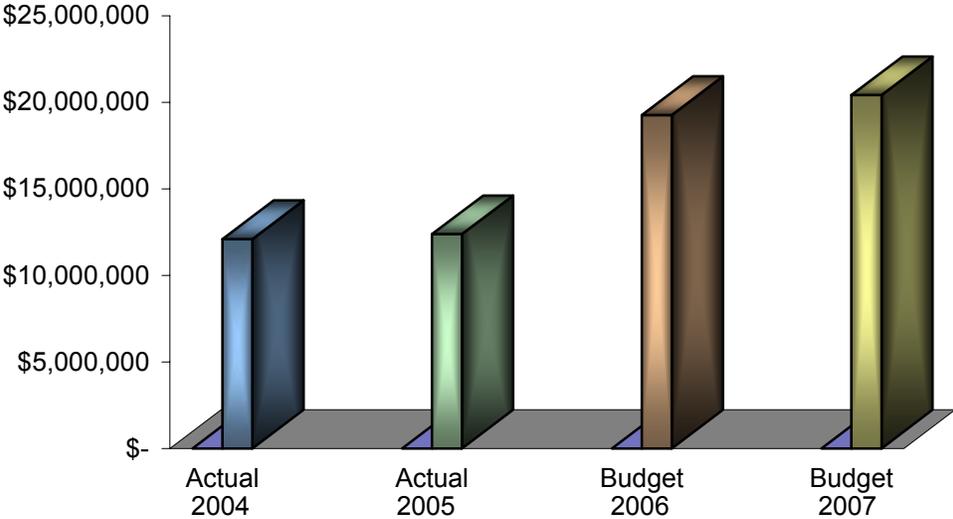


Constitutional Offices

The Constitutional Offices of Hamilton County, Tennessee are established pursuant to the constitution of the State of Tennessee. They are independently elected officials with the exception of the Clerk and Master who is an appointed official of Hamilton County, Tennessee.

The General Fund accounts for the activities of each officer's Fee and Commission account. It is used to account for all revenue and certain expenditures applicable to the general operations of the Constitutional Offices.

Constitutional Offices Expenditures



Constitutional Offices Expenditures by Departments

Departments	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Medical Examiner	\$ 750,242	\$ 718,806	\$ 784,338	\$ 818,220
Clerk and Master	564,828	578,361	669,311	736,986
Circuit Court Clerk	837,262	882,792	958,600	1,025,864
County Clerk	1,193,904	1,242,842	1,389,624	1,531,569
Register of Deeds	420,447	412,627	509,290	526,815
Trustee	280,733	279,974	339,582	366,589
Assessor of Property	2,774,742	2,638,386	2,899,545	3,019,135
District Attorney General	1,242,488	1,136,464	1,077,801	850,064
County Election Commission	1,128,926	1,530,868	1,433,575	1,654,171
Criminal Court Clerk	941,149	951,212	1,085,179	1,224,797
Public Defender	274,468	282,156	296,186	322,092
Board of Equalization	380	3,690	2,000	2,000
General Sessions Court	899,357	929,610	977,804	1,096,108
Juries	181,190	176,328	180,000	180,000
Criminal Court Judges	162,995	162,932	173,754	182,474
Chancery Court Judges	6,852	4,932	10,500	10,500
Circuit Court Judges	225,311	218,058	228,990	240,360
Judicial Commission - Magistrate	208,450	230,223	266,699	225,103
Juvenile Court Judge	-	-	2,907,938	3,109,658
Juvenile Court Detention Unit	-	-	1,758,540	1,898,394
Juvenile Court IV-D Child Support	-	-	541,447	588,459
Juvenile Court-Volunteer Services	-	-	265,101	286,974
Juvenile Court-Youth Corrections	-	-	344,239	353,676
Juvenile Court-CASA	-	-	111,840	116,925
Juvenile Court-Youth Alcohol Safety Proj	-	-	45,539	47,625
	\$ 12,093,724	\$ 12,380,261	\$ 19,257,422	\$ 20,414,558
Authorized Positions	367.68	373.26	478.76	477.39

Medical Examiner – 1001

FUNCTION

The County Medical Examiner is required by the “Post Mortem Examination Act” (Tennessee Code - Annotated, Sections 38-7-101 through 38-7-117) to investigate certain types of deaths occurring in the County and to keep records on investigations and examinations of such deaths. In this way, the medical and legal circumstances of a death can be properly documented and provisions can be made for the completion of a Tennessee Death Certificate. The primary goals of the “Post Mortem Examination Act” are as follows:

1. To detect unsuspected homicides
2. To protect the health of the community
3. To clarify workmen compensation claims, insurance claims and civil lawsuits
4. To provide more accurate vital statistics

By law, “the death of any person resulting from sudden violence or by casualty or by suicide, or suddenly when in apparent health, or when found dead, or in prison, or in any suspicious, unusual, or unnatural manner, or where the body is to be cremated”, must be reported to the County Medical Examiner. Furthermore, the death of an individual occurring in a suspicious, unusual or unexpected manner while in a hospital, outpatient facility, nursing home, treatment resource clinic, or other health care facility must be reported to the County Medical Examiner. The types of death reported to the office include, but are not limited to the following:

Homicides, Suicides, Drowning, Electrocutions and Lightning, Traffic, Home and Industrial Accidents, Poisonings, Deaths in Prison or Falls, Aircraft Accidents, Falls, Burns and Scalds, Freezing or Exposure, Suddenly when no obvious serious disease is present, Anesthetic Deaths, and any “Delayed Death” following treatment and/or hospitalization for traumatic injuries.

PERFORMANCE GOALS AND OBJECTIVES

1. The County Medical Examiner’s Office provides vital information that is needed by the family of the deceased, Public Health Department, law enforcement, and many other agencies.
2. Comprehensive investigations include selected death scene visits, postmortem examinations and/or autopsy with photographic and narrative documentation of various medical evidence, toxicology and serology, x-rays, and consultation in anthropology, odontology, or other specialties as needed.
3. In addition, the County Medical Examiner is responsible for the preparation of various reports and other documentation related to an individual’s death, and subsequent expert medical testimony in judicial proceedings. This office is also actively involved in the training of area law enforcement personnel, medical institutions, and other interest groups.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 492,250	\$ 482,286	\$ 527,922	\$ 536,898
Employee Benefits	125,795	134,205	169,381	194,240
Operations	132,197	102,315	87,035	87,082
Total Expenditures	\$ 750,242	\$ 718,806	\$ 784,338	\$ 818,220

Authorized Positions	7	7	7	7
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PROGRAM COMMENTS

The administrative and investigative responsibilities of the County Medical Examiner are established by the "Post Mortem Examination Act" (Tennessee Code Annotated, Sections 38-7-101 through 38-7-117). This office is notified to investigate approximately 40% of the deaths occurring in Hamilton County each year. It is the goal of the Hamilton County Medical Examiner Office to provide vital information that is needed by the family of the deceased, Public Health Department, law enforcement, and other agencies in an effective, timely, and courteous manner. In 2004, the Medical Examiner's Office investigated 1,350 deaths. Some deaths, due to natural causes, in which the circumstances and medical history is known, require about one-half hour to document. Other deaths, due to natural causes or non-natural causes (accident, suicide, or homicide), in which the circumstances need to be further proven require between two hours to two weeks to investigate. The County Medical Examiner must rely on outside laboratory work for processing of collected evidence, which can take from two months to over a year to complete. The paperwork needed to document death investigations varies widely from case to case, and is often delayed due to pending laboratory reports. There are seven full time employees in the office that work together to cover the seven day twenty-four response to death investigation. The State of Tennessee has requested that we investigate all the deaths that occur in Hamilton County even though their injury or illness may have occurred in Georgia, Alabama, or North Carolina because of the complication of completing the Death Certificate which would increase the number of cases coming to our office which would be from 150 to 200 cases. We would require additional funding to meet their request.

Clerk & Master – 1002

FUNCTION

The Clerk & Master serves in the dual role of Clerk of the Chancery Court and the Master in Chancery for the Eleventh Judicial District of Tennessee. As Clerk, the officer exercises all of the duties and powers conferred upon clerks of court generally, which role is almost exclusively clerical, and law or orders of the court strictly define the powers exercised. As Master, the officer is a judicial officer clothed with many of the powers of a Chancellor. There is no question of Law or Equity, or disputed fact, which the Clerk & Master may not have occasion to decide, or respecting which the Clerk & Master may not be called upon to report his opinion to the Court.

PERFORMANCE GOALS AND OBJECTIVES

The goal of this office is to discharge the duties of the office diligently, honestly, impartially, courteously and efficiently.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Benefits	\$ 398,349	\$ 420,398	\$ 478,668	\$ 546,344
Operations	166,479	157,963	190,643	190,642
Total Expenditures	\$ 564,828	\$ 578,361	\$ 669,311	\$ 736,986

Authorized Positions	27	27	27	27
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PROGRAM COMMENTS

Our goal is to operate the Clerk & Master's office in an efficient manner and to serve the public to the best of our ability. We are confident that we can accomplish the task by working closely with our deputies through special training programs and the reorganization of job duties, to utilize their interests and talents. We believe this budget is minimal for the effective operation and maintenance of the Clerk & Master's office.

Circuit Court Clerk – 1003

FUNCTION

The Clerk of the Circuit Court maintains Circuit and Sessions Civil Courts. The Clerk is a state mandated constitutional official. The Clerk's responsibility is to aid the court by providing staff, which performs all the clerical functions for the courts. The Clerk is responsible for the management of all complaints, petitions, summons, orders and other documents relating to lawsuits filed with the court. The Clerk also handles the collection, receipt, and accounting for all litigation taxes, court costs, fines, fees, and restitution as ordered by the court. The Clerk also handles the collection and receipt, of civil warrants, detainer warrants, executions, garnishments, subpoenas and other related documents as assigned by law, and then prepares these reports for Hamilton County and the State of Tennessee. The Clerk collects and disburses child support payments as ordered by the Circuit Court Judges. The Clerk is also responsible for filing Orders of Protection, Judicial Hospital cases and Emergency Commitments.

The Circuit Court Clerk also serves as a clerk to the Board of Jury Commissioners and maintains current data on all prospective jurors and handles the empanelling of jurors for Circuit, Criminal and Chancery Courts.

The Parenting Coordinator for Hamilton County, who assists the courts and litigants in domestic cases with children, is also under the supervision of the Circuit Court Clerk.

PERFORMANCE GOALS AND OBJECTIVES

1. Serve the Judges, lawyers and citizens of the County in an efficient, attentive and courteous manner
2. Provide the most cost-effective service possible to the public and to members of the legal profession
3. Manage and process court documents with speed and accuracy
4. Collect litigation taxes, fees, fines and court costs as cases are concluded
5. Receipt and disburse collections timely
6. Prepare reports to the State of Tennessee in compliance with established guidelines
7. Research new technology that would increase the efficiency and decrease the cost of operation

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Benefits	\$ 532,386	\$ 591,037	\$ 664,604	\$ 750,130
Operations	304,876	291,755	293,996	275,734
Total Expenditures	\$ 837,262	\$ 882,792	\$ 958,600	\$ 1,025,864

Authorized Positions	39	39.5	39.5	39.5
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PROGRAM COMMENTS

Sessions Court and Circuit Court are fully automated. Both offices continue to make every effort to serve the public courteously and to explore new and better ways to deliver our services.

County Clerk – 1004

FUNCTION

The County Clerk is a constitutional officer and is elected by the voters for a term of four years. Duties of the office range from secretary to the County Commission to conducting a great deal of the state's taxation duties within the County. Included are collections and remittance to County of funds derived from Vehicle Title and Registration, collection of Business Tax and Beer Tax and issuance of Driver and Marriage Licenses. The office also is required by State Air Pollution law to enforce motor vehicle emission testing.

PERFORMANCE OBJECTIVES

To provide annual services mandated by the legislature including processing of motor vehicle transactions and the enforcement of motor vehicle emissions testing. Also, miscellaneous tax transactions (business, marriage, hunting/fishing licenses, etc.) and serving as secretary to the County Legislative body. These functions represent more than \$36.78 million accounted for by the Clerk's office.

SERVICE ACCOMPLISHMENTS

	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>	<u>Projected</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
<u>Motor Vehicle Division</u>				
Full Time Equivalent	50	48.3	49	50
Workload-# of transactions processed	393,942	404,066	405,000	410,000
Efficiency-# of transactions per FTE	7,878.8	8,374.4	8,265.3	82,000.0
Effectiveness-Accuracy % for all transactions	96.15%	96.55%	96.74%	96.00%
<u>Miscellaneous Tax Division</u>				
Full Time Equivalent	14	12	12.25	13.5
Workload-# of transactions processed	29,425	38,478	40,000	42,000
Efficiency-# of transactions per FTE	2,101.90	3,206.50	3,265.30	3,111.10
<u>County Commission Records</u>				
Full Time Equivalent	1.8	1.5	1.5	1.3
Workload-Research requests	222	298	320	340
Workload-Minutes sets produced	55	55	55	55
Workload-Units	286	353	375	395
Efficiency-# of Workload units per FTE	158.89	235.33	250	303.85
Effectiveness-Research taking < 1 hour	91.4%	98.7%	99.0%	99.0%

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Benefits	\$ 955,339	\$ 1,009,859	\$ 1,162,399	\$ 1,305,379
Operations	238,565	232,983	227,225	226,190
Total Expenditures	\$ 1,193,904	\$ 1,242,842	\$ 1,389,624	\$ 1,531,569

Authorized Positions	71	72	74	74
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PROGRAM COMMENTS

In providing services, our goal is to serve the public in a courteous and efficient manner. Also diligent enforcement of tax laws under our jurisdiction generates revenue for the general government. Revenue generated for County General government was \$4.35 million coming from administration of the Business Tax Act, issuance of driver licenses and marriage licenses and receiving motor vehicle title and registration applications. The branch office at Bonny Oaks provides easier access and greatly reduces the traffic and parking problems in the Courthouse area. Sixty-eight percent of all walk-in tag & title and renewal work was processed at the Branch office. Of the 158,518 branch transactions, 79,642 were renewals. This is beneficial to the public, other Courthouse offices and courts. The public has been extremely complimentary of this extension of services proved by the Commission. The Courthouse location processed 58,948 walk-in transactions of which 36,246 were renewals.

We continue to transfer historic marriage records from microfilm to the data program. The "tickler file" on contract expirations and commission appointments that the Commission requested that we implement is beneficial to County Government as a whole.

Register – 1005

FUNCTION

The principal duty of the County Register's Office is to record deeds and other instruments required or allowed to be filed by law. Writings eligible for registration include deeds, powers of attorney, mortgages, marriage settlements, plats, military discharges, etc. The Register is responsible for collecting and accounting for all fees and taxes due as allowed by law. Excess fees are turned over to the County Trustee twice per year. 2004-2005 fiscal year excess fees collected were \$2,095,848.74.

PERFORMANCE GOALS AND OBJECTIVES

1. To record, process, and optically scan documents.
2. To provide electronic access to the public and commercial users.
3. To bill departments through the computer accounts receivable application.
4. To microfilm all records using TIFF images and converting them using archive writer software and hardware to rolls of microfilm.
5. To assist the public with information in a genuine and caring manner.
6. To print track copies made by users from computer images. A program was written by our computer programmer/administrator, which calculates copy charges by a company's password and writes the total money due for all companies to the charge book/billing software.
7. To keep the general ledger, etc. with a computer application, and provide auditing capabilities remotely.
8. To work with all governmental departments exchanging information via the computer system to eliminate steps for the public and County governmental departments.
9. To deputize the GIS department's employees (located at the City/County Development Resource Office for permits and plat approval process) so that the public may complete the plat approval and recording process with our recording software at that location.
10. To provide a satellite office for the public's convenience for retrieving information and recording legal documents. The Register's Satellite Office is located by the Trustee's, Assessor's, & County Clerk's Satellite Offices. This satellite office opened in January 2001.
11. To provide an e-recording process which has been implemented in May 2006.

PERFORMANCE MEASUREMENTS

	Actual 2004	Actual 2005
Documents Recorded	80,580	81,687
Excess Fees	2,023,169	2,095,849
Rolls of Film, estimated	82	82
5 books of 1,000 pages per 1 roll of film		

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 29,564	\$ 83,117	\$ 98,998	\$ 113,983
Employee Benefits	245,305	255,055	286,694	291,132
Operations	145,578	74,455	123,598	121,700
Total Expenditures	\$ 420,447	\$ 412,627	\$ 509,290	\$ 526,815

Authorized Positions	17	18	18	17
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OFFICE HOURS

Courthouse

Open 7:00 am until 5:00 pm (employees are scheduled 7:30-5:30) Monday – Friday open 50 hours during the regular workweek. Implemented this schedule on September 1, 1994. Employees work 4 day work week.

Satellite

8:00am until 4:00pm Monday - Friday

ACCOMPLISHMENTS

Remote access to the records offered since August 1998 for data and images from 7/1/1969 to present. Access available all hours of every day, except in the scheduled backup hours of 11PM – 3AM and for any maintenance requirements. The remote user base continues to grow daily. We presently have 1348 remote access accounts and produced \$122,950 in remote fees for fiscal year 2005-2006.

Register's Office Training & Document Requirement Guide written by our office and posted on our webpage at <http://register.hamiltontn.gov>. This guide is used by many Registers throughout the state. Many companies – instate and out – that prepares documents to be recorded in Tennessee, may use this manual. Local law firms and title companies are also using the guide as evidenced by their calls and references to the guide.

The electronic filing process will be enabled in May of 2006.

Pam Hurst is the Hamilton County Register of Deeds and was took office September 1, 1994. She is currently serving her third term. The County seat is Chattanooga, Tennessee.

Assessor of Property – 1007

FUNCTION

The function of the Assessor of Property is to appraise, or cause to have appraised, each parcel of taxable real estate within the County at its market value or a percentage of market value stipulated by statute. If this function is performed, the result will be a reasonably equitable ad valorem distribution of the aggregate tax burden.

Never in theory and seldom in practice is the Assessor of Property, or his appraisal staff, directly concerned with taxation or the burden of taxation imposed either collectively or individually. The tax levied is the result of the tax rate established by the governing body and applied on an ad valorem basis throughout Hamilton County.

PERFORMANCE GOALS AND OBJECTIVES

1. The prime objective of the Assessor of Property is a uniformity of standards, methods, and procedures, which will result in equality of assessment.
2. The ad valorem appraisal is a mass appraisal of the market value of all real estate in Hamilton County.
3. The Assessor of Property's function is not to tax, but to appraise the real estate to establish the proper base for applying the appropriate assessment ratio and tax rate.
4. Data required for ad valorem tax appraisal is generally the same as for ordinary appraisals, but is gathered on a mass basis. Aerial photographs and maps are essential data.
5. The method of estimating value for ad valorem tax includes: (a) a neighborhood analysis, (b) valuation of the land by use of comparable sales data, and (c) valuation of the improvements by application of the most suitable approach to value, depending on the type of property. The Cost Approach is the most economical for mass appraisal. The Income Approach and Market Approach are also employed where budget allows and where they are applicable; their use improves the degree in equity of the assessment.
6. Formerly, Assessors of Property relied largely on the Cost Approach to value. Today, with better training and computer equipment, the Assessor of Property can utilize all three approaches to value when applicable, and produce more accurate results.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 1,660,999	\$ 1,820,645	\$ 1,769,259	\$ 1,784,120
Employee Benefits	636,602	678,909	753,968	845,497
Operations	477,141	138,832	376,318	389,518
Total Expenditures	\$ 2,774,742	\$ 2,638,386	\$ 2,899,545	\$ 3,019,135

Authorized Positions	44	47.63	44.13	44.63
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District Attorney General – 1008

FUNCTION

1. To prosecute all felony, state misdemeanor, and juvenile delinquency cases brought before the Hamilton County Juvenile Court.
2. To conduct all preliminary hearings in Hamilton County.
3. To organize and assist the Hamilton County Grand Jury by subpoenaing witnesses, preparing and scheduling docket cases, preparing indictments, and aiding investigations.
4. To enhance the judicial system by implementing plans and procedures which will move court cases through the system as rapidly, efficiently, and effectively as possible in order to alleviate jail overcrowding and reduce local government costs.
5. To advise and counsel all law enforcement agencies within Hamilton County.
6. To represent crime victims in victim compensation hearings.
7. To maintain and supervise the Victim Witness Assistance Program.
8. To enjoin public nuisances.
9. To advise the DUI Task Force and prosecute its cases.
10. To maintain and supervise the Child Abuse Task Force, including the screening and prosecution of its cases.
11. To carryout the procedures set forth in T.C.A 40-3-103 by maintaining an Economic Crime Unit for the purpose of processing fraudulent and/or worthless checks.
12. To transfer fugitives to this jurisdiction for trial from any location in the U.S.
13. To supervise and assist police in major felony investigations.
14. To locate missing witnesses and transport them to and from court, as necessary.
15. To advise and educate the public concerning the Criminal Justice Systems by doing as much as possible to involve the community in the judicial system.
16. To properly train assistant district attorneys, as well as support personnel, in order to carry out the functions of this office.

PERFORMANCE GOALS AND OBJECTIVES

The goal of the Office of District Attorney General is to vigorously, competently, efficiently and effectively, as well as fairly, prosecute individuals who choose to violate the criminal law in Hamilton County. In order to accomplish this primary objective, the District Attorney General has developed, and will continue to develop, an experienced and competent staff of criminal trial attorneys dedicated to this primary goal. The District Attorney General believes that effective prosecution of criminals, by his office, results in greater physical safety for the people of Hamilton County, both in their homes and on their streets. It is the goal of the District Attorney General that persons contemplating criminal activity in Hamilton County remain fully aware of the fact that his office will pursue and prosecute them to the fullest extent of the law.

The District Attorney's Office continues to contemplate and work toward implementing plans and procedures that will improve the judicial system. The judicial system's current caseload is overwhelming. However, the District Attorney General believes that an early case review system will shorten offender pretrial detention time, thus reducing jail overcrowding and costs. Early case review will enhance a more rapid movement of pending cases through the system by allowing immediate settlement or indictment.

PROGRAM COMMENTS

The District Attorney General is grateful for the support and assistance of the Hamilton County Commission in its support of local law enforcement and for its belief in the judicial system as a whole. Due to the Commission's foresight and support, the materialization and effectiveness of the DUI Task Force and Child Abuse Task Force are effective and of value to the judicial system and the citizens of Hamilton County.

PERFORMANCE GOALS AND MEASURES

FUNCTION 1: To prosecute all felony, state misdemeanor, and juvenile delinquency cases brought before the Hamilton County Juvenile Court.

Goal: To reduce juvenile delinquency in Hamilton County.

Action Items: Two prosecutors, an investigator, and a secretary have been added to the Juvenile Unit. In conjunction with Erlanger Hospital and local law enforcement (Fire and Police) agencies, a new program "Fire Stoppers" has been created. This program counsels juveniles involved in fire related offenses.

Results:

Children served from 10/1/03 – 6/30/04: 4,780.

The Fire Stoppers program is continuing to grow, with five children graduated and eleven scheduled to begin in September 2004.

The number of children committing crimes has reduced from 1,787 to 1,047 during the third quarter (1/1/04 – 3/31/04).

The number of violent offenses has decreased from 276 to 162 during the third quarter (1/1/04 – 3/31/04).

Note 1) 2003/2004 is the first year we have measured results of this program.

FUNCTION 3: To organize and assist the Hamilton County Grand Jury by subpoenaing witnesses, preparing and scheduling docket cases, preparing indictments, and aiding in investigations.

Goal: To increase the number of charges and presentments bound over to the Grand Jury and decrease the backlog of cases waiting to be heard.

Action Items: A custom computer program has automated the Indictment/Presentment creation process. In 2000, we added a second attorney to do legal research exclusively for Indictments/Presentments. In 2002, we hired a new data entry clerk to assist in the creation of Indictment/Presentments.

Results:

	<u>Actual</u> <u>2002</u>	<u>Actual</u> <u>2003</u>	<u>2004</u>	<u>2005</u>
Indictments produced per year	7,605	9,569	3,975	9,632
Presentments produced per year	373	480	370	940

Note 2) The backlog of pending cases in the Grand Jury has been decreased from six months to three.

FUNCTIONS 6 AND 7: To represent crime victims in victim compensation hearings, and to maintain and supervise the Victim Witness Assistance Program.

Results:

	<u>Actual</u> <u>2002</u>	<u>Actual</u> <u>2003</u>	<u>2004</u>	<u>2005</u>
Phone contacts	6,328	10,435	4,515	5,417
Office visits	3,729	4,596	203	601
Criminal Injury Compensation Fund	89	160	52	193

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 536,130	\$ 721,300	\$ 719,805	\$ 522,919
Employee Benefits	165,548	229,643	185,108	184,303
Operations	540,810	185,521	172,888	142,842
Total Expenditures	\$ 1,242,488	\$ 1,136,464	\$ 1,077,801	\$ 850,064

Authorized Positions	37.5	37	39	39
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If budgeted, grant monies directly related to the District Attorney General's function can be included in these expenditures, when the grant is closed, the expenditure amounts may fluctuate considerably, as reflected above in operations.

County Election Commission – 1009

FUNCTION

The Hamilton County Election Commission is an entity expressly created and organized by the laws of the State of Tennessee. However, it is not a part of any political subdivision of the State. Although the Hamilton County Election Commission receives certain designated funding from the State, the primary source of funding for the Hamilton County Election Commission is the Hamilton County government. Nevertheless, the Hamilton County Election Commission is not an arm of the County government.

The Hamilton County Election Commission is comprised of five election commissioners. The election commissioners are appointed by the State Election Commission, after consultation with the legislative delegation from Hamilton County. The Hamilton County Election Commission is obligated by State law to fulfill various duties including but not limited to: approving an annual operating budget, certifying voting machines prior to elections, and certifying election results.

The chief administrative officer of the Hamilton County Election Commission is the Administrator of Elections, who is appointed by and who serves at the collective pleasure of the five commissioners. The Administrator is responsible for the daily operations of the Hamilton County Election Commission and the execution of all elections. State law sets forth certain specific duties of the Administrator, including the employment of all office personnel.

<u>Division Functions</u>	<u>% of Total Workload</u>
Voter Registration	10%
Voter Maintenance	20%
Voter Education	10%
Conduct Elections	50%
Miscellaneous Functions	10%

<u>Quantitative Measures of Functions</u>	<u>Actual FY 2004</u>	<u>Actual FY 2005</u>	<u>Projected FY 2006</u>
Number of Registered Voters	176,671	181,446	190,000
Number of Presentations	N/A	0	10
Number of Elections Held	3	5	3
Number of Schools of Instruction Conducted	N/A	2	3
Number of Address Verification/Confirmation Notices Mailed*	N/A	8,470	500

*State law requires that the County Election Commission to implement an address verification program to be conducted at least on a biennial basis, but may do so annually. The first program was implemented in the fall of 2001; in the spring of 2003, the program was modified and completed. No additional address verification program will be implemented until after the November 2004 election. However, periodic mailers are sent of information provided by the Postal Service indicates a change in the voter's address.

DUTIES AND RESPONSIBILITIES

1. Promotion of voter registration and the electoral process
2. Performance of all legally required duties in an impartial manner
3. Conduct each election fairly, honestly and accurately
4. Compilation, maintenance and dissemination of information to the public, the candidates, the voters, the press and all inquiring parties in regard to all aspects of the electoral process
5. Maintenance of voter registrations records
6. Campaign Financial Disclosures and Reports

GOALS AND OBJECTIVES FOR FY 2006-2007

1. Consolidate precincts, as appropriate, to reduce duplication of services and expenses
2. Continue cross-training personnel in all office procedures
3. Modify election workers training program instituted in July 2002
4. Develop informational packages for candidates
5. Continue diagnostics and maintenance inspections of voting equipment to ensure accuracy
6. Develop program for the recruitment of new generation of poll workers
7. Conduct statewide demonstration of voting equipment at the request of the Secretary of State's Office
8. Modify the street segments folder of the voter maintenance program to reduce duplication of information
9. Institute procedures to insure the office is in full compliance with the Help America Vote Act of 2002, including purchase of DRE voting equipment, verification of polling place accessibility for the handicapped, and provisional voting procedures for the 2006 election cycle
10. Develop personnel manual for employees
11. Develop office procedures and forms manual for employees
12. In 2007 we will implement another address verification which should result in about 10,000 voters
13. The Election Commission will be moving into our new office building in August 2006

ACCOMPLISHMENTS DURING FY 2006-2007

1. Conducted high school voter registration drives at 17 public and private high schools; 871 students registered; 140 applications pending until 18th birthday
2. Bud Knowles spoke at the Democrat headquarters on July 7, 2006
3. Becky Bumgardner and Shannon DeFrieze had several speaking engagements to civic organizations to promote voter awareness, voter registration and voter participation. These engagements included UTC political science classes, Chattanooga Time-Free Press reporters, NAACP, Democratic Headquarters, IBEW.
4. Developed general information package for public
5. Modified voter maintenance program to eliminate duplication of functions
6. Modified polling procedures to simplify process for workers and voters
7. Staff attended and participated in Election Seminars held in Memphis and in Nashville
8. Implemented filing system to enable staff to immediately access financial records, election results, and candidate information in a timely, concise and efficient manner
9. Completed inventory of all office supplies
10. Modified numerous election forms to bring the forms into compliance with state laws
11. Modified the procedure for conducting a back-up of data on a daily, weekly, end-of-the-month, and yearly basis, thereby enabling the staff to more efficiently access information as of a specific time frame
12. Implemented a "voter registration card on demand" procedure which provides a voter who appears at the office with his/her voter registration card immediately upon registering to vote or amending their voter registration record
13. Developed an Election Officials Manual which was distributed to all attendees at the schools of instruction for election workers
14. Modified the Officer of Elections Handbook to bring it into compliance with current law
15. Modified the Inspector's Manual to bring it into compliance with current laws and training procedures
16. We purchased 110 new Touch Screen Voting machines which will be put into service in August, 2006.
17. We have trained 170 workers on the new machines
18. We continue to up grade our web site
19. We have upgraded the handicapped parking spaces at the precinct level

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 553,390	\$ 676,318	\$ 813,439	\$ 948,648
Employee Benefits	161,514	423,549	223,436	272,823
Operations	414,022	431,001	396,700	432,700
Total Expenditures	\$ 1,128,926	\$ 1,530,868	\$ 1,433,575	\$ 1,654,171

Authorized Positions **23** **22** **22.5** **23**

Criminal Court Clerk – 1010

FUNCTION

The Hamilton County Criminal Court Clerk acts as an agent for the Criminal Court and the Criminal Division of General Sessions Court. The office is divided into three major departments: the Criminal Court department, the Sessions Court department, and the Delinquent Collections department. The primary function of the Criminal and Sessions departments is to maintain court records and collect and disburse litigation taxes, court costs, judgments, fees, etc. on cases tried in the respective court. The primary function of the Delinquent Collections department is to collect delinquent taxes, costs and fees due to the Criminal Court Clerk.

The expenditures below represent costs incurred by the Criminal Court Clerk that are absorbed by the General Fund. These costs are included in the Criminal Court Clerk Fund budget as a transfer from the General Fund.

Gwen Tidwell is the Criminal Court Clerk. She was first elected to the position in 1994 and has served continuously as the Criminal Court Clerk since that time.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Benefits	\$ 811,143	\$ 832,988	\$ 947,330	\$ 1,092,447
Operations	130,006	118,224	137,849	132,350
Total Expenditures	\$ 941,149	\$ 951,212	\$ 1,085,179	\$ 1,224,797
 Authorized Positions	 64.18	 64.63	 65.13	 63.26

Board of Equalization – 1013

FUNCTION

The Hamilton County Board of Equalization is the first level of administrative appeal for all complaints regarding the assessment, classification and valuation of property for tax purposes. The duties include examining and equalizing the county assessments to assure that all taxable properties are included on the list.

The Assessor of Property should always make sure a staff appraiser is present for each hearing. The Assessor should always have a complete record and as much documentation on each parcel in question to assist the Board.

The Board generally always has many more appeals during the year of reappraisal. Countywide equalization is of utmost concern to the Board.

Expenditures	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Operations	\$ 380	\$ 3,690	\$ 2,000	\$ 2,000
Total Expenditures	\$ 380	\$ 3,690	\$ 2,000	\$ 2,000

General Sessions Court – 1014

FUNCTION

The five General Sessions Court Judges, on a rotating basis, preside over the Civil and Criminal Divisions of General Sessions Court. They hear civil cases with jurisdiction up to \$15,000 (effective September 1, 2006, the amount will increase to \$25,000). They are responsible for hearing all landlord-tenant litigation and have unlimited jurisdiction in replevin cases. In 2005, 13,596 cases were filed and 7,717 judgments were rendered in Civil Court. The General Sessions Court Judges hear misdemeanor criminal cases and traffic cases which occur in Hamilton County, Tennessee, and hold preliminary hearings on felony criminal cases in Hamilton County. In 2005, 67,057 criminal cases were heard. They also hold mental health hearings for people who are admitted on an emergency basis to mental health institutions in Hamilton County, Tennessee. In 2005, 3,776, cases were heard. Sessions Court Judges also hear approximately 364 forfeitures per year and sign numerous search warrants. These numbers will increase in 2006.

PERFORMANCE GOALS AND OBJECTIVES

1. To hear impartially those cases coming before the General Sessions Judges and to render judgments accordingly.
2. To handle increasing caseloads in a timely fashion with as little inconvenience as possible to attorneys, litigants, officers and defendants.
3. To work with the Sheriff, the District Attorney General and Criminal Court Judges to reduce overcrowding in the County jail and County workhouse.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 671,523	\$ 709,157	\$ 717,567	\$ 818,473
Employee Benefits	175,791	185,725	213,836	233,834
Operations	52,043	34,728	46,401	43,801
Total Expenditures	\$ 899,357	\$ 929,610	\$ 977,804	\$ 1,096,108

Authorized Positions	8	8	8	8
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Juries – 1015

FUNCTION

The function of the Jury is to try and determine, by a true and unanimous verdict, any question or issue of fact, according to law and the evidence as given them in the court.

PERFORMANCE GOALS AND OBJECTIVES

The performance objective of the Jury is to render a fair and impartial verdict, according to law and the evidence.

PROGRAM COMMENTS

The Court impanels 96 jurors to serve for a two-week period. The jurors are paid only for the number of days served. A code-a-phone is used to notify jurors if their service is needed for the following day. Non-jury matters are tried during the month of August.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Jury Fees	\$ 169,352	\$ 164,331	\$ 162,000	\$ 162,000
Operations	11,838	11,997	18,000	18,000
Total Expenditures	\$ 181,190	\$ 176,328	\$ 180,000	\$ 180,000

Chancery Court Judges – 1018

FUNCTION

Provide for the peaceful resolution of civil disputes. The Court handles cases involving domestic relations, worker's compensation, estates, trusts, contracts, review of administrative action of governmental agencies and boards, collection of delinquent taxes, guardianships, and conservatorships, dissolution of partnerships and corporations, enforcement of liens, boundary lines, breach of contract, fraud, election contests, and other matters of a civil nature.

PERFORMANCE GOALS AND OBJECTIVES

The speedy resolution of matters submitted to the Court, after a full hearing so that both sides of a dispute have an opportunity to present evidence relevant to the dispute, is the primary objective of the Chancery Court.

PROGRAM COMMENTS

Hamilton County provides space, equipment, utilities, furnishings, and supplies for the Court.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Operations	\$ 6,852	\$ 4,932	\$ 10,500	\$ 10,500
Total Expenditures	\$ 6,852	\$ 4,932	\$ 10,500	\$ 10,500

Circuit Court Judges – 1019

FUNCTION

The Hamilton County Circuit Court is a state court of record with civil jurisdiction serving the people of Hamilton County. Both jury and non-jury cases are tried in the Circuit Court, which consists of suits for damages, domestic relations cases, hearings on protective orders, adoptions, worker's compensation cases, etc.

PERFORMANCE GOALS AND OBJECTIVES

The objective is to keep the docket current to ensure that each person is able to have a timely, fair and impartial trial.

PROGRAM COMMENTS

The four judges are elected to eight-year terms, which expire in the year 2006. The domestic relations cases which they decide and which involve children are subject to a pilot program which began statewide in the year 1997. That program is designed to reduce the litigious nature of divorces in order to reduce the adverse impact of that atmosphere upon the children. The pilot program in Hamilton County has become the model for the remaining counties in the state.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 131,413	\$ 130,413	\$ 133,811	\$ 137,826
Employee Benefits	60,271	56,238	61,789	69,144
Operations	33,627	31,407	33,390	33,390
Total Expenditures	\$ 225,311	\$ 218,058	\$ 228,990	\$ 240,360

Authorized Positions	4	4	4	4
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Juvenile Court / Juvenile Judge – 1061

FUNCTION

The Juvenile Court of Hamilton County is the official assembly for transactions of judicial business and the administration of justice as mandated by local, state, and federal law in juvenile matters. Children are referred to the Juvenile Court for reasons of delinquency, status offenses (truancy & runaway), and dependency/neglect issues. Presently, Hamilton County Juvenile Court hears more than 7,500 new cases per year and maintains over 15,000 open cases. Habilitation and rehabilitation of youth and preservation of the family unit remain the philosophical goal of the Hamilton County Juvenile Court.

PERFORMANCE GOALS AND OBJECTIVES

1. To expedite judicial processing of all complaints
2. To protect the needs of youth referred to the court
3. To reduce the number of youth who recidivate to criminal behavior
4. To protect youth in a state of dependency and/or neglect
5. To divert from judicial intervention those cases meeting pre-defined criteria
6. To maintain data and records for evaluation and planning of court services

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ -	\$ -	\$ 1,889,239	\$ 1,947,994
Employee Benefits	-	-	827,299	970,264
Operations	-	-	191,400	191,400
Total Expenditures	\$ -	\$ -	\$ 2,907,938	\$ 3,109,658

Authorized Positions	-	-	50	49
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This department was reassigned from Supported Agencies under organization number 1507.

Juvenile Court / Detention Center – 1062

FUNCTION

The Hamilton County Juvenile Detention Center is a pre-adjudicatory temporary holding facility for juveniles charged with delinquent and runaway offenses. Juveniles held in the detention center are required to take part in the educational program and to participate in daily tasks. The detention center is in operation, twenty-four (24) hours a day, 365 days per year. Approximately two thousand (2,000) children come through the facility each year.

PERFORMANCE GOALS AND OBJECTIVES

1. Because the Juvenile Detention Center is a temporary holding facility, the primary goal is to provide a safe and secure facility for children who are being detained prior to court hearings
2. The Center functions as an extension of the court and is unable to provide correctional treatment, however, an active educational program is provided, as well as crisis intervention, which could lead to a community referral for family assistance
3. To maintain high standards and protocol in the orderly, structured daily operation of the detention center

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ -	\$ -	\$ 1,046,963	\$ 1,106,276
Employee Benefits	-	-	494,578	575,118
Operations	-	-	216,999	217,000
Total Expenditures	\$ -	\$ -	\$ 1,758,540	\$ 1,898,394

Authorized Positions	-	-	32	34
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This department was reassigned from Supported Agencies under organization number 1509.

Juvenile Court / IV-D Child Support – 1063

FUNCTION

The IV-D Department of the Juvenile Court is responsible for hearing all cases pertaining to the obtaining of delinquent collections from absent parents. Funds collected for children on Aid to Financially Dependent Children (AFDC) are forwarded to the Department of Human Services to offset those State costs. The Court hearings from this department involve legitimacy, paternity suits, visitations, and contempts. Assistant District Attorneys handle cases from other states as well as cases involving child support matters in Chancery Court or Circuit Court. Due to computerization, the program is linked to similar programs across the nation making accessibility of child support easier for custodians of children.

PERFORMANCE GOALS AND OBJECTIVES

To hear all cases in a timely fashion brought to obtain child support from absent parents.

PROGRAM COMMENTS

In FY 02 the State of Tennessee began processing the Child Support collections of Hamilton County's Juvenile Court.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ -	\$ -	\$ 326,776	\$ 353,523
Employee Benefits	-	-	123,821	146,586
Operations	-	-	90,850	88,350
Total Expenditures	\$ -	\$ -	\$ 541,447	\$ 588,459

Authorized Positions	-	-	8	8
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This department was reassigned from Supported Agencies under organization number 1511.

Juvenile Court Youth Corrections – 1065

FUNCTION

The function of the Intensive Probation program is to provide monitoring for high risk juveniles who have been adjudicated delinquent. Typically these children are previous multiple offenders who pose a high risk of recidivism. The juveniles would normally be committed to the Tennessee Department of Youth Development for rehabilitation. However, due to the intervention of the Intensive Probation Program these juveniles can be safely maintained in the community. Intensive Probation works with approximately 100 children per year providing monitoring, mentoring and other services.

PERFORMANCE GOALS AND OBJECTIVES

1. Three contacts are made with the child each week
2. Reduce the number of children committed to the Department of Youth Development by providing intensive community monitoring
3. Assist in improving each child's academic performance

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ -	\$ -	\$ 193,152	\$ 199,936
Employee Benefits	-	-	106,838	116,190
Operations	-	-	44,249	37,550
Total Expenditures	\$ -	\$ -	\$ 344,239	\$ 353,676

Authorized Positions	-	-	6	6
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This department was reassigned from Supported Agencies under organization number 1513.

Juvenile Court Youth & Alcohol – 1067

FUNCTION

This department facilitates the state Youth Highway Safety Program. The program addresses issues related to juvenile drinking and drug usage. All individuals convicted in a drug or alcohol offense must complete this program.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ -	\$ -	\$ 31,697	\$ 32,569
Employee Benefits	-	-	11,042	12,256
Operations	-	-	2,800	2,800
Total Expenditures	\$ -	\$ -	\$ 45,539	\$ 47,625

Authorized Positions	-	-	1	1
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This department was reassigned from Supported Agencies under organization number 1516.

