OR EXCEEDS” or “DOES NOT MEET” column. If your equipment does not meet any specification, please explain using the comments column. All bids are F.O.B. Chattanooga, Tennessee.

**Note:** *If quoting more than one make/model of vehicle, a separate vendor/manufacturers’ specification sheet must be provided for each vehicle being quoted. All quotes may be returned in one sealed bid envelope.*

<b><u>MID-SIZE 4X4 UTILITY VEHICLE SPECIFICATIONS – MUST MEET OR EXCEED</u></b>	<b>MEETS OR EXCEEDS</b>	<b>DOES NOT MEET</b>	<b>COMMENTS</b>
<b>Engine Size:</b> V- 6 Gasoline			
<b>Drive Train:</b> Four wheel drive			
<b>Wheelbase:</b> 112” – 116”			
<b>Cargo Capacity:</b> 43 cu.ft. minimum with 2 <sup>nd</sup> seat up			
<b>Alternator:</b> 130 amp minimum			
<b>Fuel Tank:</b> Minimum 18 gallons			
<b>Exterior Color:</b> To be determined			
<b>Interior Color:</b> State Colors for model bid			
<b>Radio:</b> AM/FM Stereo w/CD			
<b>Tires:</b> Five (5) full size 245/65Rx17 all terrain			
<b>Wheels:</b> 17” minimum, Aluminum or Styled Steel			
<b>Shock Absorbers:</b> Heavy Duty			
<b>Glass:</b> Privacy Glass			
<b>Instrumentation:</b> Full instrumentation to include climate indicator/outside temperature.			

<b>MID-SIZE 4X4 UTILITY VEHICLE SPECIFICATIONS – MUST MEET OR EXCEED</b>	<b>MEETS OR EXCEEDS</b>	<b>DOES NOT MEET</b>	<b>COMMENTS</b>
<b>Payload Capacity:</b> 1000 lbs. minimum			
<b>Transmission:</b> Minimum 6-speed Automatic			
<b>Passenger Capacity:</b> Minimum 5 passenger w/o third seat			
<b>Bumpers:</b> Front and rear bumpers color coded to vehicle color			
<b>Mirrors:</b> Dual Outside Mirrors, power-adjustable			
<b>Power Windows &amp; Door Locks:</b> Front & rear required			
<b>Brakes:</b> 4-wheel antilock heavy duty power brakes (ABS)			
<b>Flooring:</b> Carpet w/rubber floor mats			
<b>Seats:</b> Front Bucket seats w/floor console and additional power points			
<b>Overhead Console:</b> Storage w/light			
<b>Vehicle Cab Height:</b> Minimum 70 inches			
<b>Ground Clearance:</b> 7.8 inches minimum			
<b>Rear Lift gate:</b> One piece rear lift gate/door			
<b>Coolers:</b> Auxiliary transmission & engine oil coolers			
<b>Parking Brake:</b> Foot operated/hand released parking brake			
<b>Hood Release:</b> Remote			
<b>Windshield Wipers:</b> Intermittent / variable front & rear			
<b>Air Conditioning:</b> Front & Rear factory installed			
<b>Doors:</b> Four (4) doors			
<b>Towing Package:</b> Minimum 5,000 lbs. w/ 7 point connector w/ hitch-receiver			
<b>Fog Light Option:</b> Price separately as option if not standard equipment, and available as option.			

<b>MID-SIZE 4X4 UTILITY VEHICLE SPECIFICATIONS – MUST MEET OR EXCEED</b>	<b>MEETS OR EXCEEDS</b>	<b>DOES NOT MEET</b>	<b>COMMENTS</b>
<b>Include Manufacturer’s Vehicle Spec Sheet with bid</b>			
<b>All Standard Equipment furnished by Manufacturer</b>			
<b>Include Manufacturer’s warranty information with bid (Basic, Powertrain, etc.</b>			

**Vehicle Purchase Estimate: One (1) Mid-Size 4X4 Utility Vehicle**

**Pricing Configuration A:**

A. Year/Make/Model: \_\_\_\_\_

B. Base Price per Vehicle: \_\_\_\_\_

C. Cost with Fog Light option (If available as separate option): \_\_\_\_\_

D. Delivery: \_\_\_\_\_

E. Terms: \_\_\_\_\_

**Bid Submitted By:**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**CONFIGURATION B**

**DETAILED BID SPECIFICATIONS: Three (3) Small AWD Utility Vehicles**

Items found in this section set forth the County’s minimum expectations for the new and unused current year (2017) **Small AWD Utility Vehicles** sought through this bid document. Each item in each of the following categories must be completed. Please respond as instructed. Please indicate to what extent your proposed vehicle meets each of the specifications listed below by placing an “X” in either the “MEETS OR EXCEEDS” or “DOES NOT MEET” column. If your equipment does not meet any specification, please explain using the comments column. All bids are F.O.B. Chattanooga, Tennessee.

**Note:** *If quoting more than one make/model of vehicle, a separate form must be completed for each vehicle being quoted. All quotes may be returned in one sealed bid envelope.*

<b><u>SMALL AWD UTILITY VEHICLES SPECIFICATIONS – MUST MEET OR EXCEED</u></b>	<b>MEETS OR EXCEEDS</b>	<b>DOES NOT MEET</b>	<b>COMMENTS</b>
<b>Gasoline Engine:</b> 1.6 L EcoBoost or V-6 / 240 Horsepower			
<b>Drive Train:</b> All-Wheel Drive (AWD)			
<b>Wheel Base:</b> minimum 105.9 inches			
<b>Cargo Capacity:</b> minimum 63.7 Cu. Ft.			
<b>Alternator:</b> Standard			
<b>Fuel Tank:</b> 15.5 minimum			
<b>Radio:</b> AM/FM stereo radio w/CD player			
<b>Wheels / Tires:</b> Four (4) standard size all season radials w/Mfg. standard spare			
<b>Windows:</b> Power with tinted glass all sides and rear window			
<b>Full Instrumentation:</b> To include climate indicator / outside temperature			
<b>Transmission:</b> Minimum 6- speed automatic			
<b>Bumpers:</b> Front and rear			
<b>Mirrors:</b> Driver / passenger / Electronic control			
<b>Door Locks:</b> Power			

<b>SMALL AWD UTILITY VEHICLES SPECIFICATIONS – MUST MEET OR EXCEED</b>	<b>MEETS OR EXCEEDS</b>	<b>DOES NOT MEET</b>	<b>COMMENTS</b>
<b>Driver’s Seat:</b> Height adjustable driver’s seat – will consider manual or power options (please specify type in comments)			
<b>Drivers Power Seat Option:</b> Price separately as option if not standard equipment and available as an option			
<b>Bucket Seats:</b> Front bucket seats with floor console and additional power points			
<b>Ground Clearance:</b> Minimum 6.9 inches.			
<b>Parking Break:</b> Foot operated or hand released parking brake			
<b>Windshield wipers:</b> Intermittent / variable windshield wipers front and rear			
<b>Doors:</b> Four (4) doors			
<b>Air Conditioning:</b> Factory installed			
<b>Color:</b> To be determined at time of order			
<b>Remote Keyless Entry:</b> Remote Keyless Entry (2 keys with 2 each key fob transmitters) or digital pad power door locks			
<b>All standard equipment furnished by manufacturer</b>			
<b>Include Manufacturer’s Warranty Information with bid (Basic, Powertrain, etc.)</b>			
<b>Include Manufacturer’s Vehicle Spec Sheet with bid</b>			

**Pricing Configuration B:**

**Vehicle Purchase Estimate: Three (3) Small AWD Utility Vehicles**

A. Make/Model: \_\_\_\_\_

B. Bid Price (EA): \_\_\_\_\_

C. Cost with Driver’s Seat Power Option (If available as separate option): \_\_\_\_\_

D. Delivery: \_\_\_\_\_

E. Terms: \_\_\_\_\_

**Bid Submitted By:**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

### CERTIFICATE OF COMPLIANCE

By indication of the authorized signature below, the Proposer/Bidder does hereby make certification and assurance, under penalty of perjury, of the Proposer's/Bidder's compliance with all provisions of this bid/proposal and the following items:

1. the laws of the State of Tennessee and Hamilton County;
2. the Help America Vote Act;
3. Title VI of the Civil Rights Act of 1964;
4. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
5. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
6. that to the best of its knowledge and belief that each bidder/proposer is not on the list created pursuant to T.C.A. §12-12-106 regarding the Iran Divestment Act;
7. Hamilton County's Disadvantaged Business Enterprise guidelines;
8. the Drug Free Workplace statement;
9. the condition that the submitted proposal/bid was independently arrived at, without collusion, under penalty of perjury; and
10. the condition that no amount shall be paid directly or indirectly to an employee or official of Hamilton County as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer/Bidder in connection with the procurement under this RFP/Bid.

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

## AUTHORIZATION TO BIND

By signing this proposal, I certify and acknowledge that the information contained in this document is true and correct, containing **NO** misrepresentations. The information is **NOT** tainted by any collusion. I certify and acknowledge that I have reviewed and approved the release of this proposal for Hamilton County's consideration. Further, I am authorized to bind my company to the responses and pricing in these proposal/bid documents, and any subsequent negotiations, as well as execute the actual Contract documents, if selected.

---

Authorized Signature (Officer of the Company)

---

Name of Authorized Signer (Printed or Typed)

---

Title of Authorized Signer

---

Firm Name

---

Taxpayer Identification Number

---

Firm Address, City and Zip Code

---

Telephone Number

---

Fax Number

---

Email Address

---

Date



## HAMILTON COUNTY, TENNESSEE GENERAL TERMS AND CONDITIONS FOR PURCHASES

1. **ACCEPTANCE:** All terms and conditions in this invitation are deemed to be accepted by the bidder and incorporated in the bid, except the provision(s) which are expressly excluded by the bid specifications.
2. **ADDITIONAL INFORMATION:** Bidders are cautioned that any statement made by any individual or employee of Hamilton County that materially changes any portion of the bid document, either before or after the issuance of the bid documents, shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.
3. **ALTERATION OR AMENDMENTS:** No alterations, amendment, changes, modifications or additions to any contract resulting from this bid shall be binding on Hamilton County without the prior written approval of the County.
4. **ALTERNATE BIDS:** Alternate bids (defined as bids that do not comply with the bid terms, conditions, and specifications) are not acceptable and will be rejected unless authorized by the invitation to bid. Vendors may submit more than one bid providing that all such bids comply with bid terms, conditions and specifications.
5. **ASSIGNMENT:** Contractors shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written consent of Hamilton County.
6. **AUTHORIZATION TO BIND:** All bids shall be signed by an authorized officer or employee of the bidder.
7. **AWARD:** Award will be made to the most responsive, responsible bidder(s) meeting specifications, who presents the product of service that is in the best interest of Hamilton County. Hamilton County reserves the right: (1) to award bids received on the basis of individual items, or groups of items, or on the entire list of items; (2) to reject any or all bids, or any part thereof; (3) to waive any informality in the bids; and (4) to accept the bid that is considered lowest and best.
8. **BID AMENDMENT:** If it becomes evident that an invitation must be amended, a formal written amendment will be issued to all known Bidders. If necessary, a new due date will be established.
9. **BID COPIES:** Hamilton County requires that bids be submitted in duplicate, unless otherwise stated in the bid package.
10. **BID DELIVERY:** Hamilton County requires that all bids be submitted and time/date-stamped by the date and before the time specified in the bid documents to be considered, regardless of method of delivery. The time clock in the Purchasing Department shall be the official record of the time. The County is not responsible for any technical difficulties of any vendor in the delivery of its bid. No late bids will be accepted, opened or returned.
11. **BID FORMS:** Vendors must complete bid forms contained in the bid package. Failure to fully complete the bid forms may result in rejection of the bid.  
  
All information shall be entered in ink or typed/computer generated. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid. Corrections and/or modifications received after the closing time specified will not be accepted.
12. **BID PREPARATION:** Prospective bidders are solely responsible for their own expenses in BID preparation and subsequent negotiations with Hamilton County, if any.

**13. BID PRICING:** Any bid, and its associated pricing, shall remain valid for at least three (3) months after the bid due date, unless otherwise indicated in the bid specifications. Unit price must be shown for all products or services. In case of error in extension, unit price will govern. Prices will be considered as net, if no cash discount is shown.

**14. BID SUBMISSION AND TRANSMISSION:** Bid must be submitted in a sealed envelope with the Bid Number/Name, the closing date and time, as well as your company name provided on the envelope. If your response envelope is enclosed in another envelope/package for delivery, the latter should also be clearly labeled with the same identifying information.

All bids are to be F.O.B. Hamilton County, TN. All responses to this invitation become the property of Hamilton County.

Bids/Proposals submitted via e-mail or facsimile machine are unacceptable.

**15. BRAND NAMES:** Brand names and numbers, when used, are for reference to indicate the character or quality desired. Equal items will be considered, provided they are clearly identified by manufacturer, part number, diagrams, brochures and other related material, *unless stated otherwise in the bid specifications*. When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.

**16. CODE OF ETHICS:** Hamilton County, through its Purchasing Rules, has adopted the National Institute of Government Purchasing (NIGP) as well as the Hamilton County Government Code of Ethics. All suppliers are expected to adhere to business ethics and professional behaviors as outlined in these documents.

**17. COMPLIANCE WITH ALL LAWS:** Companies submitting bids must agree to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations, including but not limited to Title VI of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act and the regulations issued there under by the federal government, the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government, in any manner affecting the provision of goods and/or services, and all instructions, prohibitive orders issued, and shall obtain all necessary permits.

**18. DECLARATIVE STATEMENT:** Any statement or word (e.g., must, shall, will) are declarative statements and the vendor must comply with the conditions. Failure to comply with any such statement may result in their bid being deemed non-responsive and disqualified.

**19. DEFAULT:** In case of default by the bidder, the County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to the County. Prices paid by the County shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Director.

**20. DELIVERY REQUIREMENTS:** Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by the County. *Note: Time of delivery may be a consideration in the award.*

**21. DISADVANTAGED BUSINESS PROGRAM:** Hamilton County has established a Disadvantaged Business Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Hamilton County is committed to ensuring full and equitable participation for all disadvantaged businesses. Hamilton County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services to Hamilton County. In addition, Hamilton County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged contractors who may wish to partner or subcontract with disadvantaged businesses in order to accomplish the successful delivery of goods and/or services.

If you would like additional information about our Disadvantaged Business Program please contact:

Ken Jordan, EEO Officer/DBE Liaison  
Telephone: 423.209.6146  
Fax: 423.209.6145  
Email: [DBE@HamiltonTN.gov](mailto:DBE@HamiltonTN.gov)

22. **DRUG-FREE WORKPLACE PROGRAM FOR CONSTRUCTION SERVICES:** Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the bid or contract stating that the contractor is in compliance with the provisions of this act. Companies, other than construction services, are also encouraged to have and maintain drug-free workplace policies.
23. **EXCEPTIONS:** Bidders taking exceptions to any part or section of this invitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the bidder's intent to comply with and/or supply the requirements as written in the bid document and these General Terms and Conditions.
24. **INDEMNIFICATIONS/HOLD HARMLESS:** The vendor shall hold the County, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense, any and all actions brought against the County or himself because of the unauthorized use of such articles.
25. **IRAN DIVESTMENT ACT.** By submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. §12-12-106.
26. **NEW EQUIPMENT:** The bidder shall guarantee that the units submitted for this bid shall be new, and the latest and most improved model of current production, and shall be first quality as to workmanship and materials used in said units. All modifications shall be made at the factory. Demonstrators shall not be acceptable. *NOTE: When the bid is for services, this item does not apply.*
27. **NON-COLLUSION:** Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or federal law.
28. **NON-CONFLICT STATEMENT:** Vendors, by submitting a signed bid, agree that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the provision of its goods or performance of its services. Supplier warrants that no part of the total Contract amount provided herein shall be paid directly or indirectly to any officer or employee of Hamilton County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to the Contractor in connections with any goods provided or work contemplated or performed relative to the agreement.
29. **NON-DISCRIMINATION STATEMENT:** Supplier must agree that no person on the grounds of age, color, disability, gender, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran's status shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of Vendor. Supplier shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Suppliers covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Supplier covenants that it does not engage in any illegal employment practices.

30. **PUBLIC ACCESS TO PROCUREMENT INFORMATION:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be open to the public only after evaluation of that bid or proposal has been completed.
31. **QUALIFICATIONS OF BIDDERS:** A bidder may be required, before the award, to show to the complete satisfaction of Hamilton County that it has the necessary facilities, ability and financial resources to provide the service or goods specified.
32. **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire invitation to bid (ITB) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of bidding procedures must be received in the Purchasing Department *not less than seventy-two hours* prior to the time set for bid opening. These requirements also apply to specifications that are perceived to be ambiguous.
33. **SAMPLES:** Samples of articles, when required, shall be furnished free of cost of any sort to the County and may be retained for future comparison. Samples which are not destroyed by testing or which are not retained for future comparison will be returned upon request *at bidder expense*.
34. **TAXES:** Hamilton County is a tax exempt organization. Sales, use or federal excise taxes should not be included in your bid.
35. **TN DEPARTMENT OF REVENUE REQUIREMENTS:** Before the Contract resulting from this solicitation is signed, the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. The State shall not approve a contract unless the Proposer provides proof of such registration. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.
36. **TERMS AND CONDITIONS:** In the event of a conflict between the bid specifications and these terms and conditions, the specifications will govern.
37. **VISA ACCEPTANCE:** Awarded contractors should have the capability of accepting the County's authorized VISA Procurement Card (p-card) as a method of payment. Price changes or additional fee(s) may not be assessed when accepting the p-card as a form of payment. The successful bidder may receive payment from the County by the p-card in the same manner as other VISA purchases. VISA acceptance is preferred but is not the exclusive method of payment.
38. **WARRANTIES:** All warranty information must be furnished.
39. **WAIVING OF INFORMALITIES:** Hamilton County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hamilton County.

**HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF AGE, COLOR, DISABILITY, GENDER, GENETIC INFORMATION, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEXUAL ORIENTATION, OR VETERAN'S STATUS IN THE EVALUATION AND AWARD OF BIDS.**

CNGP530 VEHICLE ORDER CONFIRMATION 10/12/16 12:49:49

==> Dealer: F21422

2017 EXPLORER 4-DOOR Page: 1 of 1

Order No: 0000 Priority: M1 Ord FIN: QA471 Order Type: 5B Price Level: 745

Ord Code: 100A Cust/Flt Name: HAMILTON CO PO Number:

		RETAIL		RETAIL
K8B	4DR 4WD BASE	\$33810		SP DLR ACCT ADJ
	.112.6" WB			SP FLT ACCT CR
YZ	OXFORD WHITE			FUEL CHARGE
7	CLOTH BUCKET		B4A	NET INV FLT OPT NC
L	MED LT CAMEL			PRICED DORA NC
100A	EQUIP GRP			DEST AND DELIV 945
	.18" PNTD ALUM			TOTAL BASE AND OPTIONS 35445
998	.3.5L V6 TIVCT	NC		TOTAL 35445
44C	6-SPD AUTO TRAN	NC		*THIS IS NOT AN INVOICE*
	.P245/60R18 A/S			
16N	FLOOR LINERS	120		
52T	T/TOW CLASS III	570		
	SLCTSHFT TRANS			
	FLEX-FUEL			
153	FRT LICENSE BKT	NC		

F1=Help F2=Return to Order F3/F12=Veh Ord Menu  
 F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT QC00257

fmcdealr@Jerry-PC

Oct 12, 2016 12:49:54 PM

CNGP530 VEHICLE ORDER CONFIRMATION 10/13/16 11:05:49  
==> Dealer: F21422

2017 ESCAPE

Page: 1 of 1

Order No: 0000 Priority: M1 Ord FIN: QA471 Order Type: 5B Price Level: 745  
Ord Code: 200A Cust/Flt Name: HAMILTON CO PO Number:

	RETAIL		RETAIL
U9G SE 4WD	\$26850	B4A NET INV FLT OPT	NC
.105.9" WB		PRICED DORA	NC
YZ OXFORD WHITE		DEST AND DELIV	895
K CLOTH BUCKETS		TOTAL BASE AND OPTIONS	27745
L MED LIGHT STONE		TOTAL	27745
200A EQUIP GRP		*THIS IS NOT AN INVOICE*	
.17" SPRKL WHLS			
99D .1.5L ECO ENGINE	NC		
446 .6-SPD AUTOTRANS	NC		
235/55R17 TIRES			
JOB #2 ORDER			
FRT LICENSE BKT	NC		
SP DLR ACCT ADJ			
SP FLT ACCT CR			
FUEL CHARGE			

F1=Help F2=Return to Order F3/F12=Veh Ord Menu  
F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC00257

fmcdealr@Jerry-PC

Oct 13, 2016 11:05:54 AM



**Hamilton County, Tennessee On-Line Bid Administration System**

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Logged in as: janieb@hamiltontn.gov  
Role: Client

- Home
  - Solicitations
  - Vendors
  - Reports
- Setup
  - Events
  - Categories
  - Documents
  - Questions
  - Bidders
  - Bids
  - Log
  - Internal Only Documents

**Solicitation - Log**

**10/06/2016 8:01 AM Eastern**

Solicitation Title: Mid-Size and Small Utility Vehicles  
 Number: 1016-043  
 Bids Due: 10/18/2016 10:30:00 AM Eastern  
 Status: Open

Visible to Vendors: Currently Hidden | [Show](#)

Message Summary		Message Detail		Document Detail			
<b>Message Summary</b>		export	print	Records Per Page <input type="text" value="10"/>			
<u>Send Date</u>	<u>Time Zone</u>	<u>Sent By</u>	<u>Message Subject</u>	<u>Template Name</u>	<u>Message Comment</u>	<u># Sent</u>	<u># Failed</u>
10/06/2016 8:01:19AM	Eastern	Janie Burley	<a href="#">1016-043 - Mid-Size and Small Utility Vehicles</a>	<a href="#">Invitation</a>	Please click on solicitation number 1016-043 to access bid documents.	203	3

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**Please run the attached ad on October 6, 2016, in the legal notices.**

**LEGAL NOTICE**

Bids for one (1) mid-size and five (5) small utility vehicles will be opened at 10:30 A.M. (ET) on October 18, 2016, in the offices of the Hamilton County Purchasing Department, located at 455 North Highland Park Avenue, in Chattanooga, TN. Specifications are available by contacting the Purchasing Department at (423) 209-6350 or at [www.hamiltontn.gov/purchasing](http://www.hamiltontn.gov/purchasing).

Gail B. Roppo  
Director of Purchasing



## Mid-Size and Small Utility Vehicles

Tuesday October 18, 2016

Purchasing

10:30 AM

### MID-SIZE UTILITY VEHICLE: CONFIGURATION A

Vendor / Vehicle Info:	CDJR of Columbia	D-Patrick Inc.	Mtn. View Ford, (HC)	Prater Ford, Inc.
Mid-Size Base Price	\$27,357.00	\$26,271.25	\$28,260.00	\$27,775.72
Cost with Fog Light Option	\$27,357.00	N/A	Move to XLT model - cost \$30,760.00	N/A
Year/Make/Model	2017 Jeep Grand Cherokee	2017 Nissan Pathfinder	2017 Ford Explorer	2017 Ford Explorer Base Model
<b>Specifications:</b>				
Engine	3.6L, V6	3.5L V6	3.5L V6	3.5L V6
Wheelbase (112"-116")	114.8	114.2	112.8	112.8
Cargo Capacity (min 43 Cu. Ft. minimum with 2nd seat up)	36.3	42.4 - 47.8	43.9	43.9
Vehicle Cab Height ( Min. 70 ")	69.3	69.6	70	70
Ground Clearance (Min. 7.8")	8.6	7	7.8	7.8
Fuel mileage City/Hwy	18 / 25 mpg	19 / 26 mpg	17 / 24 mpg	17 / 24 mpg
Warranty: Basic	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi
Warranty: Powertrain	5 yr / 60k mi	5 yr / 60k mi	5 yr / 60k mi	5 yr / 60k mi
Delivery:	10-12 weeks	90 days	12-14 weeks	12-14 weeks
Terms:	Net 30	Net 30	Net on Delivery	Net on Delivery

Meets Specs

Does not meet specs

**SMALL AWD UTILITY VEHICLE: CONFIGURATION B**

<b>Vendor / Vehicle Info:</b>	<b>CDJR of Columbia</b>	<b>D-Patrick Inc.</b>	<b>Mtn. View Ford, HC)</b>	<b>Prater Ford, Inc.</b>
Small Utility Base Price	\$23,979.00	\$21,760.25	\$23,200.00	\$22,852.89
Cost with Power Seat Option	\$24,569.00	N/A	\$23,200.00	\$22,852.89
Year/Make/Model	2017 Jeep Cherokee	Nissan Rogue	2017 Ford Escape SE	2017 Ford Escape SE
<b>Specifications:</b>				
Engine	3.2L V6	2.5L, 4 cylinder	2.0L Ecoboost	1.5L Ecoboost - (2.0L Ecoboost option available for additional \$1,214.00 - total cost \$24,066.89)
Wheelbase (Minimum 105.9")	106.3	106.5	105.9	105.9
Cargo Capacity (min 63.7 Cu. Ft.)	58.9	62.1	68	68
Fuel mileage City/Hwy	20 / 27 mpg	26 / 33 mpg	20 / 27 mpg	22 / 28 mpg
Warranty: Basic	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi	3 yr / 36k mi
Warranty: Powertrain	5 yr / 60k mi	5 yr / 60k mi	5 yr / 60k mi	5 yr / 60k mi
Delivery:	10-12 weeks	90 days	12-14 weeks	12-14 weeks
Terms:	Net 30	Net 30	Net on Delivery	Net on Delivery

<b>Request For Bids:</b>	
Newspaper Ad:	10/6/2016
Vendor Notification:	203
Vendor Response:	5
Budgeted:	Capital Outlay

Meets Specs
Does not meet specs