

TOWN OF JONESBOROUGH
Town Hall Board Room
123 Boone Street
Jonesborough, TN 37659

MEETING NOTICES

MONDAY, SEPTEMBER 9, 2024

7:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the meeting's Agenda

PUBLIC HEARING

1. Ordinance Establishing an Updated Occupational Safety and Health Program Plan, Devise Rules and Regulations, and to Provide for a Safety Director and the Implementation of such Program Plan
2. Ordinance Amending the Town of Jonesborough Municipal Code, Title 1, Entitled "Administration, Officers and Personnel" by Adding Chapter 23 Jackson Theatre Board;

REGULAR MEETING

1. Call to Order
2. Opening Prayer
3. Pledge to the Flag
4. Roll Call

CONSENT AGENDA

1. Approval of Minutes
2. Approval of Bills
3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports
7. Declaration of Town Equipment as Surplus
8. Town Sponsored Special Event – 2024 Christmas Holiday Events
9. Jackson Theatre Grand Opening Event

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Proclamation – Honor Flight of the Appalachian Highlands
 - b. Committee Appointments
 - c. Change of October Regular Meeting and Location
 - d. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
6. **OLD BUSINESS**
 - A. Discussion and possible action concerning second and final reading of an Ordinance to Establish an Updated Occupational Safety and Health Program Plan, Devise Rules and Regulations, and to Provide for a Safety Director and the Implementation of such Program Plan;
 - B. Discussion and possible action concerning second and final reading of an Ordinance to Amend the Town of Jonesborough Municipal Code, Title 1, Entitled “Administration, Officers and Personnel” by Adding Chapter 23 Jackson Theatre Board;

7. **NEW BUSINESS**

- A. Discussion and possible action concerning first reading of an Ordinance Amending the Jackson Theatre Budget;
- B. Discussion and possible action concerning first reading of the following Ordinances related to Stormwater in Title 11, Planning and Zoning:
 - 1. Ordinance 2024-10, Chapter 2 Peak Stormwater Management and Erosion Prevention and Sediment Control
 - 2. Ordinance 2024-11, Chapter 18 Permanent Water Quality Stormwater Management
- C. Discussion and possible action concerning approval of the updated Town's Personnel Policy;
- D. Adjournment.

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: September 9, 2024 **AGENDA ITEM #:** 1

SUBJECT: Approval of Minutes

Attached for BMA approval are the minutes of the April 8, 2024 Regular Meeting.

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

APRIL 8, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, April 8, 2024, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Amber Crumley led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman Dickson made the motion, seconded by Alderman Wolfe, and duly passed to approve the following items on the Consent Agenda:

1. Approve the following bills for payment:

Insert Payment

2. Approve the following Town Administrator Report:

Insert Report

3. Approve the following Operations Manager Report:

Insert Report

4. Approve the following Committee Report: McKinney Center Advisory Committee.
5. Approve the following Supervisor Reports: McKinney Center, McKinney Center Program Manager, Fire Department, Director of Tourism and Main Street, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment, Police Department, Marketing and Promotions Coordinator, Building Inspector, Website and Marketing Specialist, Street Department, Animal Control, and Director of Special Events.
6. Approve the 2024 Jonesborough Days Festival, pre-events, and set-up are as follows:
Wednesday, July 3 from 5 p.m.-9 p.m. (Craft & Food Vendor Set Up)
Thursday, July 4th from 10 a.m.-10 p.m. (Parade at 10 a.m.)
Friday, July 5th from 10 a.m. - 10 p.m. (BBQ Dinner at ISC at 6 p.m.)
Saturday, July 6th from 10 a.m. - 10 p.m. (Fireworks at 10 p.m.)

Activities and Areas Pre-Festival:

- After Hours Swimming on Wednesday, July 3rd at Wetlands Water Park per Parks and Recreation approval.

Activities and Areas During Festival:

- Parade will be Thursday, July 4th at 10 a.m.
- Fireworks will be Saturday, July 6th at 10 p.m.
- Hours for Doc's Front Porch: Saturday 12 p.m. and 6 p.m.
- Beer Garden each evening from 5 p.m. - 10 p.m. on the Plaza
- Patriot Park behind the Storytelling Center in cooperation with Jonesborough Athletic Boosters
- Main Stage Music Thursday-Saturday from 6 p.m. - 10 p.m., Eastside of the Courthouse
- Contests and Socials the afternoons each day
- Food Vendors will be set-up on the West side of the Courthouse
- Craft Vendors will be set-up all along Main Street

Street Closure Requests:

Main Street from Fox Street to Second Avenue needs to have a soft closure starting on Wednesday for vendors to set-up. The streets need to officially close for the weekend on Thursday, at 8:00 am until the streets are clean on Saturday night around 11 pm.

The East and West sides of the Courthouse will be closed starting at 5:00 pm on Wednesday for vendor set-up and stay closed until Saturday evening after 10 pm.

Close Boone Street for Parade on Thursday, approx. 9:30 - 11 am.

Any other streets will be closed by the Police Department on an as needed basis.

7. Approve moving the Boring Machine Operator from an Equipment Operator II position to an Equipment Operator III position at Grade 7 within the Town's compensation plan.
8. Approve the re-organization of the Parks and Recreation Department establishing a new Open Space Coordinator/Urban Forester position, a new Facilities Manager position, and the addition of two (2) new Park Maintenance Specialists, the organization chart and position descriptions, as follows: Park Maintenance Specialist II at Grade 3 of the Town's compensation plan as the employee in that position can operate equipment as outlined in Equipment Operator I, Nick Bogle as a Park Maintenance Specialist II, Park Maintenance Worker III as position is certified in spraying herbicide and/or pesticide as a grade 5 position on the Town's compensation plan, and William Russell as Park Maintenance Specialist III.

INSERT ORGANIZATION CHART

INSERT JOB DESCRIPTIONS

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Wolfe asked Town Recorder Janet Jennings about the Town's finances. Janet Jennings said everything is doing fine, the sales tax continues to see growth and is up 2.5%, and the software switch over is also going good. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Financial Report as presented, seconded by Alderman Causey and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest presented the following appointment and re-appointments to the McKinney Center Advisory Committee: Kay Grogg to fill an unexpired term ending April 2026; and re-appoint Michelle Treece and Karen Sullivan to three-year terms ending April 2027. The motion to approve the appointment and re-appointments to the McKinney Center Advisory Committee was made by Alderman Dickson, seconded by Alderman Countermine and duly passed.

Mayor Vest requested an addition to the agenda for the consideration of an appointment to the BrightRidge Board. Alderman Wolfe made the motion to add the appointment to the BrightRidge Board to the agenda, seconded by Alderman Countermine and duly passed.

Mayor Vest recommended that Andy Dietrich be appointed as Jonesborough's representative to the BrightRidge Board. Alderman Wolfe made the motion to appoint Andy Dietrich to the BrightRidge Board as the Town of Jonesborough's representative, seconded by Alderman Dickson and duly passed.

Discussion took place about reformulating the Parks and Recreation Committee through an ordinance change or an amended agreements and integrate a County Facilities Committee. Attorney Jim Wheeler reminded Board members that changes to an Ordinance requires two readings. Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Dickson and duly passed, to instruct Town staff to look at the reformulation of the Parks and Recreation Committee.

Mayor Vest asked Theresa Hammons to come forward to accept the Employee of the Month Award. Mayor Vest read the following nomination letter:

Theresa Hammons is the Director of the McKinney Center and has dedicated herself to the Town of Jonesborough for over ten years. Theresa oversees both the large-scale activities and the day-to-day events that happen at the McKinney Center. Since January, Theresa has put hours of work into the 2024 Masterpiece Mingle. Theresa wrote the press release, has put out several calls for donations of artwork, and has put effort into making sure the event is well promoted. She has been spending time emailing over 100 artists individually to get people to donate to the event. She then kept in touch with the artists to make sure we secured the artwork. Theresa spent hours looking to make sure we had

the perfect musician fit for the event and found the Tri-Cities Jazz Orchestra. For the last Masterpiece Mingle, we had high schoolers cater. Unfortunately, this year they are traveling to participate in a competition. So, Theresa has spent hours trying to secure a caterer at a reasonable price for this event. Masterpiece Mingle is our biggest fundraiser of the year. Theresa worked so hard on this event to make sure it is a success because she cares about the success of the center. In the fall, Theresa put out bids to get the interior of the center painted. Quad City Builders won the paint bid and are scheduled to repaint the interior of the building from May to early June. We have had to shift around events on the master calendar to make sure that no events land in that time frame. Theresa made the decision to move the student art show up for a week from May 9th to May 2nd, so that way painting can begin when it needs to. Theresa has been communicating with teachers that this decision affects making sure we have adequate make up days for classes. Customer experience is very important to the people who attend our classes, and we want to ensure everyone is happy. We had to reschedule an artist exhibition due to scheduling to make sure their exhibit went up for a fair amount of time. Theresa also fit the Washington Co. school's end of the year art exhibit into this tight schedule. She goes above and beyond to communicate, make things work, and keep all parties happy. This shows flexibility and patience. Since January, Theresa has been working towards publishing the McKinney Centers 2024 Summer Camps. Theresa has communicated with teachers what the classes are, what the descriptions for the classes are, and the new age ranges for the different classes. After receiving this information from the teachers, Theresa then uploaded all the information to Course storm, the online class system used by the center. Theresa made sure that all the dates for classes aligned with our current schedule, including moving some dates due to the interior of the center being painted. After this has been added online, Theresa had staff and teachers review it multiple times before the classes went live to the public. Now Theresa is focused on advertising, both digitally and in person, to make sure all the summer camp slots fill up! April 4th is the McKinney Center's "Ernest McKinney Day of Giving" virtual event on Facebook. The center picked this day as it is the day Ernest McKinney was elected as the town's first African American alderman, the same day that MLK Jr. was assassinated. Theresa has been reviewing the schedule of the day to make sure there is adequate representation of everything the center has to offer. Last year for the event, we live streamed teachers doing demonstrations and had different important figures in the town come in to talk about what the center meant to them. This year, it was decided that we would stream videos with the same type of content, but these videos would be pre-recorded to ensure the day is easier on the operations of the center. All proceeds from this day of giving goes to the Ernest and Marion McKinney scholarship fund. We were able to give several scholarships in 2023, and with the money raised from this event, we hope to continue to increase the number of scholarships we provide to students. Theresa works hard to ensure we provide the arts to ALL our community. Theresa spent hours putting together the 2024-2025 budget together for the McKinney Center. Theresa asked every employee to write three goals they hope to accomplish for next budget year to include in the report. Theresa went through and checked the statements for each budget line to track how much the center has spent this past year. She uses these numbers and costs of operating in citing why some budget lines should be increased. Theresa then submitted the draft of the budget to be reviewed. There is a lot of consideration that goes

in between drafting and editing the budget that can take over a month to do. Theresa finished working on the 2023 McKinney Center report at the beginning of January and has since passed it around for our customers to see. We reviewed it at the January 2024 Advisory Committee meeting, sent it out with the January 2024 member newsletter, and shared it with our members at the 2024 membership brunch. Theresa put together data in a multi-page packet for the report. In the report, there are demographics about the average income, education levels, and race of our students. Another section of the 2023 report goes over the different types of events the center hosted. We reached 2,775 people at in person events and 253,304 through social media. There were 14,317 people who came through the doors at the center in 2023, which is a 40% increase from 2022. The center offered 116 classes to the community in 2023. The center had 5,274.25 volunteer hours for a value of \$148,325. Theresa must extend her reach far and wide to be able to support all the programming that the center does and to keep customers continuously happy. On the rare occasion issues do come up, she is always willing to make things work. Her dedication to this job, community, and the town are incredible. The McKinney Center participated in 316 activities in 2023 with a small staff all under her supervision. It is an honor to have her as my supervisor and to work with her every day.

Submitted by: Breanna Walker-Schadler, McKinney Center Manager

Mayor Vest asked if she had any comments. Theresa Hammons thanked everyone for being nominated.

Town Administrator Glenn Rosenoff and Senior Center Director Mary Regen presented a Token of Appreciation to Gayle Hawley, Faith Community Nurse at the Senior Center, for leading *The Energy Bus* leadership training with the Town's leadership team.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. Richard Griffin, Washington County-Jonesborough Library, addressed the Board and gave an overview of the library's purpose and services and requested an increase in the annual appropriation from the Town, and expressed the need for a larger library space in Jonesborough. Mayor Vest thanked Richard Griffin for his comments.

Allen Moore, 103 Depot Street, and Gerard Kochanski, 107 West Woodrow Ave, addressed the Board with their concerns about vehicular traffic situations on Depot Street, especially when the high school lets out for the day and the increase in excessive speeds take place; and they requested that speed tables be looked at for that area of Depot Street. Mayor Vest thanked Allen Moore and Gerard Kochanski for the comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said she would like to say one thing and this is not a negative comment because she appreciates every special event that we have in town, but she feels to do something formally to have all these special events come to Board before the event happens, so that we can make sure that safety is addressed and that the different departments know what is going on. Alderman Causey said just like today, the decision was made on Friday, and it needs to be prior

approved and feels that a motion needs to be made requiring all special event application requests for downtown, whether the streets need to be closed or not being presented to the Board in advance for safety reasons. Mayor Vest said he thought it was required now. Town Attorney Jim Wheeler said as far as it being required, it is. Jim Wheeler said the ordinance is more than just street closures. He said if it is a special event that is going to involve the town being involved or the public right-of-way being used. Alderman Causey said it needs to be enforced. Alderman Wolfe made the motion to add to the agenda an item addressing the lack of prior approval by the Board for special events, seconded by Alderman Causey and duly passed. Alderman Causey made the motion that all special event applications must be addressed by the Board as required before the event takes place downtown. Alderman Wolfe seconded the motion and it was duly passed.

Alderman Dickson said that this past Saturday he had the opportunity to interact with students from East Tennessee State University and Tennessee State University as part of the "I-40 Project" which aims to bridge perceived differences, promote understanding of similarities and serve as a model for other schools in similar situations. Alderman Dickson said they talked about Jonesborough's abolitionist roots, the Emancipate, the McKinney Legacy and the story of his family in Jonesborough. He said we as a town should feel confident to tell our story of interracial cooperation, our history is powerful, and Jonesborough's story should be central to our identity.

Alderman Wolfe said the local chapter of the Associated General Contractors of America awarded Jonesborough's new K-8 School as the, best new building in the region over five million dollars, and the recognition considered developments from both the Tri-Cities and Southwest Virginia. Alderman Wolfe expressed his congratulations to BurWil Construction; and thanked everyone who had a hand in the new school from the Town staff, Board of Mayor and Aldermen, the school board, school staff and county staff. Alderman Wolfe said the building looks great, and the playground construction is progressing and looking better every day. Alderman Wolfe said he has been made aware of an opportunity to enhance first responder services regarding potentially posting an ambulance here at Town Hall. Alderman Wolfe said if we do something like that, it is going to necessitate adding a bay to the fire department. He said as the community continues to grow the Town should be mindful of its infrastructure to help better serve the people of Jonesborough. He said he would like to see in the upcoming budget year to include a place for enhanced health and safety services, as well as a serious facility analysis on the Town Hall to prepare for much needed expansion.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he needs to meet in Executive Session with the BMA in regard to the Tennessee Hills Distillery lawsuit.

The first item under New Business concerned approval of the Employee Commercial Driver's License Contract. The Town has several positions that require a Commercial Driver's License. Federal regulations have changed dramatically over the last few years making it much more difficult for an individual to obtain a CDL license. The

cost of the training is \$1,800.00, plus the cost of the test; however, the company is waiving the testing schedule and charging the Town a flat \$1,800.00 per student. After initially getting our current employees certified, we would send new hires to Central Buses within the six-month orientation period and keep certified drivers. At that point, if they fail to obtain their CDL license, they would not be moved to permanent employee status. The Class A CDL license is a little more difficult. Operations Manager Craig Ford contacted Tri-Cities Truck Drive School on West Market Street in Johnson City, which is the current vendor BrightRidge utilizes. It is a four-week class and the cost is \$4,000.00. Town staff recommendation is for approval that the Town of Jonesborough pay for required CDL training for employees whose positions require them to have a CDL license and approve the contract for reimbursement that must be signed by the employee prior to attending the training; and approve the entry-level salary for anyone hired for a CDL position who holds a CDL license prior to employment would automatically begin at no less than step two of the appropriate salary level. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Wolfe made the motion to accept the proposal as presented, seconded by Alderman Counterminne and duly passed.

INSERT CONTRACT INFO

The next item on the agenda was a private/public partnership with Steve Cook, owner of property at the corner of Spring Street and South Lincoln Ave. There is a continued experience of problems at the intersection of Spring Street and South Lincoln Avenue. Vehicles turning right off of Spring Street onto South Lincoln have a hard time making the turn and strike the decorative wall of the property owner, Steve Cook. The problem is worse with larger trucks, or vehicles pulling trailers. Street Director Malcolm Highsmith and Town Engineer Todd Wood have accessed the problem and have concluded by reconstructing the radius larger and by cutting a minimum of three feet into the apex of the intersection, which may require the Town to be on Mr. Cook's property and the wall will have to be moved back further onto his property. Once the new radius is established, the Street Department will asphalt this area and construct an 8-inch curb. Mr. Cook will then re-establish the rock wall directly behind the curb. It was explained to Mr. Cook that the Street Department did not possess the expertise necessary to construct the stone wall. The grade work, asphalt, and curb will be completed at the Town's expense. Steve Cook will need to sign a public/private partnership agreement prior to the work being completed. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Wolfe made the motion to approve the public/private partnership with Mr. Cook to re-construct the radius at the corner of Spring Street and South Lincoln Avenue, as presented. Alderman Counterminne seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda was approval of a contract for Easement Acquisition Services for the 24" water transmission line upgrades project. The town is working with USDA to seek funding for the 24" Water Transmission Line Upgrades and one of the major components to complete is securing both temporary construction easements and

permanent utility easements with property owners in which the transmission line is located within their property. There are approximately 140 property owners to work with to secure said easements. Letters from the town were sent out to these owners several months, but this process being conducted internally has not moved the project forward in this regard and we need project momentum. Therefore, staff coordinated with Evan Sanders, Community Development Partners, to formally solicit for Statements of Qualifications for Easement Acquisition Services for Jonesborough's USDA public utilities funding. The town received two proposals, including Colliers Engineering & Design, and D&D Easement Service. The town has not worked with either company. Both companies appear to be qualified to conduct the work that needs to be done. In completing the review of the proposals, staff evaluated both companies. The total possible point in scoring is 100 and Colliers Engineering & Design scored 82/100 and D&D Easement Service scored 83/100. One part of the proposal from D&D stood out with them understanding where the Town of Jonesborough is in the process, and positioning themselves to hit the ground running, which is the momentum that we need sooner than later. In recommending D&D, we will still negotiate with them on over project costs. If for some reason their cost projections are not reasonable to staff, the Board will be notified about potentially having to contact Colliers. For now, staff recommend approving D&D's proposal. Funding for easements is part of the overall budgetary costs associated with the town's pursuit with USDA in funding our major utility capital projects (Water Treatment Plant and Transmission Line Projects). Mayor Vest asked the Aldermen if they had comments or questions. Alderman Causey said she would like to see the costs brought back to the Board prior to final contract. There being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Causey and duly passed, to approve D&D Easement Service as the company of choice in providing the town with easement acquisition services for the 24" Water Transmission Line Upgrades Project, as presented and the cost come back to the Board prior to final contract.

INSERT CONTRACT

The next item on the agenda was approval of a contract to conduct and complete a Phase 1 Archaeological Survey for the Water Treatment Plant and 24" Water Transmission Line upgrade projects. USDA (United States Department of Agriculture) requires the town to conduct a Phase 1 Archaeological Survey. Request for proposals were advertised and the town received a total of 3 proposals as follows: (1) Midsouth Cultural Resource Consultants (MCRC) - \$11,250.00; (2) Power Engineers, Inc (POWER) - \$42,791.00; and (3) Cultural Resource Analysts, Inc (CRA) - \$59,915.00. The main scope of MCRC's proposal is to conduct a Phase I archaeological survey of the Water Treatment and Line Upgrades, Washington County, TN. This project is conducted in compliance with the National Historic Preservation Act (NHPA), 1966, to identify and define historic or archaeological resources that may be eligible for the National Register of Historic Places (NRHP). To achieve this objective, MCRC proposes to conduct (1) archival and background research, and (2) fieldwork including pedestrian and subsurface survey, and (3) report preparation. Laboratory analysis and determination of NRHP eligibility of any cultural resources identified during the project will also be conducted following completion of all archival, background, and fieldwork. More in-depth details of the proposal are included as part of the agenda packet. MCRC can complete the project

for a cost of \$11,250.00. This includes all archival/background research, fieldwork including shovel testing/subsurface investigations, and lab analysis/report preparation to The Division of Archaeology (TDOA) guidelines. The overall time frame for the project is for the archival/background research to begin within five (5) business days of notice to proceed; fieldwork can be conducted within one to two business weeks (5-10 business days) following receipt of background information from the TDOA; and fieldwork can often be scheduled sooner but is dependent upon completion of archival/background research and inclement weather. It is expected that the survey can be completed in seven (7) business days with two individuals in the field. Reports will be completed within two business weeks (10 business days) of completion of fieldwork notwithstanding the necessity of acquiring archaeological site numbers and/or extensive artifact analysis. Funding the \$11,250.00 will be expensed to the Water Fund, and this phase of the project is eligible to be reimbursed through the anticipated USDA funding for the projects. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Causey made the motion to approve Midsouth Cultural Resource Consultants (MCRC) to conduct and complete a Phase 1 Archaeological Survey for the Water Treatment Plant and 24" Water Transmission Line Upgrade projects at a total cost of \$11,250.00, as presented. The motion was seconded by Alderman Countermine and duly passed.

INSERT CONTRACT

The next item on the agenda was approval of maintenance responsibilities at Boones Creek Elementary School with the Washington County School Board. The school board authorized School Superintendent Jerry Boyd to negotiate an agreement with the town to assume our responsibilities at Boones Creek Elementary School. Mr. Boyd is requesting that the town pay the school system \$35,000 annually for a period of 10 years (the term our interlocal agreement ends). Mayor Vest supported bringing this amount before the BMA as the Mayor had previously suggested to the school system \$30,000 annually. The scope of the maintenance is for all the Boones Creek Elementary School responsibilities assigned to the Town of Jonesborough, which was mowing and maintenance of the athletic fields and outside areas. It is recommended to make the agreement on the \$35,000 effective immediately. The agreement ends in 10 years, or when our responsibilities end per the interlocal agreement. It is further recommended that the town pay the school system the \$35,000 in one lump sum payment and to be paid July 31st for each year. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to approve paying the Washington County School Board \$35,000 per year for ten years, subject to the contract coming back to the BMA, for the school system to maintain the Boones Creek Elementary School for maintenance responsibilities as per the interlocal agreement, as presented. Alderman Countermine seconded the motion and it was duly passed.

There being no further business, Mayor Vest adjourned the meeting, and the Board of Mayor and Aldermen went into Executive Session.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: September 9, 2024 AGENDA ITEM #: 2

SUBJECT: Approval of Bills

Check Register - General Fund - August 2024

08/01/24	113078 - 110453	\$118,748.91	
08/07/24	110454	\$6,544.45	
08/08/24	110455 - 110539	\$81,880.01	
08/09/24	110490- void	(\$169.38)	
08/13/24	109902 - void	(\$100.00)	June
08/14/24	109241 - void	(\$550.00)	June
08/14/24	110540 - 110552	\$82,496.10	June
08/15/24	110553 - 110584	\$32,583.58	
08/15/24	110585	\$17,259.72	
08/20/24	110586	\$6,865.16	
08/22/24	110587 - 110632	\$316,813.96	
08/27/24	110633 - 110643	\$90,941.58	
08/29/24	110644 - 110645	\$2,048.34	
08/29/24	110646	\$2,920.15	
		\$758,282.58	

Check Register- Water Fund August 2024

08/01/24	667770- 67804	\$28,531.93	
08/08/24	67805 - 67831	\$55,403.16	
08/14/24	67832 - 67839	\$21,411.01	June
08/15/24	67840 - 67849	\$7,642.39	
08/15/24	67850	\$17,846.25	
08/20/24	67851	\$1,322.89	
08/22/22	67852 - 67873	\$182,425.37	
08/27/24	67874 - 67877	\$39,764.30	
08/29/24	67878	\$1,987.27	
		\$356,334.57	

Check Register -Sanitation Fund - August 2024

08/01/24	10507 - 10512	\$2,221.81	
08/08/24	10513 - 10520	\$10,219.91	
08/14/24	10521	\$666.19	June
08/15/24	10522 - 10523	\$12,850.43	
08/20/24	10524	\$28.48	
08/22/24	10525 - 10526	\$422.20	
08/27/24	10527 - 10528	\$3,309.10	
08/29/24	10529	\$1,564.33	
		<hr/>	
		\$31,282.45	

Check Register -School Fund August- 2024

08/14/24		\$18,488.16	June
		<hr/>	
		\$18,488.16	

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: September 9, 2024 **AGENDA ITEM #:** 3

SUBJECT: Town Administrator Report

Employee Hire/Promotions/Transfers/Resignations – August 1, 2024 – August 31, 2024

Employee Hires:

8/19/24 – Isabel Hawley, Marketing Manager, Visitor Center, Grade 8 Step 1

8/19/24 – Susan McKinney, Director of Special Events, Visitor Center, Grade 14 Step 5

8/19/24 – Thomas Perry, Relief Equipment Operator I, Solid Waste, Grade 5 Step 2

Employee Transfers

8/19/24 – Cody Elliott, Transfer from Water Distribution to Water Plant,
Water Plant Operator I (Non-Certified), Grade 5 Step 1

8/19/24 – Grace Constable, Transfer from Water Quality to Water Plant,
Water Plant Operator I (Non-Certified), Grade 5 Step 1

Resignations / Retirements:

8/16/24 Resigned – Zachary Grizzle, Water Plant, Water Plant Operator I

MEMORANDUM

To: Glenn Rosenoff, Town Administrator
From: Craig Ford, Operations Manager
Ref: August 2024 Monthly Report
Date: September 06, 2024

We continued to work on the upgrades to Stage Road Park for the month of August. Overgrown landscaping and some trees have been removed. New landscaping has been added. The overgrown area around the springs have been completely cleaned and topsoil is being added to this area for sowing grass.

New trees have been ordered and are slated to be here on September 23. Some of the dilapidated playground features have been removed and new playground mulch has been installed. We will be on this project for the rest of September, but the upgrades so far have been phenomenal, with many people already complimenting the park's new look.

The private contractor who has been storing the Shanks Oak for the Town requested it be moved. This was no small feat. The Street Department did a phenomenal job getting the Oak moved to Town property. It is now off the ground and is covered in tarps to help preserve the remains of the tree.

The private contractor completed demolition of the old Solid Waste Building off of Britt Drive. The contractor is currently removing the salvage he collected from the site. Once he has completed his work, the Street Department will remove the rest of the debris.

Once the debris is removed, we will get the concrete pad prepared for the new building. I am trying to get this new building under roof prior to winter in order that we can building the office area for the Street Department, Solid Waste Department, and the Recreation Department.

Chris Craig began collecting plastic recyclables at our convenience site at the Town garage. Our first load of plastics has now been taken to Carter County. Director Craig and I are pleased with the results so far.

I was able to obtain the vehicle for Lauren Little this month as well. This vehicle was budgeted for her position in Recreation.

As you are aware, we spent a great deal of time this month working on updating the Town's personnel policy manual. That document is now complete and ready to implement when the Human Resource Director is hired.

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: September 9, 2024 **AGENDA ITEM #:** 5

SUBJECT: Committee Reports

1. McKinney Center Advisory Committee
2. Jonesborough Board of Zoning Appeals
3. Jonesborough Planning Commission

September 19, 2024

Subject: Approval of Minutes

McKinney Center Advisory Committee Meeting

Thursday, August, 2024, 3:30pm

McKinney Center – in Person

Agenda Presentation

1. Call to Order: Bre Walker-Schadler, Theresa Hammons, Richie Hayward, Michelle Treece, Kay Grogg, Nancy Kavanaugh, Skye McFarland, Buttons McKinney, Pauline Douglas, Sharon Squibb, Karen Sullivan
 - Not Present: Adam Dickson, Isaac Woods, Anne G'Fellers-Mason, Richie Hayward
2. Approval of Minutes: July agenda meeting motioned to approve. None opposed.
3. Directors's Report:
 - i. As of the afternoon of August 15, 2024, we are at 153 registrations for fall classes. That is on track with registrations for Fall 2023. No one came in to register at registration day on August 10th.
 - ii. We will raise teacher pay to \$28.00 per hour starting in Spring 2025.
 - iii. August 16th is the last day for Jean and Christina's exhibit. Vicki Fellers and Jennifer Dyers exhibit will open September 6th.
 - iv. The Living Here exhibition will open on September 13th. Skye is working on editing the video interviews, frames are in, and we are waiting for photos to arrive in the mail.
 - v. The Fall market will be August 23 & 24. The inside spots for vendors are full, and we have a few outside spots available. Fred Collins will be grilling for food.
 - vi. We have secured our usual 3 grants for the upcoming year, Berea College, Traditional Arts grant, ASP TAC grant for StoryTown, and ABC TAC for the Play In a Week.
 - vii. We've had numerous building improvements over the past month including new slow down signs, the ice machine was replumbed, acrylic backing for behind the classroom sinks.
4. Outreach:
 - i. In the past month we have physically done outreach at Jonesborough Days, Farmers Markets, Vincent Dial, Washington Co teachers assembly, and five different Washington Co open houses.
 - ii. Social media has advertised upcoming classes, the Fall Market, Nancy, August Radio Show, current artist exhibition, Halloween artist exhibition, etc.

- iii. Johnson City schools received over 8,000 flyers to physically pass out, catalogs were handed out at open houses, catalogs were delivered downtown.
 - iv. We had 30 volunteer hours in July. We will need volunteers for Halloween trivia.
 - v. D&E Committee met on July 31st. They talked about possibly hosting a potluck for Booker T alumni.
 - vi. Jamie White and Anthony Jones are in the July CTM that was posted. The August CTM is Michelle and Brittany.
5. StoryTown:
- i. StoryTown has received the ASP and ABC grants from TAC.
 - ii. Town has agreed to purchase Spot on a Hill from the Heritage Alliance so Anne can continue to perform it at the McKinney Center. For other plays Anne wrote while employed at the Heritage Alliance, the Heritage Alliance will receive 10% from ticket sales.
 - iii. The Ford v Ford Marker ceremony was held at the Holston Valley Unitarian Universalist Church on August 8th at 11:00am. The marker had a couple of typos, so the state took down the marker, will fix the typos, and put the marker back up.
 - iv. Committee members discussed Soups and Songs from last year and how it will go this year. There will be more emphasis on music this year. Members discussed if we should keep ticket price at \$30 or move up to \$35 per ticket. Nancy motioned to increase ticket price to \$35. Buttons seconded. All approved. None opposed.
6. Visitation:
- i. The center had 318 general visitors in July. That includes the numbers from the radio show, the artist exhibition opening, and general new semester traffic.
 - ii. There were 46 students in the building due to private lessons.
 - iii. There were 6 rentals in July. We have about six rentals for August.
7. Old Business:
- i. The new StoryTown cushions have arrived. We have ordered sticker dots to place on them to keep them organized.
 - ii. Teacher pay is increased to \$28 per hour starting in the spring semester.
 - iii. Slow down signs have been ordered.
8. New Business:
- i. The town has reached an agreement for plays Anne wrote while employed at the Heritage Alliance so Anne can continue performing them at the McKinney Center.
 - ii. The town agreed at the August BMA meeting to purchase the Engle floral shop and the property behind it.

Meeting Dismissed at 4:28 PM

Chairman Tom Foster opened the meetings of the Jonesborough Board of Zoning Appeals and the Jonesborough Planning Commission, Terry Countermine led the group in an opening Prayer, and Bill Graham led the Pledge to the Flag.

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES

April 16, 2024

The Jonesborough Board of Zoning of Appeals met in regular meeting on Tuesday, April 16, 2024 at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Terry Countermine, Bill Graham, Robin Harpe, Richie Hayward, Bob Williams

Members Absent: Josh Conger, Jim Rhein

Staff Present: Glenn Rosenoff, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. Public Comments – There were no Public Comments

2. Approval of Minutes

The minutes of the February 20, 2024 Board of Zoning Appeals meeting was presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Frank Collins made the motion to approve the minutes as presented, seconded by Robin Harpe and duly passed.

3. Variance Request to the Rear Setback Requirements for Eastern Eight Development, Kirkland Place, Jonesborough, TN
Presented by: Bill Freman, Project Manager, Eastern Eight Community Development, Johnson City, TN

Request for rear setback variances for Units 1-4 of the Kirkland Place PUD development. The subject property is located on Persimmon Ridge Road and Shell Road in the 15th Civil District. The subject property contains approximately 1.45 acres, is zoned R-3 High Density Residential District, and is further described on Washington County Tax Map 59-E, Group D, Parcel 1.00. The property is located within the R-3 Zoning District with a rear setback requirement of 20 feet, the PUD development regulations require 25 feet. The building (Units 1-4 without the addition of rear

decking) meets the greater setback requirement of 25 feet, however the rear decking per unit falls within the 25 feet area. The building department considers attached decking as part of the building and therefore subject to the 25-foot requirement. The subject of the variance request from the owner/applicant based on the 25-foot requirement is as follows:

Unit 1 (130 Kirk Lane): 9'9"

Unit 2 (132 Kirk Lane): 7'6"

Unit 3 (134 Kirk Lane): 7'6"

Unit 4 (136 Kirk Lane): 6'5"

Bill Freeman said the when the property was surveyed the Surveyor did not put the decks on the plat map, that is the reason Eastern Eight is requesting variance to the setback requirements for the placement of the decks.

Chairman Foster asked if there was anyone present to speak in regard to the Variance request to come forward and state their name and address.

Taylor Heine, 201 Landon Trail, adjoining neighbor to the Eastern Eight Development, addressed the Board of Zoning Appeals, stating she feels her space is being encroached upon and her privacy is nil, things are planned out for reason and there should be a plan that follows rules. Ms. Heine said she would like for there to be either a privacy fence or landscape buffer with possibly Leland Cypress trees planted.

Kim Hayden Heaton, 310 Landon Trail, President of the Homeowner's Association, Old State of Franklin Condos, said they want a solution for everyone and would prefer that trees be planted for a landscape screening between the properties. She said that the height of trees needs to be considered because the Kirkland Place units have an upper second level.

Commissioners held a lengthy discussion in regard the variance request, and Glenn Rosenoff stated that the Board of Zoning Appeals can place conditions on a variance request. The consensus of the BZA members was that Eastern Eight and the residents of the Old State of Franklin Condos, to come up with a reasonable solution for a possible landscape screening between the two developments.

With there being no further discussion, Chairman Foster called for a motion.

Motion: Frank Collins made the motion to table the Variance request for two weeks until the two parties come up with a reasonable solution to bring back to the Board of Zoning Appeals

- 4. Variance Request for a sign at the Jonesborough Elementary School,
710 North Cherokee Street, Jonesborough, TN
Presented by: Rachel Conger, Recreation Capital Project Manager**

The request is for a variance on square feet for the proposed monument sign for the Jonesborough Elementary School. Although the school site is 48.51 acres and the school building is well over 100,000 square feet in size, and contains playgrounds, Tiger Park, etc., the proposed monument sign is 110 square feet, and the current regulations for a monument sign in a residential zoning district is 32 square feet. The variance request is to permit the monument sign to be approved at 110 square feet.

The dimension of the sign is 12 feet in height and 9 feet 4 inches on top and 8 feet 8 inches at the base, which is a little over 100 square feet. The material is a brick base, the same bricks at the school building, a Tiger orange border around the electronic board, and charcoal aluminum metal siding that is in a pattern reflecting the siding design of the school. The lettering designating Jonesborough Elementary School is at the top of the sign and in a font size large enough to be seen from a substantial distance away. The sign location has been selected for the following reasons:

1. The sign can be seen from the new traffic circle as well as the end of the east end of extended Skyline Drive. The plan is to extend Skyline Drive to the Boones Creek Road, and motorists coming up to the school property from the Boones Creek Road need to be able to see and read the school sign from a distance.
2. The visitor and car rider entrance to the school is not from N. Cherokee Street but from extended Skyline Drive, so motorists from N. Cherokee will still see the sign as they come around the traffic circle.
3. The sign has an electronic message board, and the sign location allows the message on the sign to be seen from both extended Skyline Drive as motorists pass as well as the travel lanes within the parking lot as motorists head to the school building.

The size of the message board is based on the size of the font needed to make it easy for motorists driving by the sign to read it without having to take their eyes off the road. The size is also based on allowing a reasonably sized message to be read in one view without the board shifting to the second half of a sentence. Again, this is a safety factor trying to minimize the time eyes are off the road. Also, the message can be read on both sides of the sign so motorists can read it if they do come from the Boones Creek Road. The motorists coming from the traffic circle will be able to read it going both directions.

There is one neighbor at this point which is across Skyline Drive from the sign. That person is Curtis Lynn. He owns the entire length of the property on the other side of extended Skyline Drive, but he does not live on that property. No other neighbor is even close to the sign.

Chairman Foster said that due to the Jonesborough Sign Ordinance regulations, he is requesting that the sign variance request be tabled and brought back to the next Board of Zoning Appeals meeting.

Motion: Terry Countermine made the motion to table the Jonesborough Elementary School sign variance request to the next meeting of the Board of Zoning Appeals, seconded by Richie Hayward and duly passed

With there being no further business for discussion, Chairman Foster adjourned the meeting.

Chairman Tom Foster opened the meetings of the Jonesborough Board of Zoning Appeals and the Jonesborough Planning Commission, Tom Foster led the group in an opening Prayer, and Robin Harpe led the Pledge to the Flag.

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES

May 21, 2024

The Jonesborough Board of Zoning of Appeals met in regular meeting on Tuesday, April 16, 2024 at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Terry Counterline, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: Josh Conger

Staff Present: Glenn Rosenoff, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

- 1. Public Comments** – There were no Public Comments
- 2. Variance Request to the Rear Setback Requirements for Eastern Eight Development, Kirkland Place, Jonesborough, TN**

Chairman Tom Foster said this variance request was tabled from the April 16, 2022 meeting of the Board of Zoning Appeals, and an agreement has been reached between Eastern Eight Development and the Old State of Franklin Condominium Home Owners Association for the developer (Eastern Eight) to plant six (6) American Spring Grove Arborvitae, eight (8) feet apart, along the Eastern Eight rear property line that abuts 201 Landon Trail.

The variance request from the owner/applicant based on the 25-foot requirement is as follows: Unit 1 (130 Kirk Lane): 9'9"; Unit 2 (132 Kirk Lane): 7'6"; Unit 3 (134 Kirk Lane): 7'6"; and Unit 4 (136 Kirk Lane): 6'5"

Chairman Foster read the staff recommendation for the approval of the rear variance requests for Units 1-4 based on the PUD 25-foot requirements, and the measurements provided by the Building Inspector, including an agreeable screening/buffering between Unit 4 and 201 Landon Trail (within rear property of Eastern Eight Corporation), as presented. With there being no further discussion, Chairman Foster called for a motion.

Motion: Bill Graham made the motion to approve the variance request for the Eastern Eight Development as presented, seconded by Richie Hayward and duly passed.

3. Variance Request for a sign at the Jonesborough Elementary School, 710 North Cherokee Street, Jonesborough, TN

Chairman Tom Foster said this variance request was tabled from the April 16, 2022 meeting of the Board of Zoning Appeals. Chairman Foster read the staff recommendation which is based on the variance being granted on square feet by the Board of Zoning Appeals, and the Board of Mayor and Aldermen approving the amendment to the sign regulations permitting for electronic message boards in the R-1 zone, the recommendation is for the Planning Commission to approve the school sign proposed by Clark Nexsen.

Chairman Foster asked Commissioners if they had questions or comments, and with there being none called for a motion.

Motion: Jim Rhein made the motion to approve the variance for the new Jonesborough Elementary School monument sign to total 110 square feet, seconded by Richie Hayward and duly passed

**4. Variance Request for Persimmon Ridge Town Homes (PUD), 1541 West Jackson Blvd, Thomas Construction
Presented by: Gerald Thomas, Thomas Construction Company**

Thomas Construction Company, has submitted Construction Plans for Persimmon Ridge Townhomes located at 1541 West Jackson Boulevard. The proposed development is a Planned Unit Development (PUD) and therefore requires that no building be closer than twenty-five feet (25') to the exterior property line. The subject property is further described on Washington County Tax Map 59, Parcel 180.00.

A variance is being requested for a portion of the 25-foot PUD area of the west side of the property. The reason for this request is due to the location of the access easement on the neighboring property being north of where access is needed for the development. The access road must transition in a southerly direction along the westerly property line to serve the residential development. The area of transition is located within a portion of the buffer for this development. The request states that the overall development includes the buildings not being located within the 25-foot exterior boundary. The subject development is located abutting commercial use to the east and the variance would not have an adverse impact on the other land uses. The development adhered in most part to the comprehensive development standards and regulations of the town.

Chairman Foster read the staff recommendation for the approval of the variance request for the limited and identified area within the twenty-five feet (25') exterior property line, as presented. With there being no further discussion, Chairman Foster called for a motion.

Motion: Terry Countermine made the motion, seconded by Jim Rhein, to approve the variance request by Thomas Construction, as presented and recommended by staff. The motion was duly passed.

With there being no further business for discussion, Chairman Foster adjourned the meeting.

JONESBOROUGH BAORD OF ZONING APPEALS

CALLED MEETING

MINUTES – June 4, 2024

The Jonesborough Board of Zoning Appeals and Jonesborough Planning Commission met in a Called Meeting on Tuesday, June 4, 2024, at 8:00 a.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee. Chairman Tom Foster opened the meetings of the Board of Zoning Appeals and Planning Commission, Terry Countermine led the group in an opening Prayer, and Jim Rhein led the Pledge to the Flag.

Members Present: Tom Foster – Chairman, Terry Countermine, Bill Graham
Robin Harpe, Jim Rhein, Bob Williams

Members Absent: Frank Collins, Josh Conger, Richie Hayward

Staff Present: Glenn Rosenoff, Donna Freeman, Shawn Jackson

Chairman Tom Foster noted a quorum was present and called the Board of Zoning Appeals to order.

**1. Request for a Variance to the Sideyard Setback Requirements for property located at 198 New Hope Road
Representative: Ron and Judy Cox, 198 New Hope Road, Jonesborough, TN**

The request is for a variance to add an addition to their existing single-family residence in the side yard at 198 New Hope Road, and further described on Washington County Tax Map 59-C, Group D, Parcel 7.00. Variance request is for a 3-foot side yard variance (left side of home), and as the property is zoned Planned Residential District (PRD), the established side yard setback for this planned development is 7 ½ feet. During the site plan process, the PRD developer establishes the minimum setbacks to encourage flexibility in design, and subsequently the planning commission during that site plan approval may accept or deny the developer's request for setbacks (the 7 ½ foot side yard setbacks were approved by planning commission). The 7 ½ side yard setback is the lowest standard in the town's zoning ordinance, with 8 feet being the next lowest setback for high density residential zones. The subject property is part of the Mill Creek Phase 1, Section 1 planned development. In reviewing the subject property, staff found no exceptional topographical conditions or other extra ordinary or exceptional situations or conditions at the property. If the variance is granted, the side yard setback would be reduced to 4 ½ feet. The adjoining residence to the west is estimated at 7 ½ feet to their property line. The recorded plat of the Mill Creek Phase 1, Section 1 notates an established easement area as stated "There shall be a 7.5 FT utility and drainage easement estimated along all interior lot lines and property lines.

Chairman Foster asked if there was anyone present to speak on the request. Tom Flagg, 203 New Hope Rd, owner of the property across the road from the property owners that want the variance. Tom Flagg said he feels this would be too much house for the small lot size and also feels it could be a hazard during a fire to the adjacent houses. Mr. Flagg said they have also added a deck on the house and it appears to be too close the property line. Chairman Foster thanked Tom Flagg for his comments.

Ron & Judy Cox, property owners of 198 New Hope Road. Judy Cox said they are asking for a 10 ft. x 22 ft. addition to the garage to give more room and staying within the boundaries of their property line. Ms. Cox said in regard to the deck being too close to the property line, she does not think that is correct. Ron Cox said none of their next door neighbors next to them and have not shown up at this meeting. Judy Cox said they have checked with their neighbors to see if there were any issues with them and no one seemed to have any issues with the proposed addition. Ron Cox said they are just trying to enjoy their last few years with a house they can enjoy and have the best home they can. Judy Cox said they want to keep the integrity of the neighborhood and keep their home looking good. Chairman Foster thanked Ron and Judy Cox for their comments.

Chairman Foster read the staff recommendation that stated the current 7 ½ foot side yard setback is already considered a low minimum setback for zoning and building purposes; there are no exceptional topographical conditions or other extra ordinary or exceptional situations or conditions at the property; and with the existing established utility and drainage easement of 7 ½ foot, the recommendation is to deny the variance request. Chairman Foster asked Commissioners if they had any questions or comments.

Motion: Bill Graham made the motion to deny the variance request for the Sideyard set back requirements for property at 198 New Hope Road. Bob Williams seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Tom Foster adjourned the Board of Zoning Appeals meeting.

Chairman Tom Foster opened the meetings of the Jonesborough Board of Zoning Appeals and the Jonesborough Planning Commission, Josh Conger led the group in an opening Prayer, and Jim Rhein led the Pledge to the Flag.

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES

JULY 23, 2024

The Jonesborough Board of Zoning of Appeals met in regular meeting on Tuesday, July 23, 2024 at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Bill Graham, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: Terry Countermine, Robin Harpe

Staff Present: JW Greene, Shawn Jackson, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

- 1. Public Comments** – There were no Public Comments
- 2. Variance Request to the Jonesborough Sign Regulations for Signage at New Halifax Subdivision**
Presented by: Bill Yost, 309 Blount Street, Jonesborough, TN

The New Halifax Homeowners Association requested a variance to permit the installation of a secondary entrance sign at the corner of East Main Street and Blount Street; due to the development having two access points. The major entrance across the street is in close proximity to Jonesborough Senior Center and the other minor entrance off Blount Street. Blount Street is a highly utilized street for residents and visitors (including deliveries) and the HOA desires to have a “minor” entrance sign to better identify the access at Blount Street as New Halifax.

The sign regulations state that following: In addition to the signs permitted by subsection (1)(a) above, a thirty-two (32) square foot sign may be permitted to identify the name of a single-family development at the major entrance thereto. Sign areas larger than thirty-two (32) square feet must be approved by the board of zoning appeals.

The proposed sign is a post type sign, double sided (painted), and measures approximately 6 square feet. It is similar type design as for example a real estate sign. Since this is not a freestanding – monument type sign, the variance would be for location and type of sign used, and this type signage at a secondary/minor entrance appears to be in character with the prominent residential nature of the area.

Bill Yost said the sign design ties together with the current main entrance and it will be placed back approximately 7½ feet so that it will not restrict the view of vehicular traffic pulling out on to Main Street.

Chairman Foster read the staff recommendation to approve the variance request to allow for the location of a secondary (minor) entrance sign for New Halifax and for the sign to be a post type sign and to be located at the intersection of East Main Street and Blount Street, as presented. Chairman Foster asked Commissioners if they had any questions or comments and with there being none, called for a motion.

Motion: Jim Rhein made the motion for the approval of the variance request for a secondary entrance sign at the corner of East Main and Blount streets for New Halifax as presented. Josh Conger seconded the motion and it was duly passed.

3. Variance Request for Division of Property Located at 406 and 408 Spring Street Presented by: Montreal Brown, Property Owner, 406 Spring St, Jonesborough, TN and Daughter Pam Daniels

The request is for a variance on lot size for the Division of the Brown Property. The property is located on Spring Street and further described on Washington County Tax Map 60-B, Group E, Parcels 21.00 and 22.00. The current subdivision plan (before) shows 2 parcels with a residential dwelling being split between Lots 1 and 2.

The issue is that the R-1 zone requires a minimum of 15,000 square feet and therefore a 2-lot division would require a minimum of 15,000 per lot. The "after" plat shows the logical division and each residential structure situated on individual lots, Lot 2 meets the minimum lot size by containing approximately 0.37 acres or 16,117 square feet, however Lot 1 only contains approximately 0.29 acres or 12,632 square feet.

Pam Daniels addressed the Commission and said that the property line went through the Montreal Brown's residence that divides the properties and that they want the property line to be "cleaned-up" by re-dividing the lines for the two properties.

Chairman Foster read the staff recommendation for the approval of the variance on the minimum lot size totaling 2,368 square feet for Lot 1 of the Division of the Brown Property, as presented. Chairman Foster asked Commissioners if they had any questions or comments and with there being none, called for a motion.

Motion: Bill Graham made the motion to approve the variance of the division of the Brown property as presented. Richie Hayward seconded the motion and it was duly passed.

Jim Rhein recused himself from acting as a Commissioner.

4. Variance Request to the Setback Requirements for the Front, Side and Rear of Property Located at 210 Spring Street
Presented by: Jim Rhein, Property Owner, 404 West Main Street, Jonesborough, TN

Jimmy Rhein addressed the Commission to request a rear yard setback variance of approximately 23 feet on the rear building located on Lot 2 and approximately 9 feet on the rear building located on Lot 3.

The property is zoned B-5 Heritage Business District with a rear setback requirement of 25 feet (only parcel in town zoned B-5), and is located on Spring Street and further described on Washington County Tax Map 60-B, Group B, Parcel 12.00. Since this involves a subdivision plan/plat Division of the Mill Spring Leasing Company Inc, the Planning Commission must approve the subdivision plan in order for any setback variance(s) to be approved. The tract of land is also known as the "Watauga Valley Railroad Historical Society and Museum Coach Yard". The impact of the variance does not affect the neighboring properties to the east, west, or south as the greatest impact would be on a future owner of Lot 1 (vacant), however with an approved plan that is recorded with the Register of Deeds, a future owner would have access to the plan prior to purchasing Lot 1 if that did occur.

Chairman Foster read the staff recommendation for the approval of the variance on buildings located on Lot 2 (23 feet) and Lot 3 (9 feet), as presented. Chairman Foster asked Commissioners if they had any questions or comments and with there being none, called for a motion.

Motion: Josh Conger made the motion to approve the variance on buildings located on Lot 2 (23 feet) and Lot 3 (9 feet), as presented. Bill Graham seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Foster adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – APRIL 16, 2024

The Jonesborough Planning Commission met in a regular meeting on Tuesday, April 16, 2024, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Terry Countermine, Bill Graham, Robin Harpe, Richie Hayward, Bob Williams

Members Absent: Josh Conger, Jim Rhein

Staff Present: Glenn Rosenoff, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. **Public Comments** – There were no Public Comments
2. **Approval of Minutes**

The minutes of the February 20, 2024 Called Planning Commission meeting was presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Bill Graham made the motion to approve the minutes as presented, seconded by Terry Countermine and duly passed.

3. **Washing County Zoning Text Amendment – Event Venues**
Presented by: Angie Charles, Planning Director – Washington County

At the March 19, 2024, Planning Commission meeting, much discussion followed regarding the text amendment drafted by Washington County. From town staff perspective, the discussion centered on how the current text amendment as written will impact county property owners (unincorporated only applies here) and distinguishing between what is currently allowed under the county's Agritourism as per the Washington County Zoning Resolution and the zoning text amendment. Town and county planning staff have discussed the amendment.

Angie Charles, Washington County Planning Director, addressed the Commission in regard to the proposed Washington County Zoning Text Amendment in regard to Event Venues.

The proposed text amendment is:

Article II (p.3)

395. Venue – *When not associated with agritourism (as defined), an event venue is a place of public assembly used for commercial events. Event venues are subject to a use agreement between a private group or individual and the venue owner. The venue owner may or may not charge a fee for the use of the venue.*

A-1 District (p.69)

601.3. *Uses Permitted Upon Review:*

601.3.1. *Venues. Subject to the following standards:*

1. *They shall operate entirely within an enclosed accessory structure, separate from any residential dwelling space.*
2. *The owner/operator shall live on premise.*
3. *Events hosted shall be limited to seventy-five attendees maximum. The owner/operator shall keep a log book of attendees.*
4. *All events must conclude and vacate the premise by 10 p.m., local time on Friday and Saturday, and by 9 p.m. on other days.*
5. *No concert events shall take place.*
4. *Lot area: two and a half acres (2.5) minimum.*
7. *A site plan shall contain and be subject to the same requirements found in Section 512.B. All structures and associated improvements, including parking areas, shall meet the same setback requirements found in Section 601.2.*
8. *Venues shall be considered a low impact use for Appendix A landscaping requirements, and as a place of public assembly for Sec. 502 parking requirements.*

B-3 District (p.93)

613.1.14. *Venues.*

Planning Commission members help a question and answer discussion with Angie Charles in regard to the proposed text amendments. Chairman Tom Foster read the staff recommendation for the approval of the proposed Washington County Zoning Text Amendment – Event Venues, as submitted by Washington County Planning, as presented. With there being no further discussion, Chairman Foster called for a motion.

Motion: Terry Countermine made the motion, seconded by Bob Williams, to approve the proposed Washington County Zoning Text Amendment – Event Venues, as submitted by Washington County Planning. Upon call of the roll, Commissioners voting Aye were: Terry Countermine, Bob Williams. Commissioners voting Nay were: Frank Collins, Bill Graham, Robin Harpe, Richie Hayward. The motion failed to pass.

5. Monument Sign – Jonesborough Elementary School
Presented by: Rachel Conger, Recreation Capital Project Manager

Chairman Foster noted that the variance of this monument sign for the Jonesborough Elementary was tabled by the Board of Zoning Appeals until their next meeting. The consensus of the Planning Commissioners was to also table the approval of the monument sign.

Motion: Terry Countermine made the motion to table this item until the next meeting of the Jonesborough Planning Commission, seconded by Robin Harpe and duly passed.

With there being no further business for discussion, Chairman Tom Foster adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – MAY 21, 2024

The Jonesborough Planning Commission met in a regular meeting on Tuesday, May 21, 2024, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Terry Countermine, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: Josh Conger

Staff Present: Glenn Rosenoff, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. **Public Comments** – There were no Public Comments

2. **Release of Performance Security Deposit and Irrevocable Letter of Credit**

- A. Request for release of the Performance Security Deposit for the Epling Multi-Use Development located off of Highway 11-E behind the Medicine Shop. The site was inspected by Shawn Jackson, Building Inspector, and found the site was stabilized and landscaping installed, and is requesting that the Performance Security Deposit be released.

Chairman Foster read the staff recommendation for the approval of the Performance Security Deposit in the amount of \$4,000.00 be released for the Epling Multi-Use Development located off Highway 11-E, as presented.

- B. Request for release of the Irrevocable Letter of Credit #1618 that was issued by Commercial Bank in the amount of \$77,445.00 for Grading Security for the Wilson-Day Townhomes project (Alders Grove) located off Parsons Circle. The site was inspected by Shawn Jackson on May 16, 2024 and he found the site to be stabilized and no problems were seen. The request is for the release of the Irrevocable Letter of Credit. The borrower is identified on the Letter of Credit as Olde Town Partners, GP.

Chairman Foster read the staff recommendation for the approval of the Irrevocable Letter of Credit #1618 in the amount of \$77,445.00 be released for the Wilson-Day Townhomes project (Alders Grove) located off Parsons Circle, as presented.

- C. Request for a Bond Reduction for The Cottage at Boones Creek located along Boones Creek Road from \$177,500 to \$31,500. The Cottages at Boones Creek, which is located off Boones Creek Road, received plat approval that included a

bond for completing Slonaker Circle on May 17, 2022 . The bond amount was \$177,500.00 and included: Six Inches (6") Base Stone - 1,412.32 Tons; Two Inches (2") Binder Mix - 462.70 Tons; and One and a Quarter Inches (1.25") of Asphalt Surface - 290.44 Tons. The developer has completed the majority of work identified above and is requesting a reduction in the bond amount from \$177,500.00 to \$31,500.00 based on Summers-Taylor schedule of values remaining on road completion as follows: Two Inches (2") Binder Mix (TDOT ROW) - 45 Tons; One-One Quarter Inches (1.25") of Asphalt Surface (TDOT ROW) - 20 Tons; and One-One Quarter Inches (1.25") of Asphalt Surface (Subdivision) - 187 Tons. Town staff's review of the reduced amount to \$31,500.00 received from Summers-Taylor is reasonable to secure the remainder of road completion.

Chairman Foster read the staff recommendation to the approve reducing the current bonding amount of \$177,500.00 to a total of \$31,500.00, as presented.

Chairman Foster asked Commissioners if they had any questions or comments on Item A, Item B, or Item C, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve the release of the Performance Security Deposit for the Epling Multi-Use Development in the amount of \$4,000.00, the release of the Irrevocable Letter of Credit #1618 in the amount of \$77,445.00 for Wilson-Day Townhomes (Alders Grove), and Bond reduction of \$31,500 for The Cottages at Boones Creek, as presented. Frank Collins seconded the motion and it was duly passed.

**3. De-Annexation of Certain Property along Anderson Road
Requested by: Whitney Riddle, Property Owner**

In May of 2020, the Planning Commission made a recommendation to the Board of Mayor and Aldermen to annex 13.8 acres of an 18.5-acre tract Mr. Whitney Riddle owned off Anderson Road. The property was across Anderson Road from Ashley Meadows, which is within Jonesborough's corporate limits. The intent of the annexation was to develop a new 28 lot subdivision served by Jonesborough water and sewer (known as "Riddle Ridge Subdivision"). The request also included a request to zone the 13.8 acres PRD (Planned Residential Development). The issue is that the map that was used to identify the proposed annexation area showed the entire 18.5 acres rather than the 13.8 acres as requested by the owner. Annexation laws have changed dramatically several years ago whereby the dominant type of annexation is by Owner Consent. Mr. Riddle is requesting de-annexation of a tract of land identified as Washington County Tax Map 51-L, Group C, Parcel 29.00 to reflect the original owner's request. The site plan identifies this tract as containing 4.7 acres.

Chairman Foster read the three staff recommendations:

1. Recommend to the Board of Mayor and Aldermen de-annexation of parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres.

2. Recommend to the Board of Mayor and Aldermen amending the Plan of Services to remove parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres, including right-of-way.
3. Recommend to the Board of Mayor and Aldermen removing said tract of land from the Jonesborough Zoning Map identified as parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres and for zoning to be classified by the Washington County Board of Commissioners after the effective date of de-annexation.

Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Jim Rhein made the motion to approve the three staff recommendations for the de-annexation of the Whitney Riddle on Anderson Road, as presented. Richie Hayward seconded the motion and it was duly passed.

**4. Site Plan for Persimmon Ridge Town Homes and Grading Security Bond
Developer: Gerald Thomas, Thomas Construction**

The request is for site plan approval for the Construction Plans for Persimmon Ridge Townhomes located at 1541 West Jackson Boulevard and further described on Washington County Tax Map 59, Parcel 180.00. The proposed development is a Planned Unit Development.

Proposed Use: Total of 27 townhomes/residential units.

Density: The proposed development meets the density of the zoning district. Although the zoning district is B-3, the residential density is based on R-3 High Density Residential zoning district.

Zone: The property is in the town limits and is zoned B-3.

Setbacks: Front 30 feet; Rear 20 feet and Side 10 feet. PUD standards include that no building will be located within 25 feet of all exterior property lines.

Lot Size: 3 acres

Ingress/Egress: The development's major access point is West Jackson Boulevard. Within the development there are internal connecting streets as shown on the site plan.

Streets: The streets proposed are private with 22 feet wide paved, and will be the responsibility of the HOA per the plans.

Parking: 2 spaces are required per unit. The plans meet the minimum parking requirements and have provided 5 additional parking spaces. No parking signs will be installed along the street to keep roadway clear for fire trucks.

Utilities: The developer is responsible for extending the 12-inch water line to the site. Water plans and acceptable sanitary sewer design plans have been reviewed and approved by utility staff.

All utilities will be installed by the developer and placed underground. The site plan includes 2 fire hydrants and meets the minimum standards for fire protection.

Stormwater: A Stormwater Management Plan for the development has been submitted.

Bonding: The Grading Permit Security Calculation Form was completed and totaled \$144,076.00.

Chairman Foster read the staff recommendation to approve the development layout for grading, roads, stormwater, and utility plans, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Terry Countermine made the motion to approve the Persimmon Ridge Town Homes development layout (site plan) for grading, roads, stormwater, and utility plans, as presented. Bill Graham seconded the motion and it was duly passed

Chairman Foster read the staff recommendation to approve the grading security in the amount of \$144,076.00. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Frank Collins made the motion to approve the grading security in the amount of \$144,076.00 for Persimmon Ridge Town Homes, as presented. Richie Hayward seconded the motion and it was duly passed

5. Amendment to Jonesborough Sign Ordinance Presented by: Glenn Rosenoff

At the April 16, 2024 Planning Commission and Board of Zoning Appeals meetings the new Jonesborough K-8 School monument sign was on the two agendas to approve the design and location, and to grant a variance on signage square footage. Prior to the meetings, it came to staff's attention that electronic message boards were permitted in the B-3 and B-6 zoning districts, but not residential zones. Chairman Tom Foster, with support from the other members, asked that an amendment to the sign regulations was preferred versus the BZA granting a variance to allow an electronic message board in a residential zone as their action may potentially set a precedence. Chairman Foster provided guidance on what type of uses would be permitted to have electronic message boards in residential zones. Many factors considered in the proposed amendment are as follows: (1) The Jonesborough Zoning Ordinance allows for public owned buildings and uses, schools offering general education and churches to be constructed and operated in an R-1 (Low Density) residential district.; (2) Schools, churches, and public buildings frequently use message board signage that provides the general public, parents and students, with important information as they travel by.; (3) With much improved technology, LED signs with digital message boards can increase the ability to communicate more information in an acceptable

manner, without the manpower and the major investment of time involved in taking down and putting individual letters used in a manual message board sign.; and (4) It has been determined that it is in the general public's best interest for illuminated or electrical signs with message boards to be allowed in an R-1 zone in association with government buildings, schools and churches under the guidelines of Section 11-1207(7) and Section 11-1209 of the Jonesborough Sign Ordinance.

Based on these findings, town staff is recommending that Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance is hereby replaced in its entirety as follows:

11-1207(7)(a) The sign is located on property in a B-3 or B-6 zone, or on property associated with a government building or use, school offering general education, or church in an R-1 (Low Density) residential zone or other zone allowing those uses.

With this amendment, the Planning Commission will continue to review and approve the size, location, square footage, and design of monument signs regardless of zoning districts.

Chairman Foster read the staff recommendation to recommend to the Board of Mayor and Aldermen approval of the proposed amendment, Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Terry Countermine made the motion to recommend to the Board of Mayor and Aldermen approval of the proposed amendment, Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance, as presented. Jim Rhein seconded the motion and it was duly passed.

6. Monument Sign – Jonesborough Elementary School, 720 N Cherokee St

Based on the Board of Zoning Appeals approving the variance on square footage for the monument sign for the new Jonesborough Elementary School, Staff recommends approval of sign design. The design of the sign is the result of discussions with project staff and school personnel, and the look of the sign is intentionally complimentary to the design of the school.

Materials: A brick base, the same bricks at the school building, a Tiger orange border around the electronic board, and charcoal aluminum metal siding that is in a pattern reflecting the siding design of the school.

Lettering: The lettering designating Jonesborough Elementary School is at the top of the sign and in a font size large enough to be seen from a substantial distance away.

Location: There is one school sign even if the school is located along both N. Cherokee Street and extended Skyline Drive. The sign location is just before the western cross connection from extended Skyline Drive to the school parking area and travel lanes along the Tiger Park athletic area. The location has been selected for the

following reasons: (1) The sign can be seen from the new traffic circle as well as the end of the east end of extended Skyline Drive. The plan is to extend Skyline Drive to the Boones Creek Road, and motorists coming up to the school property from the Boones Creek Road need to be able to see and read the school sign from a distance.; (2) The visitor and car rider entrance to the school is not from N. Cherokee Street but from extended Skyline Drive, so motorists from N. Cherokee will still see the sign as they come around the traffic circle.; and (3) The sign has an electronic message board, and the sign location allows the message on the sign to be seen from both extended Skyline Drive as motorists pass as well as the travel lanes within the parking lot as motorists head to the school building.

(Note: The school administration has agreed only one school sign is necessary).

Message Board: The size of the message board is based on the size of the font needed to make it easy for motorists driving by the sign to read it without having to take their eyes off the road. The size is also based on allowing a reasonably sized message to be read in one view without the board shifting to the second half of a sentence. Again, this is a safety factor trying to minimize the time eyes are off the road. Also, the message can be read on both sides of the sign so motorists can read it if they do come from the Boones Creek Road. The motorists coming from the traffic circle will be able to read it going both directions.

Dimensions: The sized of the sign is 12 feet in height and 9 ft 4-inches on top and 8 ft. 8-inches at the base. This is a little over 100 square feet.

Sign Ordinance: The Jonesborough Sign Ordinance allows for a 32 square foot sign in a residential zone. The school property is zoned R-1, so a variance would have to be approved to allow the sign to be constructed. If in a commercial zone, the sign would meet code. A variance has been requested from the Board of Zoning Appeals because only one monument sign is needed, but it needs to be large enough to see from the appropriate distance that allows motorists to know where to turn without having to reverse direction. For example, if a motorist entering the traffic circle from Skyline Drive or Tavern Hill Road can see the sign and read Jonesborough Elementary, if that is their destination they are likely to go around the circle to extended Skyline Drive to enter the school grounds in the right location. If they go down N. Cherokee they will have turn around to get access the school. If coming from Boones Creek Road and you can read the sign, you will likely turn into the parking lot at the earliest location. The centrally located access has a gate that is closed before and after school.

Neighbors: There is one neighbor at this point which is across Skyline Drive from the sign. That person is Curtis Lynn. He owns the entire length of the property on the other side of extended Skyline Drive, but he does not live on that property. No other neighbor is even close to the sign.

Request/Recommendation: Based on the variance being granted on square feet by the Board of Zoning Appeals, and the Board of Mayor and Aldermen approving the amendment to the sign regulations permitting for electronic message boards in the R-1 zone, the recommendation is for the Planning Commission to approve the school sign proposed by Clark Nexsen.

Chairman Foster read the staff recommendation to approve the monument sign for the new Jonesborough Elementary School proposed by Clark Nexsen Architects, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Jim Rhein made the motion to approve the monument sign for the new Jonesborough Elementary School, 720 North Cherokee Street, as presented. Robin Harpe seconded the motion and it was duly passed.

7. Open Space Request – The Meadows Subdivision

Due to no representation for the Open Space Request, Bill Graham made the motion to defer action on this item until a future meeting, Terry Countermine seconded the motion and it was duly passed.

8. Bond to Complete Phase 2 of Bittersweet Trail – Bradford Park PUD, Phase 2 Developer: Jeff Jones, 685 Shadden Road, Gray, TN

Bradford Park PUD Phase 2 is a total of two (2) lots therefore the plat approval process is internal to Administrative Plat Approval with J.W. Greene signing the Certification of Approval for Recording. Since the developer Jeff Jones is requesting bonding approval for completing the topcoat and sidewalks as part of the project, the Planning Commission is required to approve the bonding amount and the list of improvements being secured. Water and sewer are already installed for Phase 2. The list of improvements to be bonded are as follows:

1. Install asphalt topcoat to complete Phase 2 of Bittersweet Trail in the amount of \$15,315.00. The original quote received by staff was on April 22, 2024 and significant road improvement was performed as of May 15, 2024.
2. Install sidewalk along Bittersweet Trail in the amount of \$14,000.00.
3. Total bonding amount is \$29,315.00.

Staff has been working with the bonding company and underwriter. This process has taken longer than expected due to planning staff delays and not the developer.

Chairman Foster made the motion to approve the total bonding amount of \$29,315.00 to complete the topcoat and sidewalk on Bittersweet Trail for Bradford Park PUD Phase 2, based on Town Attorney approval, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve the total bonding amount of \$29,315.00 to complete the topcoat and sidewalk on Bittersweet Trail for Bradford Park PUD Phase 2, based on Town Attorney approval, as presented. Richie Hayward seconded the motion and it was duly passed.

9. Site Plan and Grading Security Bond for Wendy's Restaurant, 376 East Jackson Blvd

Presented by: Todd Wood, Engineer, 1804 Galen Drive, Johnson City, TN

A new Wendy's Restaurant is proposed off East Jackson Boulevard (376 E. Jackson Blvd), and further described on Washington County Tax Map 060A, Group D, Parcel 6.02. The total area site area is 1.2 acres.

Attached is the site plan, and the following is a review of the site plan:

Developer: Mainship Properties, LLC is the owner/developer and DTWood Engineering, Inc is the engineering company.

Proposed Use: The proposed use is for a 1,000 square foot restaurant and drive-thru business.

Zone: The property is in the town limits and is zoned B-4.

Setbacks: The plans meet the minimum setbacks as per the Zoning Ordinance.

Ingress/Egress: The plans show vehicular access at Jackson Boulevard which is a signalized intersection. Todd Wood said the common access is already in place.

Utilities: All utilities are available to the subject property and said utilities are underground.

Hydrants: The development will meet the minimum requirements for fire protection.

Stormwater: A Stormwater Management Plan has been submitted as part of the project.

Erosion: The erosion control plan is attached.

Landscaping: The plans as presented show details for landscaping. The Planning Commission will approve the general layout and the Tree and Townscape Committee will review and approve the formal landscape plan.

Bonding: Bonding is required as part of the site plan approval process for grading. The Grading Permit Security Calculation Form was received in the amount of \$35,160.00.

The site plan meets the minimum requirements of the regulations.

Chairman Foster read the staff recommendation to approve the Site Plan for the Wendy's Restaurant, including the grading bond in the amount of \$35,160.00, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Frank Collins made the motion to approve the Site Plan for the Wendy's Restaurant, including the grading bond in the amount of \$35,160.00, as presented. Robin Harpe seconded the motion, and it was duly passed.

With there being no further business for discussion, Chairman Tom Foster adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

CALLED MEETING

MINUTES – June 4, 2024

The Jonesborough Planning Commission met in a Called Meeting on Tuesday, June 4, 2024, at 8:00 a.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Terry Countermine, Bill Graham
Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: Frank Collins, Josh Conger, Richie Hayward

Staff Present: Glenn Rosenoff, Donna Freeman, Shawn Jackson

Chairman Tom Foster noted a quorum was present and called the Planning Commission meeting to order.

Chairman Foster announced that the request for rezoning a certain portion of property along East Main Street currently zone R-1 (Low Density Residential) and B-3 (Arterial Business) to R-3 (High Density Residential) had been withdrawn by the developer and will not be considered at this meeting. Chairman Foster gave opportunity to those who had signed the Public Comment Sign-Up Sheet to speak.

Joel VanEaton, 871 Vines Farm Lane, Lon Reed, 601 East Main Street, and Tom Flagg, 119 Heritage Court, addressed the Commissioners and voiced their concerns in regard to the large development, complaints about the rezoning signage, better notification on the letters that were mailed out to residents, and the increase of traffic and other issues along East Main Street, Chuck's Alley to East Jackson Blvd.

Chairman Foster noted that the current R-1 Zone, as well as the B-3, does allow for single and multi-family homes with a reduction of the number of units allowed.

With there being no further business for discussion, Chairman Tom Foster adjourned the Jonesborough Planning Commission meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – JUNE 18, 2024

The Jonesborough Planning Commission met in a regular meeting on Tuesday, June 18, 2024, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Josh Conger, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: Frank Collins, Terry Counterline

Staff Present: JW Greene, Donna Freeman

Chairman Tom Foster called the meeting to order. Josh Conger led the group in an opening Prayer, and Jim Rhein led the pledge to the Flag.

1. Chairman Foster asked if there were any Public Comments and there were none.
2. **Request for Approval of a Zoning Text Amendment to the R-1 (Low Density Residential) Zoning District**

The purpose of the proposed zoning text amendment is to further establish lower density land uses and the type of housing units in character with traditionally “low density” districts that predominantly allow for single-family residences, versus single family, two-family and multi-family residences. The Town of Jonesborough has experienced historical growth in residential land uses and developments, and parts of the zoning code are decades old on permitted uses within residential zoning districts, and the code needs to redirect focus on neighborhood development compatibilities. Traditional R-1 zones within the region have been the zones whereby lot sizes are larger and typically permit only single family residential land uses to promote low density developments. The current zoning code has many other zoning districts that permit more dense residential land uses that developers can develop within or go through the rezoning process and request higher density land uses within the corporate limits. Moving to a more traditional R-1 zone promoting single family residential uses is in the best interest of the town. For this reason, the recommendation is to amend the R-1 zoning district and eliminate the two-family residences and multi-family residences from said zone, as stated below.

11-513. R-1 (Low Density) Residential District. It is the intent of this district to establish low density residential areas along with open areas that appear likely to develop in a similar manner. The requirements for the district are designed to protect essential residential, historic and aesthetic characteristics of the district and to promote and encourage an environment for family life; and to prohibit all business activities. In order to achieve the intent of the R-1 (Low Density) Residential Districts, as shown on the zoning map of the Town of Jonesborough, Tennessee, the following uses are permitted:

(1) Single-family residences, except mobile homes.

~~(2) Two (2) family residences. (Delete)~~

~~(3) Multi-family residences; provided that a site plan is submitted to the building inspector for review and approval. (Delete)~~

Chairman Foster explained that the changes to the zoning text amendment is to only allow single family residences, except mobile homes; and read the staff recommendation to recommend to the Board of Mayor and Aldermen approval of the zoning text amendment, as presented. Chairman Foster asked Commissioners if they had any comments or questions, and there were none.

Motion: Bill Graham made the motion, seconded by Robin Harpe, to recommend to the Board of Mayor and Aldermen the approval of the zoning text amendment, as presented. The motion was duly passed.

**3. Request for a Temporary Business Permit for Apple Creek Creamy
Representative: Chris Buckland, 1203 Gray Station Sulphur Springs Road,
Jonesborough, TN**

The request is for approval of a temporary business permit for the purpose of serving ice cream located at 211 Forest Circle, Jonesborough, TN. Town staff review of the application finds that the only item lacking is proof of a Jonesborough business license; and has been working with Mr. Buckland for several months to work through the requirements and standards stated in the municipal code for temporary businesses, including staff developing a bona fide application form to help guide applicants of temporary businesses through the process. Staff recommends with the number of months in operation and the number of general public utilizing the facilities that the Planning Commission requiring a portable toilet/porta potty and wash station for sanitary purposes.

Chairman Foster asked Chris Buckland if he would like to address the Commission. Mr. Buckland said he had been by notified by Sarah Shelton Johnson and R. David Mauk (landowners of the property that he has a lease agreement with, that they will be putting the said up for sale in the very near future. Mr. Buckland stated that his lease is up on August 1, 2024.

Chairman Foster read the staff recommendation to approve the Temporary Business Permit for Apple Creek Creamery for a period of eight (8) contiguous months as per the current Jonesborough Municipal Code Title 5, Chapter 1, on condition of verifying proof of a Jonesborough Business License for said business within 48 hours of Planning Commission approval. Chairman Foster noted that the Town offices would be closed on Wednesday, June 19th for a holiday, that he felt Mr. Buckland should be given 72 hours to get the Jonesborough Business License instead of 48 hours. Chairman Foster asked Commissioners if they had any comments or questions, and there were none.

Motion: Josh Conger made the motion approve the Temporary Business Permit for Apple Creek Creamery for a period of eight (8) contiguous months as per the current Jonesborough Municipal Code Title 5, Chapter 1, on condition of verifying proof of a Jonesborough Business License for said business within 72 hours of Planning Commission approval. Richie Hayward seconded the motion and it was duly passed.

4. **Request to rezone property along Miller Drive / West Jackson Blvd, from R-1 (Low Density Residential) and B-3 (Arterial Business) to PRD, Wolfe Development**
Representative: Todd Wood, DTWood Engineering, 1804 Galen Drive, Johnson City, TN

Wolfe Development submitted a rezoning request to rezone 3 tracts of land from R-1 (Low Density Residential) to PRD (Planning Residential District) (Parcels 3.04 and 3.03), and B-3 (Arterial Business District) to PRD (Planning Residential District) (Parcel 1.01) off Miller Drive and West Jackson Boulevard. A conceptual plan has been submitted to show a proposed single-family residential development with 20 home sites. (**Note:** The concept plan is not for consideration at this time.) The subject properties are identified on Washington County Tax Map 59-D, Group A, Parcels 3.04, 3.03, and 1.01, totaling approximately 7.15 acres. Single-family residences are consistent with the immediate residential areas. The 20 lots shown on the concept plan is less density if you examine the split zones among the 3 properties, and in particular the B-3 zone permits for High density residential land uses (uses the R-3 zoning density); therefore, the proposed rezoning is reasonable for the combination of lots and density; and the proposed 20-lots for single family development is in character with the immediate area. The PRD zone encourages a residential design that is not based on a minimum lot size, but on a plan that takes into account the terrain, the drainage ways, and the design varies to meet the existing environmental factors. You grade streets and actual house locations, but grading is kept at a minimum. House sizes vary to fit the existing terrain, and there is no required 30-foot front setback that requires so much more grading. The Planning Commission receives a detailed plan of at least five (5) acres that proposes density, lot size, setbacks, street layout, etc. Houses can be clustered and in trade off, there is a requirement for common space. Owners may have less yard, but there are open spaces built into the development. Sidewalks are required on both sides of the street, but a sidewalk only on one side can be allowed if the Planning Commission approves a pedestrian access plan in which a walking trail or other pedestrian way is used as a means to get pedestrians around the subdivision.

Chairman Foster asked if there was any citizens present that had any comments in regard to the proposed rezoning request.

1. John Walker, 901 West College Street, Jonesborough, TN, said he was okay with the proposed development; and expressed his concerns about the possibility of increased flooding, due to the current flooding issues in this area, and the increase of traffic. Mr. Walker presented a hand-out to the Commission noting drainage

and flooding issues (hand-out is on file with original minutes of this meeting). Chairman Foster thanked John Walker for his comments.

2. Lisa Marker, 1103 Miller Drive, Jonesborough, TN, addressed the Commission about with her concerns about the proposed rezoning and development increasing the traffic volume. Ms. Walker said there is currently traffic problems on Miller Drive especially with vehicles speeding, thru-traffic coming from Ingles Market to West College Street, the children in the neighborhood playing in the streets. Lisa Marker also noted that the rezoning sign was placed on West Jackson Blvd and not on Miller Drive as well. Chairman Foster thanked Lisa Marker for her comments.
3. David Sell, 705 West College Street, Jonesborough, TN, said he was in support of the rezoning and the PRD zone; and expressed his concerns about drainage and flooding issues. Chairman Foster thanked David Sell for his comments.

Chairman Foster said that the PRD zone was very restrictive and better zone for single-housing development, and that the property owner/developer could still build up to twenty (20) homes on lots under the current R-1 and B-3 zones should the PRD zone did not pass. Chairman Fost asked Todd Wood if he had any comments.

Todd Wood said the ingress/egress will be on Miller Drive and not West Jackson Blvd, the sidewalks will be on side of the street, the surrounding 25' perimeter provides flexibility and green space, and the drainage will be addressed in the site plan when it is presented to the Commission for approval at a future meeting.

Chairman Foster read the staff recommendation to recommend to the Board of Mayor and Aldermen the rezoning of Wolfe Development's 3 tracts of land from R-1(Low Density Residential to PRD (Planned Residential District),Parcels 3.04 and 3.03, and B-3 (Arterial Business) to PRD (Planned Residential District) Parcel 1.01, identified on Washington County Tax Map 59-D, Group A, as presented. Chairman Foster asked Commissioners if they had questions or comments and there were none.

Motion: Josh Conger made the motion the approve the rezoning request for Wolfe Development to rezone 3 tracts of land from R-1 (Low Density Residential to PRD (Planning Residential District) (Parcels 3.04 and 3.03), and B-3 (Arterial Business District) to PRD (Planning Residential District) (Parcel 1.01) off Miller Drive and West Jackson Boulevard, as presented and recommended by staff, seconded by Bill Graham and duly passed.

5. Minor Site Plan Revision – Bradford Park, Phase 3
Representative: Jeff Jones, 685 Shadden Road, Gray, TN

The request is for a minor revision to the Bradford Park, PUD Phase 3 from the original site plan by adding one additional unit, which requires Planning Commission approval. The topcoat and sidewalks for Bittersweet Lane are already bonded through the approval of Phase 2 last month. The additional unit meets the density requirements and meets the internal setbacks as well.

Chairman Foster read the staff recommendation to approve the minor revision to the site plan adding one unit which meets the density requirements and setbacks for the overall development. Chairman Foster asked Commissioners if they had questions or comments and there were none.

Motion: Josh Conger made the motion to approve the minor site plan revision for Bradford Park, PUD Phase 3, as presented and recommended by staff. Robin Harpe seconded the motion and it was duly passed.

Chairman Foster announced that Monday, June 24, 2024 at 8:00 a.m., will be the Called Meeting of the Planning Commission and Design Review Commission, and with there being no further business for discussion, the meeting was adjourned.

JONESBOROUGH PLANNING COMMISSION

CALLED MEETING

MINUTES – June 24, 2024

The Jonesborough Planning Commission met in a Called Meeting on Monday, June 24, 2024, at 8:00 a.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Terry Countermine, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: None

Staff Present: Glenn Rosenoff, Donna Freeman, Shawn Jackson, JW Greene

Chairman Tom Foster noted a quorum was present and called the Planning Commission meeting to order.

1. Review and Consideration of a Final Plat for Skyline Landing Subdivision Presented by: Ethan Buckingham, 317 Boulder Court, Gray, TN

The request is for final plat approval for 20 lots in the Skyline Landing Subdivision (aka original name Giant Oak" located off Skyline Drive with 4 new internal subdivision roads labeled Azure Landing, Middays Rest, Twilight Falls, and Daybreak Crest, and containing approximately 33.72 acres. The subject property is further described on Washington County Tax Map 51-L, Group D, Parcel 1.00. The current owner is RET Partnership, and the surveyor is McCoy Land Surveying. The final plat shows the following details needed for final approval by the Planning Commission and the Secretary of the Planning Commission being able to sign the Certificate of Approval for Recording:

1. In lieu of sidewalks in the amount of \$26,369.00.
2. Estimate on bonding for topcoat of asphalt to complete internal roads.
3. Estimate on sidewalk (one side only) if not complete by time of Planning Commission meeting.
4. Proof that streetlights have been ordered.

Chairman Foster asked Ethan Buckingham if the four listed conditions have been met as recommended by staff. Mr. Buckingham said that they have been working with staff and all the requirements have been met.

Chairman Foster read the staff recommendation for final plat approval due to the four required conditions being met. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve the final plat for Skyline Landing Subdivision, as presented. Jim Rhein seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Tom Foster adjourned the Jonesborough Planning Commission meeting.

JONESBOROUGH DESIGN REVIEW COMMISSION

CALLED MEETING

MINUTES – June 24, 2024

The Jonesborough Design Review Commission met in a Called Meeting on Monday, June 24, 2024, at 8:00 a.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Terry Countermine, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: None

Staff Present: Glenn Rosenoff, Donna Freeman, Shawn Jackson, JW Greene

Chairman Tom Foster noted a quorum was present and called the meeting to order.

- 1. Review and Consideration of the Building Design Plan for Wendy's Restaurant, 376 East Jackson Blvd, Jonesborough, TN**
Representative: Tammy Howell, 1819 Bear Cat Road, Catlettsburg, Kentucky

Glenn Rosenoff, Town Administrator, said staff has had several communications with the Wendy's representatives over the project and both parties have attempted to reach the minimum 75% exterior wall standards as provided for in the design guidelines (see attached). The front façade has the following materials and percentages proposed:

- Masonry 75%
- Fiber Cement 20%
- Concrete 5%

The proposed façade plan meets the minimum requirements of the design guidelines, primarily by achieving 75% exterior wall material of masonry and stone at the door (left side of building front). The guidelines state the following regarding *Building Facades*:

A minimum of seventy-five percent (75%) of every exterior building wall, excluding glass, which is visible from a public right-of-way or an abutting residential development (if not buffered) shall be comprised from the following materials: natural clay brick; and/or natural quarried stone products. Secondary façade materials, which may be used up to twenty percent (20%) on exterior

building walls include: all-encompassing synthetic stuccos or concrete based products; and/or other materials as approved by the Building Inspector. Painted smooth-faced concrete block, wood, architectural metal, and/or other materials differing from those used as primary and secondary materials may be utilized, in an amount not to exceed five percent (5%).

Exterior building materials for roofed overhangs, porches, porch-ceilings, and soffits are excluded from these design guidelines. The secondary material consisting of fiber cement has been approved by the Building Inspector as an acceptable material to concrete based products representing 20% of exterior materials. The remaining 5% materials consisting of concrete storefront curb, meets the minimum requirements of the design guidelines to not exceed 5%.

Chairman Foster read the staff recommendation to approve the design of the building, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Josh Conger made the motion to approve the design of the Wendy's Restaurant building, as presented. Robin Harpe seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Tom Foster adjourned the Jonesborough Design Review Commission meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – JULY 23, 2024

The Jonesborough Planning Commission met in a regular meeting on Tuesday, July 23, 2024, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Bill Graham, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: Terry Countermine, Robin Harpe

Staff Present: JW Greene, Shawn Jackson, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. Public Comments – There were no Public Comments

Jim Rhein recused himself from acting as a Commissioner.

2. Subdivision plat for property located along Spring Street
Presented by: Jim Rhein, Property Owner,

The request is for final plat approval of a 3-lot subdivision plan division of the Mill Spring Leasing Company Inc for property located on Spring Street and further described on Washington County Tax Map 60-B, Group B, Parcel 12.00. The Board of Zoning Appeals variance request was granted on the rear setbacks for Lots 1 and 3, and the plat meets the remainder of requirements of the Subdivision Regulations.

Chairman Foster read the staff recommendation to approve the final plat of the division of the Mill Spring Leasing Company Inc, subject to the Board of Zoning Appeals granting the rear back setback variances, as presented. Chairman Foster asked Commissioners if they had any questions or comments and with there being none, called for a motion.

Motion: Frank Collins made the motion, seconded by Bob Williams, to approve final plat of the division of the Mill Spring Leasing Company, Inc., as presented. The motion was duly passed.

Jim Rhein rejoined the Planning Commission meeting.

Chairman Foster said the New Halifax sign approved by the Board of Zoning Appeals needs to be added to the Planning Commission agenda. Josh Conger made the motion to add the New Halifax sign to the agenda, seconded by Bill Graham and duly passed

3. New sign for New Halifax Subdivision

Presented by: Bill Yost, 309 Blount Street, Jonesborough, TN

Bill Yost requested approval of the sign for the second entrance of New Halifax subdivision, to be located at Blount Street and East Main Street (Note: Sign was approved by the Board of Zoning Appeals on July 23, 2024.)

Motion: Bob Williams made the motion to approve the new secondary signage for New Halifax subdivision as presented, seconded by Bill Graham and duly passed.

**4. Subdivision Plat – Property located along Miller Drive and Cherry Ridge Road
Representative: Kelly Wolfe, Wolfe Development, Property Owner, 162 Vines Drive, Jonesborough, TN**

The request is for final plat approval of the Division of Lot 2 of the Hicks Property PB-23 PG-34 containing 3 lots, totaling 1.17 acres, and located on Cherry Ridge Drive and Miller Drive. The subject property is located within the town corporate limits, and the subdivision plan meets the minimum requirements of the Jonesborough Subdivision Regulations.

Chairman Foster read the staff recommendation to approve the final plat of the division of Lot 2 of the Hicks Property PB-23 PG-34, as presented. Chairman Foster asked Commissioners if they had any questions or comments and with there being none, called for a motion.

Motion: Josh Conger made the motion to approve the final plat of the division of Lot 2 of the Hicks Property PB-23 PG 34, (owned by Wolfe Development) as presented. Bill Graham seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Tom Foster adjourned the meeting.

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: September 9, 2024

AGENDA ITEM #: 6

SUBJECT: Supervisor Reports

1. Fire Department
2. Main Street & Tourism
3. Utility Manager
4. Water Quality
5. Water Distribution
6. Wastewater
7. Water Treatment Plant
8. Senior Center
9. Police Department
10. McKinney Center
11. McKinney Program Manager
12. Animal Control
13. Street Department
14. Jackson Theatre OP Manager
15. Parks & Recreation
16. Building Inspector

Alarm Date between 2024-08-01

and 2024-08-31

Incident List by Alarm Date/Time

Incident Number	Alarm Date	Alarm Time	Location	Incident Type Code	Incident Type	NFIRS Number
24137333	8/1/2024 11:48:47 AM	11:48 AM	446 HEATHER VIEW DR	412	Gas leak (natural gas or LPG)	1000290
24138868	8/3/2024 8:16:34 PM	8:16 PM	236 LEESBURG RD	322	Motor vehicle accident with injuries	1000291
24139896	8/5/2024 12:32:36 PM	12:32 PM	1200 W JACKSON BL	622	No incident found on arrival at dispatch address	1000292
24140145	8/5/2024 8:49:05 PM	8:49 PM	Clyde Miller RD & MILLER RD	322	Motor vehicle accident with injuries	1000293
24140181	8/5/2024 10:00:43 PM	10:00 PM	1040 OLD BOONES CREEK RD	322	Motor vehicle accident with injuries	1000294
24141257	8/7/2024 12:09:07 PM	12:09 PM	215 HENSLEY LP LOOP	311	Medical assist, assist EMS crew	1000295
24141402	8/7/2024 3:16:34 PM	3:16 PM	211 SCOTT LN	311	Medical assist, assist EMS crew	1000296
24142023	8/8/2024 2:10:55 PM	2:10 PM	1113 PERSIMMON RIDGE RD	744	Detector activation, no fire - unintentional	1000297
24142161	8/8/2024 5:23:52 PM	5:23 PM	354 BERRY RIDGE RD	611	Dispatched & canceled en route	1000298
24142839	8/9/2024 2:18:18 PM	2:18 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	1000299
24142942	8/9/2024 4:22:04 PM	4:22 PM	905 W COLLEGE ST	322	Motor vehicle accident with injuries	1000300
24142967	8/9/2024 4:40:13 PM	4:40 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	1000301
24143509	8/10/2024 11:32:29 AM	11:32 AM	139 MT ZION CHURCH RD	311	Medical assist, assist EMS crew	1000302
24143534	8/10/2024 12:05:05 PM	12:05 PM	629 TELFORD-NEW VICTORY RD	444	Power line down	1000303
24143720	8/10/2024 6:04:46 PM	6:04 PM	231 NUCKLES DR	311	Medical assist, assist EMS crew	1000304
24144061	8/11/2024 8:23:52 AM	8:23 AM	470 HIGHWAY 81 N	322	Motor vehicle accident with injuries	1000305
24144312	8/11/2024 4:49:19 PM	4:49 PM	1007 BOONES CREEK RD	311	Medical assist, assist EMS crew	1000306
24144349	8/11/2024 5:59:00 PM	5:59 PM	773 SUMMIT DR	413	Oil or other combustible liquid spill	1000307
24145495	8/13/2024 9:27:01 AM	9:27 AM	110 S SECOND AVE	745	Alarm system activation, no fire - unintentional	1000308
24145542	8/13/2024 11:10:46 AM	11:10 AM	121 W MAIN ST	745	Alarm system activation, no fire - unintentional	1000309
24145552	8/13/2024 11:25:48 AM	11:25 AM	1959 BOONES CREEK RD	600	Good intent call, other	1000310
24145631	8/13/2024 1:24:24 PM	1:24 PM	802 MILL SPRINGS RD	500	Service Call, other	1000311
24146129	8/14/2024 4:40:09 AM	4:40 AM	707 E JACKSON BL	311	Medical assist, assist EMS crew	1000312
24146185	8/14/2024 7:40:27 AM	7:40 AM	707 E JACKSON BL	311	Medical assist, assist EMS crew	1000313
24146213	8/14/2024 8:27:50 AM	8:27 AM	106 ROYAL OAKS DR	743	Smoke detector activation, no fire - unintentional	1000314
24147489	8/15/2024 6:03:08 PM	6:03 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	1000315
24148340	8/16/2024 4:46:47 PM	4:46 PM	36 QUAIL RIDGE WAY	745	Alarm system activation, no fire - unintentional	1000316
24148390	8/16/2024 6:03:00 PM	6:03 PM	182 WOODLAND CR	622	No incident found on arrival at dispatch address	1000317
24149006	8/17/2024 5:14:38 PM	5:14 PM	1201 HALES CT	311	Medical assist, assist EMS crew	1000318

24149041	8/17/2024 6:29:32 PM	6:29 PM	186 MILLER RD	131	Passenger vehicle fire	1000319
24149635	8/18/2024 8:29:05 PM	8:29 PM	1007 BOONES CREEK RD	311	Medical assist, assist EMS crew	1000320
24150065	8/19/2024 12:25:22 PM	12:25 PM	126 E MAIN ST	622	No incident found on arrival at dispatch address	1000321
24150303	8/19/2024 7:00:40 PM	7:00 PM	135 S LINCOLN AVE	611	Dispatched & canceled en route	1000322
24150753	8/20/2024 1:17:08 PM	1:17 PM	201 SKYLINE RD	600	Good intent call, other	1000323
24150895	8/20/2024 4:32:32 PM	4:32 PM	OLD STATE ROUTE 34	142	Brush or brush-and-grass mixture fire	1000324
24151503	8/21/2024 2:58:28 PM	2:58 PM	117 LEACH CR	311	Medical assist, assist EMS crew	1000325
24151573	8/21/2024 5:11:54 PM	5:11 PM	59 MILLET LP	311	Medical assist, assist EMS crew	1000326
24151649	8/21/2024 7:24:53 PM	7:24 PM	169 GREEN POND RD	322	Motor vehicle accident with injuries	1000327
24152381	8/22/2024 8:49:01 PM	8:49 PM	359 TREADWAY TR RD	118	Trash or rubbish fire, contained	1000328
24152781	8/23/2024 1:01:09 PM	1:01 PM	369 OLD EMBREEVILLE RD	622	No incident found on arrival at dispatch address	1000329
24153629	8/24/2024 10:12:19 PM	10:12 PM	308 PERSIMMON LN	600	Good intent call, other	1000330
24154627	8/26/2024 2:31:40 PM	2:31 PM	295 HIGHWAY 81 N	142	Brush or brush-and-grass mixture fire	1000331
24156215	8/28/2024 2:31:03 PM	2:31 PM	125 MAGNOLIA RIDGE DR	743	Smoke detector activation, no fire - unintentional	1000332
24156647	8/29/2024 7:26:46 AM	7:26 AM	CLYDE MILLER DR	322	Motor vehicle accident with injuries	1000333
24157099	8/29/2024 4:47:55 PM	4:47 PM	636 TAVERN HILL RD	142	Brush or brush-and-grass mixture fire	1000334
24157374	8/30/2024 4:16:06 AM	4:16 AM	1323 HUFFINE RD	141	Forest, woods or wildland fire	1000335
24157774	8/30/2024 3:22:10 PM	3:22 PM	BOONES CREEK RD	324	Motor vehicle accident with no injuries.	1000336
24157997	8/30/2024 8:54:20 PM	8:54 PM	1650 MILL SPRINGS RD	444	Power line down	1000337
24158039	8/30/2024 9:52:55 PM	9:52 PM	400 W JACKSON BL #4	735	Alarm system sounded due to malfunction	1000338

Alarm Date between 2024-08-01

and 2024-08-31

Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
	8/22/2024 8:49:01 PM	24152381	1000328	359 TREADWAY TR RD
	8/17/2024 6:29:32 PM	24149041	1000319	186 MILLER RD
	8/30/2024 4:16:06 AM	24157374	1000335	1323 HUFFINE RD
	8/29/2024 4:47:55 PM	24157099	1000334	636 TAVERN HILL RD
	8/20/2024 4:32:32 PM	24150895	1000324	OLD STATE ROUTE 34
	8/26/2024 2:31:40 PM	24154627	1000331	295 HIGHWAY 81 N
	8/7/2024 12:09:07 PM	24141257	1000295	215 HENSLEY LP LOOP
	8/7/2024 3:16:34 PM	24141402	1000296	211 SCOTT LN
	8/9/2024 2:18:18 PM	24142839	1000299	122 TIPTON RD
	8/9/2024 4:40:13 PM	24142967	1000301	122 TIPTON RD
	8/10/2024 11:32:29 AM	24143509	1000302	139 MT ZION CHURCH RD
	8/10/2024 6:04:46 PM	24143720	1000304	231 NUCKLES DR
	8/11/2024 4:49:19 PM	24144312	1000306	1007 BOONES CREEK RD
	8/14/2024 4:40:09 AM	24146129	1000312	707 E JACKSON BL
	8/14/2024 7:40:27 AM	24146185	1000313	707 E JACKSON BL
	8/15/2024 6:03:08 PM	24147489	1000315	122 TIPTON RD
	8/18/2024 8:29:05 PM	24149635	1000320	1007 BOONES CREEK RD
	8/21/2024 2:58:28 PM	24151503	1000325	117 LEACH CR
	8/17/2024 5:14:38 PM	24149006	1000318	1201 HALES CT
	8/21/2024 5:11:54 PM	24151573	1000326	59 MILLET LP
	8/3/2024 8:16:34 PM	24138868	1000291	236 LEESBURG RD
	8/5/2024 8:49:05 PM	24140145	1000293	Clyde Miller RD & MILLER RD
	8/5/2024 10:00:43 PM	24140181	1000294	1040 OLD BOONES CREEK RD
	8/9/2024 4:22:04 PM	24142942	1000300	905 W COLLEGE ST
	8/11/2024 8:23:52 AM	24144061	1000305	470 HIGHWAY 81 N
	8/29/2024 7:26:46 AM	24156647	1000333	CLYDE MILLER DR
	8/21/2024 7:24:53 PM	24151649	1000327	169 GREEN POND RD
	8/30/2024 3:22:10 PM	24157774	1000336	BOONES CREEK RD
	8/1/2024 11:48:47 AM	24137333	1000290	446 HEATHER VIEW DR
	8/11/2024 5:59:00 PM	24144349	1000307	773 SUMMIT DR
	8/10/2024 12:05:05 PM	24143534	1000303	629 TELFORD-NEW VICTORY RD
	8/30/2024 8:54:20 PM	24157997	1000337	1650 MILL SPRINGS RD
	8/13/2024 1:24:24 PM	24145631	1000311	802 MILL SPRINGS RD
	8/13/2024 11:25:48 AM	24145552	1000310	1959 BOONES CREEK RD
	8/20/2024 1:17:08 PM	24150753	1000323	201 SKYLINE RD
	8/24/2024 10:12:19 PM	24153629	1000330	308 PERSIMMON LN
	8/8/2024 5:23:52 PM	24142161	1000298	354 BERRY RIDGE RD
	8/19/2024 7:00:40 PM	24150303	1000322	135 S LINCOLN AVE
	8/5/2024 12:32:36 PM	24139896	1000292	1200 W JACKSON BL

8/16/2024 6:03:00 PM	24148390	1000317	182 WOODLAND CR
8/23/2024 1:01:09 PM	24152781	1000329	369 OLD EMBREEVILLE RD
8/19/2024 12:25:22 PM	24150065	1000321	126 E MAIN ST
8/30/2024 9:52:55 PM	24158039	1000338	400 W JACKSON BL #4
8/14/2024 8:27:50 AM	24146213	1000314	106 ROYAL OAKS DR
8/28/2024 2:31:03 PM	24156215	1000332	125 MAGNOLIA RIDGE DR
8/8/2024 2:10:55 PM	24142023	1000297	1113 PERSIMMON RIDGE RD
8/13/2024 9:27:01 AM	24145495	1000308	110 S SECOND AVE
8/13/2024 11:10:46 AM	24145542	1000309	121 W MAIN ST
8/16/2024 4:46:47 PM	24148340	1000316	36 QUAIL RIDGE WAY

Fire - Incident Types Codes with Detail Breakdown

Date: Tuesday, September 3, 2024
Time: 8:33:27 AM

Alarm Date between 2024-08-01 and 2024-08-31

Incident Type Group	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Incident Type	Action Taken 1	Property Use Code	Property Use
100 - Fire								
	110							
		8/22/2024 8:49:01 PM	24152381	1000328	Trash or rubbish fire, contained	Extinguishment by fire service personnel	419	1 or 2 family dwelling
						1		
	131							
		8/17/2024 6:29:32 PM	24149041	1000319	Passenger vehicle fire	Extinguishment by fire service personnel	962	Residential street, road or residential driveway
						1		
	142							
		8/30/2024 4:16:06 AM	24157374	1000335	Forest, woods or wildland fire	Extinguishment by fire service personnel	931	Open land or field
						1		
	142							
		8/20/2024 4:32:32 PM	24150895	1000324	Brush or brush-and-grass mixture fire	Extinguishment by fire service personnel	931	Open land or field
		8/26/2024 2:31:40 PM	24154627	1000331	Brush or brush-and-grass mixture fire	Extinguishment by fire service personnel	962	Residential street, road or residential driveway
		8/29/2024 4:47:55 PM	24157099	1000334	Brush or brush-and-grass mixture fire	Extinguishment by fire service personnel	931	Open land or field
						3		
6								
300 - EMS								
	311							
		8/7/2024 12:09:07 PM	24141257	1000295	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/7/2024 3:16:34 PM	24141402	1000296	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/9/2024 2:18:18 PM	24142839	1000299	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/9/2024 4:40:13 PM	24142967	1000301	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/10/2024 11:32:29 AM	24143509	1000302	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/10/2024 6:04:46 PM	24143720	1000304	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/11/2024 4:49:19 PM	24144312	1000306	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/14/2024 4:40:09 AM	24146129	1000312	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/14/2024 7:40:27 AM	24146185	1000313	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/15/2024 6:03:08 PM	24147489	1000315	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/17/2024 5:14:38 PM	24149006	1000318	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling

		8/18/2024 8:29:05 PM	24149635	1000320	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/21/2024 2:58:28 PM	24151503	1000325	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/21/2024 5:11:54 PM	24151573	1000326	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
14								
MC								
		8/3/2024 8:16:34 PM	24138868	1000291	Motor vehicle accident with injuries	Investigate	962	Residential street, road or residential driveway
		8/5/2024 8:49:05 PM	24140145	1000293	Motor vehicle accident with injuries	Investigate	962	Residential street, road or residential driveway
		8/5/2024 10:00:43 PM	24140181	1000294	Motor vehicle accident with injuries	Investigate	962	Residential street, road or residential driveway
		8/9/2024 4:22:04 PM	24142942	1000300	Motor vehicle accident with injuries	Investigate	419	1 or 2 family dwelling
		8/11/2024 8:23:52 AM	24144061	1000305	Motor vehicle accident with injuries	Investigate	962	Residential street, road or residential driveway
		8/21/2024 7:24:53 PM	24151649	1000327	Motor vehicle accident with injuries	Provide manpower	669	Forest, timberland, woodland
		8/29/2024 7:26:46 AM	24156647	1000333	Motor vehicle accident with injuries	Investigate	961	Highway or divided highway
7								
MC								
		8/30/2024 3:22:10 PM	24157774	1000336	Motor vehicle accident with no injuries.	Investigate	961	Highway or divided highway
1								
22								
MC								
MC								
		8/1/2024 11:48:47 AM	24137333	1000290	Gas leak (natural gas or LPG)	Provide manpower	419	1 or 2 family dwelling
1								
MC								
		8/11/2024 5:59:00 PM	24144349	1000307	Oil or other combustible liquid spill	Investigate	962	Residential street, road or residential driveway
1								
MC								
		8/10/2024 12:05:05 PM	24143534	1000303	Power line down	Investigate	419	1 or 2 family dwelling
		8/30/2024 8:54:20 PM	24157997	1000337	Power line down	Investigate	962	Residential street, road or residential driveway
2								
4								
MC								
MC								

		8/13/2024 1:24:24 PM	24145631	1000311	Service Call, other	Assistance, other	419	1 or 2 family dwelling
							1	
								1
		8/13/2024 11:25:48 AM	24145552	1000310	Good intent call, other	Investigate	931	Open land or field
		8/20/2024 1:17:08 PM	24150753	1000323	Good intent call, other	Investigate	931	Open land or field
		8/24/2024 10:12:19 PM	24153629	1000330	Good intent call, other	Investigate	900	Outside or special property, other
							3	
		8/8/2024 5:23:52 PM	24142161	1000298	Dispatched & canceled en route	Cancelled en route	UUU	Undetermined
		8/19/2024 7:00:40 PM	24150303	1000322	Dispatched & canceled en route	Cancelled en route	419	1 or 2 family dwelling
							2	
		8/5/2024 12:32:36 PM	24139896	1000292	No incident found on arrival at dispatch address	Investigate	961	Highway or divided highway
		8/16/2024 6:03:00 PM	24148390	1000317	No incident found on arrival at dispatch address	Investigate	419	1 or 2 family dwelling
		8/19/2024 12:25:22 PM	24150065	1000321	No incident found on arrival at dispatch address	Standby	131	Church, mosque, synagogue, temple, chapel
		8/23/2024 1:01:09 PM	24152781	1000329	No incident found on arrival at dispatch address	Investigate	NNN	None
							4	
								9
		8/30/2024 9:52:55 PM	24158039	1000338	Alarm system sounded due to malfunction	Investigate	511	Convenience store
							1	
		8/14/2024 8:27:50 AM	24146213	1000314	Smoke detector activation, no fire - unintentional	Investigate	419	1 or 2 family dwelling
		8/28/2024 2:31:03 PM	24156215	1000332	Smoke detector activation, no fire - unintentional	Investigate	419	1 or 2 family dwelling
							2	
		8/8/2024 2:10:55 PM	24142023	1000297	Detector activation, no fire - unintentional	Investigate	429	Multifamily dwelling
							1	

	8/13/2024 9:27:01 AM	24145495	1000308	Alarm system activation, no fire - unintentional	Investigate	152	Museum
	8/13/2024 11:10:46 AM	24145542	1000309	Alarm system activation, no fire - unintentional	Investigate	181	Live performance theater
	8/16/2024 4:46:47 PM	24148340	1000316	Alarm system activation, no fire - unintentional	Investigate		
					3		
7							

Alarm Date between 2024-08-01

and 2024-08-31

District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
		8/20/2024 4:32:32 PM	24150895	1000324	OLD STATE ROUTE 34
		8/7/2024 3:16:34 PM	24141402	1000296	211 SCOTT LN
		8/10/2024 6:04:46 PM	24143720	1000304	231 NUCKLES DR
		8/11/2024 4:49:19 PM	24144312	1000306	1007 BOONES CREEK RD
		8/14/2024 4:40:09 AM	24146129	1000312	707 E JACKSON BL
		8/14/2024 7:40:27 AM	24146185	1000313	707 E JACKSON BL
		8/18/2024 8:29:05 PM	24149635	1000320	1007 BOONES CREEK RD
		8/17/2024 5:14:38 PM	24149006	1000318	1201 HALES CT
		8/21/2024 5:11:54 PM	24151573	1000326	59 MILLET LP
		8/9/2024 4:22:04 PM	24142942	1000300	905 W COLLEGE ST
		8/30/2024 3:22:10 PM	24157774	1000336	BOONES CREEK RD
		8/24/2024 10:12:19 PM	24153629	1000330	308 PERSIMMON LN
		8/19/2024 7:00:40 PM	24150303	1000322	135 S LINCOLN AVE
		8/5/2024 12:32:36 PM	24139896	1000292	1200 W JACKSON BL
		8/19/2024 12:25:22 PM	24150065	1000321	126 E MAIN ST
		8/30/2024 9:52:55 PM	24158039	1000338	400 W JACKSON BL #4
		8/14/2024 8:27:50 AM	24146213	1000314	106 ROYAL OAKS DR
		8/8/2024 2:10:55 PM	24142023	1000297	1113 PERSIMMON RIDGE RD
		8/13/2024 9:27:01 AM	24145495	1000308	110 S SECOND AVE
		8/13/2024 11:10:46 AM	24145542	1000309	121 W MAIN ST
		8/22/2024 8:49:01 PM	24152381	1000328	359 TREADWAY TR RD

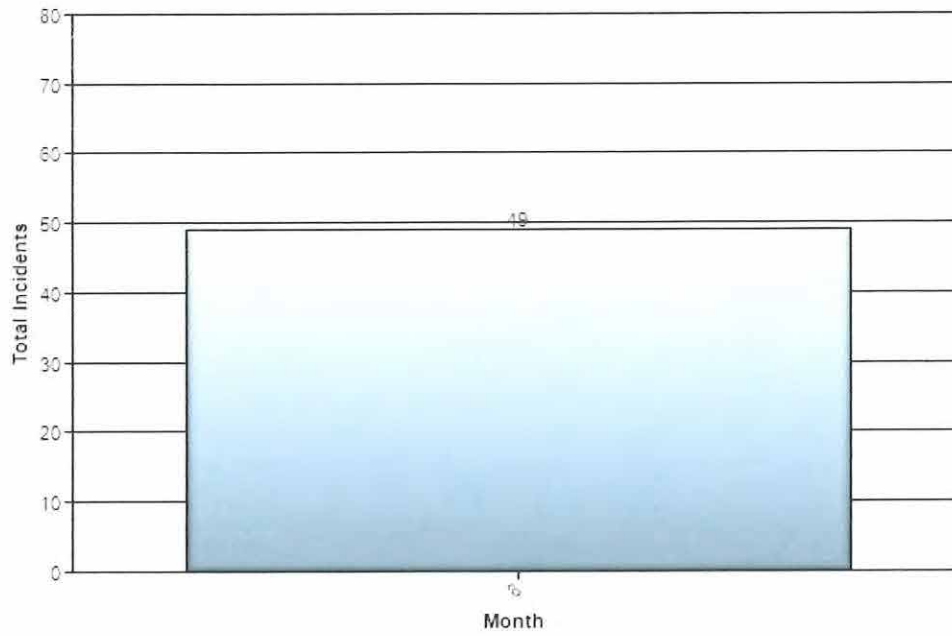
		8/17/2024 6:29:32 PM	24149041	1000319	186 MILLER RD
		8/30/2024 4:16:06 AM	24157374	1000335	1323 HUFFINE RD
		8/29/2024 4:47:55 PM	24157099	1000334	636 TAVERN HILL RD
		8/26/2024 2:31:40 PM	24154627	1000331	295 HIGHWAY 81 N
		8/7/2024 12:09:07 PM	24141257	1000295	215 HENSLEY LP LOOP
		8/9/2024 2:18:18 PM	24142839	1000299	122 TIPTON RD
		8/9/2024 4:40:13 PM	24142967	1000301	122 TIPTON RD
		8/10/2024 11:32:29 AM	24143509	1000302	139 MT ZION CHURCH RD
		8/15/2024 6:03:08 PM	24147489	1000315	122 TIPTON RD
		8/21/2024 2:58:28 PM	24151503	1000325	117 LEACH CR
		8/3/2024 8:16:34 PM	24138868	1000291	236 LEESBURG RD
		8/5/2024 8:49:05 PM	24140145	1000293	Clyde Miller RD & MILLER RD
		8/5/2024 10:00:43 PM	24140181	1000294	1040 OLD BOONES CREEK RD
		8/11/2024 8:23:52 AM	24144061	1000305	470 HIGHWAY 81 N
		8/29/2024 7:26:46 AM	24156647	1000333	CLYDE MILLER DR
		8/21/2024 7:24:53 PM	24151649	1000327	169 GREEN POND RD
		8/11/2024 5:59:00 PM	24144349	1000307	773 SUMMIT DR
		8/10/2024 12:05:05 PM	24143534	1000303	629 TELFORD-NEW VICTORY RD
		8/30/2024 8:54:20 PM	24157997	1000337	1650 MILL SPRINGS RD
		8/13/2024 1:24:24 PM	24145631	1000311	802 MILL SPRINGS RD
		8/13/2024 11:25:48 AM	24145552	1000310	1959 BOONES CREEK RD
		8/20/2024 1:17:08 PM	24150753	1000323	201 SKYLINE RD
		8/8/2024 5:23:52 PM	24142161	1000298	354 BERRY RIDGE RD
		8/16/2024 6:03:00 PM	24148390	1000317	182 WOODLAND CR
		8/23/2024 1:01:09 PM	24152781	1000329	369 OLD EMBREEVILLE RD
		8/28/2024 2:31:03 PM	24156215	1000332	125 MAGNOLIA RIDGE DR

		8/16/2024 4:46:47 PM	24148340	1000316	36 QUAIL RIDGE WAY
36 QUAIL RIDGE WAY					
		8/1/2024 11:48:47 AM	24137333	1000290	446 HEATHER VIEW DR

Alarm Date between 2024-08-01

and 2024-08-31

Monthly Breakdown of Incidents

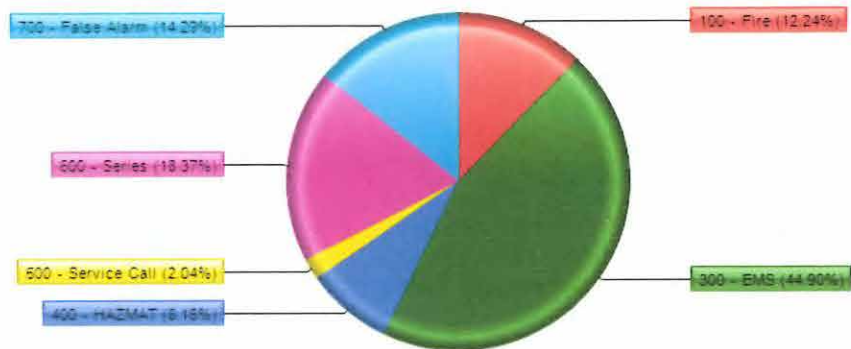


Alarm Date between 2024-08-01

and 2024-08-31

Fire Incident Type Breakdown

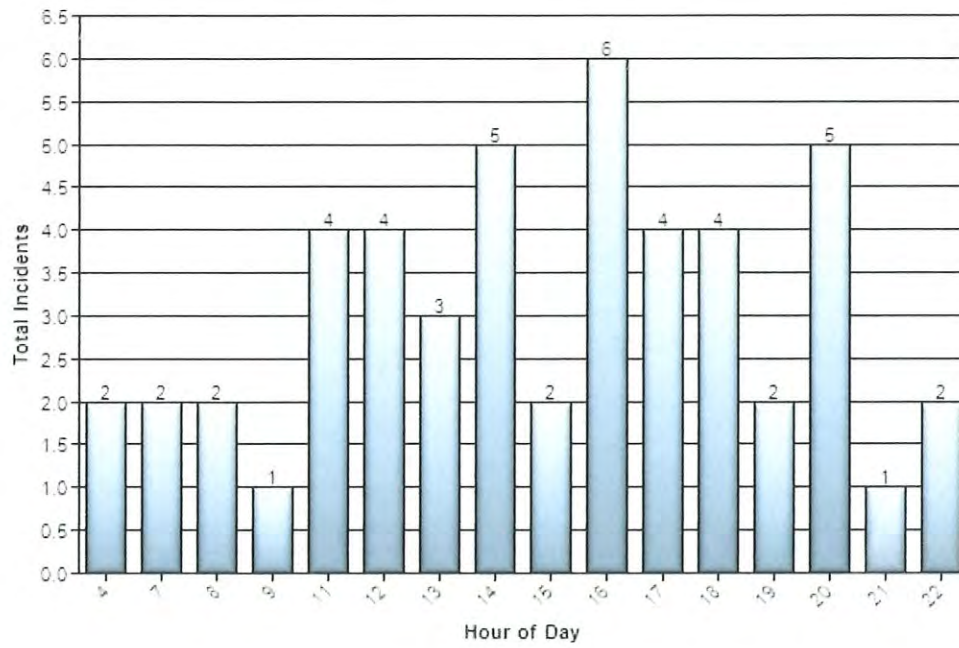
Incident Type Group	
100 - Fire	6
300 - EMS	22
400 - HAZMAT	4
500 - Service Call	1
600 - Series	9
700 - False Alarm	7
	49



Alarm Date between 2024-08-01

and 2024-08-31

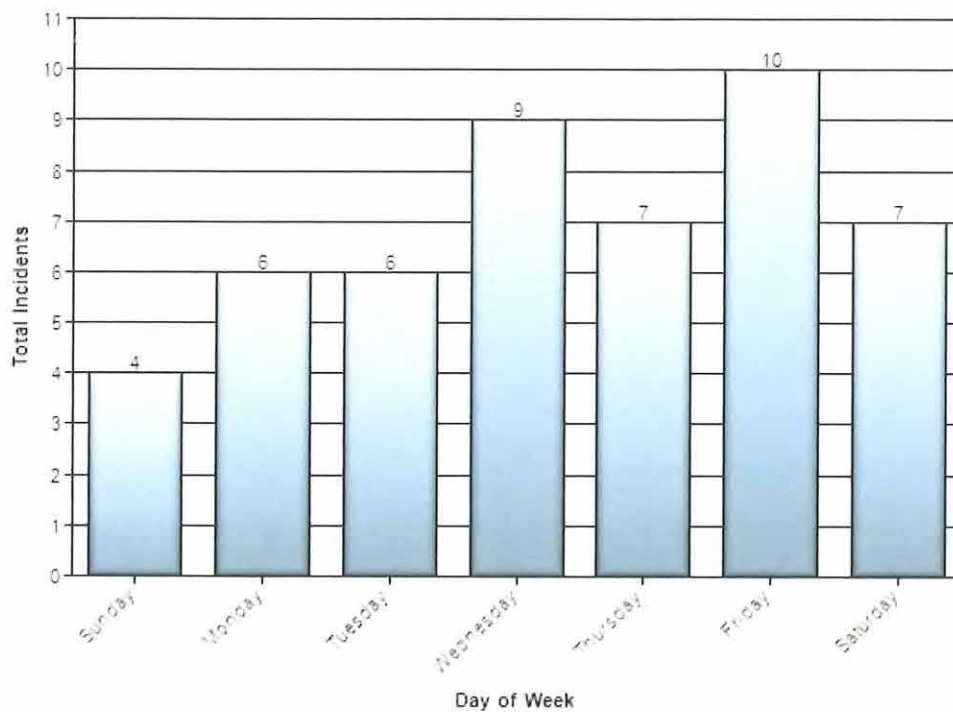
Hourly Breakdown of Incidents



Alarm Date between 2024-08-01

and 2024-08-31

Monthly Breakdown of Incidents



Alarm Date between 2024-08-01

and 2024-08-31

City	2024-08-01	
Johnson City	3	3
Telford	3	3
Jonesborough	43	43
	49	49



Storytelling Capital of the World™

Cameo Waters

Director of Tourism & Main Street

August 2024 Monthly Report

Updates and Projects

1. Main Street and Downtown Update
2. Tourism Update
3. Marketing
4. Events
5. Other

Main Street and Downtown Update

Attended the JAMSA board meetings for the month, multiple marketing meetings, event meetings

Reached out to merchants about ribbon cuttings and info for new businesses

Tourism update

Attended NETTA board meeting

Attended TDTD webinar about the TN Songwriters event in February

Submitted a grant through TN Museums to renovate the restrooms inside of the Visitors Center

Worked with TDTD on the State's publication guide

Working with TDTD on a German travel writer to visit in October

Created a photo library for TDTD to post about Jonesborough in the fall

Working to bring a group of seniors to the area in June 2025 for a half day visit

Marketing

Met with Amber and Creative Cat to discuss Jackson theatre website design

We are continuing our weekly segment on WJCW. The goal is to share information regarding Town projects and to keep individuals informed

Kept up with needed marketing tasks for all departments and events- McKinney center, wetlands, brews & tunes, MOTS, JAMSA events, etc.

Attended Jackson Theatre's programming committee meeting



Events

Met with the Goose Chase to recap the Harry Potter event

Began accepting vendors for Made Around Here Market craft show and reached out to past vendors

Attended Storytelling Resource Place reception

Other

Held interviews for open positions

On boarding and training with new staff

Utility Manager Monthly Report

August 2024

All utilities departments operated under normal operating conditions for the month of August.

Distribution department installed 45 new service taps and repaired 47 service leaks for the month of August. The distribution department also completed 30 miscellaneous work orders and located 227 TN 811 one calls.

Water Quality Department read 13,526 meters for the month of August. The Water Quality Department cut off 1177 meters with 115 of those for nonpayment. The Water Quality Department had a total of 15,866 total actions taken in the month of August. As of August 31st, the Water Quality Department has changed 13,526 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of August.

Water Plant processed 85.61 million gallons of water with a daily average of 2.761 million gallons per day in the month of August. The Water Treatment plant is operating at full capacity and is in need of an upgrade. Persimmon Ridge Tank has maintained an average level of 42 feet for August and Woodlawn Tank has maintained an average level of 23 feet for August.

Wastewater Department operated under normal conditions for the month of August. Wastewater had 3 releases in August due to infrastructure failures. The North Cherokee extension is at the 99% completion mark. The new school sewer was completed. All industries are within compliance except for Sungwoo HI-Tech which is currently out of compliance due to service connection in its QC lab. The WWTP is operating well. The diesel redundancy pump did operate in August. The month of August experienced 9 days of precipitation for a total of 1.54 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For August, this rate was 28%, equating to an average of nearly 177,000 gallons daily.

County water line construction crew finished McCall Rd. on June 25th and has been installing 12" DIP at the WCIP and has finished the construction of the 12" DIP at the industrial park. The construction crew will be starting a new water line project on Jackson Bridge Rd. To date the Construction crew has installed @ 86,000' of 6" DIP and @ 4,000' of 12" DIP.

We had a busy July in Utilities. As of August 31st, 2024, the Wastewater Department has 3 vacancies, Water Distribution has 5 vacancies, Water Quality has 1 vacancy, and the Water Treatment Plant has no vacancies. We are actively interviewing potential employees, but we struggle when it comes to start out pay to attract the people with the skill set, we need. I am working daily with GRW on the planning and design phase of the Water Treatment plant, transmission line and "A" Station replacement. We have submitted the new Water Plant plans to SRF and USDA for review. We should be getting feedback in a few weeks on what the next steps are that we need to take. I am also working with Brightbridge to formulate a plan to install generators at our pump stations and at the Water Treatment plant.

Kevin Brobeck

Utility Manager

Town of Jonesborough
Water Quality Department
Monthly Report
August 2024

<u>Meters Read:</u>	<u>Meters Cut On:</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,526	195	177	116

<u>Meter Maintenance:</u>	<u>Water Cut Off List:</u>	<u>Customer Inquiries:</u>
39 Meter Lids Replaced	115	71
67 Meters Marked		
139 Meters Serviced		
117 Locations Entered in Harmony		

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
39	57	490

<u>Valve Maintenance:</u>	<u>Cross Connection:</u>	<u>Water Line Locates:</u>
22 Valves exercised	Physical Files Created: 3	52
	Digital Files Created: 9	

<u>Dispatch & Service Calls:</u>	<u>New Services:</u>
565	67

Total Actions Taken:
15,866



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

Monthly Report August 2024

Water Distribution

Complaints Total - 6 5 - Total Complaints Last Month

Taps Installed - 45 41 - Total Taps Last Month

Tennessee One Call - 227 - Total Last Month

This Month there were 227 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total- 47 42 - Total Last Month

Down Meters Installed Total - 0 0 - Last Month

Meter Box Replaced Total - 3 4 - Total Last Month
Month

Paving Locations - 4 8- Total Last Month

Yard Work Clean Total - 0 0- Total Last Month

1. Yards to sow (123 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.
3. Taps to be done =8

GPS Project Goals

August 2024: For the month of August 2024 there were no GPS points surveyed.

The GPS crew started back up in November 2021. This is a summary of the progress made since the end of February 2022.

- 163,901 meters or 101 miles of water line
- Valves – 430
- Meters – 1,703
- Hydrants – 94
- Blow Off - 75

The following data is a summary of the work provided by our part-time interns mapping our water system from July 2020- July 2021.

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

We currently have 1/3 of our water lines GPS.

GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repair and help with isolating the water system in putting the fewest customers out of water during a leak repair. It has been suggested that we utilize an intern program from ETSU for the summer.

This will help tremendously due to the department being shorthanded and having only limited time to dedicate to GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

Meter Change Out Program

Water Distribution is working to have our large meters updated and functioning at AWWA standards (101% and no lower than 98.5%). All large meters will have a bypass so they can be repaired and tested without customer water interruption. It is suggested the meters be tested on a yearly basis for accuracy. Working with a spreadsheet of our top water consumption customers we have been replacing antiquated meters with new compound meters. We have about 21 businesses on the list that are due for meter change out. Koyo 4", Academy Hills 2", Davey Crocket High School 4", Chuckey Sales meter and Hexpol have been changed out as part of the program bringing the total to 16.

It is the goal for the Water Distribution to replace 1 large meter a week when in stock. The agenda is to maintain accurate meters, so the Town of Jonesborough does not lose revenue. We have around 1,300 residential meters to replace.

For the month of August Town Crew

The Town Crew has concentrated their efforts on repairing all leaks (47) due to the drought and storage tank levels.

Upcoming Line Extensions Town Crew

Vines Farm- 800' of 2" plastic line.

Drain Lane 350' of 2"

Completed Line Extensions Town Crew

Paynetown Road 300' – Completed

Industrial Park EDA Project 4,000' - Completed

Fire line 6" k-8 school – Completed

Big Wood Road 750' of 6" D.I. - Completed

K-8 School 2" line and water spigots. Completed

Upcoming Line Extensions County Crew

- Taylor Bridge Road
- Highway 11E Slaughterhouse – 1,000'
- Jackson Bridge

County Crew Completed Projects

Treadway Trail- 3,000' DI—County Crew Completed

Greenwood Drive- Cecil Gray to Mill Springs 3,100' DI, Shipley Ct to Oliver Edwards
2,000' DI – County Crew Completed

Ralph Hoss 4,300' DI – County Crew- completed

Mathes Circle/ Nolechuckey Fire Dept 800' County Crew-Completed

Malone Hollow- County Crew- Completed

Saylor Hill Road- County Crew -Completed

Rock House Road- 1900' - Completed

Dry Creek Road- Completed

McCall Road- Completed

County Crew Progress

For the month of August, the county crew installed a 1,000' of 12" waterline. The crew also installed 3- 12" tees and 9 valves. The crew are done laying waterline on the project. The crew still have to do the cleanup and pave 120'x3' trench on the driveways.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

Wastewater – August 2024 Monthly System Operations Summary

Date: September 3, 2024

Customer Calls:

Total: 4 Resolved: 4

TN811: Taken: 408 Required Action: 227

Sewer Taps:

New: 3 Completed: 4 Pending: 3 Pending Contracted: 134*

* Contracted Taps were consolidated from active records.

Projects Underway:

1. Washington County Industrial Park EDA Project
2. Cleanup & Paving North Jonesborough Community

System Maintenance:

Line Cleaning: 0'	Line Inspections: 0'	System Repairs: 1
Station Repairs: 3	Station Cleaning: 37	STEP Unit Repairs: 1

Overflows/Releases/Bypasses:

- Release – 8/2/24 – Bob White Pump Station
 - Release – 8/9/24 – Marvin Carter Force Main
 - Release – 8/22/24 – Walnut Grove Force Main
-

Town of Jonesborough
Environmental Services
Department Monthly Report

August 1, 2024
thru
August 31, 2024

Wastewater Plant: The WWTP is running well. The Diesel Redundancy Pump did operate in August. The month of August experienced 9 days of precipitation for a total of 1.54 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For August, this rate was 28%, equating to an average of nearly 177,000 gallons daily. No Bypasses occurred in the Month of August.

Wastewater Plant Compliance – August 2024

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	5mg/l – 27lb/d	21mg/l – 167lb/d	N
CBOD Weekly	5mg/l – 28lb/d	25mg/l – 208lb/d	N
CBOD Daily	6mg/l – 97%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	0.4mg/l – 2.4lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	0.8 mg/l – 4.7lb/d	12mg/l – 100lb/d	N
Ammonia Day.	1.2 mg/l	16mg/l	N
TSS Monthly	3mg/l – 17lb/d	30mg/l – 250lb/d	N
TSS Weekly	4mg/l – 55lb/d	40mg/l – 304lb/d	N
TSS Daily	5mg/l – 97%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	22/100ml	126/100ml	N
E. coli Daily	91/100ml	941/100ml	N
Chlorine	0.32 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	7.3 mg/l	6.0mg/l Minimum	N
pH	7.2su/7.9su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 8/30/24 and should not be considered conclusive for the entire month.

Sewer Construction/Collection System: Three Releases occurred during August. The Washington County Industrial Park extension and pump station are mostly complete. The staff is finalizing the installation of a power connection from Brightbridge to the station.

Industrial Pretreatment: Sungwoo Hi-Tech is currently out of compliance with its discharge permit due to a service connection in its QC Lab. TDEC issued the pretreatment program an NOV for not following our enforcement response plan while working to resolve the QC Lab issue with Sungwoo Hi-Tech. A meeting with TDEC to discuss our plan of action is scheduled for 9/17/24.

NPDES Permit: The WWTP is in complete compliance with the NPDES permit.

If you have any questions, please do not hesitate to contact me at: Office: 753-1022

Cobem O. Rasnick
Director of Environmental Services

Work Orders By Type

08/01/2024 to 08/31/2024 as of 9/4/2024
 ...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	257
Total Work Orders:	257

Work Orders By Type

09/01/2017 to 08/31/2024 as of 9/4/2024
 ...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	80
WW-Requested Work	7
WW-Corrective	13
Total Work Orders:	100

	Current Month	Previous Month	% Change
Work Orders Generated	304	326	-7%
Percentage of Completion	85%	93%	-8%
Work Orders Completed	257	304	-15%

*Data Entry related to Preventative Maintenance Tasks are currently ongoing. As additional tasks are added the number of work orders generated increases. This will significantly impact values. Until the data entry is completed a relative value of the work being completed will not be available. Tasks not logged in the electronic system are still being logged utilizing traditional paper tracking methods.

Jonesborough Water Treatment Facility

Monthly Report

AUGUST 2024

For the month of August the total amount of water processed was 85.61 million gallons, with a daily average of 2.761 million, a maximum of 2.845 million, and a minimum of 2.647 million.

This month Grace Constable transferred from the meter department to join us as a water treatment operator. As for the Water Plant operations we are still dealing with electrical problems with the high service pumps at the water treatment plant and are working to resolve the issues, also we had a problem with our coag system being clogged and not able to keep up with our needed dosage, this was partially fixed on 8/28/24 when a clog was located in the line and fixed but is recommended that the coag line be replaced at our earliest convenience. We kept the treatment plant at max capacity to try and combat exceedingly high usage due to dry and hot weather. All employees worked to keep the grounds at the plant, tanks, and pump stations mowed and sprayed. We completed all of our state sampling requirements for the month.

In conclusion, all in house laboratory test results as well as all external laboratory test results came out well within appropriate standards and regulations.

Prepared by Randy Jones, Director of Water Treatment, if you have any questions, you can reach me by email (RandleJones@jonesboroughtn.org) or by phone at 423-791-3837.

Supervisor Report for August 2024

Senior Center

The month was busy with a variety of trips, activities and programs. We took two buses to Wizard of Oz at Barter Theatre, a hiking group to Catawba Falls in North Carolina, walking group to Laurel Run in Church Hill, bowling, and Lunch Bunch.

Spanish 1 returned in August and has a full class. Pottery with Carolyn Tomko will be returning in October, and this class is supported by a generous donation from the Schubert Club.

The Senior Center hosted Safe Driving Seminar provided by the Tennessee Trucking Association in August. We had a good turnout for this event, and they are planning a seminar next year to demonstrate blind spots of truck drivers and the Yellow Dot program.

We are offering a Stress management series, August's topic Stress Emotions. This is a class offered to our members and to the Town Supervisors.

We will host Brain Olympics on October 3rd. This will be the second-year cohosting with Johnson City Senior Center. This is a district event and all 11 Senior Centers in our district are invited to participate. Ryan Budds will provide the Trivia questions; he hosts our monthly Trivia.

Upcoming programs include Drama Fun with Jules Corriere starting September 11th, this will be an eight-week course and at the end participants will perform a play on the Amphitheater stage at Lincoln Park. This program is made possible by a grant from the Tennessee Arts Commission.

Our MyRide program has provided 8,520 rides since the program began in December of 2018.

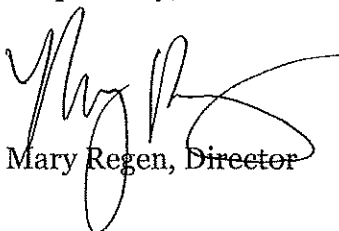
Lincoln Park

We are receiving a great harvest this year with 280 pounds of produce harvested so far, including carrots, lettuce, beans, tomatoes, cucumbers, zucchini, yellow squash, peppers, radishes, beets, green beans, okra, and assorted herbs. This fresh produce is being used in our nutrition program and extra produce being made available to our members.

We continue weekly Bocce Ball instruction, Pickleball instruction, Shuffleboard instruction, Lincoln Loopers (walking group), Master Gardeners, and Parkour Silver, this class focuses on working out on different surfaces and using our great park for outdoor fitness. Pottery with Carolyn Tomko will be held in the Education Building at Lincoln Park.

This winter we will be hosting Christmas at Lincoln Park. We will have trees on display (like Founders Park) for our community to enjoy walking through and looking at the lights, our goal is 40 trees, and we have begun promoting this program and have started receiving sponsorships. The proceeds will go to the Senior Center Benevolence Fund. This funding is used to help community seniors in need.

Respectfully,



Mary Regen, Director

August 2024

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Calendar Key:</p> <p>...Closing Announcements or Altered Classes</p> <p>... New or Infrequent Classes, or Special Events</p> <p>... Trips</p> <p>...Scheduled Activities meeting at Lincoln Park</p>			<p>1</p> <p>NO Line Dancing This Evening</p> <p>8A: SS Splash 9A: SS Ener-Chi 9:30A: VETERAN'S Meet & Greet 10A-2P: Massage Therapy 10A: Gentle Yoga 1-3P: Bridge 1:30-3P: Jonesborough Dulcimer Players 2P: Chess (new day & time) 2P: Kickboxing Class 3P: Yoyalates 6P: Join the Jam</p>	<p>2</p> <p>9A: 8-Ball Billiards Tournament 9A: SS Classic 10A: SS Circuit 10A: Fun with Trivia 10A-12P: Bridge 11A: Parkour Silver w/ Robin Beals 1P: Joyful Women's Bible Study 1-4P: Scrabble 1:30-4:30P: Play ROOK</p>
<p>5</p> <p>8A: SS Splash 9A: SS Classic 9:30A-4P: Stitch Therapy 10A: Instructional Shuffleboard 10A: SS Circuit 12:30P: BINGO by <u>Abundant Christian Living Community</u> 1-3:30P: Mahjong 1:30-4:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>6</p> <p>9A: Lincoln Loopers 9A: Pickleball 9:30: Spanish I wk 1 10A: SS Ener-Chi 10A-2P: Massage Therapy 10A-12P: Bridge 12:30P-3:30P: Cribbage 1:30-3P: Knit Pickers 2P: Zumba Class 3P: Yoyalates 6P-7:45P: Partner Dance</p>	<p>7</p> <p>9A: SS Classic 10A: SS Circuit 10A-11A: General Technology 11:30A: Café Connection 12-4:45P: Hand & Foot (card game) 1-4P: Scrabble 2P: Fun Pump 2:45P: Orientation 3P: Chair Yoga</p>	<p>8</p> <p>8A: SS Splash 9A: SS Ener-Chi 9:30: Spanish I wk 1 10A: Gentle Yoga 10A: Bocce Ball 10A-12P: Writers Group 10A-2P: Massage Therapy 11A: Lunch Bunch <u>Red Fork in Erwin TN</u> 1-3P: Bridge 1:30-3P: Jonesborough Dulcimer Players 2P: Chess (new day & time) 2P: Kickboxing Class 3P: Yoyalates 4:30P: Line Dancing 6P: Join the Jam</p>	<p>9</p> <p>9A: SS Classic 9:30A: Cooking Class w/ Mary & Susan 10A: SS Circuit 10A-12P: Bridge 10:30A: Fun with Trivia 11A: Parkour Silver w/ Robin Beals 1P: Joyful Women's Bible Study 1-4P: Scrabble 1:30-4:30P: Play Rook</p>

Flip over to back side in order to see the rest of the month

<p>12</p> <p>8A: SS Splash 9A: SS Classic 9:30A-4P: Stitch Therapy 10A: Instructional Shuffleboard 10A: SS Circuit 12:30P: BINGO by <u>Dillow-Taylor</u> 1-3:30P: Mahjong 1:30-4:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>13</p> <p>9A: Lincoln Loopers 9A: Pickleball 9:30: <u>Spanish I wk 2</u> 9:30A: Buses leave for Lunch followed by Barter Theatre "<u>The Wizard of Oz</u>" 10A: SS Ener-Chi 10A-2P: Massage Therapy 10A-12P: Bridge 12:30P-3:30P: Cribbage 1:30-3P: Knit Pickers 2P: Zumba Class 3P: Yogalates</p>	<p>14</p> <p>9A: SS Classic 10A: <u>Making the Most of your Dr. Visits: Presented by Dr. Licup-Taylor</u> 10A: SS Circuit 10A-12P: <u>Book Crazy's</u> 11:30A: Café Connection 12-4:45P: Hand & Foot (card game) 1-4P: Scrabble 2P: Fun Pump 2:45P: Orientation 3P: Chair Yoga</p>	<p>15</p> <p>8A: SS Splash 9A: SS Ener-Chi 9A: <u>Hike Catawba Falls Trail & Lunch Black Mtn</u> 9:30: <u>Spanish I wk 2</u> 10A: Gentle Yoga 10A: Bocce Ball 10A-1P: <u>Massage Therapy</u> 1-3P: Bridge 1:30P-3P: Jonesborough Dulcimer Players 2P: <u>Chess (new day & time)</u> 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing 6P: Join the Jam</p>	<p>16</p> <p>9A: <u>9-Ball Billiards Tournament</u> 9A: SS Classic 9:30A: <u>Not Your Mother's Sewing Guild</u> 10A: SS Circuit 10A: <u>Art in the Park Watercolor Class</u> 10A-12P: Bridge 10:30A: Fun with Trivia 11A: <u>Parkour Silver w/ Robin Beals</u> 1P: Joyful Women's Bible Study 1-4P: Scrabble 1:30-4:30P: Play Rook</p>
<p>19</p> <p>8A: SS Splash 9A: SS Classic 9:30A-4P: Stitch Therapy 10A: Instructional Shuffleboard 10A: SS Circuit 12:30P: BINGO by <u>Visiting Angels</u> 1-3:30P: Mahjong 1:30-4:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>20</p> <p>9A: Lincoln Loopers 9A: Pickleball 9:30: <u>Spanish I wk 3</u> 10A: SS Ener-Chi 10A-2P: Massage Therapy 10A-12P: Bridge 12:30P-3:30P: Cribbage 1:30-3P: Knit Pickers 2P: Zumba Class 3P: Yogalates</p>	<p>21</p> <p>9A: SS Classic 10A: SS Circuit 10A-11A: Gen. Tech. 11:30A: Café Connection 12-4:45P: Hand & Foot (card game) 1-4P: Scrabble 2P: Fun Pump 2:45P: Orientation 3P: Chair Yoga</p>	<p>22</p> <p>8A: SS Splash 9A: SS Ener-Chi 9:30: <u>Spanish I wk 3</u> 10A: Gentle Yoga 10A: Bocce Ball 10A-12P: Writers Group 10A-2P: Massage Therapy 1-3P: Bridge 1:30-3P: Jonesborough Dulcimer Players 2P: <u>Chess (new day & time)</u> 2P: Kickboxing Class 3P: Yogalates 4P: <u>Advisory Board</u> 4:30P: Line Dancing 6P: Join the Jam</p>	<p>23</p> <p>9A: SS Classic 9:30A: <u>Bowling & Lunch</u> 10A: SS Circuit 10A-12P: Bridge 10:30A: Fun with Trivia 11A: <u>Parkour Silver w/ Robin Beals</u> 1P: Joyful Women's Bible Study 1-4P: Scrabble 1:30-4:30P: Play Rook</p>
<p>26</p> <p>8A: SS Splash 9A: SS Classic 9:30A-4P: Stitch Therapy 10A: Instructional Shuffleboard 10A: SS Circuit 12:30P: BINGO by <u>Home Instead</u> 1-3:30P: Mahjong 1:30-4:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>27</p> <p>9A: Lincoln Loopers 9A: Pickleball 9:30: <u>Spanish I wk 4</u> 10A: SS Ener-Chi 10A-2P: Massage Therapy 10A-12P: Bridge 12:30P-3:30P: Cribbage 1:30-3P: Knit Pickers 2P: Zumba Class 3P: Yogalates 6P-7:45P: Partner Dance</p>	<p>28</p> <p>9A: SS Classic 9A-11A: <u>Safe Driving Seminar by the Tennessee Trucking Association</u> 10A: SS Circuit 10A-11A: General Technology 11:30A: Café Connection 12-4:45P: Hand & Foot (card game) 12:30P: <u>The Stress Emotions w/Gayle Hawley</u> 1-4P: Scrabble 2P: Fun Pump 2:45P: Orientation 3P: Chair Yoga</p>	<p>29</p> <p>8A: SS Splash 9A: SS Ener-Chi 9:30: <u>Spanish I wk 4</u> 10A-2P: Massage Therapy 10A: Gentle Yoga 10A: Bocce Ball 1-3P: Bridge 1:30-3P: Jonesborough Dulcimer Players 2P: <u>Chess (new day & time)</u> 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing 6P: Join the Jam</p>	<p>30</p> <p><u>The Center will be Closing at 11AM</u></p> <p>9A-10:45A: Bridge 9A: SS Classic 9:30A-10:30A: Fun with Trivia 10A: SS Circuit 11A: <u>Parkour Silver w/ Robin Beals</u></p> <p><u>The following will not meet on this day:</u></p> <p><u>Joyful Women's Bible Study</u></p> <p><u>Scrabble</u></p> <p><u>Play ROOK</u></p>



Aug. 2024 Redflex Report

From Aug. 1st through Aug. 31st the traffic cameras registered a total of **(1261)** violations with **(39)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(103)** resulting in **(1119)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Funeral Procession, Glare/ Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Forrest and Jackson Blvd. (Food City) with **(755)** violations followed by Jackson and Forrest (Westbound) with **(224)**.



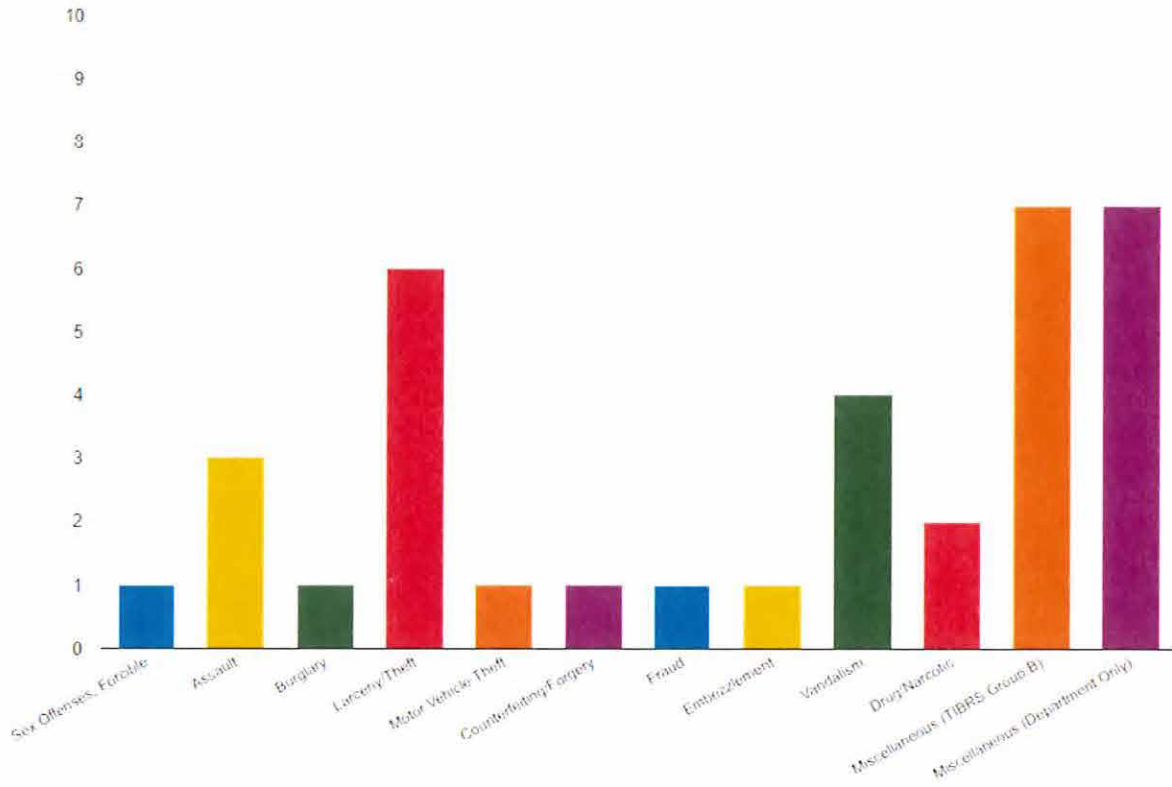


Jonesborough Department of Public Safety Aug 2024 Monthly Report

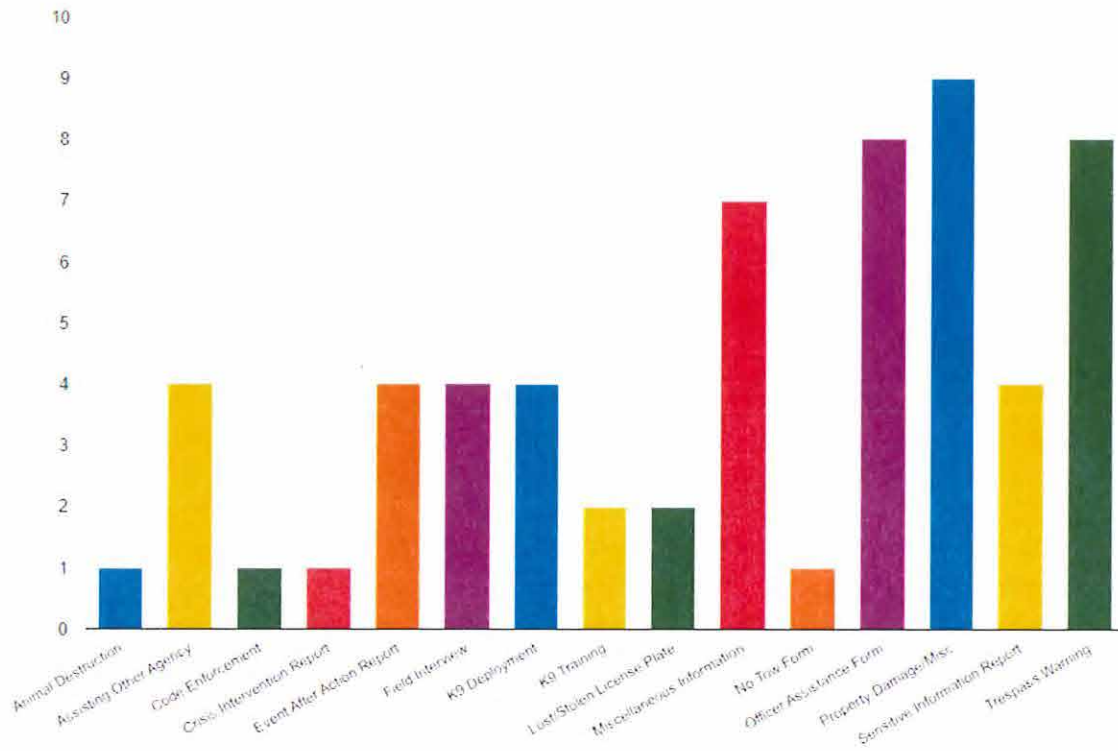
- CITATIONS & ARRESTS**

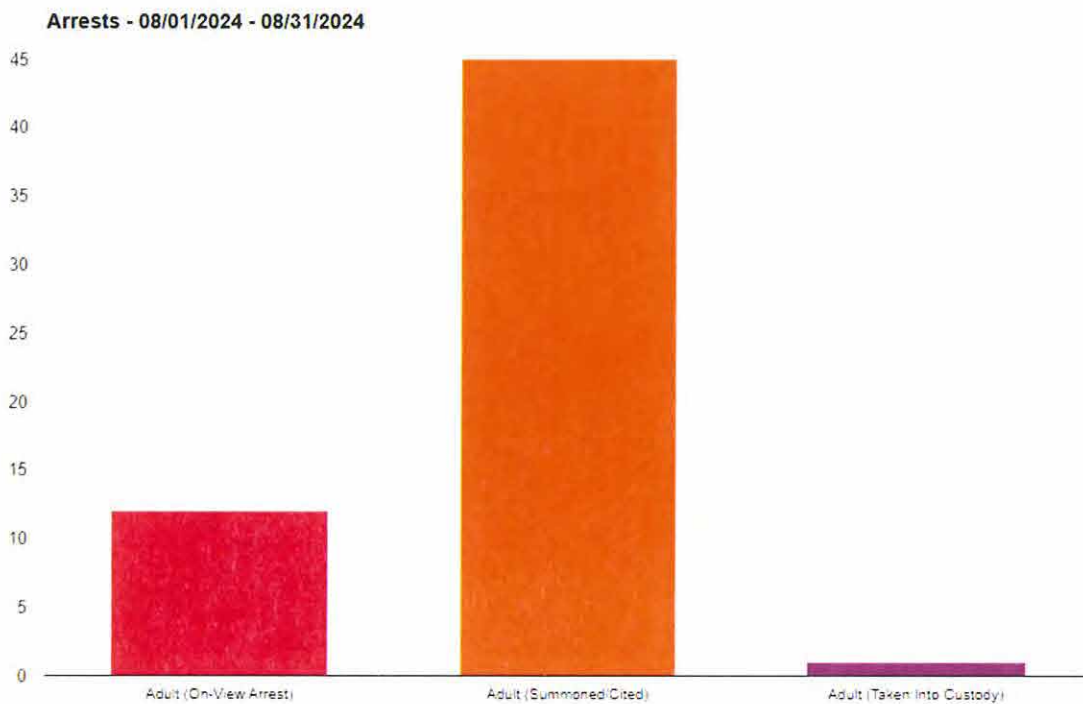
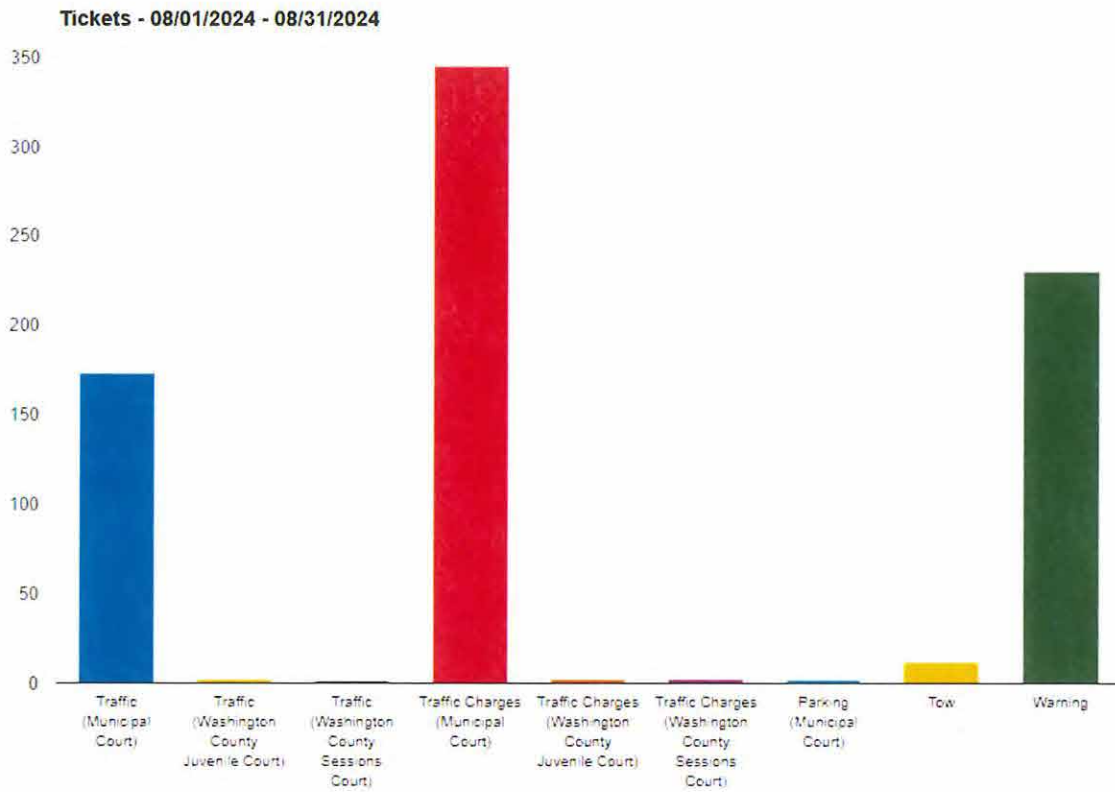
Offenses	Count	Memos	Count	Arrests	Count	Tickets	Count
Sex Offenses, Forcible	1	Animal Destruction	1	Adult (On-View Arrest)	12	Traffic (Municipal Court)	173
Assault	3	Assisting Other Agency	4	Adult (Summoned/Cited)	45	Traffic (Washington County Juvenile Court)	2
Burglary	1	Code Enforcement	1	Adult (Taken Into Custody)	1	Traffic (Washington County Sessions Court)	1
Larceny/Theft	6	Crisis Intervention Report	1	Total:	58	Traffic Charges (Municipal Court)	345
Motor Vehicle Theft	1	Event After Action Report	4	Crashes	Count	Traffic Charges (Washington County Juvenile Court)	2
Counterfeiting/Forgery	1	Field Interview	4	Injury possible	1	Traffic Charges (Washington County Sessions Court)	2
Fraud	1	K9 Deployment	4	Property damage (over \$ threshold)	11	Parking (Municipal Court)	2
Embezzlement	1	K9 Training	2	Property damage (under \$ threshold)	9	Tow	12
Vandalism	4	Lost/Stolen License Plate	2	Total:	21	Warning	230
Drug/Narcotic	2	Miscellaneous Information	7	Non-Investigatory Crashes	Count	Total:	420
Miscellaneous (TIBRS Group B)	7	No Tow Form	1	Total:	0		
Miscellaneous (Department Only)	7	Officer Assistance Form	8				
Total	35	Property Damage/Misc	9				
		Sensitive Information Report	4				
		Trespass Warning	8				
		Total:	60				

Incidents - 08/01/2024 - 08/31/2024



Memos - 08/01/2024 - 08/31/2024



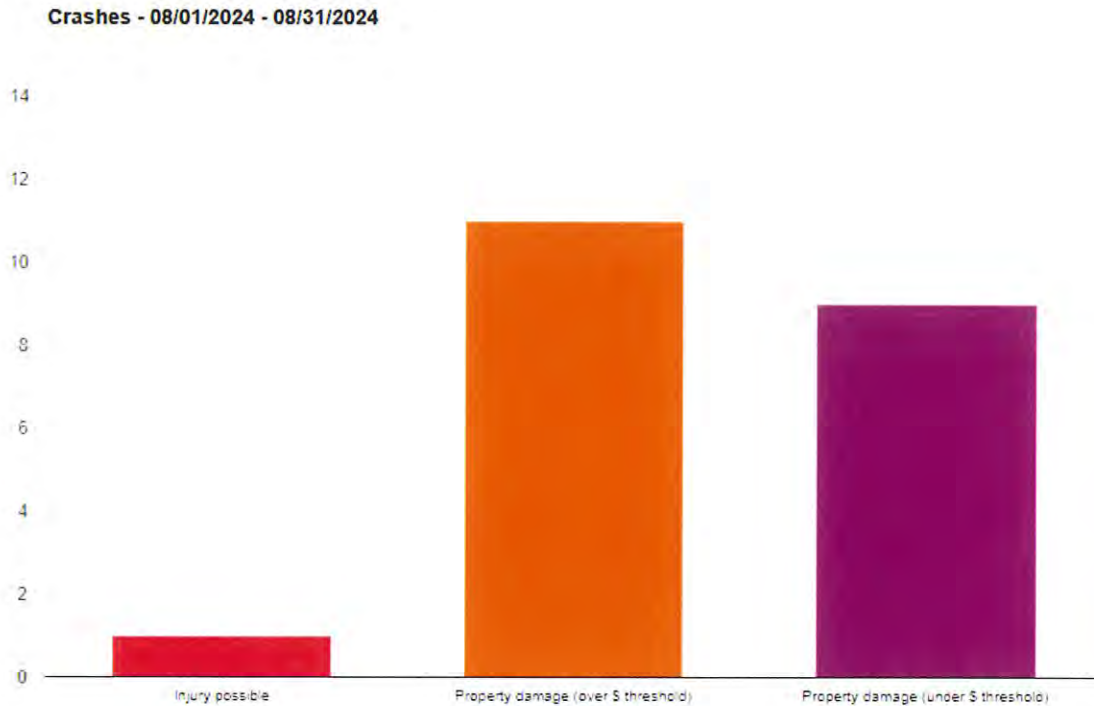


- **CRIMINAL INVESTIGATIONS**

There are several open and active investigations currently and several Presentments scheduled for the Grand Jury in mid Sept.

- **MOTOR VEHICLE CRASHES**

A total of **(22)** crashes were reported and investigated for the month of Aug. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.



- **CANINE**

For Aug., K9, *Cygan's* has **(1)** deployment and **(16)** training hours. K9, *Falco* had **(3)** deployments and **(16)** training hours. K9, *Bond* had no deployments and **(16)** training hours. K9, *Daryl* was involved in **(1)** deployment and **(18)** training hours.

- **RESERVES**

The reserve officers contributed **(9)** hours for the month of Aug. Reserve Officer Greenway contributed the most of these hours with **(6)** hours. The Department continues to accept applications for the Reserve Officer Program.

- **CODE ENFORCEMENT**

There was no ordinance violations issued during the month of Aug.

- **DISPATCH TRANSACTIONS FOR JCPD**

For Aug, our dispatchers assisted Johnson City Police Department with approximately **(19)** transactions.

- **OTHER CALLS FOR SERVICE**

There were **(1592)** CAD Entries for the month of Aug.

Theresa Hammons, McKinney Center Director, Monthly Report – August 2024

August Events

August 3	Farmers Market
August 8	Ford vs. Ford Historic Marker Ribbon Cutting and Refreshments
August 11	<i>Nancy</i> play at ISC.
August 13-16	Jackson Theatre Video Filming
August 14	Conversations That Matter Recording
August 15	StoryTown Voices from the Archives Podcast
August 23 & 24	Fall Market
August 26	StoryTown Radio Show – Back to School
August 28	NPR show - StoryTown Radio Show
August 29	StoryTown Radio Show Directors Cut Podcast

Fall 2024 Classes – As of August 26, we have 181 registrations for Fall 2024 and 17 classes have made. On September 5, 2023, we had 194 registrations, and 19 classes made. We are not far behind where we were last year. I have spoken to other art organizations, museums, and nonprofits and we are all seeing a decrease in participation. I even spoke to an employee at Ripley's Aquarium in Gatlinburg, and he informed me that they have seen a 20% decrease in visitation along with other Gatlinburg attractions and hotels. Our registrations numbers will increase as the weeks go by. We will continue to promote all our classes and workshops.

This past month I contacted several TV and radio stations. I went on Daytime Tri Cities on August 9 and August 21 to talk about classes, our Fall Market and upcoming Halloween exhibition. I did the WJHL noon show to talk about all those events. And I did the Jonesborough show on WJCW on August 26 to discuss classes and the Fall Market. And, most recently, I went to Kingsport to be on Dave Light's radio show. Again, we talked about all the happenings here at the McKinney Center.

Most of the public-school Open Houses took place on the same day, August 2. We all attended different ones that night. I went to Lamar Elementary School and set up a table and passed out catalogs and flyers. School flyers still tend to be one of the best ways to get information into the hands of parents.

I picked up the Registration Day yard signs that I ordered at Foster Signs. Skye and Bre put those out to advertise our in-person registration day.

I spent time processing scholarship applications this month. We have sent out reminders to past scholarship recipients to reapply, if necessary, in hopes of getting more applications.

Bre and I have worked with teachers to order supplies. When teachers order their own supplies and turn in their receipts, I code those receipts and turn them into Sheila for reimbursements.

As deadlines for classes approach, I review class registrations to make sure classes have enough students for the class to pay for its expenses. I have had to cancel and combine a few classes this month. I cancelled two pottery classes and Homeschool Art Adventures. Bre calls the parents and students to see if they would like to move to other classes. If not, we will provide them with a full refund. Skye continues to promote upcoming classes on all our social media.

Hallway Exhibition Program – We took down the artwork of Jean G'Fellers and Christina Neche on August 16. Our next exhibit is with Vickie Fellers. We will compliment Vickie's 2D work with the baskets of Jennifer Dyer. Mrs. Dyer passed away a few years ago. This month I met with Vicki and a friend of Jennifer's to discuss

artwork drop off, installation and reception details. I also wrote a lengthy biography for Jennifer Dyer using a notebook of press releases and information. I also wrote a press release and Paul Harris sent it out to the press.

I had created a schedule for the 2025 exhibitions and had several 2D artists lined up for those spots. During our Fall Market, I specifically asked several 3D artists to fill those spots as well. We now have a full line up of artists and exhibits for next year.

Fall Market – August 23 & 24 – We had a great turnout for the fall market. We had almost 700 people in attendance and over 35 vendors. I had 5 vendors cancel on us within 48 hours of the show which was very disheartening. We have worked for months on this event, and it is always exciting to have every space full. We spend a great deal of time and money on planning and promoting the event. Regardless, we had great vendors and most of everyone seemed happy with their sales for the two days. We do not make a lot of revenue from this event. This event gets 700 people through the doors within two days and hopefully those people will come back and take classes or attend other events here as well. We have a very minimal booth fee and in return we ask the vendors to donate one piece of artwork of \$25 or more to the McKinney Center. We use those donations for our Masterpiece Mingle event which is a big fundraiser for us.

Living Here Exhibition – This is an original exhibition created by our MKC staff. The goal of the exhibit is to show how diverse our community is and the common threads that keep us together. The opening of the exhibit is September 13, 6-8pm. 35 residents will be featured in this documentary exhibition. We hope that the BMA members will attend.

Halloween Exhibition – I have been working on our extremely popular Halloween Exhibition. We have spent this month promoting the call for artists. I have spoken about the exhibit at several media opportunities, and I have invited past and new artists.

StoryTown Programs

Spot on a Hill – Anne will be doing Spot-On-A-Hill, again under the umbrella of the McKinney Center. I have promoted this event via media opportunities. All staff will be helping Anne implement and staff the show each day and night. The McKinney Center will serve as a rain location as well.

StoryTown Radio Show – The August show was wonderful. The theme was “Back to School.” Anne was disappointed in the number of ticket sales, but I thought there was a good crowd especially when compared to previous years.

Month	2023	2024
January	35	0
February	18	125
March	45	98
April	35	71
May	27	78
June	24	111
July	48	78
August	29	63
	261	624

We met as staff to discuss the StoryTown Radio Show 2025 season. We are going to try and sell season passes again, now that our audience numbers are going up. We had also gotten feedback that our chairs were not as comfortable as the seats at ISC. Anne researched and we ordered 100 seat cushions that are 2 inches thick. We will be renting/selling those at every show. We are also

talking to the Visitor's Center about selling them during the Storytelling Festival. We will also give cushions to those that purchase a season pass for 2025.

Jackson Theatre – Anne took the lead on this project during the month of August. MKC staff and I were here to help brainstorm, find last minute actors, and trouble shoot wherever we were needed.

Nancy – was at ISC on August 12. It was sold out.

Heritage Alliance Agreement – I wrote up a memo and recommendation for Glenn to be presented at the August BMA meeting and was present at the meeting if there were any questions or concerns. I made a check request and turned it in to town hall for our first installment of \$2,500 for the rights to Spot on a Hill. I also requested a check to be paid to the Heritage Alliance for their 10% of Nancy, which was approximately \$80.

Historic Marker – We had the unveiling of the marker on August 8, 11am at 136 Bob Jobe Road, Gray, Tennessee, 37615. We had approximately 70 people in attendance. It was a wonderful turn out.

Staff – Isaac Woods, our AmeriCorps Volunteer, has decided to finish his one-year contract in September and not renew it for a second year. I revised the two AmeriCorps position descriptions, had them placed on the town website and on InDeed. We had 7 good resumes, and we interviewed 5 of those individuals. We are recommending two people for the positions and hope to have them in place by September 16 and/or October 1. Our new hosts are doing well and fitting right in.

Marketing – This past month I contacted several TV and radio stations. I went on Daytime Tri Cities on August 9 and August 21 to talk about classes, our Fall Market and upcoming Halloween exhibition. I did the WJHL noon show to talk about all those events. And I did the Jonesborough show on WJCW on August 26 to discuss classes and the Fall Market. And, most recently, I went to Kingsport to be on Dave Light's radio show. Again, we talked about all the happenings here at the McKinney Center.

I wrote a press release for the Dyer/Fellers exhibit that is set to open on September 7. We are promoting all our fall/Halloween events and still promoting classes as much as possible.

Other Tasks:

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend JAMSA meeting.
- Approve AmeriCorps Time Sheets, paperwork, and reports.
- Prepared and coded invoices.
- Sent Gina Course Storm deposit information from classes.
- Attended a free virtual Financial Leadership and Funding Development workshop offered by Brushy Fork Institute at Berea College.
- Attended Supervisor Meeting.
- Created and emailed September 2024 Membership Newsletter
- Working with Skye to organize an Ornament Making workshop
- Sprinkler Test
- Did an employee verification and Reference for former teacher, Zoe Wheeler
- Started planning or Soups and Songs
- Reviewing preservation grants for our windows

- Assisted Gina Larkins with individuals that had outstanding checks.
- Turned in accident report to Lt. Peace regarding Laurie Heirlich who got ill at the McKinney Center during a rehearsal and the ambulance was called.
- Corresponding with a community member regarding a stove donation for our food prep classes.
- Updated information regarding our MLK exhibition with public schools and sent it to the 2 school representatives.
- Assisted and met when needed with the Jackson Theatre Programming Committee and the Rental committee.

Upcoming Events

September 6, 5-7pm - Jennifer Dyer and Vicki Fellers exhibit opening reception.

September 13, 6-8-pm – Living Here Exhibition opening.

September 23, 7pm – StoryTown Radio Show

September 26 – Volunteer Appreciation Dinner

August 2024 Monthly Report, Skye McFarland

Outreach

This month we had in person outreach at the Farmer’s Market and in attending area open houses at schools. We interacted with about 70 at the Farmer’s Market and around 900 attending the Boones Creek Elementary School, Jonesborough Elementary School, Grandview, Sulphur Springs, and Lamar open houses to pass out flyers. At the Farmer’s Market we made wooden bead bracelets and allowed kids to draw on the beads. I created and prepared as well as worked to run this craft. I organized attending the open houses with the principals, recruited staff and volunteers, printed out the flyers, and made sure each location was covered. Our next big outreach event will be UMOJA on September 14th. Online our social media outreach has picked up considerably as we ran ads for classes and the market. We have also been posting a lot about the market, classes, the Halloween exhibit, the Living Here exhibit, the radio show, the historic market, and more. I work each month to schedule and post including scheduling posts through the weekend or if I will not be in the office.

Facebook- Page Followers: 5.3K

Page Following: 66

Instagram- Followers: 1927

Reach: 1998

YouTube- Subscribers: 245

Watch time: 6.8 Hours

New Subscribers: n/a

Month	Number	Digital	Paper	
January		24,573	8,300	32,873
February		11,296	145	11,441
March	850	37135	50	38,035
April	580	30940	40	31560
May	40	29729	100	29869
June	466	18876	20	19362
July	480	20,904		21384
August	970	51,923	9,000	61893
September				0
October				0
November				0
December				0
				246,417

Volunteers

During this month our volunteers worked to help us by donating for the Historic Market Dedication, working at the Open Houses, and StoryTown Radio Show. I worked to recruit these volunteers, contact them before events, and give them instructions. I am also currently working to prepare for

the Volunteer Appreciation dinner that will happen in September. I have ordered decorations and recruited my husband to cook for our cookout. I will be asking for donations and working to ensure we are ready to go with some awards, as well.

January		112	112
February	4	115	119
March	18	116	134
April	36	118	154
May	25.5		25.5
June	61.5	127	188.5
July	30		30
August	17		17
September			0
October			0
November			0
December			0
			780

Diversity & Equity

The Diversity & Equity Committee has not met in August but may try to before this week is over. Regardless I will create an agenda and take minutes from our last meeting.

Conversations That Matter for August was recorded on August 14th featuring our moderators, Brittany Butler and Michelle Treece. I have been trying since that recording to upload that video from my phone onto my computer to edit it. I am still problem solving this. Once I get the large file, I will be able to move forward with editing this episode and getting it up.

Marketing & Miscellaneous

Videos: I continue to work on the Living Here project which requires me to edit 35 videos in entirety. I have done a preliminary edit of each of the videos and have completed two. I am working on a second pass and hope to make headway over the next week. This takes considerable time. I also created a slideshow video of our classes and one for the McKinney Center market that were both used to boost these events on social media. I also created a short advertisement video that included each person from the Living Here exhibit to promote the exhibit.

Photography: I took 35 portraits for the Living here exhibit over the past few months. We received prints this past week and were happy with most. I worked with Isaac and the participants to retake two portraits. I took photos at the Historic Marker event, the Nancy Play, and the McKinney Center Market. Each event that I take photos of I also go through and edit these photos. Once again Kay Grogg took photos at the StoryTown Radio Show and they were great, but I do go through to edit these, as well.

Graphics: I worked this month to create the August Radio show poster, I created the 2024 Spot on the Hill poster from previous graphics. I created a graphic to show the schedule of musicians at the McKinney Center Market. I created a flyer for the upcoming artist exhibition featuring Vicki Fellers

and Jennifer Dyer. I created the graphics for the Living Here: A Portrait of Jonesborough exhibit, as well.

I also worked on getting a meeting together with the Heritage Alliance to begin planning our Halloween Trivia event. I am also meeting with prospective hires for the new AmeriCorps position that will help with outreach.

Breanna Walker-Schadler August Monthly Report- McKinney Center

Special Events & Classes:

The month of August is the start of the Fall 2024 semester at the McKinney Center. All throughout the month, private lessons with Jonathan Edens were held. He had three students with one hour long sessions and four students with half hour long sessions. I sent several emails to his current students to remind them to register for September private lessons. I have finalized his schedule for private lessons during the month of September. His students are taking vocal, guitar, and ukelele. Some of our core classes started in August, and the rest are staggered to start between September and October. Watercolor and Watercolor ONLINE with Sharon Squibb started. Gyrokinesis with Earlene Hopkins on Wednesday nights started as well. The core kids' general art classes, such as Art Adventures, Homeschool Creative Constructions, and Creative Constructions on Thursdays started in late August. Students from the Homeschool Art Adventures class were combined into the Art Adventures and Creative Constructions classes. Robin Castania has decided to teach an advanced level of canning for her continuing students, which started on the last Saturday of August. Neither of Jess Parks Tuesday clay classes had enough students register for the classes to make. We had 142 students in the month of August.

On August 2nd, staff and volunteers went to five school open houses to hand out flyers about classes. I interacted with over 100 students at Grandview Elementary school. On August 8th, the McKinney Center and the Holston Valley Unitarian Universalist Church held the Historic Marker Dedication for the Ford v. Ford marker. There were 70 people in attendance at the ceremony. The McKinney Center held a registration day for classes on August 10th. The play *Nancy* was performed in partnership with Black and White dialogue on August 12th at the International Storytelling Center. There were 105 people in attendance, with a full house and people calling to ask if there is another performance scheduled in the future. The Jackson Theatre film crew filmed at the McKinney Center the morning of August 12th and we had several visitors throughout the week that checked in about filming. We held the McKinney Center Fall Market on August 23rd and 24th. Vendors spent all day Thursday and Friday morning preparing for the event. There were 696 people who came into the center over those two days, making it the most visited fall market to date. The August Radio Show *Back to School* was hosted on August 26th and had 89 people in attendance. We had a total of 1,241 general visitors for the month of August, which includes people who attended special events. We send out monthly newsletters through the McKinney Center newsletter to let them know what events are happening at the McKinney Center during the month. Sometimes we will email reminders throughout the month just to let people know when events are getting close or they are getting ready to end.

Rentals:

During the month of August, the center had six rentals. One rental happened over a two-day period. There were two rentals that were cancelled a week before the date of their event. On August 2nd, the Washington Co. School Board used our auditorium from 8:00-11:30am for a training space for teachers for the new school year. This rental was comped with a \$262.50 value. A member of the town rented classroom 2 on Sunday August 18th for a party and paid a total of \$67.50. A community member rented classroom 2 on Saturday August 17th and Sunday August 18th for a total of \$360.00. The Washington County Sheriff's Office held a training session in the auditorium the morning of August 21st from 9:30-10:30am. It was a comped rental with a value of \$75.00. A community member held a party in classroom 2 on the morning of August 31st for a total of \$135.00. A community member is held a dance the evening of August of August 31st for a total of \$227.50. We had 232 people come for rentals.

During August, we had people book rentals for the month of August and several dances for the spring 2025. I gave several people rental tours, but we only have Sundays available in September which isn't appealing to most renters. We have two rentals in September. One rental is a two-day rehearsal and performance by the Storytelling Guild. Another rental is an all-day special event, a wedding that has been reserved since the beginning of the year. The auditorium is unavailable for rentals a timeframe of two weeks in September due to the Our Living Here exhibition.

Front Desk:

One of the responsibilities of the McKinney Center Manager is to be working at the front desk that people see when they come into the center. One component of that is to greet people as they come into the center and give general customer service. People come in just to tour the building, to get rental tours, to have meetings with staff, and to ask to about/ come to classes. People called the center to buy tickets for events like the August Radio Show and Spot on A Hill, which we sell over the phone.

With fall classes starting, we keep spots for the rosters for classes. Staff give teachers the rosters for the classes and then get them back. I communicate with Roger to make sure all the rooms are ready for classes each day and any special events/rentals.

We had the monthly Advisory Committee meeting on August 15th. We have eleven people in attendance and went over the agenda. We approved the July minutes and approved the ticket price for Soups and Songs. I took notes of the meeting and prepared the meeting minutes to approve of during the September committee meeting.

We have weekly staff meetings in a classroom close to the front desk. As a team, Theresa goes over what has happened, what is happening, and does a general check-in with staff. Isaac and I keep an ear out for the phone and front door as these meetings happen.

MBM Support:

Skye and I worked on a rough design for the Registration Day yard signs and Theresa put in the order with Fosters. Skye and I put the yard signs around town and along 11E. We went to pick them up the following Monday. Skye and I put out the yard signs for the Fall Market. Isaac and I picked them up. I printed out flyers for the Fall Market, the Feller and Dyer exhibition, and *Spot on a Hill* for Isaac to take around businesses downtown. I have assisted several people a day in person and over the phone with classes. Some people went a run down for classes and others need help doing the online registration. I forwarded class information to past students in general, and then did targeted emails for people if they wanted to take a class again.

We finished submitting check requests for the artists who wanted a refund instead of moving to an outside 10x10 booth. Theresa forwarded information to artists letting them know they had been accepted, the rules and guidelines, and how to sign up for setting up time. I touched base with artists via email and phone call to make sure everyone signed up for a set up time. I fielded general calls and questions from vendors before the market started. We had several vendors drop at within the last week, so we adjusted some booth spaces and table spaces. Theresa and I spent time taping off indoor and outdoor vendor spaces based off of her placements. We collected the donations for the Masterpiece Mingle and I sent vendors thank you letters for said donations. I went through visitation data from the past four years to collect data about this market versus past markets. This year's market has the highest attendance to date. We discussed how to approach the market next year.

Christina Nech and Jean G'Fellers artist exhibition ended on August 16. Christina came on Monday to pick up her art that had not sold on Monday morning. She sold two pieces, to Sharon and Nancy. They both had come to pick up their pieces by Tuesday afternoon. I emailed her the art sales excel sheet and we submitted the check request for her portion of the sales. Isaac and I packed up Jeans art and helped put it in her car. We had about thirty people come in just to look at the exhibition. The next artist exhibition is Vicki Fellers and Jennifer Dyers which opens on September 6th. We met with Vicki Fellers and Sue Shanks for a general before the exhibition installation meeting. Vicki sent me her art labels to edit and print out.

With classes starting in late August, it is important to keep up with printing roosters off for each class. Teachers get a copy, and we keep a copy for the McKinney Center front

desk. Isaac and I work together to check in children's classes and to be near the rooms in case teachers need assistance. Theresa and I have been sending off order requests to Sheri for class supplies and collecting reimbursement receipts for supplies teachers have purchased themselves. I worked with Theresa to submit the teacher payment requests for the month of August. We review the teacher contracts and teacher payment excel sheet every week as we combine and cancel classes.

We have seven hosts in total, now that the new hosts have started. The new hosts have completed their shadowing shifts and are now working by themselves. A member of the town remarked how one of the new hosts helped her bring stuff in for her event and how nice the host was. We have the hosts doing one to two shifts per week. I had to adjust the August host schedule after it was released due to some of the rentals cancelling. The September host schedule was sent out late August and has not needed to be changed.

I spent time organizing the August receipts into the operating budget, special program revenue, and special program expenses. We categorize each itemized sheet with the correct budget code, and then add it to our budget excel sheet. This is to keep all of our papers organized for the future. An example of this is using the 2023-2024 operating budget papers and the 2023-2024 budget excel sheet to find a receipt copy of an item with a one year warranty.

Theresa sent out the press release and has several media spots for the Halloweens Haunts & Happenings Exhibition that opens at the center in October. This is our second annual juried Halloween artist exhibition. We have had several submissions, which I keep track of as they come in. We have decided to extend the submission deadline to get more people into the Halloween spirit. I sent an email to artists specifically to submit for this event. We had a team meeting with the annual Halloween Trivia people to go over general information for this years event and made plans to dig deeper into the event in September.

Donations:

We received \$150.00 from a community sponsor for the August radio show.

Isaac Wood – August 2024 Monthly Report - McKinney Center

Living Here – portrait exhibit, with reception on September 13th

- Interviewed last three people for project – brings us to 35 total people
- Selected and ordered photo prints for the portrait exhibit
- Contacted interviewees to invite them to the exhibit reception
- Wrote first draft of title cards for exhibit

McKinney Center:

- Historical Marker
 - Delivered posters to area businesses
 - Printed and cut programs for dedication ceremony
 - Attended and assisted at dedication ceremony
 - Wrote thank you notes to everyone who helped out
- Fall Market
 - Welcomed artists and showed them their booth areas
 - Greeted patrons as they arrived
- Fall Class information
 - Delivered to Washington County school district
 - Attended Jonesborough Elementary School open house to hand out flyers for classes

Story Initiative:

- StoryTown Radio Podcast
 - Voices from the Archive:
 - Found a story about a teacher in the area to use for podcast
 - Edited interview into a story
 - Wrote and recorded narration for the story
 - Went through edits with the staff. Contacted the interviewee who confirmed the story and how we edited it together
 - Posted to podcast apps with episode description and all other information
 - Set up and conducted interview for September's Voices from the Archive
 - Posted July Radio Show to podcast apps w/ accompanying social media
 - Edited audio of a story spotlight and posted with a graphic
- Radio Show
 - Coordinated volunteers during show for concessions stand and ticket table
 - Replenished our supply of popcorn kits
 - Printed off scripts, cut program inserts, helped staff programs
 - Set up tables for concessions and renting seat cushions
 - Delivered Radio Show posters to businesses in JBO

August 2024 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

The "Back to School" show on August 26th was a little lower in attendance, but we still had a half house with 63 tickets sold. McLeod Organics sponsored the August show. Storyteller Simon Brooks was a special guest. The Academics were the musical guests.

- 1) We have currently raised \$3,400.00 in sponsorships for the 2024 season.
- 2) We advertised the August show in the local papers and on the radio. The event was boosted through the StoryTown page.
- 3) The StoryTown Radio Show's seat cushions were available for rental at the August show. We rented six of them. Several people are interested in buying them. We plan to offer them with 2025 season passes. The suggestion was also made to sell them at the Storytelling Festival.
- 4) The play "Nancy" took place on August 12th at the International Storytelling Center to a sold-out house. This was a partnership with Black/White Dialogue and the Heritage Alliance. It generated \$800.40 in ticket sales, \$500.00 in sponsorship, and \$300.00 in donations.
- 5) The 2024 edition of "A Spot on the Hill" is set for Oct 11-12 and 18-19. Tickets are on sale now for all 6 shows. Sales are already going well.

Play in a Week Camp

We received an Arts Build Community grant through the TN Arts Commission for the 2025 summer camp for **\$2,450**. We asked for \$3,500, but any amount helps.

Jackson Theatre Project

Filming took place August 11-16 in and around the Jackson Theatre. The director David Verde plans to return for a few more interviews, but the bulk of the filming is done.

Ford vs Ford Historical Marker

Over 70 people turned out for the unveiling on August 8th. Two errors were found on the marker after it was installed. The state has agreed to fix the marker. It has since been uninstalled and taken back to the garage for repairs. It will be reinstalled at the Holston Valley Unitarian Universalist Church once the corrections are made.

Use of Intellectual Property from Heritage Alliance

An agreement was reached and voted on at the Board of Mayor and Alderman meeting on August 12, 2024. The Heritage Alliance will be paid 10% of the proceeds from the production of "Nancy" on August 12th and the first installment payment for purchase of "A Spot on the Hill" has been made.

Podcast

We continue to post Voices of the Archive, Director's Cut, and StoryTown Radio Show podcasts every month.

Total Downloads: 238 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1.5K

Page Following: 430

Most interacted with Post (non-boosted) – Cast announcement for A Spot on the Hill (1,169 post reach & 50 post engagement), Boosted post for August show tickets reached 6,082 people and had 945-person engagement

Post reach: 10,580

Post engagement: 2,083

New Page Followers: 17

Interactions Reactions: 836

Comments: 72

Shares: 119

Photo views: 359

Link clicks: 40

Instagram last 28 days

Followers: 782

Reach: 2,474 (959 from organic, 1,550 from ads)

Content Interactions: 520

Profile Visits: 41

Link Clicks: 16

The 3 week out post for the August Radio Show had the most attention with a post reach of 461 and 10 likes.

YouTube last 28 days

Subscribers: 18

Views: 8

Watch Time: 0.1

New Subscribers: 0

Impressions: 191

Numbers for Month:

StoryTown Players: 58 (Number of volunteer hours, 122)

Additional StoryTown Volunteers: 3 (Number of volunteers hours, 6)

Interactions: Jackson Theatre Movie Project – 79, StoryTown Radio Show Production Meeting – 2, McKinney Center Advisory Board – 0 (did not make meeting), Marketing Team – No meeting this time, Main St Board – 15, Media – 5, StoryTown Audience – 63, Interviews - 1, Washington Co Schools Teacher Inservice - 50, Nancy Rehearsal - 14, Nancy Show at ISC – 105, Diversity Equity & Inclusion - 6, TN Arts Commission Grant Review Panel – 9, Jackson Theatre Rentals - 3, Nancy Rehearsal – 6, Historic Marker Placement – 70, Jackson Theatre Programming Committee - 6, Misc - 11

Total for Month - 506



TOWN OF JONESBOROUGH

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Street Department

Monthly Report

August 2024

The month of August was a busy month for Street Department Forces. Forces worked on several different projects during the month. With hot and mostly dry weather, Forces achieved good levels of accomplishment on several different project fronts. Forces coordinated w/the demolition contractor on efforts (prep work) to demolish the former Street/Solid Waste facilities/offices. Forces continued work in earnest on the Stage Road Park remodel/upgrade project. Forces loaded and transported back to town property, the historic Shanks Oak tree that had been housed @ Charles Byrd logging for the past year. The tree had been a fixture @ the Shanks residence on W. Main St until falling during a storm/tornado, and was now being transported from Mr. Byrd's lay down yard, back to town property. Forces also provided traffic control for a pair of medium sized special events during the month, including the Pioneer 5k run, as well as the Farm to Table event.

Forces began the month by working in advance of the demolition contractor who would remove/raze the former Street/Solid Waste offices & shop areas. Forces removed any and all remaining tools and project materials, as well as materials from the office areas. Everything from that facility was placed into storage container, tractor trailer etc. Forces then removed (4) large baler machines belonging to the Solid Waste Department. Forces cleaned out all shop areas for both Street and Solid Waste. Forces worked with the contractor to coordinate/schedule sequencing for the work, ensuing utilities to the structures were disconnected and marked so the contractor could easily identify locations of the utilities. The contractor had Street Department assistance in bringing his equipment on site, and staging areas for materials and the contractor's equipment was created. The contractor was amiable to work with, and Street Forces tried to help in support efforts during the razing of the building. After the building was razed, the contractor sorted the materials and eventually began to remove the steel materials. While the contractor continued to do his work, Street Forces shifted gears back to the Stage Road Park project.

Forces loaded and hauled equipment necessary to accomplish the work on the Stage Road Park remodel/upgrade project. Forces used the mini-excavator to remove the now unnecessary rip rap stone from several drainage ditches in the park. Forces loaded and stockpiled the stone for later use, or for later use on another town project. Forces used tractors and mowers to remove overgrown from the stream/spring areas. Forces then

used a backhoe to drag vegetation up and out of the stream bank area, revealing the contours of the bank so grading improvements could be accomplished. Forces then brought in red clay 'fill dirt' for creating a softer more user-friendly bank area around the stream. Forces used equipment and manual labor to remove a large amount of 'rip-rap' stone that had been placed in several ditch lines throughout the park, initially used to stabilize slopes. Since the park grounds have long been stabilized, the rip rap stone was removed (initially used for management of erosion prevention and sediment control). The large stone was removed and stockpiled for later use, or use on another town project in the future. Forces continued to 'work the grade' in several areas, adding red fill dirt, then eventually brown top soil so grass seed could be sown. Forces modified some large drainage swales, softening the look of the park in many areas. Forces removed low hanging tree limbs from several overgrown trees, stockpiling and removing the brush. Forces used equipment to slightly redefine the stream channel, so as to enhance the look of the natural stream which is 'fed' by (3) springs onsite.

Forces had a special project to complete during the middle of the month. The large Shanks Oak tree @ 508 W. Main Street, came crashing to the ground during a violent storm in August 2023. The tree was cut and collected by Charles Byrd, owner of a local logging company. The tree parts had been stored on Mr. Byrd's lay down yard at his logging company since that time. Street Forces were tasked with loading and hauling the tree parts back to town property. Forces worked to clear an area large enough to house the very large tree parts at the brush yard near the Waste Water facility. Forces had to modify a large equipment tractor trailer to accept the two largest sections of tree. Forces used the 'back up' brush truck, to load and haul 6 loads of 'normal sized' tree parts, placing the tree parts on railroad cross ties so the parts would be above the ground hopefully delaying decay. Forces then transported a medium sized bulldozer and our largest telehandler to the Byrd facility, to load the two largest tree trunks. Mr. Byrd calculated the weight of each of the cut-off tree stumps to be in excess of 20,000# for each trunk, the heaviest at nearly 22,000#. Forces carefully maneuvered the tree trunks into place, then loaded. Forces positioned the tree trunks on the trailer so as to achieve the most desirable load bearing spread and stability. The tree trunks were loaded and hauled one at a time. The trunks were secured into place on the trailer, and the bindings were checked/secured multiple times. JPD and Major Higgins played an important role in convoy escort for the slow rolling convoy. A large telehandler was loaded onto a separate tractor trailer and included in the convoy should something go awry during the transportation of the very large tree trunks. Mid trip, the convoy stopped and the binders fastening the tree to the trailer were checked and re-tensioned. The transport of all the tree parts was successful thanks to the efforts of many. The tree parts were set on timbers to keep them off the ground, and then covered to keep the weather and sun from the tree parts. The Shanks tree is now located approximately a city block from where it first sprouted from the ground several hundred years ago.

Forces provided traffic control and flagging/manning posts operation to assist JPD during the Pioneer 5k run event. Forces also provided traffic control and logistics for the Farm to Table event during the month.

As ever, Forces monitored, maintained and repaired the storm water system and drainage inlets and structures throughout town. Forces performed animal control duties as well. Forces responded to debris/trees/limbs in roadway calls during the month. Forces also continued to mow town Right of Ways (ROW's) and to trim/clear vegetation at intersections and from around signage at every opportunity. As an ongoing commitment to motorist's safety and driver information, the Street Department continues a 'sign replacement and upgrade' program. Street Forces continue to bring faded or non-

retroreflective signage up to modern standards set forth by the MUTCD (Federal standard).

There are many more daily maintenance and routine operations the street department undertakes. The Street Department strives to give Town management and the Town's people an excellent return on their investment. The Street Department is happy to serve the town, the leadership, and other departments to provide better, safer roadways, more effective drainage, and safety and support during special events and happenings in town.

Director of Streets
Malcolm Highsmith

Street Department – 1320 – August 2024 Daily Work Record (DWR)

8/1/2024

1. Street Department Forces excavated a ditch to install drainage piping @ Stage Road Park. Forces excavated area, and installed small area drain adjacent to sidewalk near restroom entrances @ Stage Road Park. Forces tied drainage piping into catch basin, and installed drainage piping
2. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
3. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.

8/2/2024

1. Street Department Forces poured concrete shoulder around area drain/catch basin @ Stage Road Park
2. Forces removed 'frozen' bollard caps from Main Street in front of Main Street Café. Forces removed the caps so those (5) bollards could be utilized during upcoming events. This area had seldom been closed off to traffic, so the caps were frozen into place
3. Forces trimmed (2) trees w/low hanging limbs at the request of the Solid Waste Dept.
4. Forces cleaned section of roadway near 124 Old State Rt 34 due to rock/stone being in roadway from new construction in the area
5. Forces shoveled gravel from roadway on Depot St due to washout from recent severe storms
6. Forces inspected/cleaned storm drainage system pre/post recent severe storms

8/5/2024

1. Street Department Forces hauled rented trencher from rental store to be used to trench drainage ditch @ Stage Road Park
2. Forces used skid loader/trencher to trench drainage ditch @ Stage Road Park. Forces laid drainage piping in trench, backfilled and compacted trench. Forces daylighted drainage piping in existing open rip-rap lined collection area. Forces hand dug ditch for drainage piping near existing Bright Ridge buried utility near pavilion @ Stage Road Park. Forces installed drainage piping around pavilion, backfilled trench and daylighted drainage piping @ existing open rip-rap lined collection area
3. Forces loaded and returned trencher (used @ Stage Road Park) to rental yard
4. Forces cleaned glass/debris in 500 block of W. Main Street that had apparently fallen from passing vehicle

8/6/2024

1. Street Department Forces extended 12" HDPE drainage piping @ Stage Road Park. Forces extended the existing pipe that daylighted into the area of the beginning of three springs. Forces backfilled the pipe.
2. Forces worked @ former Street Dept. shop removing tools etc so the existing building could be razed

8/7/2024

1. Street Department Forces continued to remove tools/sign racks/pipe racks etc from existing Street Dept. shop so the building could be razed/removed
2. Forces trimmed tree on W. Jackson for Solid Waste Dept – line of sight issue
Forces trimmed tree @ Oak Grove/W. College for Water Dept – line of sight issue

8/8/2024

1. Street Department Forces used tractor/mower to mow around old scale @ Street Dept facility so demo crew could bring large tractor/trailer/truck hoe onto the site
2. Forces continued readying existing Street Dept/Solid Waste Buildings for demolition

8/9/2024

1. Street Department Forces continued to remove items from existing Street Dept/Solid Waste facilities in advance of demolition. Forces removed cabinetry from the Solid Waste breakroom to be possibly used in the new facility. Forces also removed a stove that could be salvaged/reused.
2. Forces installed sign posts for 'variance signage' for the Building Inspector

8/12/2024

1. Street Department Forces removed and placed into storage, materials/signage/tools from existing Street Dept. shop area, so the building could be razed
2. Forces readied dump trucks to remove broken sidewalk materials @ former Street Dept. facility

8/13/2024

1. Street Department Forces used the large telehandler to remove (4) large cardboard balers from the former Recycle facility. Forces unbolted, rigged and moved (4) large balers and placed into neighboring equipment shed
2. Forces loaded out and hauled broken sidewalk pieces to the JFD training facility adjacent to the JPD firing range. Forces would fill/construct a road bed area so vehicles could circumnavigate the JFD training facility
3. Forces inspected/topped up fluids, and used green Case Dozer to place/pack sidewalk material @ JFD training facility
4. Forces removed the Street Director's office equipment and furnishings to semi trailer @ Fleet Maintenance facility

8/14/2024

1. Street Department Forces trimmed low hanging tree branches adjacent to Town Hall parking area. Forces loaded out and removed the brush to the recycle yard
2. Forces used open broom sweeper to sweep town streets. Forces used the street sweeper to sweep/clean town streets.
3. Forces used Knuckleboom brush truck to pick up brush in a low access area of E. Main Street in assistance to the Solid Waste Dept.
4. Forces used John Deere track hoe to mine red clay @ Waste Water facility. Forces loaded out red clay fill to send to the Stage Road Park project. Forces staged red clay @ Stage Road Park for final placement
5. Forces used traffic control devices to close Main Street from Fox – 2nd Ave for movie shooting @ Jackson Theater area

8/15/2024

1. Street Department Forces loaded and hauled (7) loads of red clay fill dirt to the Stage Road Park project. Forces placed and graded red clay fill dirt on the project.
2. Forces loaded and hauled the CAT skid loader to the Stage Road Park project for use
3. Forces loaded and hauled (3) loads of top soil to the Stage Road Park project
4. Forces removed a portion of a fallen tree from West Hills Drive. Forces cut/removed the section of tree that had fallen onto the road. Forces would return to remove the remainder of the fallen tree

8/16/2024

1. Street Department Forces mined, loaded and hauled (7) loads of red clay fill dirt to the Stage Road Park project for placement. Forces placed and graded red clay fill dirt, as well as previously placed and staged top soil on the project
2. Forces removed broken pieces of asphalt trail @ Stage Road Park, and placed and compacted base stone in the now missing segment of asphalt trail
3. Forces loaded out brush/vegetation/roots from the Stage Road Park project
4. Forces counted and loaded all traffic control devices necessary for the Pioneer 5k race on Saturday

8/17/2024

Saturday

1. Street Department Forces reported in to work the Pioneer 5k race. Forces placed traffic cones from David Crockett High School to 2nd Ave. Forces placed all associated traffic control to close Main Street from Fox – 2nd Avenue and all side streets. Forces placed detour/road closed to thru traffic signage @ Hall Road/Old SR-34, and at Hall Road/Ridgecrest Road. Forces 'manned' a designated post during the 5k race in support of JPD, then removed all traffic control used in the 5k race

8/19/2024

1. Street Department Forces removed rip rap stone from ditches on the Stage Road Park project. Forces moved and stockpiled the large stone for possible reuse on the project
2. Forces used knuckleboom truck to load and remove old pallets from new school property/grounds. The pallets were left from tree plantings. Forces hauled and disposed of the wooden pallets
3. Forces trimmed overgrown low hanging tree limbs near intersection of Ridgecrest road and W. Main Street
4. Forces transported 'plow truck' from plow place to Fleet Maintenance shop for inspection

8/20/2024

1. Street Department Forces trimmed low hanging tree limbs @ Stage Road Park and used brush truck to pick up brush and transport to brush yard for recycling
2. Forces excavated and removed the remainder of rip rap stone from ditches on the Stage Road Park project. Forces stockpiled the rip rap for possible later use
3. Forces cleaned area near sewer plant for placement of Shanks Oak tree
4. Forces trimmed branches from blocking STOP sign @ Franklin Place Drive

8/21/2024

1. Street Department Forces removed materials etc, and cleaned large area near Waste Water facility to house the 'Shanks' Oak tree. Forces cut and removed offending trees, moved stone stockpiles, redefined the leaf collection area etc to make space available to store the large pieces of the Shanks Oak
2. Forces patched potholes on town streets.
3. Forces continued to move materials and equipment @ recycle yard near Waste Water facility so Shanks Oak tree could be housed on town property
4. Forces took the large equipment tractor trailer to Fleet Maint. so steel 'road plates' could be added to the trailer to support the Shanks Oak tree transport move
5. Forces trimmed vegetation around signs on Woodrow Ave to clear line of sight for motorists

8/22/2024

1. Street Department Forces loaded and hauled (5) loads of Shanks Oak tree parts from Charles Byrd logging located on Hwy 11-E
2. Forces used dozer @ the JPD firing range to push off material to create a new road behind the JFD training area
3. Forces loaded and hauled the green Case bulldozer to Charles Byrd logging so the largest portions of the Shanks Oak tree could be loaded and hauled to town property

8/23/2024

1. Street Department Forces loaded the remainder of the 'smaller' Shanks Oak onto knuckleboom/brush truck, and hauled to new lay down yard designated for the storage of the Shanks Oak tree parts
2. Forces loaded the smaller of the two largest cutoff parts of the Shanks Oak tree trunk onto the tractor trailer prepared for the load. Forces loaded and secured the 20,000# tree trunk onto the trailer for transport. Forces were assisted by Major Higgins of JPD as an escort during the slow rolling transport. Forces stopped mid transport to check/secure the bindings. Forces safely transported the large tree stump to the designated storage location at the top of the brush recycle yard and offloaded the stump onto railroad ties so as to keep the stump off the ground. Forces covered the stump to keep it out of the weather/elements
3. Forces used weed eaters to clean scrub vegetation behind the Jackson Theater where fill dirt was placed and grass sown. Forces also used weed eaters to remove tall grass @ Lincoln Park near cell town
4. Forces measured for asphalt placement @ Franklin Place Drive
5. Forces transported snow plow pick-up truck to B & H snow plow to have correct rubber plow blade installed. The truck had been previously transported to Street Dept facility when Forces noticed the rubber blade had not been installed
6. Forces loaded and transported (2) Speed hump signs on road shoulder of New Hope Road. The speed table in that area had been temporarily removed due to subdivision construction. The signs would be replaced when work concluded and the speed table was reconstructed

8/26/2024

1. Street Department Forces loaded and transported the large telehandler to Charles Byrd logging lay down yard. Forces would use the large machine as well as the Case Bulldozer to load the last large portion of the Shanks Oak tree for transport.
2. Forces used equipment and winches to load the 22,000# Shanks Oak tree stump for transport to town property. Forces loaded, positioned on trailer, secured and triple checked positioning on the trailer and all binders before beginning the transportation of the large tree stump. Forces were again assisted by Major Higgins and JPD in escorting the slow rolling convoy of equipment. The large telehandler was loaded onto a separate tractor trailer and transported alongside the large tree stump in case of incident along the trip to town facilities. Forces safely transported the tree and off loaded the tree onto sleepers/dryers to keep the tree from contacting the ground. The stump and the previously transported stump was covered to prevent weathering of the stump
3. Forces loaded and transported the skid loader to the Charles Byrd logging lay down yard to ensure the area where the Shanks Oak stump had been loaded, was in better condition than when loading operations began. Forces also loaded and transported stone to dress up the area where the stumps had previously occupied. Mr. Byrd expressed his satisfaction with clean up efforts done by town forces.
4. Forces loaded green Case bulldozer and transported back to town property

8/27/2024

1. Street Department Forces removed snow plow equipment from Chevy 2500 so new Asst. Street Director could drive this vehicle
2. Forces assisted Solid Waste Department in offloading (9) new trash dumpsters at the Solid Waste yard on Britt Drive
3. Forces picked up damaged animal trap from Mrs. Johnson on Berkley Ct and took her a different trap to use
4. Forces used tractors and mowing equipment to mow Right of Way (ROW) on College St, W. Main St.
5. Forces inspected and started 'path paver' for use in placing asphalt on Franklin Place the following day.

8/28/2024

1. Street Department Forces transported 7.72 tons topping asphalt from WCHD for placement on Franklin Place Drive. Forces prepped the large delaminated area while the asphalt was being transported. Forces loaded and transported the asphalt path paver, asphalt roller and skid loader the Franklin Place for the work. Forces placed and compacted the asphalt after placement
2. Forces repaired Sewer Dept. utility cut in Walnut Grove subdivision. Forces patched potholes on McCoy Circle
3. Forces built make shift roof over dog holding pen @ Street facility
4. Forces used skid loader to clean up 'trash brush' area @ top of hill @ brush yard to assist Solid Waste Forces
5. Forces replaced broken window sash @ Lincoln Park

8/29/2024

1. Street Department Forces used tractors/mowing equipment to mow ROW's on Payne Road, S. Washington, Rocky Hollow, Skyline, N. Cherokee St, Thompson Meadow Ln, Ben Gamble, Persimmon Ridge and Old Boones Crk Rd.
2. Forces mowed ROW shoulder east of Taco Bell entrance on E. Jackson Blvd per Mayor Vest's request
3. Forces mined, loaded and hauled red clay fill dirt to the Stage Road project. Forces stockpiled the red clay fill dirt on the project site

8/30/2024

¼ United Way day

1. Street Department Forces trenched and buried irrigation lines (deeper) in ADA stone surrounding the raised beds @ Lincoln Park. Some of the irrigation lines had not been buried deep enough during placement.
2. Forces transported blue tractor/mower from Fleet Maint following replacement of cutting blades due to one blade being cracked.
3. Forces used tractors/mowers to mow ROW's on Old SR-34/Judge Vines Rd intersection
4. Forces washed/removed dirt from JD mower tractor and sprayed off dust from tractor

Jackson Theatre- Operations Manager

Progress Report for August 5-11, 2024

Staffing:

- Job titles, descriptions and salary have been reviewed and will be on the BMA agenda, 8/12/24.

Programming:

- Continue to work on the Grand Opening weekend of shows (Grand Opening ceremonies will take place November 14-17, 2024), here is how we are shaping up:
 - Thursday evening: VIP/Press/Donor Event with a reception on both floors of Stage Door, welcome from stakeholders and town BMA, first showing of our Jackson Theatre film, live music performance
 - Friday: tours with staff and the Heritage Alliance throughout the day at planned times, first public showing of our Jackson Theatre film with intro from the videographer (David Verde), storytelling performance from Donald Davis, sample StoryTown Radio Show performance on the Jackson Theatre stories collected by Anne Mason, official ribbon cutting
 - Saturday: tours with staff and Heritage Alliance throughout the day at planned times, movies at 10am and 1pm (thoughts on showing the movies from the original grand opening?? That would be “Three is a Family” and “The Kansan”), local band performances at 7:30pm
 - Sunday: afternoon tours with staff and Heritage Alliance, Jonesborough Repertory Theatre to provide a season sampler at 2pm
- We had our Programming Committee meeting on 8/9/24, minutes are attached for review. I will also bring hard copies to Town Hall for Glenn and Kelly since they did not get to attend the meeting.
- Continue to work on programming for November-April for music, movies, comedians, and to work with user groups for programming.

Rentals/User Group Agreements:

- We have rental agreements done for community and users, I will be finalizing the business/non-profit and I will email for review.

Marketing:

- Marketing Committee reviewed and would like to work with local company Creative Cat on website and logo for the theatre. A recommendation was sent, and on 8/9/24 I

received approval from Mr. Rosenoff to go forward with starting work. Hoping to meet the week of August 12th on details.

- Continue to work with David Verde and DV Entertainment on the Jackson Theatre video project that is currently in the works. We will be filming the week of August 12th, even having a mock concert, mock storytelling performance and some footage with a movie and audience for the filming. Tonight, 8/11/24, we are filming voiceover with Donald Davis. A full week of filming is taking place, with mock concerts, narration set up with lights, interviews, etc.

Building Info:

- Copier agreement has been signed and we are awaiting our copier.
- Quote from Cintas was approved by Mr. Rosenoff and I have signed contract.
- Last update on furnishings is arrival around August 19th.

Additional Info:

- Met with Katie and Ryan from the Heritage Alliance. Their staff will be putting together a Jackson Theatre History Tour that we will be able to take and use with our own staff and volunteers. Each tour will end with the Jackson Theatre film shown in the auditorium.

For Next Week:

- Continue to work with Glenn on Stage Door user agreement with JRT.
- Amber- Get keys to Craig Ford and JBO Fire Department for Stage Door.
- Amber- Compile a list of VRBO's and AirBNB's as well as hotels for artists.
- Amber and Glenn- finalize rental forms, user agreements, rental pricing, etc.
- Amber and Cameo- meet with Creative Cat on website
- Amber- meet with Creative Cat on logo
- Continue to work on the Jackson Theatre Video Project
- Amber- sign up for Pollstar (recommendation of Dan Hays)
- Amber and Dan- work on patron surveys
- Amber and Glenn- discuss Blue Mouse Club membership info
- Amber- research and discuss e-newsletter options
- Amber with assistance from Dan & Glenn- research cupholder options
- Amber and Glenn- Discuss options for event security and when needed
- Amber- email Programming Committee minutes, discuss meeting dates, etc.

Jackson Theatre- Operations Manager

Progress Report for August 12-16, 2024

Staffing:

- Approved to advertise for the Assistant Operations Manager position. Technical Director, House Manager, part-time staff to come next.

Programming:

- Continue to work on the Grand Opening weekend of shows (Grand Opening ceremonies will take place November 14-17, 2024), here is how we are shaping up:
 - Thursday evening: VIP/Press/Donor Event with a reception on both floors of Stage Door, welcome from stakeholders and town BMA, first showing of our Jackson Theatre film, live music performance
 - Friday: tours with staff and the Heritage Alliance throughout the day at planned times, first public showing of our Jackson Theatre film with intro from the videographer (David Verde), storytelling performance from Donald Davis, sample StoryTown Radio Show performance on the Jackson Theatre stories collected by Anne Mason, official ribbon cutting
 - Saturday: tours with staff and Heritage Alliance throughout the day at planned times, movies at 10am and 1pm (thoughts on showing the movies from the original grand opening?? That would be "Three is a Family" and "The Kansan"), local band performances at 7:30pm
 - Sunday: afternoon tours with staff and Heritage Alliance, Jonesborough Repertory Theatre to provide a season sampler at 2pm
- Continue to work on programming for November-April for music, movies, comedians, and to work with user groups for programming.
- Attended a meeting with Glenn Rosenoff and Brian Morton to discuss local comedians and comedy clubs to reach out to on programming.

Rentals/User Group Agreements:

- Rental agreements have been emailed for finalization from rental group members. Also sent to Dan Hays for feedback.

Marketing:

- Filming this week with DV Entertainment on the Jackson Theatre Film Project. The filming wrapped up on Friday. Huge thanks to Anne Mason, Janette Gaines, Cameo Waters and many volunteers who helped to make this a reality.

- Organized and attended a meeting with web developers, Creative Cat, to discuss the framework and web needs for the site.

Building Info:

- Copier agreement has been signed and we are awaiting our copier.
- Cintas has been approved and we are awaiting installation.
- Arrange building cleaning before furniture arrival.

Additional Info:

- Attended the August Board of Mayor and Alderman meeting.
- Attended the August supervisors meeting at the Visitors Center.
- Attended a budget meeting with Mr. Rosenoff.
- Attended the monthly JAMSA meeting. Gave updates on the theatre and announced grand opening to the merchants.

For Next Week:

- Continue to work with Glenn on Stage Door user agreement with JRT.
- Amber- sign up for Pollstar (recommendation of Dan Hays).
- Set up security meeting with JBO Police Department.
- Secure David Verde and Donald Davis for Grand Opening.

Jackson Theatre- Operations Manager

Progress Report for August 19-23, 2024

Staffing:

- We have been approved to accept applications for the Assistant Operations Manager position. Applications were received last week, and the link was turned off last Thursday morning. We have lots of quality applicants and are planning interviews next week.

Programming:

- Continue to work on the Grand Opening weekend of shows (Grand Opening ceremonies will take place November 14-17, 2024), here is how we are shaping up:
 - Thursday evening: VIP/Press/Donor Event with a reception on both floors of Stage Door, welcome from stakeholders and town BMA, first showing of our Jackson Theatre film, live performance from Rob Ickes & Trey Hensley.
 - Friday: tours with staff and the Heritage Alliance throughout the day at planned times, first public showing of our Jackson Theatre film with intro from the videographer (David Verde is confirmed), storytelling performance from Donald Davis (Mr. Davis is confirmed), sample StoryTown Radio Show (cast & crew has been confirmed) performance on the Jackson Theatre stories collected by Anne Mason, official ribbon cutting with street closure.
 - Saturday: tours with staff and Heritage Alliance throughout the day at planned times, movies at 10am and 1pm (thoughts on showing the movies from the original grand opening?? That would be "Three is a Family" and "The Kansan"), local band performances at 7:30pm.
 - Sunday: afternoon tours with staff and Heritage Alliance, Jonesborough Repertory Theatre to provide a season sampler at 2pm, sampler will last for around 45 minutes and begin with an introduction from JRT's Artistic Director.
- Continue to work on programming for November-April for music, movies, comedians, and to work with user groups for programming.
 - Currently have lined up 3 concerts with New Frontier Touring Company and am awaiting confirmation on 3 more.
 - Working with Clark Film Buyers on licensing and purchase of movie rights. This will save us some money vs. working with Swank Films on all titles.
 - One big programming change, JRT has decided to move "9 to 5" back to the JRT instead of having it at the Jackson. Jennifer said their board feels they can retain more money from the film by keeping in their own theatre. This leaves "Peter Pan" as the only performance from JRT in the Jackson for the year, and no JRT performances during our first 6 months of programming.

Rentals/User Group Agreements:

- All rental forms and agreements have been finalized. Waiting for Todd Hensley to supply a tech sheet with rental costs to finalize.

Marketing:

- Met with Creative Cat on website and logo possibilities. Cameo Waters and I discussed ticketing and a framework of categories with their representatives. Should have a draft soon.
- Discussed Jackson Theatre logo drawings with Bill Bledsoe. He has a logo he created 14 years ago.
- Social media posts to keep people updated on progress.
- Will soon announce the Grand Opening events.

Building Info:

- Furnishings install will begin on Monday, August 26th.
- Desktop computer installs from Sharp will take place on Friday, August 30th.
- Worked with Rick Duvall to get locks on staff offices.
- Identified all interior signage needs.

Additional Info:

- Submitted budget amendments on Jackson Theatre, non-personnel, to Mr. Rosenoff.
- Organized and attended a meeting with the JBO Police Department to discuss security measures needed for various events at the theatre.
- Attended the Main Street Board Meeting. I gave a wrap up report on the 2024 Jonesborough Days Festival and gave an update on the theatre.
- Coordinated the cleaning of all 4 floors of the theatre to prepare for furnishings installation.

For Next Week:

- Continue to work with Glenn on Stage Door user agreement with JRT.
- Amber- Compile a list of VRBO's and AirBNB's as well as hotels for artists.
- Amber and Glenn- discuss Blue Mouse Club membership info.
- Amber- research and discuss e-newsletter options.
- Amber and Cameo- meet to discuss web needs and finalize logo.
- Amber and Cameo- plan a Marketing Committee meeting to discuss website framework and first phase.
- Need tech sheet from Todd Hensley to finalize rental paperwork.
- Amber- meet with printing companies for interior signage.

Jackson Theatre- Operations Manager

Progress Report for August 26-30, 2024

Staffing:

- We have selected four applicants to interview for the positions. Interviews will take place the week of September 5th.
- Completed job descriptions and list of duties for Jackson Theatre Hosts. These hosts will take box office (ticketing) and concessions positions.

Programming:

- Continue to work on the Grand Opening weekend of shows (Grand Opening ceremonies will take place November 14-17, 2024), here is how we are shaping up:
- Continue to work on programming for November-April for music, movies, comedians, and to work with user groups for programming.
 - Currently have lined up 3 concerts with New Frontier Touring Company and am awaiting confirmation on 3 more.
 - Through some research I found our current projector is not DCI Compliant, which means we may not be able to show newer movies or key/password protected movies. This shouldn't be a problem, as most of the movies we have in mind are classics.
 - Talking with user groups like ETSU and International Storytelling Center on programming options for 2024-2025.
- Had a call with consultant Dan Hays to discuss programming, concessions need, interior signage, etc.

Rentals/User Group Agreements:

- All rental forms and agreements have been finalized. Waiting on Todd Hensley to supply a tech sheet with rental costs to finalize.

Marketing:

- Organized and attended a marketing meeting with Cameo Waters to discuss the wireframe for the website.
- Finalized the logo for the Jackson Theatre with input from the Programming Committee.
- Social media posts to keep people updated on progress.
- Will soon announce the Grand Opening events the week of September 9th.

Building Info:

- Furnishings have arrived and the majority were installed this week. We still have a few items (benches in Stage Door, some accessories and the finalization of our merch wall) to remain.

- Cintas installations for restroom toilet paper, paper towels, hand soaps/lotions, etc. have been completed. Regular maintenance will begin at the end of September, prior to the National Storytelling Festival.
- Continue to work with Sharp on copier installation for the theatre. Also working with Unbound Digital on finalizing all internet/wifi needs in the building.
- Coordinated and attended a meeting with Stafford Custom Graphics on interior signage needs for Stage Door and Jackson Theatre.

Additional Info:

- Submitted budget amendments on Jackson Theatre, non-personnel, to Mr. Rosenoff.
- Completed board memos on additional programming committee members and road closure for the one night during our Grand Opening weekend.
- Attended a Storytelling Festival meeting with Tourism staff to discuss and help a bit with needs for the Old Town Emporium. This was just to confirm they are on track with promotional items, shirt designs, book orders, etc. for the shop.
- Coordinated the cleaning of all 4 floors of the theatre to prepare for furnishings installation.

For Next Week:

- Continue to work with Glenn on Stage Door user agreement with JRT.
- Amber- Continue to compile a list of VRBO's and AirBNB's as well as hotels for artists.
- Amber and Cameo- plan a Marketing Committee meeting to discuss website framework and first phase/ this meeting is planned for 9/9.
- Need tech sheet from Todd Hensley to finalize rental paperwork/ will receive when he returns from vacation.
- Amber- Continue to discuss interior signage with printing companies to ensure the best product.
- Amber and Glenn- conduct interviews for Assistant Operations Manager position.
- Amber- Finalize installation of items from Workspace Interiors.
- Amber- Finalize programming with New Frontier Touring Agency.

Parks and Recreation August 2024

- 1.) Landscape Island on Tiger Way
- 2.) Stage Road Park
- 3.) New Team Members
- 4.) Wetlands Water Park
- 5.) Miscellaneous Updates
- 6.) Local Programming
- 7.) Tiger Park

Landscape Island on Tiger Way

The landscape island located on Tiger Way was revamped in the month of August to match the landscaping at the school albeit the Crepe Myrtle left in the middle from the previous planting. This landscaping creates a more purposeful and cohesive entrance to the school. We look forward to seeing the blooms of Bee Balm and St. John's Wart among the feathery grasses.

BEFORE



AFTER



AFTER



Stage Road Park

Stage Road Park has seen 3 projects come to fruition in August, with at least 3 more planned for the month of September. The pavilion edge was planted with perennial grasses and shrubs to create an element of privacy in the pavilion while offering aesthetic and wildlife value. These plants will also help to stabilize the soil on the slope.

The large globe-like shrubs planted along the front edge of the playground facing the parking lot blocked the view from the playground and appeared unruly. After removal of those shrubs, we have planted native shrubs on the edges and native short grasses in the middle to keep the space open so parents can safely monitor children on the swings from the playground or pavilion. This planting again offers wildlife and aesthetic value.

The large area in the middle of the park has been cleared and backfilled with native soil to allow for planting of trees and grass in September. The backfill has combined the three springs discovered under the brush to form a larger stream running through the park. At the completion, patrons will be able to walk down to the water to allow their children or pets the opportunity to splash around.

We also replaced the old, certified mulch with fresh mulch to ensure that our playground meets the required safety standards. This update helps maintain a safe and enjoyable environment for all children.

The month of September will be a busy month as we look to lay sod and sew grass, fix the fencing on both the playground and tennis court, add a snow guard to the roof of the pavilion to protect the gutters, connect a dead-end trail to the rest of the park via bridge, and repave and seal all trails, tennis courts, and parking lot.

BEFORE



AFTER



BEFORE



AFTER



BEFORE



AFTER



New Team Members

Jody Miller is a new team member on the maintenance side of the department. He has lived in Jonesborough for the better part of his life and going to be a great asset to the team.

Vince Sicca will start on Monday, September 9th. He recently moved to Unicoi, TN after living in Asheville, NC. He comes from Biltmore Estates grounds crew and specializes in turf management and composting. He started the composting department at Biltmore and has mentioned he would love to help the Senior Center start theirs.

We have extended an offer to Julia Hawkins, and she is currently going through her preemployment steps. We hope she can join the team by September 30th. She comes from the TN forestry department.

Wetlands Water Park

Attendance:

In August, we welcomed 4,365 visitors to Wetlands Waterpark, which is 985 more than August 2023—a great sign of our park's continued growth and popularity!

Cafe Sales:

The cafe was busy this month, selling a total of 3,504 items, contributing to **Total Net Sales of \$55,769.35** for August.

Rentals:

We hosted 5 pavilion rentals and 30 facility rentals this month. Additionally, when we had an open party date on August 28th, we offered an open swim for \$5 and attracted 110 attendees, providing a fun opportunity for our community to enjoy the park. We currently have parties booked out till the 3rd weekend of September, so we have elected to keep the pool open on Saturdays and Sundays from 12-5:30p. Should the temperature drop or we find we are not profitable on those dates, we will adjust our schedule.

Park Projects:

We've been hard at work getting Wetlands in better shape! Here's what we've been up to:

- Addressing a water leak at the base of the tube slide
- Replacing faucets in the men's bathroom
- Repainting all steps with yellow grip paint for added safety
- Pressure washing the entrance and clearing the gutters
- Fixing the toilet in the director's office, which is now fully functional

Programming:

- **Paddle Board Yoga:** A unique and calming experience, combining fitness and balance on the water.
- **Lap Swimming:** Dedicated time for swimmers to enjoy the pool for exercise and training.
- **Sensory Swim Night:** A special event designed for individuals with special needs, offering a quieter and more sensory-friendly environment.

Future Plans:

- **New Slide Quotes:** We are in the process of gathering quotes for a potential new slide to bring a fresh, exciting feature to the park.
- **Pump Room Upgrades:** Plans are underway to upgrade the pump room, which will enhance the efficiency and maintenance of our water systems.
- **Pool Heater Repairs:** We are working to fix the pool heater to ensure comfortable water temperatures for guests throughout the season.
- **Beach Volleyball Court Re-Installation:** Our team is also preparing to re-install the beach volleyball court, giving visitors a fun and active space to enjoy.

Miscellaneous Updates

Our team has worked to remove pests that have damaged shrubs within the town and sprayed with organic pesticides to ward against them returning and/or spreading. We also trimmed the shrubs to remove damaged branches and promote new growth.

Wetlands and multiple park playgrounds including Stage Road Park and Persimmon Ridge Playground, have been or are in the process of being pressure washed to maintain the equipment. By keeping up with cleaning the equipment we work to promote its longevity. In addition to equipment maintenance, the parks and recreation department completed two bridge repairs at Barkley Creek Park and the Chuckey Depot.

The Parks and Recreation department is working on a large and comprehensive cleanup of Barkley Creek Park. This project includes cleaning the edges of Barkley Branch, removing invasive, weedy species from shrubs and the creek bank, and limbing trees to un-obstruct the view of the pond from benches on the property. We are also working to fix the water fountain in the pond.

Local Programming

Jonesborough Youth Soccer

Jonesborough Youth Soccer is in full swing with the opening day celebration scheduled for September 5th. They have food trucks, inflatables, and other activities planned. Last year they estimated over 500 people attended this event. Games are slated to begin the middle of September.

Jonesborough Little League

Jonesborough Little League started a fall softball league for those girls wishing to continue their development. Due to shifting Jonesborough Youth Soccer to Persimmon Ridge, we were able to partner with Washington County Schools to allow them to play and practice at Grandview Elementary this fall.

Tiger Park

Progress update to be provided by Rachel Conger.

2024 BUILDING PERMITS REPORT

	# PERMITS	AMOUNT	FEES	NEW HOUSES	COMMERCIAL	RENOVATIONS			ADDITIONS	SIGNS
						PLUMBING	MECHANICAL	MISCELLANEOUS		
January	9	2,995,200.00	16,743.60	9	0	0	0	0	0	0
February	7	481,740.74	2,392.01	1	1	4			1	1
March	9	4,515,000.00	24,832.50	6	1	2		0	0	0
April	16	2,595,000.00	14,484.50	12	1	3		0	0	0
May	18	3,010,015.00	16,912.47	11	0	6		0	0	1
June	18	3,181,275.00	17,998.04	8	2	5		1	2	2
July	38	7,507,021.00	41,348.32	30	29	6		1	2	2
August	46	9,561,667.00	52,790.70	44	0	2		0	0	0
September										
October										
November										
December										
TOTALS	161	\$33,846,918.74	\$187,502.14	121	34	28		2	6	6

	<u>Monthly Total</u>	<u>Year-To-Date</u>
New House Permits	9,511,703.00	\$31,385,954.00
New House Permit Fees	52,314.50	\$172,894.15
Commercial Permits	0.00	\$1,970,345.74
Commercial Permit Fees	0.00	\$7,974.59
Renovations, Additions Permits	49,964.00	\$490,619.00
Renovations, Additions Permit Fees	476.20	\$3,633.40

**TOWN OF JONESBOROUGH
2024 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	CONSTRUCTION	COST	FEE
August	7/30/24	Aaron Gilreath	119 Lorena Ln	New Home	200,000.00	1,100.00
	7/30/24	Aaron Gilreath	137 Lorena Ln	New Home	200,000.00	1,100.00
	7/30/24	Aaron Gilreath	183 Lorena Ln	New Home	200,000.00	1,100.00
	7/31/24	Buckingham Development	930 Daybreak Crest	New Home	372,000.00	2,046.00
	7/31/24	Buckingham Development	926 Daybreak Crest	New Home	385,000.00	2,117.50
	7/31/24	Buckingham Development	431 Middays Rest	New Home	433,000.00	2,381.50
	7/31/24	Buckingham Development	409 Middays Rest	New Home	433,000.00	2,381.50
	7/31/24	Buckingham Development	321 Azure	New Home	350,000.00	1,925.00
	7/31/24	Buckingham Development	337 Azure	New Home	380,000.00	2,090.00
	7/31/24	Buckingham Development	345 Azure	New Home	365,000.00	2,007.50
	7/31/24	Buckingham Development	346 Azure	New Home	425,000.00	2,337.50
	7/31/24	Buckingham Development	350 Azure	New Home	345,000.00	1,897.00
	8/8/24	D R Horton	1096 Saylor's Pl	New Townhome	136,529.00	751.00
	8/8/24	D R Horton	1098 Saylor's Pl	New Townhome	136,529.00	751.00
	8/8/24	D R Horton	1100 Saylor's Pl	New Townhome	136,529.00	751.00
	8/8/24	D R Horton	1102 Saylor's Pl	New Townhome	136,529.00	751.00
	8/8/24	D R Horton	1104 Saylor's Pl	New Townhome	136,529.00	751.00
	8/8/24	D R Horton	1106 Saylor's Pl	New Townhome	136,529.00	751.00
	8/8/24	D R Horton	1108 Saylor's Pl	New Townhome	136,529.00	751.00
	8/9/24	W Pat Weber, III	725 Twilight Falls	New Home	420,000.00	2,310.00
	8/9/24	W Pat Weber, III	739 Twilight Falls	New Home	408,000.00	2,244.00
	8/12/24	Wolfe Development	1111 Cherry Ridge Dr	New Home	200,000.00	1,100.00
	8/12/24	Wolfe Development	1113 Cherry Ridge Dr	New Home	200,000.00	1,100.00
	8/12/24	Wolfe Development	1110 Miller Dr	New Home	240,000.00	1,320.00
	8/12/24	Wolfe Development	421 Flintlock Trail	New Townhome	150,000.00	825.00
	8/12/24	Wolfe Development	423 Flintlock Trail	New Townhome	150,000.00	825.00
	8/12/25	Wolfe Development	425 Flintlock Trail	New Townhome	150,000.00	825.00
	8/12/24	Wolfe Development	427 Flintlock Trail	New Townhome	150,000.00	825.00

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2023				YEAR - 2024			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	5	350,900.00	1,929.95	January	9	2,995,200.00	16,743.60
February	12	2,031,200.00	11,171.60	February	7	481,740.74	2,392.01
March	35	3,776,990.00	23,648.20	March	9	4,515,000.00	24,832.50
April	13	284,035.04	1,662.20	April	16	2,595,000.00	14,484.50
May	25	2,322,195.00	12,791.70	May	18	3,010,015.00	16,912.47
June	32	2,278,158.00	12,529.92	June	18	3,181,275.00	17,998.04
July	36	109,225.15	600.74	July	38	7,507,021.00	41,348.32
August	55	2,021,948.00	10,378.69	August	46	9,561,667.00	52,790.70
September	No Report - Due to Resignation of Building Inspector						
October	31	643,786.00	3,755.25	October			
November	55	5,573,016.00	30,769.02	November			
December	5	1,090,173.54	6,270.80	December			
TOTALS	304	\$20,481,626.73	\$115,508.07	TOTALS	161	\$33,846,918.74	\$187,502.14

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: September 9, 2024 AGENDA ITEM #: 7

SUBJECT: Declaration of Town Equipment as Surplus

BACKGROUND:

The Wastewater, Solid Waste, and Senior Center Departments are requesting that the attached "GovDeals Liquidation Requests BMA Meeting 9/9/2024" be approved by the BMA to surplus the items presented.

RECOMMENDATION:

Approve the items for surplus as identified in the "GovDeals Liquidation Requests BMA Meeting 9/9/2024", as presented.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

GovDeals liquidation Requests



Sewer Department

2 boxes that are rusty inside and out.



Solid Waste Department

1 roll-off container. Very rusty, most all supports on sides rusted in two. Floor is rusted thin, wheels are worn flat on one side and door locking hardware is damaged. Rebuild costs would be significant.



Senior Center

The refrigerator has a bad compressor.

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: September 9, 2024 AGENDA ITEM #: 8

SUBJECT: Special Event – 2024 Christmas Holiday Events

BACKGROUND:

Director of Special Events Susan McKinney has provided a detailed memorandum on the 2024 Christmas in Olde Jonesborough events and requested street closure. The memorandum states the following regarding the event:

The Town will be hosting the annual Christmas in Olde Jonesborough event series on Friday, November 29 from 3:00 p.m. until 8:00 p.m., and each Saturday from November 30 to December 21 from 11:00 a.m. to 3:00 p.m. The weekly event will offer a variety of family friendly activities and extended holiday shopping hours. Santa will also be on site at the downtown Courthouse each Saturday for pictures and visits with children. Children can bring their letters to Santa and drop them off in the mailbox by December 15 and receive a reply from the North Pole. The Christmas Market will also be set up each week on the Plaza of the International Storytelling Center featuring handmade crafts, jewelry, home décor, and holiday items. Free gift-wrapping will be offered inside the Storytelling Center on any purchases made in Downtown Jonesborough during the Saturday events. The Lighted Christmas Parade will travel through the festively decorated historic district from Boone Street to Main Street. With the increase in event attendees and the issue of our restaurants running out of food during high traffic events, we would like to have the option of inviting food trucks each Saturday.

The series will kick off Friday November 29 with **Shop Small Friday**, which will officially be from 4:00 p.m. through 6:00 p.m. The annual **Lighting of the Tree** programming will begin at 6:00 p.m. We will offer various activities, a movie, treats, and we will host the Cheermeister Competition. We are checking with the local school group to see if they will be available to perform music leading up to the official lighting of the Spruce beside the Washington County Courthouse on Main Street.

Whoville and Small Business Saturday on Saturday, November 30 from 11:00 a.m. to 3:00 p.m. complete with the Grinch and other characters making appearances around town. We will set up a sound system with holiday music for shoppers and strollers, as well as S'more roasting, face painting, and Santa with his sleigh.

Christmas in Olde Jonesborough continues Saturday, December 7 with **Doggone Christmas** from 11:00 a.m. to 3:00 p.m. Participants can bring their furry friends for pictures with Santa, treats and check out the pet-friendly items at the Christmas Market. At 12:00 p.m. there will be contests including Ugliest Christmas Dog Sweater, Best Holiday Costume and Pet/Owner Lookalike. Donations will also be accepted for the Washington County Humane Society or Animal Shelter Foundation.

Santa's Christmas Village will take place on December 14 from 11:00 a.m. to 3:00 p.m. throughout town. Attendees will enjoy pictures with Santa, cookie decorating, children's storytelling, Santa Mart, games and more are planned at the Visitors Center, Storytelling Center and other areas of downtown.

The much-anticipated **Jonesborough Lighted Christmas Parade** will take place that evening starting at 6 p.m. The parade will travel through the festively decorated historic district from Boone Street to Main Street.

The series wraps up on December 21 from 11:00 a.m. to 3:00 p.m., with the **Christmas Church Tour**. Participants will tour participating churches in the downtown historic district, see their beautifully decorated sanctuaries and enjoy music, handbells and more. Participants can grab a guide at the International Storytelling Center and the Visitors Center to begin the tour.

Street Closure

We are requesting street closure for Friday afternoon and evening of November 29, and each Saturday, except for December 21st. Main Street will need to be closed from the intersections of Main St. and Fox St. to Main St. and Second Ave. as follows:

November 29 from 3:00 p.m. to 8 p.m. for Shop Small Friday and the Lighting of the Tree.

November 30 from 10 a.m. to 4 p.m. for Whoville, Small Business Saturday.

December 7 from 10 a.m. to 4 p.m. for Doggone Christmas.

December 14 from 10 a.m. to 8:30 p.m. for Santa's Christmas Village and the Christmas Parade. The following streets will need to be closed for the parade route. The route will begin at the intersection of Boone Street and Hwy 11E, along Boone Street and then from the intersection with E. Main Street up to N. Washington Ave. to 11E. In addition, we would like to request one lane of the east-bound lane of 11E from Boone Street to Forest Ave. be closed for the duration of the event to allow parade participant traffic to travel from the staging area at Jonesborough Middle School to downtown.

RECOMMENDATION:

Approve for the Town to hold the "Christmas in Olde Jonesborough" to be held between November 29th through December 21st, 2024, and to include the requested street closures as presented above and including the attached memorandum from Director of Special Projects Susan McKinney, as presented.

MEMO

To: Glenn Rosenoff, Town Administrator
From: Susan McKinney, Director of Special Events
Date: August 27, 2024
RE: Christmas in Olde Jonesborough Events and Street Closure Request

The Town will host the annual Christmas in Olde Jonesborough event series on Friday, November 29 from 3:00 p.m. until 8:00 p.m., and each Saturday from November 30 to December 21 from 11:00 a.m. to 3:00 p.m. The weekly event will offer a variety of family friendly activities and extended holiday shopping hours. Santa will also be on site at the downtown Courthouse each Saturday for pictures and visits with children. Children can bring their letters to Santa and drop them off in the mailbox by December 15 and receive a reply from the North Pole. The Christmas Market will also be set up each week on the Plaza of the International Storytelling Center featuring handmade crafts, jewelry, home décor, and holiday items. Free gift-wrapping will be offered inside the Storytelling Center on any purchases made in Downtown Jonesborough during the Saturday events. The Lighted Christmas Parade will travel through the festively decorated historic district from Boone Street to Main Street. With the increase in event attendees and the issue of our restaurants running out of food during high traffic events, we would like to have the option of inviting food trucks each Saturday.

The series will kick off Friday November 29 with **Shop Small Friday**, which will officially be from 4:00 p.m. through 6:00 p.m. The annual **Lighting of the Tree** programming will begin at 6:00 p.m. We will offer various activities, a movie, treats, and we will host the Cheermeister Competition. We are checking with the local school group to see if they will be available to perform music leading up to the official lighting of the Spruce beside the Washington County Courthouse on Main Street.

Whoville and Small Business Saturday on Saturday, November 30 from 11:00 a.m. to 3:00 p.m. complete with the Grinch and other characters making appearances around town. We will set up a sound system with holiday music for shoppers and strollers, as well as S'more roasting, face painting, and Santa with his sleigh.

Christmas in Olde Jonesborough continues Saturday, December 7 with **Doggone Christmas** from 11:00 a.m. to 3:00 p.m. Participants can bring their furry friends for pictures with Santa, treats and check out the pet-friendly items at the Christmas Market. At 12:00 p.m. there will be contests including Ugliest Christmas Dog Sweater, Best Holiday Costume and Pet/Owner Lookalike. Donations will also be accepted for the Washington County Humane Society or Animal Shelter Foundation.

Santa's Christmas Village will take place on December 14 from 11:00 a.m. to 3:00 p.m. throughout town. Attendees will enjoy pictures with Santa, cookie decorating, children's

storytelling, Santa Mart, games and more are planned at the Visitors Center, Storytelling Center and other areas of downtown. The much-anticipated **Jonesborough Lighted Christmas Parade** will take place that evening starting at 6 p.m. The parade will travel through the festively decorated historic district from Boone Street to Main Street.

The series wraps up on December 21 from 11:00 a.m. to 3:00 p.m., with the **Christmas Church Tour**. Participants will tour participating churches in the downtown historic district, see their beautifully decorated sanctuaries and enjoy music, handbells and more. Participants can grab a guide at the International Storytelling Center and the Visitors Center to begin the tour.

Street Closure

We are requesting street closure for Friday afternoon and evening of November 29, and each Saturday, with the exception of December 21st. Main Street will need to be closed from the intersections of Main St. and Fox St. to Main St. and Second Ave. as follows:

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Kind regards,
Susan McKinney

Christmas in Olde Jonesborough 2024 Special Event Attachment

1. **Hold Harmless Agreement-** Not required since this is a Town event

2. **List of pre-events and post-events**

3. **Map with city streets-** See attached

4. **Outline of your publicity plan-**

Event organizers will work closely with the Marketing team and will utilize the below forms of marketing to promote the event.

- **Press Releases**

Press releases and announcements will be written by the Marketing Team and reviewed by the Team as a whole. This will then be distributed to all media outlets.

- **Social Media**

Will be the primary source of marketing. This platform will be utilized throughout the season and handled by the Marketing Team.

- **Website**

Creation and updates are made by the Website and Marketing Specialist. We will utilize jbochristmas.com, jonesboroughtn.org and jonesborough.com

- **Post Event Publicity**

The Marketing Team will send out post event press releases and create post event social media posts.

- **Media Relations**

The Marketing Team has a strong relationship with the local media and will schedule media interviews as deemed necessary.

- **Printed Pieces**

Thousands of programs will be printed and made available online. These are distributed throughout Town, during the events, and in the surrounding areas.

5. Security Plan

We are requesting public safety, street department, and Parks and Rec. assistance with street closure.

Parking

A. Handicap Parking- Visitor's Center parking lot, spaces next to the Christian Church on Fox Street and spaces in front of Boone Street Market and the Visitors Center parking lot beside the sidewalk

B. Vendor Parking- Parson's Table, Courthouse Parking Lot and UT Extension Lot

- C. Downtown Merchant Parking- Parson's Table, Courthouse Parking Lot and UT Extension Lot
- D. Theatre Parking- behind the Jonesborough United Methodist Church

6. **Emergency Plan-** We will leave 15' on Main Street and beside the Courthouse for emergency vehicles passing and staff will have EMS contact on hand.

7. **Event Sponsors List-** We will have a complete list of sponsors available 30 days prior to event.

8. **Proof of your liability insurance-** This is a town sponsored event and is covered by our TML policy.

9. **Anticipated vendors and concession booth list:** Craft Vendors are being finalized. List will be provided 48 hours prior to event. We are looking to have 6-12 craft vendors and up to 3 food vendors.

10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.**

- B. Activities will be setup each weekend by the Tourism Department with assistance from Parks and Rec. as needed.
- C. Small sound system will be set-up on the courthouse steps each Saturday.

11. **Clean-up Plan-** Jonesborough Public Works and Street Departments will clean streets and collect garbage each night. Town employees will provide assistance cleaning during festival hours.

12. **Street Closure**

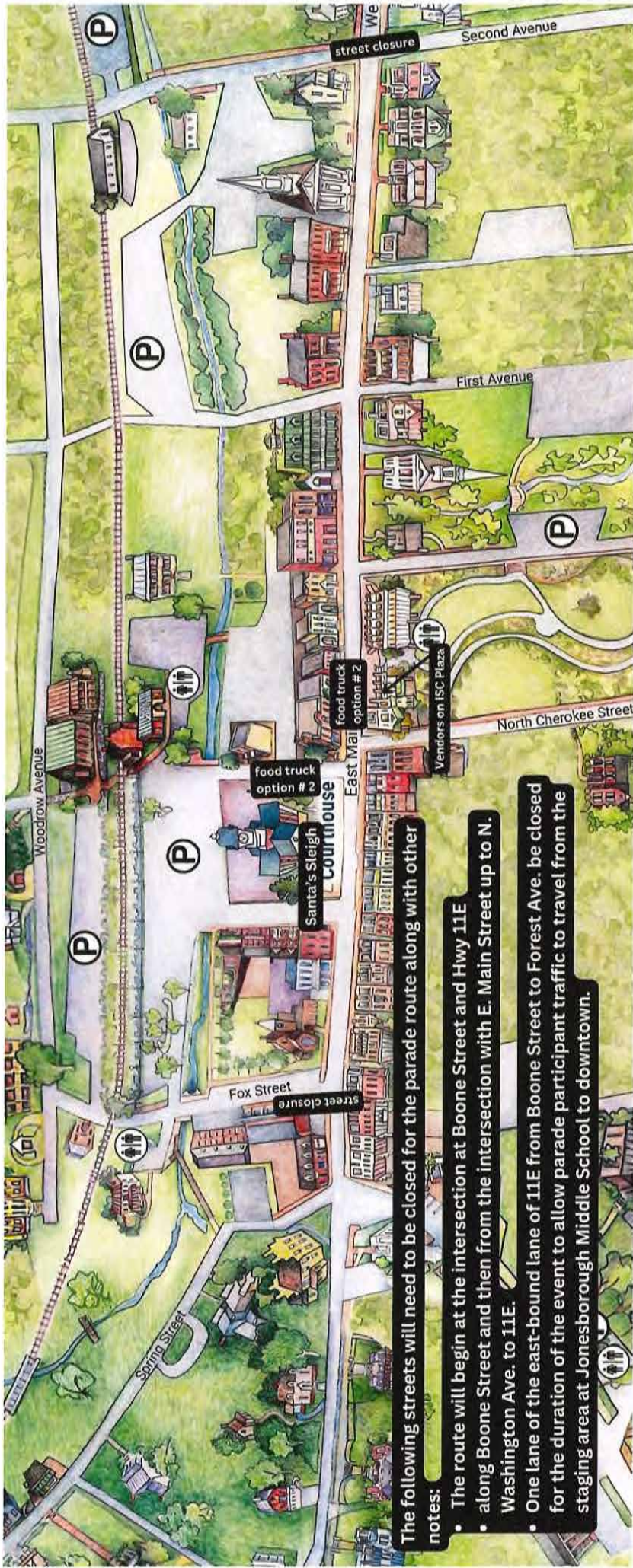
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The following streets will need to be closed for the parade route along with other notes:

- The route will begin at the intersection at Boone Street and Hwy 11E
- along Boone Street and then from the intersection with E. Main Street up to N. Washington Ave. to 11E.
- One lane of the east-bound lane of 11E from Boone Street to Forest Ave. be closed for the duration of the event to allow parade participant traffic to travel from the staging area at Jonesborough Middle School to downtown.

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: September 9, 2024 AGENDA ITEM #: 9

SUBJECT: Jackson Theatre Grand Opening Event

BACKGROUND:

Jackson Theatre Operations Manager Amber Crumley has provided a detailed memorandum on the Jackson Theatre Grand Opening. The memorandum states the following:

We are planning our official Grand Opening at the Jackson Theatre for Thursday, November 14th - Sunday, November 17th. Each evening, we plan to have a different type of performance, to showcase the diversity of programming that we can have within our facility.

With the Grand Opening, I would also like to host a ribbon cutting before the evening's festivities, so I would like to request road closure from Fox Street to 2nd Avenue for Friday, November 15th from 5:15pm-10pm. During this time, we will host a ribbon cutting, around 6pm, then prepare for our events that evening at 7pm. The plan would be to have the street closure begin at 5:15pm for the 6pm ribbon cutting. I would like the streets to remain closed until the evening's events are over, around 10pm. In front of the theatre, I would like to have antique cars lining the street, similar to what we had during the filming project. I am asking these cars to arrive at 5:30pm to be parked across the street from the theatre. I am also thinking about lining up photo opportunities for the evening, with a photographer out front to get people's photos in front of the marquee. It should be a fun night, and I appreciate the Jonesborough Police Department, Street Department and Parks & Rec Department in helping us make this a special opening weekend.

The main request is road closure for the ribbon cutting ceremony on Friday, November 15th from 5:15pm – 10pm from Fox Street to 2nd Avenue.

RECOMMENDATION:

Approve the Jackson Theatre Grand Opening event including road closure for the ribbon cutting ceremony on Friday, November 15th from 5:15pm – 10pm from Fox Street to 2nd Avenue, as presented.

Memo

To: Glenn Rosenoff, Town Administrator
From: Amber Crumley, Operations Manager, Jackson Theatre
Date: August 29, 2024
Re: Jackson Theatre-Grand Opening

We are planning our official Grand Opening at the Jackson Theatre for Thursday, November 14th - Sunday, November 17th. Each evening, we plan to have a different type of performance, to showcase the diversity of programming that we can have within our facility.

With the Grand Opening, I would also like to host a ribbon cutting before the evening's festivities, so I would like to request road closure from Fox Street to 2nd Avenue for Friday, November 15th from 5:15pm-10pm. During this time, we will host a ribbon cutting, around 6pm, then prepare for our events that evening at 7pm. The plan would be to have the street closure begin at 5:15pm for the 6pm ribbon cutting. I would like the streets to remain closed until the evening's events are over, around 10pm. In front of the theatre, I would like to have antique cars lining the street, similar to what we had during the filming project. I am asking these cars to arrive at 5:30pm to be parked across the street from the theatre. I am also thinking about lining up photo opportunities for the evening, with a photographer out front to get people's photos in front of the marquee. It should be a fun night, and I appreciate the Jonesborough Police Department, Street Department and Parks & Rec Department in helping us make this a special opening weekend.

Please feel free to reach out if you have any questions.

Thanks

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: September 9, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report

Attached for your review are the preliminary August, 2024 Financial Operating Statements:

	Current Year		Prior Year	
	August	YTD	August	YTD
GENERAL FUND				
Revenues	519,907	1,393,798	567,490	1,257,142
Expenditures	788,614	1,772,130	781,944	1,484,722
Rev. Over/(Under) Exp.	(268,707)	(378,332)	(214,454)	(227,580)
SOLID WASTE FUND				
Revenues	70,469	153,129	73,594	149,479
Expenditures	54,571	86,175	59,704	102,135
Rev. Over/(Under) Exp.	15,898	66,954	13,890	47,344
JACKSON THEATRE FUND				
Revenues	-	-	-	-
Expenditures	13,504	25,563	-	-
Rev. Over/(Under) Exp.	(13,504)	(25,563)	-	-
K-8 CAPITAL PROJECT FUND				
Revenues	-	-	396,224	396,224
Expenditures	-	-	396,224	878,570
Rev. Over/(Under) Exp.	-	-	-	(482,346)
HRA INTERNAL SERV. FUND				
Revenues	8,921	11,580	-	5,790
Expenditures	4,250	8,409	-	16,580
Rev. Over/(Under) Exp.	4,671	3,171	-	(10,790)
WATER/SEWER FUND*				
Revenues	880,993	1,995,753	1,621,739	2,424,958
Expenditures	640,589	1,365,129	1,044,069	2,473,196
Rev. Over/(Under) Exp.	240,404	630,624	577,670	(48,238)
DRUG FUND				
Revenues	564	752	6,183	6,192
Expenditures	2,000	2,000	2,000	2,000
Rev. Over/(Under) Exp.	(1,436)	(1,248)	4,183	4,192

Water/Sewer Fund includes water line expenditures and other capital spending that will be reclassified to fixed assets at year-end

Fund : 110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	
					Unrealized	% Unrealized
31100	Property Taxes (Current)	0.00	(2,116.00)	(12,009.00)	(12,009.00)	No Budget
31310	Inter And Penalty On Prop Taxes (Current)	0.00	(507.69)	(1,415.41)	(1,415.41)	No Budget
31600	Local Option Sales Tax	0.00	(252,570.61)	(491,964.69)	(491,964.69)	No Budget
31710	Wholesale Beer Tax	0.00	(20,487.40)	(38,937.95)	(38,937.95)	No Budget
31720	Wholesale Liquor Tax	0.00	(10,874.15)	(21,220.25)	(21,220.25)	No Budget
31800	Business Taxes	0.00	(30.00)	(4,941.27)	(4,941.27)	No Budget
31870	Hotel/Motel Tax	0.00	0.00	(6,759.76)	(6,759.76)	No Budget
31912	Cable TV Franchise Tax	0.00	(31,993.69)	(32,720.75)	(32,720.75)	No Budget
32610	Building Permits	0.00	(53,092.67)	(98,000.99)	(98,000.99)	No Budget
32661	Rezoning/Plan Review/Variance Fee	0.00	(2,440.00)	(4,030.00)	(4,030.00)	No Budget
33491	State Revenue	0.00	(1,106.50)	(1,106.50)	(1,106.50)	No Budget
33510	State Sales Tax	0.00	0.00	(63,020.48)	(63,020.48)	No Budget
33535	State Telecommunication Tax	0.00	0.00	(479.02)	(479.02)	No Budget
33536	State Local Occupancy Tax	0.00	0.00	(728.07)	(728.07)	No Budget
33540	State Alcoholic Beverage Tax	0.00	0.00	(1,525.04)	(1,525.04)	No Budget
33550	State Street Aid	0.00	0.00	(17,937.72)	(17,937.72)	No Budget
33552	State-City Streets And Transportation	0.00	0.00	(1,082.45)	(1,082.45)	No Budget
33570	State Maintenance Reimbursement	0.00	0.00	(2,482.17)	(2,482.17)	No Budget
38101	Title IIIB Transportation	0.00	(1,000.00)	(1,000.00)	(1,000.00)	No Budget
38102	Service Coordination Funds	0.00	(3,662.24)	(3,662.24)	(3,662.24)	No Budget
38104	United Way Funding	0.00	0.00	(1,500.00)	(1,500.00)	No Budget
38106	Health Promo & Class Revenue	0.00	(1,570.00)	(6,766.00)	(6,766.00)	No Budget
38107	Rental Revenue	0.00	0.00	(120.00)	(120.00)	No Budget
38108	Membership Dues	0.00	(5,960.00)	(6,073.63)	(6,073.63)	No Budget
38109	My Ride Fees	0.00	(585.00)	(585.00)	(585.00)	No Budget
38110	Veterans War Memorial Project	0.00	25.00	(50.00)	(50.00)	No Budget
38114	Washington County Fire Funds	0.00	(33,750.00)	(33,750.00)	(33,750.00)	No Budget
38117	Visitor Center - Auditorium Rent	0.00	(595.00)	(1,563.21)	(1,563.21)	No Budget
38118	Visitor Center Gift Shop	0.00	(145.53)	(4,311.28)	(4,311.28)	No Budget
38119	Visitor Center Miscellaneous	0.00	1,119.44	(13,214.52)	(13,214.52)	No Budget
38120	Visitor Center - Special Program	0.00	(6.22)	598.14	598.14	No Budget

16.67%

Fund : 110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative		% UnRealized
					Unrealized	% UnRealized	
38122	Recreation Events/Special Program	0.00	0.00	(100.00)	(100.00)	No Budget	16.67%
38125	Music On The Square Revenues	0.00	(2,114.29)	(6,696.35)	(6,696.35)	No Budget	
38127	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budget	
38127	00010 Repertory Theatre/Jpac	0.00	0.00	160.00	160.00	No Budget	
38127	00017 Repertory Theatre/Jpac	0.00	0.00	15,177.16	15,177.16	No Budget	
38127	00018 Repertory Theatre/Jpac	0.00	3,277.34	(2,023.50)	(2,023.50)	No Budget	
38127	00020 Repertory Theatre/Jpac	0.00	(1,500.00)	(2,840.00)	(2,840.00)	No Budget	
38127	00021 Repertory Theatre/Jpac	0.00	(1,500.00)	(2,840.00)	(2,840.00)	No Budget	
38127	00022 Repertory Theatre/Jpac	0.00	(233.22)	(6,038.60)	(6,038.60)	No Budget	
38127	00023 Repertory Theatre/Jpac	0.00	(896.75)	(736.75)	(736.75)	No Budget	
38127	00024 Repertory Theatre/Jpac	0.00	0.00	160.00	160.00	No Budget	
38127	00025 Repertory Theatre/Jpac	0.00	0.00	160.00	160.00	No Budget	
38127	00026 Repertory Theatre/Jpac	0.00	0.00	(2,840.00)	(2,840.00)	No Budget	
38127	00100 Repertory Theatre/Jpac	0.00	786.06	(748.40)	(748.40)	No Budget	
38127	00200 Repertory Theatre/Jpac	0.00	6,450.77	10,721.86	10,721.86	No Budget	
38128	Jrt Players Education Program	0.00	197.88	(2,112.25)	(2,112.25)	No Budget	
38130	Story Town Radio Show Revenue	0.00	(288.00)	(1,562.30)	(1,562.30)	No Budget	
38131	Jrt Don Squibb Scholarship Progra	0.00	1,000.00	1,750.00	1,750.00	No Budget	
38133	Main St.Brews & Tunes Revenues	0.00	(720.00)	(820.00)	(820.00)	No Budget	
38134	Main St.Jonesborough Days Revenue	0.00	(49.36)	(13,216.17)	(13,216.17)	No Budget	
38135	Season Passes	0.00	0.00	(917.58)	(917.58)	No Budget	
38136	Facility Rental	0.00	(6,268.75)	(17,826.05)	(17,826.05)	No Budget	
38137	Daily Admissions	0.00	(35,237.97)	(147,180.27)	(147,180.27)	No Budget	
38138	Concessions	0.00	(8,999.28)	(42,988.53)	(42,988.53)	No Budget	
38141	Snowball Sales	0.00	(248.75)	(1,141.49)	(1,141.49)	No Budget	
38142	Swim Lessons/Cpr Training	0.00	0.00	(117.27)	(117.27)	No Budget	
38143	Police Fines	0.00	(13,330.00)	(31,477.85)	(31,477.85)	No Budget	
38144	Police Fines - Cameras	0.00	(6,984.65)	(17,998.59)	(17,998.59)	No Budget	

Fund : 110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	
					Unrealized	% Unrealized
38145	General Sessions Court Fines	0.00	(233.22)	(233.22)	(233.22)	No Budget
38146	Litigation Tax	0.00	(547.02)	(2,110.92)	(2,110.92)	No Budget
38147	Defensive Driving School Revenue	0.00	(1,836.00)	(3,204.00)	(3,204.00)	No Budget
38148	Shop With Cop Program	0.00	0.00	(1,665.00)	(1,665.00)	No Budget
38149	Driving School Tech Fees	0.00	(204.00)	(396.00)	(396.00)	No Budget
38150	Ps Electronic Citation Fee Reserv	0.00	0.00	(380.00)	(380.00)	No Budget
38154	Clerk Electronic Citation Fee Res	0.00	0.00	(95.00)	(95.00)	No Budget
38157	Mckinney Center - Rental Fees	0.00	(542.50)	(1,367.50)	(1,367.50)	No Budget
38158	Mbrm Prog.-Donations	0.00	0.00	(100.79)	(100.79)	No Budget
38159	Mary Martin-Education Fees	0.00	(967.80)	(12,745.69)	(12,745.69)	No Budget
38167	Interest Earned	0.00	0.00	(1,885.89)	(1,885.89)	No Budget
38168	Post Office Rent	0.00	(7,333.99)	(22,001.97)	(22,001.97)	No Budget
38169	Lease Revenue	0.00	(5,195.19)	(9,384.69)	(9,384.69)	No Budget
38169	WC Lease Revenue	0.00	0.00	(135,075.00)	(135,075.00)	No Budget
38170	Miscellaneous Revenue	0.00	(13,175.19)	(17,935.19)	(17,935.19)	No Budget
38174	SCNTR Special Projects Re	0.00	0.00	(5.21)	(5.21)	No Budget
38177	Chuckey Depot Museum Revenue	0.00	(167.00)	(250.00)	(250.00)	No Budget
38203	976 Other Grant Revenue	0.00	(1,698.00)	(1,698.00)	(1,698.00)	No Budget
38203	977 Other Grant Revenue	0.00	0.00	0.00	0.00	No Budget
38208	Violent Crime Intervention Grant	0.00	0.00	4,887.89	4,887.89	No Budget
38210	Washington Co Contrib for K-8	0.00	0.00	(41,700.00)	(41,700.00)	No Budget
Total For Fund:	110	0.00	(519,907.14)	(1,393,798.37)	(1,393,798.37)	100.00%

Fund : 131	Solid Waste Management Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized	Monthly Comparative
34312	Equipment Rental Charges	0.00	0.00	(150.00)	(150.00)	No Budget	16.67%
34410	Solid Waste Collection Charges	0.00	(67,360.00)	(146,658.65)	(146,658.65)	No Budget	
34426	Solid Waste Service Charges	0.00	(2,000.00)	(3,550.00)	(3,550.00)	No Budget	
34427	Tote Cart/Dumpster Charges	0.00	(56.00)	(224.00)	(224.00)	No Budget	
34428	Bagster Bag Charges	0.00	(204.00)	(368.25)	(368.25)	No Budget	
34454	Sale Of Recyclable Materials	0.00	(199.00)	(877.50)	(877.50)	No Budget	
34455	Sale of Compost/Mulch	0.00	(649.75)	(1,300.13)	(1,300.13)	No Budget	
Total For Fund: 131		0.00	(70,468.75)	(153,128.53)	(153,128.53)	100.00%	

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Town of Jonesborough
Statement of Revenues - City
August 2024

User: Janet Jennings
Date/Time: 9/6/2024 1:52 PM
Page 5 of 7

Fund : 334		Health Reimbursement Fund		Monthly Comparative		
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36992	110	0.00	(4,008.05)	(5,460.00)	(5,460.00)	No Budget
36992	131	0.00	(1,397.25)	(1,500.00)	(1,500.00)	No Budget
36992	413	0.00	(3,515.70)	(4,620.00)	(4,620.00)	No Budget
Total For Fund:	334	0.00	(8,921.00)	(11,580.00)	(11,580.00)	100.00%

Fund : 413 Water & Sewer Fund		Monthly Comparative			
	Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36100	0.00	0.00	(365.93)	(365.93)	No Budget
37110	0.00	(633,326.79)	(1,365,735.19)	(1,365,735.19)	No Budget
37115	0.00	0.00	(185.06)	(185.06)	No Budget
37151	0.00	(3,946.87)	(6,957.86)	(6,957.86)	No Budget
37152	0.00	(4,900.00)	(11,050.00)	(11,050.00)	No Budget
37196	0.00	(51,550.00)	(170,450.00)	(170,450.00)	No Budget
37196 5015	0.00	(11,100.00)	(21,100.00)	(21,100.00)	No Budget
37210	0.00	(151,800.99)	(320,515.52)	(320,515.52)	No Budget
37220	0.00	(300.00)	(1,325.00)	(1,325.00)	No Budget
37296	0.00	(24,000.00)	(98,000.00)	(98,000.00)	No Budget
38170	0.00	(68.67)	(68.67)	(68.67)	No Budget
Total For Fund: 413	0.00	(880,993.32)	(1,995,753.23)	(1,995,753.23)	100.00%

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Town of Jonesborough
Statement of Revenues - City
August 2024

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Fund	619	Drug Enforcement Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% Unrealized
35140		Drug Related Fines	0.00	(564.39)	(751.80)	(751.80)	(751.80)	No Budget
Total For Fund:	619		0.00	(564.39)	(751.80)	(751.80)	(751.80)	100.00%

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41500	General Administration							
121			0.00	0.00	80,366.98	80,366.98	No Budget	41,332.12
		Salaries and Wages	0.00	0.00	0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	5,863.61	5,863.61	No Budget	3,028.63
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	13,847.77	13,847.77	No Budget	4,369.82
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	4,462.12	4,462.12	No Budget	2,281.54
			0.00	0.00	0.00			0.00
147		Unemployment Insurance	0.00	0.00	20.14	20.14	No Budget	13.78
			0.00	0.00	0.00			0.00
166		Municipal Judge	0.00	0.00	1,750.00	1,750.00	No Budget	1,050.00
			0.00	0.00	0.00			0.00
211		Postage, Box Rent, Etc.	0.00	0.00	276.33	276.33	No Budget	0.00
			0.00	0.00	0.00			0.00
230		Publicity, Subscriptions, And Dues	0.00	0.00	333.99	333.99	No Budget	0.00
			0.00	0.00	0.00			0.00
236		Public Relation	0.00	0.00	1,000.00	1,000.00	No Budget	500.00
			0.00	0.00	0.00			0.00
239		MTAS/TML Fees	0.00	0.00	3,312.00	3,312.00	No Budget	3,312.00
			0.00	0.00	0.00			0.00
241		Electric	0.00	0.00	1,154.12	1,154.12	No Budget	1,154.12
			0.00	0.00	0.00			0.00
242		Water	0.00	0.00	76.51	76.51	No Budget	76.51
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	2,073.23	2,073.23	No Budget	1,020.67
			0.00	0.00	0.00			0.00
248		GPS Services	0.00	0.00	121.17	121.17	No Budget	121.17
			0.00	0.00	0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	Medical Services		0.00	0.00	438.29	438.29	No Budget	254.24
			0.00		0.00			0.00
252	Legal Services		0.00	0.00	6,561.96	6,561.96	No Budget	5,499.10
			0.00		0.00			0.00
255	Data Processing Services		0.00	0.00	28,578.27	28,578.27	No Budget	19,527.50
			0.00		0.00			0.00
266	Repair And Maintenance Buildings		0.00	0.00	7,859.88	7,859.88	No Budget	105.09
			0.00		0.00			0.00
270	Repair And Maintenance Surplus Vehicles &		0.00	0.00	55.00	55.00	No Budget	0.00
			0.00		0.00			0.00
290	Other Contracted Services		0.00	0.00	14,000.00	14,000.00	No Budget	6,500.00
			0.00		0.00			0.00
297	Veterans Memorial		0.00	0.00	89.90	89.90	No Budget	89.90
			0.00		0.00			0.00
311	Office Supplies		0.00	0.00	598.33	598.33	No Budget	514.55
			0.00		0.00			0.00
324	Household And Janitorial Supplies		0.00	0.00	18.48	18.48	No Budget	18.48
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00	0.00	218.67	218.67	No Budget	218.67
			0.00		0.00			0.00
390	Miscellaneous Supplies		0.00	0.00	204.46	204.46	No Budget	71.09
			0.00		0.00			0.00
520	Property/Liability Insurance		0.00	0.00	81,993.50	81,993.50	No Budget	0.00
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		0.00	0.00	5,579.21	5,579.21	No Budget	3,673.64
			0.00		0.00			0.00
555	Bank Service Charges		0.00	0.00	43.42	43.42	No Budget	0.00
			0.00		0.00			0.00
620	RDAZ7		0.00	0.00	6,746.62	6,746.62	No Budget	0.00
	Note Principal		0.00		0.00			0.00

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
620	RDA24		0.00	0.00	21,744.60	21,744.60	No Budget	0.00
	Note Principal		0.00	0.00	0.00			0.00
620	RDA22		0.00	0.00	8,830.30	8,830.30	No Budget	0.00
	Note Principal		0.00	0.00	0.00			0.00
620	RDA28		0.00	0.00	15,742.12	15,742.12	No Budget	0.00
	Note Principal		0.00	0.00	0.00			0.00
620	COMMF		0.00	0.00	10,181.52	10,181.52	No Budget	5,090.76
	Note Principal		0.00	0.00	0.00			0.00
620	RDA25		0.00	0.00	21,854.98	21,854.98	No Budget	0.00
	Note Principal		0.00	0.00	0.00			0.00
620	CAP23		0.00	0.00	11,631.35	11,631.35	No Budget	5,777.13
	Note Principal		0.00	0.00	0.00			0.00
640	RDA27		0.00	0.00	5,133.38	5,133.38	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	RDA24		0.00	0.00	17,852.40	17,852.40	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	COMMF		0.00	0.00	14,722.48	14,722.48	No Budget	7,361.24
	Interest On Notes		0.00	0.00	0.00			0.00
640	RDA28		0.00	0.00	11,977.88	11,977.88	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	CAP23		0.00	0.00	11,749.28	11,749.28	No Budget	9,185.41
	Interest On Notes		0.00	0.00	0.00			0.00
640	K8PK		0.00	0.00	6,544.44	6,544.44	No Budget	6,544.44
	Interest On Notes		0.00	0.00	0.00			0.00
640	RDA25		0.00	0.00	17,943.02	17,943.02	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	RDA22		0.00	0.00	7,249.70	7,249.70	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
803		WC Museum/Heritage Alliance Appro	0.00	0.00	8,333.34	8,333.34	No Budget	4,166.67
			0.00	0.00	0.00			0.00
804		Building Inspection	0.00	0.00	125.28	125.28	No Budget	0.00
			0.00	0.00	0.00			0.00

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
805		Dirty Street Fighters	0.00	0.00	949.29	949.29	No Budget	902.24
			0.00	0.00	0.00			0.00
806		F.T.D.D. Appropriation	0.00	0.00	1,649.00	1,649.00	No Budget	0.00
			0.00	0.00	0.00			0.00
815		Main Street Jones.Program Exp	0.00	0.00	410.58	410.58	No Budget	172.00
			0.00	0.00	0.00			0.00
817		Main St.-Jonesborough Days	0.00	0.00	556.31	556.31	No Budget	297.60
			0.00	0.00	0.00			0.00
42100		Police						
121		Salaries and Wages	0.00	0.00	221,217.38	221,217.38	No Budget	118,044.27
			0.00	0.00	0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	15,787.48	15,787.48	No Budget	8,449.90
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	59,159.19	59,159.19	No Budget	23,614.91
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	12,883.86	12,883.86	No Budget	6,924.09
			0.00	0.00	0.00			0.00
147		Unemployment Insurance	0.00	0.00	18.17	18.17	No Budget	18.17
			0.00	0.00	0.00			0.00
148		Employee Education And Training	0.00	0.00	330.33	330.33	No Budget	255.33
			0.00	0.00	0.00			0.00
211		Postage, Box Rent, Etc.	0.00	0.00	209.89	209.89	No Budget	0.00
			0.00	0.00	0.00			0.00
230		Publicity, Subscriptions, And Dues	0.00	0.00	25.00	25.00	No Budget	0.00
			0.00	0.00	0.00			0.00
236		Public Relation	0.00	0.00	439.84	439.84	No Budget	439.84
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	1,954.61	1,954.61	No Budget	661.40
			0.00	0.00	0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
248	GPS Services		0.00	0.00	581.54	581.54	No Budget	581.54
			0.00		0.00			0.00
251	Medical Services		0.00	0.00	1,994.90	1,994.90	No Budget	1,545.00
			0.00		0.00			0.00
260	RADIO		0.00	0.00	34.45	34.45	No Budget	34.45
	Repair And Maintenance Services		0.00		0.00			0.00
261	Repair And Maintenance Motor Vehicles		0.00	0.00	5,178.84	5,178.84	No Budget	4,725.41
			0.00		0.00			0.00
262	Repair And Maintenance Equipment		0.00	0.00	100.00	100.00	No Budget	0.00
			0.00		0.00			0.00
290	Other Contracted Services		0.00	0.00	24,383.16	24,383.16	No Budget	475.00
			0.00		0.00			0.00
311	Office Supplies		0.00	0.00	351.34	351.34	No Budget	209.45
			0.00		0.00			0.00
312	Small Items Of Equipment		0.00	0.00	219.10	219.10	No Budget	219.10
			0.00		0.00			0.00
326	Clothing And Uniforms		0.00	0.00	137.24	137.24	No Budget	0.00
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00	0.00	4,636.39	4,636.39	No Budget	4,636.39
			0.00		0.00			0.00
390	Miscellaneous Supplies		0.00	0.00	1,057.90	1,057.90	No Budget	640.00
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		0.00	0.00	2,623.76	2,623.76	No Budget	1,421.49
			0.00		0.00			0.00
560	State Police Fines		0.00	0.00	1,446.37	1,446.37	No Budget	1,446.37
			0.00		0.00			0.00
835	Paws In Blue Canine Expenses		0.00	0.00	411.15	411.15	No Budget	241.77
			0.00		0.00			0.00

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
42200	Fire Protection And Control Services							
121			0.00	0.00	87,519.96	87,519.96	No Budget	46,828.71
		Salaries and Wages	0.00	0.00	0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	6,327.62	6,327.62	No Budget	3,398.58
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	16,794.41	16,794.41	No Budget	6,033.61
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	4,727.71	4,727.71	No Budget	2,504.76
			0.00	0.00	0.00			0.00
148		Employee Education And Training	0.00	0.00	20.00	20.00	No Budget	0.00
			0.00	0.00	0.00			0.00
211		Postage, Box Rent, Etc.	0.00	0.00	8.32	8.32	No Budget	0.00
			0.00	0.00	0.00			0.00
230		Publicity, Subscriptions, And Dues	0.00	0.00	100.00	100.00	No Budget	0.00
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	1,349.34	1,349.34	No Budget	567.80
			0.00	0.00	0.00			0.00
248		GPS Services	0.00	0.00	218.07	218.07	No Budget	218.07
			0.00	0.00	0.00			0.00
251		Medical Services	0.00	0.00	287.06	287.06	No Budget	143.91
			0.00	0.00	0.00			0.00
261		Repair And Maintenance Motor Vehicles	0.00	0.00	14,093.69	14,093.69	No Budget	7,591.79
			0.00	0.00	0.00			0.00
266		Repair And Maintenance Buildings	0.00	0.00	568.33	568.33	No Budget	43.33
			0.00	0.00	0.00			0.00
290		Other Contracted Services	0.00	0.00	62.95	62.95	No Budget	0.00
			0.00	0.00	0.00			0.00
311		Office Supplies	0.00	0.00	144.96	144.96	No Budget	44.96
			0.00	0.00	0.00			0.00

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326		Clothing And Uniforms	0.00	0.00	599.90	599.90	No Budget	599.90
			0.00	0.00	0.00	0.00		0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	1,039.14	1,039.14	No Budget	1,039.14
			0.00	0.00	0.00	0.00		0.00
390		Miscellaneous Supplies	0.00	0.00	890.01	890.01	No Budget	31.39
			0.00	0.00	0.00	0.00		0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	820.66	820.66	No Budget	398.91
			0.00	0.00	0.00	0.00		0.00
620		FT16	0.00	0.00	6,566.66	6,566.66	No Budget	3,287.18
		Note Principal	0.00	0.00	0.00	0.00		0.00
640		FT16	0.00	0.00	421.12	421.12	No Budget	206.71
		Interest On Notes	0.00	0.00	0.00	0.00		0.00
43100		Highways And Streets						
121		Salaries and Wages	0.00	0.00	45,517.62	45,517.62	No Budget	24,588.11
			0.00	0.00	0.00	0.00		0.00
141		Oasi (Employer's Share)	0.00	0.00	3,278.09	3,278.09	No Budget	1,779.00
			0.00	0.00	0.00	0.00		0.00
142		Hospital And Health Insurance	0.00	0.00	10,997.66	10,997.66	No Budget	4,461.29
			0.00	0.00	0.00	0.00		0.00
143		Employee Retirement Plan	0.00	0.00	2,731.04	2,731.04	No Budget	1,475.28
			0.00	0.00	0.00	0.00		0.00
245		Telephone And Other Communication Services	0.00	0.00	344.80	344.80	No Budget	153.42
			0.00	0.00	0.00	0.00		0.00
247		Street Lighting (Electric And Maint.)	0.00	0.00	17,695.19	17,695.19	No Budget	17,695.19
			0.00	0.00	0.00	0.00		0.00
248		GPS Services	0.00	0.00	218.07	218.07	No Budget	218.07
			0.00	0.00	0.00	0.00		0.00
251		Medical Services	0.00	0.00	327.20	327.20	No Budget	163.60
			0.00	0.00	0.00	0.00		0.00

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
261		Repair And Maintenance Motor Vehicles	0.00	0.00	24,169.71	24,169.71	No Budget	21,435.46
			0.00	0.00	0.00			0.00
268		Repair And Maintenance Roads And Streets	0.00	0.00	276.32	276.32	No Budget	0.00
			0.00	0.00	0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	2,422.33	2,422.33	No Budget	2,422.33
			0.00	0.00	0.00			0.00
390		Miscellaneous Supplies	0.00	0.00	152.00	152.00	No Budget	152.00
			0.00	0.00	0.00			0.00
473		Curbing, Sidewalks, and Rock	0.00	0.00	140.51	140.51	No Budget	0.00
			0.00	0.00	0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	431.65	431.65	No Budget	239.35
			0.00	0.00	0.00			0.00
43170		City Garage						
121		Salaries and Wages	0.00	0.00	17,903.30	17,903.30	No Budget	9,412.27
			0.00	0.00	0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	1,219.22	1,219.22	No Budget	648.51
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	7,457.24	7,457.24	No Budget	2,298.90
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	1,074.20	1,074.20	No Budget	564.74
			0.00	0.00	0.00			0.00
241		Electric	0.00	0.00	429.60	429.60	No Budget	429.60
			0.00	0.00	0.00			0.00
242		Water	0.00	0.00	48.86	48.86	No Budget	48.86
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	445.04	445.04	No Budget	246.06
			0.00	0.00	0.00			0.00
248		GPS Services	0.00	0.00	24.23	24.23	No Budget	24.23
			0.00	0.00	0.00			0.00

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	Medical Services		0.00	0.00	270.17	270.17	No Budget	40.90
			0.00	0.00	0.00			0.00
262	Repair And Maintenance Equipment		0.00	0.00	305.00	305.00	No Budget	305.00
			0.00	0.00	0.00			0.00
266	Repair And Maintenance Buildings		0.00	0.00	302.50	302.50	No Budget	162.50
			0.00	0.00	0.00			0.00
312	Small Items Of Equipment		0.00	0.00	179.29	179.29	No Budget	0.00
			0.00	0.00	0.00			0.00
326	Clothing And Uniforms		0.00	0.00	391.90	391.90	No Budget	172.54
			0.00	0.00	0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00	0.00	137.12	137.12	No Budget	137.12
			0.00	0.00	0.00			0.00
345	Welding Supplies		0.00	0.00	130.04	130.04	No Budget	0.00
			0.00	0.00	0.00			0.00
390	Miscellaneous Supplies		0.00	0.00	124.62	124.62	No Budget	25.57
			0.00	0.00	0.00			0.00
535	Equipment Leases & Maint Contracts		0.00	0.00	466.65	466.65	No Budget	256.85
			0.00	0.00	0.00			0.00
44320	Senior Citizen Facilities							
121	IIIB		0.00	0.00	5,469.89	5,469.89	No Budget	2,855.49
	Salaries and Wages		0.00	0.00	0.00			0.00
121	Salaries and Wages		0.00	0.00	58,021.77	58,021.77	No Budget	32,325.65
			0.00	0.00	0.00			0.00
141	Oasi (Employer's Share)		0.00	0.00	4,505.41	4,505.41	No Budget	2,515.51
			0.00	0.00	0.00			0.00
142	Hospital And Health Insurance		0.00	0.00	14,707.02	14,707.02	No Budget	5,217.36
			0.00	0.00	0.00			0.00
142	TRANS		0.00	0.00	18.18	18.18	No Budget	9.09
	Hospital And Health Insurance		0.00	0.00	0.00			0.00
142	IIIB		0.00	0.00	3,143.52	3,143.52	No Budget	1,047.84
	Hospital And Health Insurance		0.00	0.00	0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143		Employee Retirement Plan	0.00	0.00	3,280.10	3,280.10	No Budget	1,806.56
			0.00	0.00	0.00			0.00
147		Unemployment Insurance	0.00	0.00	3.03	3.03	No Budget	1.45
			0.00	0.00	0.00			0.00
148	976	Employee Education And Training	0.00	0.00	647.24	647.24	No Budget	647.24
			0.00	0.00	0.00			0.00
148		IIIB	0.00	0.00	502.42	502.42	No Budget	502.42
		Employee Education And Training	0.00	0.00	0.00			0.00
211		Postage, Box Rent, Etc.	0.00	0.00	389.56	389.56	No Budget	365.00
			0.00	0.00	0.00			0.00
230		Publicity, Subscriptions, And Dues	0.00	0.00	109.95	109.95	No Budget	0.00
			0.00	0.00	0.00			0.00
241		Electric	0.00	0.00	2,528.71	2,528.71	No Budget	2,528.71
			0.00	0.00	0.00			0.00
242		Water	0.00	0.00	364.77	364.77	No Budget	364.77
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	1,235.68	1,235.68	No Budget	762.25
			0.00	0.00	0.00			0.00
245		IIIB	0.00	0.00	65.00	65.00	No Budget	65.00
		Telephone And Other Communication Services	0.00	0.00	0.00			0.00
248		GPS Services	0.00	0.00	96.92	96.92	No Budget	96.92
			0.00	0.00	0.00			0.00
251		Medical Services	0.00	0.00	286.30	286.30	No Budget	143.15
			0.00	0.00	0.00			0.00
261		Repair And Maintenance Motor Vehicles	0.00	0.00	68.96	68.96	No Budget	0.00
			0.00	0.00	0.00			0.00
265		Repair And Maintenance Grounds And	0.00	0.00	525.00	525.00	No Budget	525.00
			0.00	0.00	0.00			0.00
266		Repair And Maintenance Buildings	0.00	0.00	1,198.28	1,198.28	No Budget	127.26
			0.00	0.00	0.00			0.00

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311		Office Supplies	0.00	0.00	240.33	240.33	No Budget	100.33
312	977	Small Items Of Equipment	0.00	0.00	322.23	322.23	No Budget	322.23
324		Household And Janitorial Supplies	0.00	0.00	299.90	299.90	No Budget	299.90
331		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	181.38	181.38	No Budget	181.38
390		Miscellaneous Supplies	0.00	0.00	19.89	19.89	No Budget	19.89
535		Equipment Leases & Maint Contracts	0.00	0.00	3,134.81	3,134.81	No Budget	1,127.53
837		Parrish Nurse/Wellness Program	0.00	0.00	0.00	0.00	No Budget	0.00
838		Health Promotion Program	0.00	0.00	1,192.00	1,192.00	No Budget	872.00
44400		Parks and Recreation						
121		Salaries and Wages	0.00	0.00	59,597.38	59,597.38	No Budget	31,631.43
141		Oasi (Employer's Share)	0.00	0.00	4,430.76	4,430.76	No Budget	2,334.03
142		Hospital And Health Insurance	0.00	0.00	8,172.32	8,172.32	No Budget	3,417.77
143		Employee Retirement Plan	0.00	0.00	3,123.59	3,123.59	No Budget	1,697.94
147		Unemployment Insurance	0.00	0.00	16.67	16.67	No Budget	5.78
211		Postage, Box Rent, Etc.	0.00	0.00	7.39	7.39	No Budget	0.00

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
241	Electric		0.00	0.00	2,598.54	2,598.54	No Budget	2,598.54
			0.00		0.00			0.00
242	Water		0.00	0.00	1,350.52	1,350.52	No Budget	1,350.52
			0.00		0.00			0.00
245	Telephone And Other Communication Services		0.00	0.00	1,581.36	1,581.36	No Budget	876.56
			0.00		0.00			0.00
248	GPS Services		0.00	0.00	96.92	96.92	No Budget	96.92
			0.00		0.00			0.00
251	Medical Services		0.00	0.00	368.10	368.10	No Budget	184.05
			0.00		0.00			0.00
261	Repair And Maintenance Motor Vehicles		0.00	0.00	23.94	23.94	No Budget	23.94
			0.00		0.00			0.00
262	Repair And Maintenance Equipment		0.00	0.00	62.20	62.20	No Budget	0.00
			0.00		0.00			0.00
265	Repair And Maintenance Grounds And		0.00	0.00	29,833.60	29,833.60	No Budget	19,172.21
			0.00		0.00			0.00
266	Repair And Maintenance Buildings		0.00	0.00	135.76	135.76	No Budget	0.00
			0.00		0.00			0.00
311	Office Supplies		0.00	0.00	117.76	117.76	No Budget	83.78
			0.00		0.00			0.00
312	Small Items Of Equipment		0.00	0.00	2,313.00	2,313.00	No Budget	0.00
			0.00		0.00			0.00
323	Food		0.00	0.00	248.95	248.95	No Budget	0.00
			0.00		0.00			0.00
324	Household And Janitorial Supplies		0.00	0.00	335.32	335.32	No Budget	0.00
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00	0.00	214.82	214.82	No Budget	214.82
			0.00		0.00			0.00
344	Safety Supplies		0.00	0.00	2,945.56	2,945.56	No Budget	2,900.00
			0.00		0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390		Miscellaneous Supplies	0.00	0.00	419.82	419.82	No Budget	419.82
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	386.92	386.92	No Budget	255.67
			0.00		0.00			0.00
844		Special Programs	0.00	0.00	319.40	319.40	No Budget	197.74
			0.00		0.00			0.00
845		Athletic Programs	0.00	0.00	2,244.17	2,244.17	No Budget	1,000.00
			0.00		0.00			0.00
847		Jrt-Don Squibb Scholarship Awards	0.00	0.00	150.00	150.00	No Budget	150.00
			0.00		0.00			0.00
848		Jpac/Repertory Theatre	0.00	0.00	10,296.88	10,296.88	No Budget	5,412.15
			0.00		0.00			0.00
850		Townscape	0.00	0.00	2,016.96	2,016.96	No Budget	374.17
			0.00		0.00			0.00
852		Lprf Grant-Lincoln Community Park	0.00	0.00	14,317.47	14,317.47	No Budget	0.00
			0.00		0.00			0.00
854		E.Gillespie Bldg,Utilities&Suppli	0.00	0.00	1,338.20	1,338.20	No Budget	1,338.20
			0.00		0.00			0.00
855		Jackson Theatre Utilities	0.00	0.00	3,030.36	3,030.36	No Budget	2,375.47
			0.00		0.00			0.00
856		Boone Street Mkt Utilities	0.00	0.00	604.41	604.41	No Budget	604.41
			0.00		0.00			0.00
857		Chuckey Depot Operating Expenses	0.00	0.00	786.66	786.66	No Budget	413.45
			0.00		0.00			0.00
858		Jrt Warehouse Expenses	0.00	0.00	196.41	196.41	No Budget	196.41
			0.00		0.00			0.00
872		K-8 Maintenance	0.00	0.00	1,665.84	1,665.84	No Budget	992.97
			0.00		0.00			0.00
941		Vehicles	0.00	0.00	27,430.00	27,430.00	No Budget	27,430.00
			0.00		0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund :	110		Monthly Comparative:		16.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
963		Jackson Thtre Renov	0.00	0.00	0.00	0.00	No Budget	0.00
44490		Wetlands Water Park						
121		Salaries and Wages	0.00	0.00	104,568.07	104,568.07	No Budget	36,608.83
141		Oasi (Employer's Share)	0.00	0.00	7,999.54	7,999.54	No Budget	2,800.63
142		Hospital And Health Insurance	0.00	0.00	408.48	408.48	No Budget	190.30
143		Employee Retirement Plan	0.00	0.00	62.20	62.20	No Budget	0.00
147		Unemployment Insurance	0.00	0.00	309.19	309.19	No Budget	108.42
148		Employee Education And Training	0.00	0.00	178.68	178.68	No Budget	0.00
211		Postage, Box Rent, Etc.	0.00	0.00	5.12	5.12	No Budget	0.00
238		Marketing and Marketing Supplies	0.00	0.00	1,599.53	1,599.53	No Budget	98.73
241		Electric	0.00	0.00	7,488.16	7,488.16	No Budget	7,488.16
242		Water	0.00	0.00	2,219.48	2,219.48	No Budget	2,219.48
245		Telephone And Other Communication Services	0.00	0.00	1,179.02	1,179.02	No Budget	586.73
251		Medical Services	0.00	0.00	30.72	30.72	No Budget	30.72
262		Repair And Maintenance Equipment	0.00	0.00	277.67	277.67	No Budget	0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
265		Repair And Maintenance Grounds And	0.00	0.00	110.46	110.46	No Budget	0.00
			0.00	0.00	0.00			0.00
266		Repair And Maintenance Buildings	0.00	0.00	769.21	769.21	No Budget	0.00
			0.00	0.00	0.00			0.00
311		Office Supplies	0.00	0.00	111.25	111.25	No Budget	111.25
			0.00	0.00	0.00			0.00
312		Small Items Of Equipment	0.00	0.00	1,929.25	1,929.25	No Budget	1,367.98
			0.00	0.00	0.00			0.00
321		Paper/Plastics	0.00	0.00	1,343.33	1,343.33	No Budget	515.10
			0.00	0.00	0.00			0.00
323		Food	0.00	0.00	11,982.32	11,982.32	No Budget	937.30
			0.00	0.00	0.00			0.00
324		Household And Janitorial Supplies	0.00	0.00	1,101.00	1,101.00	No Budget	336.98
			0.00	0.00	0.00			0.00
325		Beverages	0.00	0.00	4,335.96	4,335.96	No Budget	3,879.94
			0.00	0.00	0.00			0.00
326		Clothing And Uniforms	0.00	0.00	191.19	191.19	No Budget	0.00
			0.00	0.00	0.00			0.00
344		Safety Supplies	0.00	0.00	242.48	242.48	No Budget	0.00
			0.00	0.00	0.00			0.00
390		Miscellaneous Supplies	0.00	0.00	124.18	124.18	No Budget	0.00
			0.00	0.00	0.00			0.00
493		Chemicals	0.00	0.00	9,606.49	9,606.49	No Budget	0.00
			0.00	0.00	0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	565.95	565.95	No Budget	306.50
			0.00	0.00	0.00			0.00
556		Credit Card Fees	0.00	0.00	3,465.11	3,465.11	No Budget	0.00
			0.00	0.00	0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 110		Monthly Comparative:		15.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
44491	McKinney Center							
121		Salaries and Wages	0.00	0.00	37,154.23	37,154.23	No Budget	19,853.03
			0.00	0.00	0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	2,747.44	2,747.44	No Budget	1,471.33
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	5,275.38	5,275.38	No Budget	1,889.68
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	2,079.41	2,079.41	No Budget	1,121.84
			0.00	0.00	0.00			0.00
147		Unemployment Insurance	0.00	0.00	7.52	7.52	No Budget	3.48
			0.00	0.00	0.00			0.00
148		Employee Education And Training	0.00	0.00	132.48	132.48	No Budget	132.48
			0.00	0.00	0.00			0.00
211		Postage, Box Rent, Etc.	0.00	0.00	27.52	27.52	No Budget	0.00
			0.00	0.00	0.00			0.00
230		Publicity, Subscriptions, And Dues	0.00	0.00	41.00	41.00	No Budget	0.00
			0.00	0.00	0.00			0.00
238		Marketing and Marketing Supplies	0.00	0.00	496.00	496.00	No Budget	496.00
			0.00	0.00	0.00			0.00
241		Electric	0.00	0.00	909.20	909.20	No Budget	909.20
			0.00	0.00	0.00			0.00
242		Water	0.00	0.00	66.63	66.63	No Budget	66.63
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	471.24	471.24	No Budget	197.66
			0.00	0.00	0.00			0.00
251		Medical Services	0.00	0.00	163.19	163.19	No Budget	61.35
			0.00	0.00	0.00			0.00
266		Repair And Maintenance Buildings	0.00	0.00	3,908.88	3,908.88	No Budget	363.00
			0.00	0.00	0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
279		Website Maintenance	0.00	0.00	175.00	175.00	No Budget	50.00
			0.00		0.00			0.00
311		Office Supplies	0.00	0.00	820.97	820.97	No Budget	793.09
			0.00		0.00			0.00
323		Food	0.00	0.00	19.13	19.13	No Budget	19.13
			0.00		0.00			0.00
324		Household And Janitorial Supplies	0.00	0.00	20.88	20.88	No Budget	0.00
			0.00		0.00			0.00
344		Safety Supplies	0.00	0.00	33.66	33.66	No Budget	26.51
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	1,966.98	1,966.98	No Budget	434.02
			0.00		0.00			0.00
556		Credit Card Fees	0.00	0.00	59.99	59.99	No Budget	0.00
			0.00		0.00			0.00
862		Special Programs	0.00	0.00	700.00	700.00	No Budget	700.00
			0.00		0.00			0.00
864		Mary Martin Prog.For The Arts	0.00	0.00	3,232.88	3,232.88	No Budget	2,050.12
			0.00		0.00			0.00
865		Story Town Radio Show	0.00	0.00	4,960.01	4,960.01	No Budget	4,060.01
			0.00		0.00			0.00
44550		Jackson Theater						
555		Bank Service Charges	0.00	0.00	76.95	76.95	No Budget	0.00
			0.00		0.00			0.00
47210		Tourism/Visitors Center						
121		Salaries and Wages	0.00	0.00	54,508.88	54,508.88	No Budget	23,097.13
			0.00		0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	3,981.86	3,981.86	No Budget	1,694.62
			0.00		0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	10,895.02	10,895.02	No Budget	2,781.95
			0.00		0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143			0.00	0.00	2,329.10	2,329.10	No Budget	870.55
		Employee Retirement Plan	0.00	0.00	0.00			0.00
148			0.00	0.00	800.00	800.00	No Budget	800.00
		Employee Education And Training	0.00	0.00	0.00			0.00
211			0.00	0.00	191.73	191.73	No Budget	0.00
		Postage, Box Rent, Etc.	0.00	0.00	0.00			0.00
220			0.00	0.00	2,000.00	2,000.00	No Budget	2,000.00
		Printing, Duplicating, Typing, And Binding	0.00	0.00	0.00			0.00
230			0.00	0.00	100.00	100.00	No Budget	50.00
		Publicity, Subscriptions, And Dues	0.00	0.00	0.00			0.00
238			0.00	0.00	10,480.69	10,480.69	No Budget	10,180.00
		Marketing and Marketing Supplies	0.00	0.00	0.00			0.00
241			0.00	0.00	1,044.94	1,044.94	No Budget	1,044.94
		Electric	0.00	0.00	0.00			0.00
242			0.00	0.00	219.03	219.03	No Budget	219.03
		Water	0.00	0.00	0.00			0.00
245			0.00	0.00	1,176.00	1,176.00	No Budget	690.20
		Telephone And Other Communication Services	0.00	0.00	0.00			0.00
251			0.00	0.00	163.60	163.60	No Budget	81.80
		Medical Services	0.00	0.00	0.00			0.00
261			0.00	0.00	24.23	24.23	No Budget	24.23
		Repair And Maintenance Motor Vehicles	0.00	0.00	0.00			0.00
262			0.00	0.00	1,870.00	1,870.00	No Budget	0.00
		Repair And Maintenance Equipment	0.00	0.00	0.00			0.00
266			0.00	0.00	40.00	40.00	No Budget	0.00
		Repair And Maintenance Buildings	0.00	0.00	0.00			0.00
311			0.00	0.00	351.52	351.52	No Budget	310.39
		Office Supplies	0.00	0.00	0.00			0.00
312			0.00	0.00	127.20	127.20	No Budget	127.20
		Small Items Of Equipment	0.00	0.00	0.00			0.00

Fund : 110 Monthly Comparative: 16.67%

Fund : 110		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
323	Food		0.00	0.00	1,593.00	1,593.00	No Budget	1,400.00
			0.00		0.00			0.00
324	Household And Janitorial Supplies		0.00	0.00	113.94	113.94	No Budget	56.97
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00	0.00	88.38	88.38	No Budget	88.38
			0.00		0.00			0.00
390	Miscellaneous Supplies		0.00	0.00	11.98	11.98	No Budget	11.98
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		0.00	0.00	1,868.54	1,868.54	No Budget	1,309.40
			0.00		0.00			0.00
556	Credit Card Fees		0.00	0.00	502.68	502.68	No Budget	0.00
			0.00		0.00			0.00
598	Gift Shop Expenditures		0.00	0.00	2,642.42	2,642.42	No Budget	2,076.17
			0.00		0.00			0.00
815	Main Street Jones.Program Exp		0.00	0.00	1,067.00	1,067.00	No Budget	300.00
			0.00		0.00			0.00
816	Main St.-Brews & Tunes Program		0.00	0.00	4,250.00	4,250.00	No Budget	2,000.00
			0.00		0.00			0.00
817	Main St.-Jonesborough Days		0.00	0.00	40,998.25	40,998.25	No Budget	3,675.00
			0.00		0.00			0.00
846	Music On The Square Exp		0.00	0.00	14,900.00	14,900.00	No Budget	7,550.00
			0.00		0.00			0.00
861	Special Programs		0.00	0.00	525.00	525.00	No Budget	0.00
			0.00		0.00			0.00
Total For Fund: 110			0.00	0.00	1,772,129.99	1,772,129.99	100.00%	788,613.72
			0.00	0.00	0.00			0.00

Fund : 131		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43200	Sanitation Services							
121			0.00	0.00	32,767.96	32,767.96	No Budget	16,979.22
		Salaries and Wages	0.00		0.00			0.00
141			0.00	0.00	2,339.07	2,339.07	No Budget	1,215.05
		Oasi (Employer's Share)	0.00		0.00			0.00
142			0.00	0.00	11,300.53	11,300.53	No Budget	4,777.13
		Hospital And Health Insurance	0.00		0.00			0.00
143			0.00	0.00	1,966.06	1,966.06	No Budget	1,018.73
		Employee Retirement Plan	0.00		0.00			0.00
238			0.00	0.00	487.29	487.29	No Budget	0.00
		Marketing and Marketing Supplies	0.00		0.00			0.00
245			0.00	0.00	951.16	951.16	No Budget	456.86
		Telephone And Other Communication Services	0.00		0.00			0.00
248			0.00	0.00	193.84	193.84	No Budget	193.84
		GPS Services	0.00		0.00			0.00
251			0.00	0.00	205.50	205.50	No Budget	102.75
		Medical Services	0.00		0.00			0.00
261			0.00	0.00	4,972.48	4,972.48	No Budget	3,586.04
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
295			0.00	0.00	13,453.80	13,453.80	No Budget	13,011.71
		Waste Disposal Fees	0.00		0.00			0.00
310			0.00	0.00	0.00	0.00	No Budget	(21.45)
		Office Supplies And Materials	0.00		0.00			0.00
311			0.00	0.00	109.94	109.94	No Budget	109.94
		Office Supplies	0.00		0.00			0.00
331			0.00	0.00	5,801.24	5,801.24	No Budget	5,801.24
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
390			0.00	0.00	265.48	265.48	No Budget	152.00
		Miscellaneous Supplies	0.00		0.00			0.00

Fund : 131		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
535			0.00	0.00	143.88	143.88	No Budget	79.78
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
565			0.00	0.00	3,000.00	3,000.00	No Budget	3,000.00
		Permit Fee	0.00		0.00			0.00
620			0.00	0.00	7,412.62	7,412.62	No Budget	3,710.33
		Note Principal	0.00		0.00			0.00
640			0.00	0.00	804.54	804.54	No Budget	398.25
		Interest On Notes	0.00		0.00			0.00
Total For Fund: 131			0.00	0.00	86,175.39	86,175.39	100.00%	54,571.42
			0.00		0.00			0.00

Fund : 171

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
44550	Jackson Theater							
121		Salaries and Wages	0.00	0.00	9,541.38	9,541.38	No Budget	6,846.07
			0.00		0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	729.91	729.91	No Budget	523.73
			0.00		0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	209.09	209.09	No Budget	209.09
			0.00		0.00			0.00
143		Employee Retirement Plan	0.00	0.00	572.49	572.49	No Budget	410.77
			0.00		0.00			0.00
238		Marketing and Marketing Supplies	0.00	0.00	155.99	155.99	No Budget	155.99
			0.00		0.00			0.00
241		Electric	0.00	0.00	54.99	54.99	No Budget	54.99
			0.00		0.00			0.00
242		Water	0.00	0.00	67.50	67.50	No Budget	67.50
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	0.00	0.00	78.94	78.94	No Budget	78.94
			0.00		0.00			0.00
311		Office Supplies	0.00	0.00	269.27	269.27	No Budget	251.34
			0.00		0.00			0.00
620		RDA26	0.00	0.00	3,622.52	3,622.52	No Budget	0.00
		Note Principal	0.00		0.00			0.00
640		RDA26	0.00	0.00	5,355.48	5,355.48	No Budget	0.00
		Interest On Notes	0.00		0.00			0.00
640		JBANO	0.00	0.00	4,905.66	4,905.66	No Budget	4,905.66
		Interest On Notes	0.00		0.00			0.00
Total For Fund:	171		0.00	0.00	25,563.22	25,563.22	100.00%	13,504.08
			0.00		0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 334		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41591 Health Insurance Reimbursement								
142	110		0.00	0.00	7,381.96	7,381.96	No Budget	4,022.27
		Hospital And Health Insurance	0.00	0.00	0.00			0.00
142	413		0.00	0.00	1,026.54	1,026.54	No Budget	227.42
		Hospital And Health Insurance	0.00	0.00	0.00			0.00
Total For Fund: 334			0.00	0.00	8,408.50	8,408.50	100.00%	4,249.69
			0.00		0.00			0.00

Fund : 413		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52113	Water Purification Facilities							
121			0.00	0.00	101,028.61	101,028.61	No Budget	68,620.79
		Salaries and Wages	0.00	0.00	0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	7,576.46	7,576.46	No Budget	5,173.39
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	9,437.80	9,437.80	No Budget	3,950.51
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	4,215.96	4,215.96	No Budget	2,324.81
			0.00	0.00	0.00			0.00
147		Unemployment Insurance	0.00	0.00	59.72	59.72	No Budget	41.92
			0.00	0.00	0.00			0.00
211		Postage, Box Rent, Etc.	0.00	0.00	16.64	16.64	No Budget	0.00
			0.00	0.00	0.00			0.00
241		Electric	0.00	0.00	48,002.96	48,002.96	No Budget	47,306.66
			0.00	0.00	0.00			0.00
242		Water	0.00	0.00	172.50	172.50	No Budget	172.50
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	1,749.13	1,749.13	No Budget	1,131.83
			0.00	0.00	0.00			0.00
248		GPS Services	0.00	0.00	48.46	48.46	No Budget	48.46
			0.00	0.00	0.00			0.00
251		Medical Services	0.00	0.00	644.46	644.46	No Budget	294.05
			0.00	0.00	0.00			0.00
259		Contract Lab Services	0.00	0.00	538.00	538.00	No Budget	269.00
			0.00	0.00	0.00			0.00
261		Repair And Maintenance Motor Vehicles	0.00	0.00	1,263.07	1,263.07	No Budget	871.93
			0.00	0.00	0.00			0.00
281		Repair and Maintenance Plant	0.00	0.00	1,300.00	1,300.00	No Budget	0.00
			0.00	0.00	0.00			0.00

Fund : 413

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311			0.00	0.00	2.26	2.26	No Budget	2.26
		Office Supplies	0.00	0.00	0.00			0.00
312			0.00	0.00	6,946.44	6,946.44	No Budget	6,589.10
		Small Items Of Equipment	0.00	0.00	0.00			0.00
322			0.00	0.00	4,239.14	4,239.14	No Budget	3,242.25
		Chemical, Laboratory, And Medical Supplies	0.00	0.00	0.00			0.00
324			0.00	0.00	600.64	600.64	No Budget	148.64
		Household And Janitorial Supplies	0.00	0.00	0.00			0.00
326			0.00	0.00	356.17	356.17	No Budget	88.12
		Clothing And Uniforms	0.00	0.00	0.00			0.00
331			0.00	0.00	921.89	921.89	No Budget	774.99
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	0.00			0.00
344			0.00	0.00	777.24	777.24	No Budget	777.24
		Safety Supplies	0.00	0.00	0.00			0.00
390			0.00	0.00	143.06	143.06	No Budget	43.63
		Miscellaneous Supplies	0.00	0.00	0.00			0.00
493			0.00	0.00	19,419.97	19,419.97	No Budget	18,392.94
		Chemicals	0.00	0.00	0.00			0.00
533			0.00	0.00	1,427.00	1,427.00	No Budget	0.00
		Machinery And Equipment Rental	0.00	0.00	0.00			0.00
535			0.00	0.00	827.65	827.65	No Budget	437.35
		Equipment Leases & Maint Contracts	0.00	0.00	0.00			0.00
981			0.00	0.00	4,500.00	4,500.00	No Budget	4,500.00
		WTP Plant Engineering	0.00	0.00	0.00			0.00
982			0.00	0.00	3,000.00	3,000.00	No Budget	3,000.00
		Plant Transmission Line	0.00	0.00	0.00			0.00
52114		Transmission And Distribution						
121			0.00	0.00	114,449.62	114,449.62	No Budget	64,731.71
		Salaries and Wages	0.00	0.00	0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 413

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141		Oasi (Employer's Share)	0.00	0.00	8,449.34	8,449.34	No Budget	4,791.61
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	16,847.75	16,847.75	No Budget	6,445.36
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	6,867.02	6,867.02	No Budget	3,883.93
			0.00	0.00	0.00			0.00
147		Unemployment Insurance	0.00	0.00	9.60	9.60	No Budget	2.05
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	1,581.12	1,581.12	No Budget	823.54
			0.00	0.00	0.00			0.00
248		GPS Services	0.00	0.00	363.45	363.45	No Budget	363.45
			0.00	0.00	0.00			0.00
251		Medical Services	0.00	0.00	1,079.38	1,079.38	No Budget	502.85
			0.00	0.00	0.00			0.00
261		Repair And Maintenance Motor Vehicles	0.00	0.00	6,233.80	6,233.80	No Budget	1,555.79
			0.00	0.00	0.00			0.00
269		Repair And Maintenance Utility Lines	0.00	0.00	48,090.83	48,090.83	No Budget	44,389.09
			0.00	0.00	0.00			0.00
326		Clothing And Uniforms	0.00	0.00	966.36	966.36	No Budget	428.32
			0.00	0.00	0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	5,117.73	5,117.73	No Budget	5,030.23
			0.00	0.00	0.00			0.00
390		Miscellaneous Supplies	0.00	0.00	530.74	530.74	No Budget	232.27
			0.00	0.00	0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	1,717.76	1,717.76	No Budget	895.81
			0.00	0.00	0.00			0.00
568		Annual Permit Fees	0.00	0.00	3.79	3.79	No Budget	3.79
			0.00	0.00	0.00			0.00
870		EDA - Washington Co Industrial Park	0.00	0.00	2,472.30	2,472.30	No Budget	1,777.38
			0.00	0.00	0.00			0.00

Fund : 413		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52117 Administration And General Expenses								
121			0.00	0.00	97,305.29	97,305.29	No Budget	57,106.36
		Salaries and Wages	0.00		0.00			0.00
141			0.00	0.00	7,011.26	7,011.26	No Budget	4,143.41
		Oasi (Employer's Share)	0.00		0.00			0.00
142			0.00	0.00	24,297.73	24,297.73	No Budget	9,447.09
		Hospital And Health Insurance	0.00		0.00			0.00
143			0.00	0.00	5,557.80	5,557.80	No Budget	3,270.16
		Employee Retirement Plan	0.00		0.00			0.00
211			0.00	0.00	13,663.53	13,663.53	No Budget	4,500.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
241			0.00	0.00	955.97	955.97	No Budget	955.97
		Electric	0.00		0.00			0.00
242			0.00	0.00	76.52	76.52	No Budget	76.52
		Water	0.00		0.00			0.00
245			0.00	0.00	906.83	906.83	No Budget	401.64
		Telephone And Other Communication Services	0.00		0.00			0.00
251			0.00	0.00	438.29	438.29	No Budget	254.24
		Medical Services	0.00		0.00			0.00
252			0.00	0.00	7,834.33	7,834.33	No Budget	4,900.33
		Legal Services	0.00		0.00			0.00
255			0.00	0.00	27,392.00	27,392.00	No Budget	19,527.50
		Data Processing Services	0.00		0.00			0.00
266			0.00	0.00	43.33	43.33	No Budget	43.33
		Repair And Maintenance Buildings	0.00		0.00			0.00
271			0.00	0.00	8,308.79	8,308.79	No Budget	0.00
		Repair And Maintenance Water Tank	0.00		0.00			0.00
311			0.00	0.00	519.47	519.47	No Budget	435.69
		Office Supplies	0.00		0.00			0.00

Fund : 413

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
313		Stationary/Forms	0.00	0.00	265.18	265.18	No Budget	0.00
			0.00	0.00	0.00			0.00
390		Miscellaneous Supplies	0.00	0.00	89.72	89.72	No Budget	44.86
			0.00	0.00	0.00			0.00
520		Property/Liability Insurance	0.00	0.00	81,993.50	81,993.50	No Budget	0.00
			0.00	0.00	0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	3,225.68	3,225.68	No Budget	1,877.56
			0.00	0.00	0.00			0.00
555		Bank Service Charges	0.00	0.00	8,175.34	8,175.34	No Budget	0.00
			0.00	0.00	0.00			0.00
630		BD13B	0.00	0.00	7,580.63	7,580.63	No Budget	3,786.44
		Interest On Bond Debt	0.00	0.00	0.00			0.00
630		BND22	0.00	0.00	67,846.99	67,846.99	No Budget	0.00
		Interest On Bond Debt	0.00	0.00	0.00			0.00
630		BND13	0.00	0.00	287.58	287.58	No Budget	144.53
		Interest On Bond Debt	0.00	0.00	0.00			0.00
630		BND12	0.00	0.00	3,846.67	3,846.67	No Budget	1,921.27
		Interest On Bond Debt	0.00	0.00	0.00			0.00
52118		Meter Department						
121		Salaries and Wages	0.00	0.00	71,710.46	71,710.46	No Budget	39,362.46
			0.00	0.00	0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	5,210.93	5,210.93	No Budget	2,873.78
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	12,698.24	12,698.24	No Budget	4,671.85
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	4,302.71	4,302.71	No Budget	2,361.79
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	688.53	688.53	No Budget	334.77
			0.00	0.00	0.00			0.00
248		GPS Services	0.00	0.00	169.61	169.61	No Budget	169.61
			0.00	0.00	0.00			0.00

Fund : 413

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251		Medical Services	0.00	0.00	204.50	204.50	No Budget	102.25
			0.00	0.00	0.00			0.00
261		Repair And Maintenance Motor Vehicles	0.00	0.00	181.55	181.55	No Budget	0.00
			0.00	0.00	0.00			0.00
326		Clothing And Uniforms	0.00	0.00	580.75	580.75	No Budget	255.85
			0.00	0.00	0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	1,958.86	1,958.86	No Budget	1,958.86
			0.00	0.00	0.00			0.00
391		Water Meters	0.00	0.00	2,624.32	2,624.32	No Budget	2,624.32
			0.00	0.00	0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	1,042.26	1,042.26	No Budget	622.08
			0.00	0.00	0.00			0.00
52119		Wash Co WL						
121		Salaries and Wages	0.00	0.00	41,552.44	41,552.44	No Budget	25,200.88
			0.00	0.00	0.00			0.00
141		Oasi (Employer's Share)	0.00	0.00	2,851.23	2,851.23	No Budget	1,764.11
			0.00	0.00	0.00			0.00
142		Hospital And Health Insurance	0.00	0.00	15,699.21	15,699.21	No Budget	5,254.28
			0.00	0.00	0.00			0.00
143		Employee Retirement Plan	0.00	0.00	2,493.17	2,493.17	No Budget	1,512.07
			0.00	0.00	0.00			0.00
245		Telephone And Other Communication Services	0.00	0.00	76.02	76.02	No Budget	38.01
			0.00	0.00	0.00			0.00
261		Repair And Maintenance Motor Vehicles	0.00	0.00	1,450.70	1,450.70	No Budget	409.55
			0.00	0.00	0.00			0.00
326		Clothing And Uniforms	0.00	0.00	1,105.47	1,105.47	No Budget	491.32
			0.00	0.00	0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	749.32	749.32	No Budget	692.48
			0.00	0.00	0.00			0.00

Fund : 413

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
934	5018		0.00	0.00	924.03	924.03	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5023		0.00	0.00	162,608.44	162,608.44	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5019		0.00	0.00	1,276.26	1,276.26	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
52213		Sewer Treatment And Disposal						
121			0.00	0.00	109,407.67	109,407.67	No Budget	60,238.32
		Salaries and Wages	0.00	0.00	0.00			0.00
141			0.00	0.00	7,871.33	7,871.33	No Budget	4,359.04
		Oasi (Employer's Share)	0.00	0.00	0.00			0.00
142			0.00	0.00	23,992.85	23,992.85	No Budget	8,872.20
		Hospital And Health Insurance	0.00	0.00	0.00			0.00
143			0.00	0.00	6,564.51	6,564.51	No Budget	3,614.32
		Employee Retirement Plan	0.00	0.00	0.00			0.00
147			0.00	0.00	2.25	2.25	No Budget	0.00
		Unemployment Insurance	0.00	0.00	0.00			0.00
148			0.00	0.00	321.49	321.49	No Budget	122.78
		Employee Education And Training	0.00	0.00	0.00			0.00
211			0.00	0.00	32.00	32.00	No Budget	0.00
		Postage, Box Rent, Etc.	0.00	0.00	0.00			0.00
230			0.00	0.00	6,012.00	6,012.00	No Budget	6,012.00
		Publicity, Subscriptions, And Dues	0.00	0.00	0.00			0.00
241			0.00	0.00	11,074.98	11,074.98	No Budget	11,074.98
		PLANT	0.00	0.00	0.00			0.00
241			0.00	0.00	4,329.65	4,329.65	No Budget	4,329.65
		LIFTS	0.00	0.00	0.00			0.00
245			0.00	0.00	3,953.96	3,953.96	No Budget	1,800.44
		Electric	0.00	0.00	0.00			0.00
248			0.00	0.00	290.76	290.76	No Budget	290.76
		Telephone And Other Communication Services	0.00	0.00	0.00			0.00
		GPS Services	0.00	0.00	0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 413

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	Medical Services		0.00	0.00	572.60	572.60	No Budget	286.30
			0.00	0.00	0.00			0.00
261	Repair And Maintenance Motor Vehicles		0.00	0.00	1,543.75	1,543.75	No Budget	354.37
			0.00	0.00	0.00			0.00
262	GENER		0.00	0.00	896.00	896.00	No Budget	896.00
	Repair And Maintenance Equipment		0.00	0.00	0.00			0.00
262	PLANT		0.00	0.00	704.75	704.75	No Budget	0.00
	Repair And Maintenance Equipment		0.00	0.00	0.00			0.00
266	COMPO		0.00	0.00	150.00	150.00	No Budget	0.00
	Repair And Maintenance Buildings		0.00	0.00	0.00			0.00
266	PLANT		0.00	0.00	50.00	50.00	No Budget	0.00
	Repair And Maintenance Buildings		0.00	0.00	0.00			0.00
269			0.00	0.00	170.83	170.83	No Budget	0.00
	Repair And Maintenance Utility Lines		0.00	0.00	0.00			0.00
311			0.00	0.00	289.55	289.55	No Budget	289.55
	Office Supplies		0.00	0.00	0.00			0.00
322			0.00	0.00	32.00	32.00	No Budget	0.00
	Chemical, Laboratory, And Medical Supplies		0.00	0.00	0.00			0.00
324			0.00	0.00	136.08	136.08	No Budget	0.00
	Household And Janitorial Supplies		0.00	0.00	0.00			0.00
326			0.00	0.00	1,029.80	1,029.80	No Budget	167.41
	Clothing And Uniforms		0.00	0.00	0.00			0.00
331			0.00	0.00	2,745.96	2,745.96	No Budget	2,745.96
	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00	0.00	0.00			0.00
344			0.00	0.00	181.93	181.93	No Budget	0.00
	Safety Supplies		0.00	0.00	0.00			0.00
390			0.00	0.00	440.09	440.09	No Budget	0.00
	Miscellaneous Supplies		0.00	0.00	0.00			0.00
471			0.00	0.00	1,694.78	1,694.78	No Budget	1,694.78
	Asphalt And Asphalt Filler		0.00	0.00	0.00			0.00

Town of Jonesborough
 Statement of Expenditures and Encumbrances
 August 2024

Fund : 413

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
493			0.00	0.00	0.00	0.00	No Budget	0.00
	Chemicals		0.00		0.00			0.00
535			0.00	0.00	1,344.14	1,344.14	No Budget	721.43
	Equipment Leases & Maint Contracts		0.00		0.00			0.00
821			0.00	0.00	342.79	342.79	No Budget	0.00
	Lift Stations Maintenance		0.00		0.00			0.00
822			0.00	0.00	1,870.08	1,870.08	No Budget	553.55
	Sludge Disposal Fees		0.00		0.00			0.00
52315		Shop & Maintenance						
121			0.00	0.00	27,975.19	27,975.19	No Budget	16,807.05
	Salaries and Wages		0.00		0.00			0.00
141			0.00	0.00	1,953.50	1,953.50	No Budget	1,188.78
	Oasi (Employer's Share)		0.00		0.00			0.00
142			0.00	0.00	8,893.81	8,893.81	No Budget	3,625.40
	Hospital And Health Insurance		0.00		0.00			0.00
143			0.00	0.00	1,678.52	1,678.52	No Budget	1,008.43
	Employee Retirement Plan		0.00		0.00			0.00
241			0.00	0.00	429.60	429.60	No Budget	429.60
	Electric		0.00		0.00			0.00
242			0.00	0.00	48.87	48.87	No Budget	48.87
	Water		0.00		0.00			0.00
245			0.00	0.00	521.06	521.06	No Budget	246.06
	Telephone And Other Communication Services		0.00		0.00			0.00
248			0.00	0.00	24.23	24.23	No Budget	24.23
	GPS Services		0.00		0.00			0.00
251			0.00	0.00	265.63	265.63	No Budget	174.83
	Medical Services		0.00		0.00			0.00
266			0.00	0.00	523.40	523.40	No Budget	448.40
	Repair And Maintenance Buildings		0.00		0.00			0.00

Fund : 413		Monthly Comparative:		16.67%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326		Clothing And Uniforms	0.00	0.00	391.90	391.90	No Budget	172.54
			0.00	0.00	0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	137.12	137.12	No Budget	137.12
			0.00	0.00	0.00			0.00
341		Consumable Tools	0.00	0.00	(59.50)	(59.50)	No Budget	0.00
			0.00	0.00	0.00			0.00
345		Welding Supplies	0.00	0.00	52.82	52.82	No Budget	0.00
			0.00	0.00	0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	466.65	466.65	No Budget	256.85
			0.00	0.00	0.00			0.00
Total For Fund: 413			0.00	0.00	1,365,128.64	1,365,128.64	100.00%	640,588.77
			0.00	0.00	0.00			0.00

Fund : 619

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
42129		Drug Investigation And Control						
290		Other Contracted Services	0.00	0.00	2,000.00	2,000.00	No Budget	2,000.00
			0.00	0.00	0.00			0.00
		Total For Fund: 619	0.00	0.00	2,000.00	2,000.00	100.00%	2,000.00
			0.00		0.00			0.00

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: September 9, 2024 AGENDA ITEM #: 2-b

SUBJECT: Mayor Communications – Committee Appointment

BrightRidge Board of Directors

Re-appoint Andy Dietrich to the BrightRidge Board of Directors for a 4-year term, expiring September 1, 2028.

Jackson Theatre Programming Committee

Appoint Anne G'Fellers Mason and Matthew Gulley to the Programming Committee.

August 19, 2024

Mr. Glenn Rosenoff, Administrator
Town of Jonesborough
123 Boone Street
Jonesborough, Tennessee 37659

Dear Mr. Rosenoff:

The term of Andy Dietrich, an appointee to the BrightRidge Board of Directors representing the Town of Jonesborough, expires September 1, 2024. Mr. Dietrich is completing the second four-year term of Dr. Hal Knight following his resignation from the Board in February 2024.

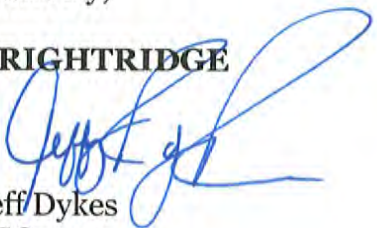
Mr. Dietrich has been an excellent representative and serves as a member of the Human Resource/Insurance Committee. He has expressed interest in continuing to serve on the Board of Directors and is eligible for an additional four-year term.

We value his direction and would appreciate his re-appointment to the BrightRidge Board of Directors.

Should you need additional information, please contact me at 952-5040.

Sincerely,

BRIGHTRIDGE



Jeff Dykes
CEO

JRD/cc

BACKGROUND:

Jackson Theatre Operations Manager has provided a detailed memorandum on proposed changes to the Jackson Theatre Programming Committee that was approved at the BMA meeting on June 17, 2024. The Committee was comprised of the following committee members:

Programming Committee

1. Lisa Whaley, ISC Representative
2. Jennifer Bernhardt, JRT Representative
3. Theresa Hammons, McKinney Center Representatives
4. Cameo Waters, Director of Tourism
5. Amber Crumley, Jackson Theatre Operations Manager
6. Steve Johnson, Jackson Theatre Consultant
7. Dan Hays, Jackson Theatre Consultant
8. Kelly Wolfe, BMA Representative
9. Glenn Rosenoff, Town Administrator

The recommendation is to (1) remove Steve Johnson (previous theatre consultant prior to Dan Hays) since his contract for services has expired; and (2) add Anne G'Fellers Mason and Matt Gulley to the committee based on their experience and skill sets in theatre. The updated list is as follows:

Programming Committee

1. Lisa Whaley, ISC Representative
2. Jennifer Bernhardt, JRT Representative
3. Theresa Hammons, McKinney Center Representatives
4. Cameo Waters, Director of Tourism
5. Amber Crumley, Jackson Theatre Operations Manager
6. Dan Hays, Jackson Theatre Consultant
7. Kelly Wolfe, BMA Representative
8. Glenn Rosenoff, Town Administrator
9. Anne G'Fellers Mason
10. Matt Gulley

RECOMMENDATION:

Approve the removal of Steve Johnson from the committee and adding Anne G'Fellers and Matt Gulley to the committee, as presented.

Memo

To: Glenn Rosenoff, Town Administrator
From: Amber Crumley, Operations Manager, Jackson Theatre
Date: August 26, 2024
Re: Jackson Theatre-Programming Committee

Our Jackson Theatre Programming Committee was formed in June 2024. The purpose of this committee is to consider options and brainstorm ideas for programming in line with the Jackson Theatre's programming strategy, as well as make recommendations. This volunteer committee is not responsible for securing or negotiating with agents, artists, touring companies, etc. but to make recommendations to the Operations Manager.

We have met twice, and will plan to have another meeting in October to discuss the Grand Opening events as well as programming for November-April. At this time, I would like to make a recommendation to add two new members, as well as remove one, from the committee. I would like to recommend the addition of Anne G'Fellers Mason and Matt Gulley to the committee. Both are Town of Jonesborough employees with an interest in theatre and stage craft. Ms. Mason has a theatre background, personal interest in movies and music, is a published playwright, she is involved in local theatre productions and will also be working with us on programming a yearly "StoryTown Radio Show" performance at the Jackson Theatre. Mr. Gulley also has a theatre background and graduated from the University of Tennessee with a degree in Theatre with a minor in Cinema Studies. Mr. Gulley has a passion for movies and film, anniversary movie dates and knowledge on upcoming releases that will be helpful for classic movie programming. He has also added a "take one, leave one" DVD box at the Jonesborough Visitors Center called "Jonesborough's Free Blockbuster" which has been very popular with our locals and visitors to the center. I feel both individuals share a passion for our mission at the theatre and will provide useful information in guiding our programming.

In these programming changes, I would also like to ask that Steve Johnson (previous consultant) also be removed from the Programming Committee since his contract for consultation has expired. He was a wonderful addition, and I would love to have his volunteer involvement in the future if his schedule would allow.

Please let me know if you have any questions or comments in regards to the requests.

Thanks

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: September 9, 2024 AGENDA ITEM #: _____

SUBJECT: _____

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: September 9, 2024 AGENDA ITEM #: 6-A

SUBJECT: 2nd Reading – OSHA Occupational Safety and Health Program Plan

BACKGROUND:

The Town of Jonesborough is required to update the Occupational Safety and Health Program Plan every seven (7) years, or when there are changes in Town leadership and/or the Safety Director. Our seven-year update is due currently.

On August 12, 2024, the BMA approved Ordinance No. 2024-07, the updated OSHA Occupational Safety and Health Program Plan on first reading. Furthermore, the BMA approved the updated Safety Director Position Description, Lt. Jonathan Peace as the Safety Director, and the annual stipend of \$2,600.00 for the Safety Director position.

Before you is the approval of the ordinance on second and final reading.

RECOMMENDATION:

Approve the updated OSHA Occupational Safety and Health Program Plan, Ordinance 2024-07 on second and final reading.

ORDINANCE NO. 2024-07

ORDINANCE TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the Town of Jonesborough hereby updates the Occupational Safety and Health Program Plan for our employees, and

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements, then

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that Title 1, Chapter 14, of the Jonesborough Municipal Code is hereby amended in its entirety as follows:

SECTION:

- 1-1401 Title
- 1-1402 Purpose
- 1-1403 Coverage
- 1-1404 Standards Authorized
- 1-1405 Variances From Standards Authorized
- 1-1406 Administration
- 1-1407 Funding the Program Plan
- 1-1408 Severability
- 1-1409 Plan of Operation for the Occupational Safety and Health Program for the Employees of Town of Jonesborough

1-1401. Title: This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of the Town of Jonesborough.

1-1402. Purpose: The Town of Jonesborough, in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top management commitment and employee involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and

- d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
 - 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
 - 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
 - 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
 - 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
 - 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.
 - 7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.
- 1-1403. Coverage: The provisions of the Occupational Safety and Health Program Plan for the employees of the Town of Jonesborough, shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.
- 1-1404. Standards Authorized: The Occupational Safety and Health standards adopted by the Town of Jonesborough are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).
- 1-1405. Variances from Standards Authorized: Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH

STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

- 1-1406. Administration: For the purposes of this ordinance, Jonathan Peace, (Police Department Lieutenant), is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer **the Occupational Safety and Health Program for the employees of the Town of Jonesborough**. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50. **Said plan shall become a part of the Jonesborough Personnel Policy upon its adoption.**
- 1-1407. Funding the Program Plan: Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by the Board of Mayor and Alderman.
- 1-1408. Severability: If any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.
- 1-1409. Plan of Operation for the Occupational Safety and Health Program Plan for the Employees of Town of Jonesborough:

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of the Town of Jonesborough.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent. The Town of Jonesborough, in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.

- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his/her monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. **DEFINITIONS:**

For the purposes of this Program Plan, the following definitions apply:

- a. Commissioner Of Labor and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. Employer means the Town of Jonesborough, and includes each administrative department, board, commission, division, or other agency of the Town.
- c. Safety Director means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of the Town of Jonesborough.
- d. Inspector(s) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.

- e. Appointing Authority means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
- f. Employee means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as volunteers provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. Person means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. Standard means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. Imminent Danger means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. Establishment or Worksite means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. Serious Injury or Harm means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. Act or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.

m. Governing Body means the Board of Mayor and Aldermen to which this plan applies.

n. Chief Executive Officer means the Town Administrator.

III. EMPLOYERS RIGHTS AND DUTIES:

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee, conditions of employment recognizing any inherent dangers, and to the extent possible, a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEES RIGHTS AND DUTIES:

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972, which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance. The employee may request to remain anonymous as set forth in section I (h) of this plan.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure, in accordance with the opportunities provided in TCA 50-3-203. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards. The employee may remain anonymous by not signing or identifying their self as set forth in section I (h) of this plan.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.

- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION:

- a. The Safety Director of Occupational Safety and Health/Safety is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 - 1. The Safety Director may get assistance in making inspections, and the BMA may approve a designee to carry out the duties in absence of the Safety Director.
 - 2. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 - 3. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 - 4. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 - 5. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.

6. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 7. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 8. The Safety Director shall, *in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.*
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan. Safety related appeals can be directed to the Operations Manager or Town Administrator.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED:

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE:

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 1. The employer
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.

- ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
- 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING:

- a. Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the ordinance. You can get a copy of the Forms for Recordkeeping from OSHAs website.
- b. The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART to this plan.
- c. Details of how reports of occupational accidents, injuries, and illnesses will reach the record-keeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE:

If any employee feels that he/she is assigned to work in conditions which might affect his/her health, safety, or general welfare at the present time or at any time in the future, he/she should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his/her health, safety, or general welfare. The employee should sign the letter but need not do so if he/she wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the

condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.

- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he/she may forward a letter to the Operations Manager, Town Administrator or the Mayor explaining the condition(s) cited in his/her original complaint and why he/she believes the answer to be inappropriate or insufficient.
- d. The Operations Manager or Town Administrator will evaluate the complaint, begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions if deemed appropriate or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he/she may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Operations Manager, Town Administrator or Mayor.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING:

- a. Safety Director and/or Compliance Inspector(s):
 - 1. Arrangements will be made for the Safety Director and/or Safety Officer(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
 - 2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.
- b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, at a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocutation; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES:

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 1. To enter at any reasonable time, any Town establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the Town and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of Town employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any Town supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. The Safety Director may have supervisory staff and/or other Town employees accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.

2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
 2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES:

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.

5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Operations Manager or Town Administrator immediately.
2. The Safety Director and/or Operations Manager or Town Administrator shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS FOR NON-IMMINENT DANGER:

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
 1. Issue an abatement order to the head of the worksite.
 2. Copy the Copy the Operations Manager and Town Administrator with the abatement order.
 3. Post or cause to be posted a copy of the abatement order at or near each location referred to in the Abatement Order.
- b. Abatement orders shall contain the following information:
 1. The standard, rule, or regulation which was found to violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or

responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue a follow-up abatement order and such subsequent order shall be binding unless appealed to the Operations Manager or Town Administrator.

XIV. PENALTIES:

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the Town. It shall be the duty of Town Supervisory Staff to administer discipline by taking action as outlined in the Town personnel policies.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION:

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS:

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30-day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED:

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.

- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

APPENDIX I - WORK LOCATIONS

TOWN HALL- Glenn Rosenoff, Town Administrator

123 Boone Street Jonesborough TN 37659

General Administration – (Glenn Rosenoff, Town Administrator) 8 Employees

Water Administration – (Janet Jennings, Finance Director) 10 Employees

Police Department – (Matt Rice, Chief) 26 Employees

Fire Department – (Jeff White, Chief) 10 Employees

Recreation Department – (Chris Kudera, Director) 8 Employees

123 Boone Street

Jonesborough, TN 37659

(423)-753-1030 – Town Hall

(423) 753-1040 – Water Administration

423-753-1053 – Police/Fire

423-753-0485 – Recreation Dept.

WETLANDS WATER PARK – Nick Bogle, Director

1523 Persimmon Ridge Road Jonesborough TN

1 Employee (Full-time)

(Seasonal Workers – May-Sept.)

(423) 753-1561

SENIOR CENTER – Mary Regen, Director

307 East Main Street Jonesborough TN 37659

10 Employees

(423) 753-1084

VISITOR CENTER – Cameo Waters, Director

117 Boone Street Jonesborough TN

10 Employees

(423) 753-1010

JACKSON THEATRE, Amber Crumley, Director

121 West Main Street Jonesborough TN 37659

5 Employees

(423) 791-4779

FLEET MAINTENANCE, Steve Beckett, Director

110 Old State Route 34 Jonesborough TN 37659

5 Employees

(423) 753-1002

WATER DISTRIBUTION/WATER QUALITY – Kevin Brobeck, Director

110 Old State Route 34 Jonesborough TN 37659

Water Distribution 23 Employees

Water Quality 9 Employees

(423) 753-1003 (Water Distribution)

(423) 753-1005 (Water Quality)

STREET DEPARTMENT - Malcolm Highsmith, Director

101 Britt Drive Jonesborough TN

7 Employees

(423) 753-1004

MCKINNEY CENTER – Theresa Hammonds, Director

103 Franklin Avenue Jonesborough TN

6 Employees

(423)

SOLID WASTE – Chris Craig, Director

101 Britt Drive Jonesborough TN 37659

8 Employees

(423) 753-1006

WASTEWATER DEPARTMENT – Cobern Rasnick, Director

101 Britt Drive Jonesborough TN 37659

14 Employees

(423) 753-1022

WATER TREATMENT PLANT – Randal Jones, Director

301 Arnold Road Jonesborough TN

9 Employees

(423) 753-1099

TOTAL NUMBER OF EMPLOYEES: 169

APPENDIX II - NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF THE TOWN OF JONESBOROUGH

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to ensure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or Operations Manager.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the Town Administrator for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of THE TOWN OF JONESBOROUGH is available for inspection by any employee at TOWN HALL during regular office hours.

MAYOR

DATE

APPENDIX III - ACCIDENT REPORTING PROCEDURES:

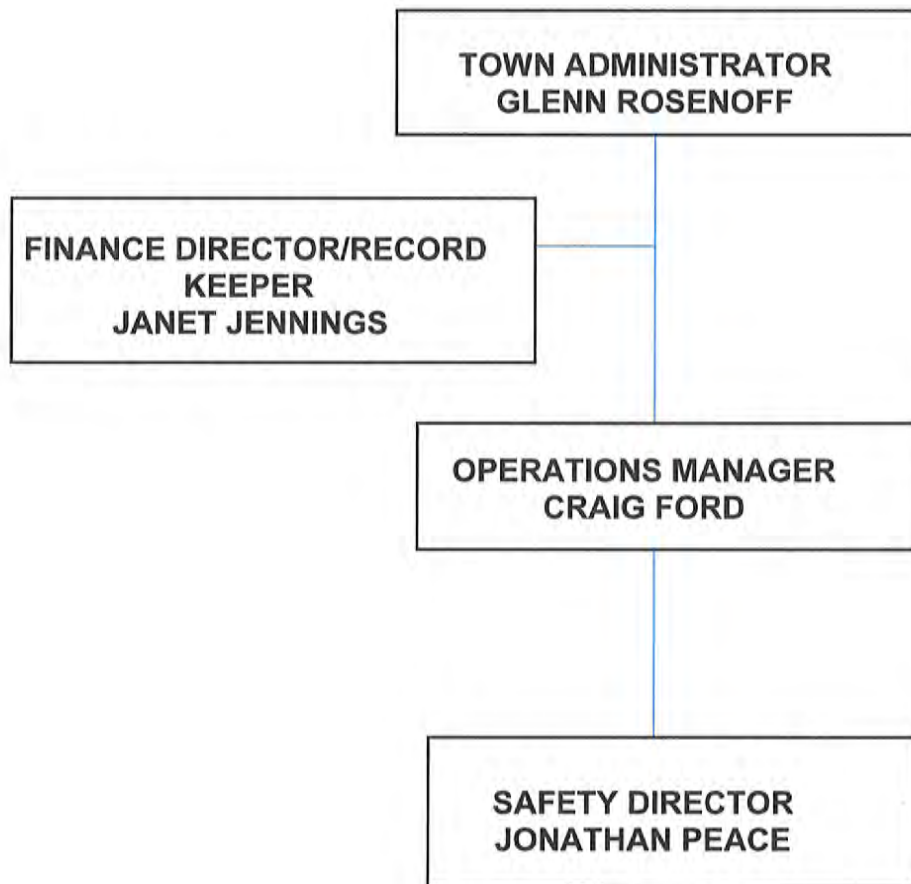
Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third-degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness, (with the assistance of the Safety Director if necessary), and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

The Town of Jonesborough has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX IV - SAFETY AND HEALTH ORGANIZATIONAL CHART



This ordinance shall become effective after its passage on second and final reading.

Motion was made by Alderman Countermine and seconded by Alderman Causey that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Countermine, Alderman Causey, Alderman Dickson

Absent: Alderman Wolfe

Those voting against: _____

PASSED ON FIRST READING August 12, 2024

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: September 9, 2024 AGENDA ITEM #: 6-B

SUBJECT: 2nd Reading – Amendment to Municipal Code

BACKGROUND:

The BMA approved the amendment to the Jonesborough Municipal Code Title 1 by adding Chapter 23, Jackson Theatre Board on first reading.

Based on the discussions during the first reading, Town Attorney Jim Wheeler has provided changes to be considered during second and final reading.

RECOMMENDATION:

Approve the ordinance amending the Jonesborough Municipal Code Title 1 by adding Chapter 23, Jackson Theatre Board on second and final reading.

ORDINANCE NO. 2024-08

AN ORDINANCE TO AMEND THE TOWN OF JONESBOROUGH MUNICIPAL CODE, TITLE 1, ENTITLED "ADMINISTRATION, OFFICERS AND PERSONNEL" BY ADDING CHAPTER 23

SECTION 1. BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that Title 1 of the Jonesborough Municipal Code, entitled "Administration, Officers and Personnel" is amended by adding Chapter 23 as follows:

TITLE 1

ADMINISTRATION, OFFICERS AND PERSONNEL

CHAPTER 23

Jackson Theater Board

SECTION

1-1701. Establishment . The Jackson Theater Board is hereby established.

1-1702. Purpose and duties . The purpose of the Jackson Theater Board is to provide a mechanism for residents and town staff to plan, support, implement, evaluate and otherwise promote various artistic endeavors at the historic Jackson Theater in an effort to enhance the quality of life for its citizens. The Jackson Theater Board will work with the Director of the Theater to approve and coordinate all use and programming of the Jackson Theater Complex to include the Stage Door building. The Board will work with the Town Administrator and Director of the Theater to develop and review a budget for the Theater each fiscal year to be submitted for approval and inclusion in the Town Budget by the Board of Mayor and Aldermen. The Jackson Theater Board shall support, advise, oversee and expand the development of activities that use the arts and the Jackson Theater facility as defined herein to build relationships and build community. The Board will also assist in generating effective ways of promoting the activities taking place through the Jackson Theater and its programs. The Board is charged with assisting in fundraising and revenue generating that is supporting the operation and sustainability of the Jackson Theater.

1-1703. Composition, appointment, membership and terms. The Jackson Theater Board shall be composed of five (5) members determined as follows: One (1) member shall be a member of the board of mayor and aldermen, selected by the board. The term of the board member shall be contiguous with his or her term on the board of mayor and aldermen. The remaining four (4) positions on the board will be made up of members of the community that are interested in carrying out the purpose and duties of the Jackson Theater Board as established by the town board. Two (2) of the positions will be nominated by the Mayor and approved by the board of mayor and aldermen. Two of the positions will be appointed by the existing Jackson Theater Board (or initially the first three (3) members selected previously herein) and confirmed by the Board of Mayor and Aldermen. The terms of the four (4) appointed members shall be six (6) year terms. For the initial appointment only, and to allow for staggered terms, the two (2) appointed members appointed by the Jackson Theater Board members shall serve three (3) year terms, and the two (2) appointed members appointed by the board of mayor and aldermen shall serve six (6) year terms.

Any vacancy in the appointed membership shall be filled for the unexpired term by the board of mayor and aldermen. The board of mayor and aldermen shall have the power to remove any board member, regardless of how that member was appointed, at any time with or without cause.

1-1704. Compensation . Members of the Jackson Theater Board shall serve without compensation, however, a town board member representing the board of mayor and aldermen on the advisory committee may possibly be compensated through a program specifically established for members of the town board. Members of the Jackson Theater Board may be compensated for any service related to the operation of the Center or provided directly to the advisory committee that is outside the normal duties of an advisory committee member and deemed compensable by the committee or staff.

1-1705. Rules and staff . The Jackson Theater Board shall adopt rules and regulations for the orderly discharge of its duties subject to revision by the Jonesborough Board of Mayor and Aldermen. Rules can be amended at any meeting provided that any change is clearly communicated in a notice sent out to members at least one (1) week prior to the meeting in which the change will be addressed. All changes in rules are subject to being further amended by the Jonesborough Board of Mayor and Aldermen. The Jackson Theater staff and Jonesborough Parks and Recreation staff shall provide support staff for the committee under the direction of the Jackson Theater Director and the Director of Parks and Recreation. Other Town employees shall serve as staff to the Jackson Theater Board as deemed appropriate by the Town Administrator. The Jackson Theater Director may request individuals to attend meetings regularly in an ex-officio capacity when it is felt those individuals can provide important information to the Jackson Theater Board and help achieve the goals of the Jackson Theater.

1-1706. Meetings and subcommittees . Upon its establishment by the Jonesborough Board of Mayor and Aldermen, the Jackson Theater Board will hold an organizational meeting to elect officers and establish a schedule for regular meetings the remainder of the upcoming year. Meetings shall normally be held monthly, however, the Jackson Theater Board can establish a different meeting schedule as long as that schedule is established for the remainder of the calendar year and properly advertised. Minutes shall be taken of the proceeding of all meetings and submitted to the board of mayor and aldermen for their review at regular meetings. With reasonable notice, special meetings of the Jackson Theater Board may be called by the committee chairman, the committee itself, the Jackson Theater Director or the Town Administrator. All meetings are subject to the Tennessee Open Meetings Act, open to the public and shall be posted on the community bulletin board at town hall. After the initial meeting of the newly formed Jackson Theater Board, the Board shall hold an organizational meeting each year to elect officers and establish a meeting schedule for the coming year. Until such meeting, the current officers shall serve until they are replaced or until their term ends.

1-1707. Officers . The Jackson Theater Board shall elect a chair or co-chair, a vice-chair, and secretary. Terms shall be one (1) year with eligibility for re-election. Officers shall serve until an organizational meeting is scheduled each year, and in absence of a scheduled organizational meeting shall serve until they are replaced or their term ends.

1-1708. Technical advisors . The Jackson Theater Board may request uncompensated technical assistance from anyone the committee feels can provide needed impact to achieve the mission and goals of the Jackson Theater.

1-1709. Donations, revenues, expenditures . The Jackson Theater Board may solicit donations, apply for grants, oversee fundraisers and promotions, and otherwise collect revenues under the procedures established by the town recorder. Revenues generated directly from the activities Jackson Theater Board may be deposited in a Jackson Theater Fund, and the Board may advise staff and the board of mayor and aldermen on the use of any funds raised by the Board. The Jackson Theater Board is not authorized to obligate any funding or mitigate any contract without the possible review and oversight of the Jonesborough Board of Mayor and Aldermen. The Board of Mayor and Aldermen may, however, in its discretion appropriate funds for the use of the Jackson Theater Board through the Director of the Theater and/or the Town Administrator for carrying out its required duties and activities.

1-1710. Authorization to Create or Contract with a Separate Organization. The Board of Mayor and Aldermen may determine that for various reasons it would be in the best interest of the Town to establish a separate organization to manage and operate the Jackson Theater by contracting with the Town for such services. The Board is authorized to designate or establish an organization for the purposes outlined in this ordinance and to allocate funding through budgeting procedures including an allocation to a non-profit organization or contractual payments to an organization under a contract for such services.

SECTION 2. That this Ordinance shall become effective immediately from and after its passage as provided by law.

Motion was made by Alderman Wolfe and seconded by Alderman Countermine that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Wolfe, Alderman Countermine, Alderman Causey, Alderman Dickson

Those voting against: _____

PASSED ON FIRST READING August 19, 2024

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that
the preceding ordinance be adopted on second and final reading. Those voting for the adoption
thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: September 9, 2024 AGENDA ITEM #: 7-A

SUBJECT: 1st Reading – Amendment to the Jackson Theatre Budget

BACKGROUND:

At the BMA meeting on August 29, 2024, I presented projected adjustments to the Jackson Theatre Fund FY25 budget for both revenues and expenditures, and more specifically adjustments to fund a full-time Technical Director position, a part-time House Manager position, and Host 1 positions to serve as box office and concessions personnel.

Town Attorney Jim Wheeler advised that due to the significant adjustments of the budget, an ordinance amendment was required. He stated that this would not stop the process of moving forward with the hiring plan.

Before you is the amended budget Ordinance No. 2024-09, an Ordinance Amending the Fiscal Year 2024-2025 Budget for the Jackson Theatre Fund.

RECOMMENDATION:

Approve the amended budget Ordinance No. 2024-09 on first reading, as presented.

ORDINANCE NO. 2024-09

AN ORDINANCE AMENDING THE FISCAL YEAR 2024-2025 BUDGET FOR THE JACKSON THEATRE FUND

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, AS FOLLOWS:

SECTION I. That the FY2024-2025 budget be amended with revenues and available funds and appropriations as follows:

	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<u>Jackson Theatre Fund</u>			
<u>Revenues/Other Sources of Funding</u>			
Revenues	436,155	70,000	506,155
Transfers In	175,027	-	175,027
Total Revenues/ Other Sources of Funding	611,182	70,000	681,182
<u>Expenditures:</u>			
Operating Expenditures	436,155	67,927	504,082
Debt Service	175,027	-	175,027
Total Expenditures	611,182	67,927	679,109

SECTION II. The line item financial plan as follows detailing line items in departmental budgets shall be followed in implementing the budget amendments.

This Ordinance will take effect immediately after its passage on second and final reading, the public welfare requiring it.

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____
that the preceding ordinance be adopted on second and final reading. Those voting for
the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**Town of Jonesborough
FY 2024-25 Budget (Amended)
Jackson Theater Fund Revenues**

Account Code	Description	Current Budget	Increase/ (Decrease)	Amended Budget
	Revenues			
171-34752	Ticket Sales	418,709	-	418,709
171-34753	Preservation Fee (\$2 Avg Per Cap)		30,000	30,000
171-38138	Concession Sales	17,446	-	17,446
171-34751	Facility Rental		20,000	20,000
171-36705	Advertise/Sponsorship (Unrestricted)		20,000	20,000
	Total Revenues	436,155	70,000	506,155
	Other Financing Sources			
171-36961	Transfer in from General Fund	175,027	-	175,027
	Total Other Financing Sources	175,027	-	175,027
	Total Revenues and Other Financing Sources	611,182	70,000	681,182

**Town of Jonesborough
FY 2024-2025 Budget (Amended)
Jackson Theatre Expenditures**

August 29, 2024

Account Code	Description	Current Budget	Increase/ (Decrease)	Amended Budget
	Salaries and Benefits			
171-44550-121	Salaries & Wages	155,769	90,369	246,138
171-44550-141	Payroll Taxes (FICA)	11,916	6,913	18,830
171-44550-143	Retirement	7,050	2,564	9,614
171-44550-142	Employee Insurance	15,026	(626)	14,400
171-44550-147	Unemployment Tax (SUTA)	100	-	100
	Total Salaries and Benefits	189,862	99,220	289,082
	Non-Personnel			
171-44550-148	Travel/Training	5,000	(1,000)	4,000
171-44550-211	Postage	2,000	-	2,000
171-44550-220	Printing	24,400	(9,400)	15,000
171-44550-230	Dues/Subscriptions	2,500	-	2,500
171-44550-238	Marketing/Advertising	58,593	(18,593)	40,000
171-44550-241	Electric/Gas	24,400	-	24,400
171-44550-242	Water	5,000	-	5,000
171-44550-245	Telephone/Internet	12,500	-	12,500
171-44550-262	Equipment Repairs	1,200	-	1,200
171-44550-266	Building Maintenance	2,500	2,500	5,000
171-44550-311	Office Supplies	2,000	-	2,000
171-44550-312	Small Equipment & Furnishings	1,000	4,000	5,000
171-44550-313	Stationery / Forms	500	-	500
171-44550-259	Royalties	24,400	-	24,400
171-44550-324	Janitorial / Cleaning	5,000	-	5,000
171-44550-331	Gasoline/Oil	2,500	-	2,500
171-44550-290	Other Contractual Services	48,800	(8,800)	40,000
171-44550-390	Miscellaneous Supplies	1,000	-	1,000
171-44550-535	Equipment Leases & Maint. Contracts	8,000	-	8,000

**Town of Jonesborough
 FY 2024-2025 Budget (Amended)
 Jackson Theatre Expenditures**

August 29, 2024

Account Code	Description	Current Budget	Increase/ (Decrease)	Amended Budget
171-44550-556	Credit Card Fees	5,000	-	5,000
171-44550-598	Merchandise/Concessions Expenses	10,000	-	10,000
	Total Non-Personnel	246,293	(31,293)	215,000
	Total Operating Expenditures	436,155	67,927	504,082
	Debt Service			
171-44550-620-RDA26	Principal - JACKSON RDA	45,136	-	45,136
171-44550-640-RDA26	Interest - JACKSON RDA	62,600	-	62,600
171-44550-620-RDA?	Principal - JACKSON - RDA FINAL	25,701	-	25,701
171-44550-640-RDA?	Interest - JACKSON - RDA FINAL	41,590	-	41,590
	Total Debt Service	175,027	-	175,027
	Total Expenditures	611,182	67,927	679,109

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: September 9, 2024 AGENDA ITEM #: 7-B-1 & 2
SUBJECT: 1st Reading – Amendments to Title 11, Planning & Zoning, Chapters 2 & 18

BACKGROUND:

Presented are the proposed amendments to the Jonesborough Municipal Code as related to stormwater in Title 11, Planning and Zoning, Chapters 2 and 18.

The changes presented today are designed to address the updates required to meet the minimum standards of stormwater related compliance as per the State of Tennessee Department of Environment and Conservation (TDEC).

Engineering consultant Todd Wood worked through the required TDEC updates and has provided the proposed amendments to the municipal code for both Title 11, Planning and Zoning, Chapter 2 Peak Stormwater Management and Erosion Prevention and Sediment Control; and Title 11, Planning and Zoning, Chapter 18 Permanent Water Quality Stormwater Management. Both amendments intend to replace current Title 11, Chapters 2 and 18 in their entirety.

RECOMMENDATION:

1. Approve Ordinance 2024-10, the amendment to the Jonesborough Municipal Code as related in Title 11, Planning and Zoning, Chapter 2 Peak Stormwater Management and Erosion Prevention and Sediment Control on First Reading, as presented.
2. Approve Ordinance 2024-11, the amendment to the Jonesborough Municipal Code as related in Title 11, Planning and Zoning, Chapter 18 Permanent Water Quality Stormwater Management on First Reading, as presented.

ORDINANCE NO. 2024-10

**AN ORDINANCE TO REDUCE POLLUTION BY ESTABLISHING PEAK
STORMWATER MANAGEMENT AND EROSION **PREVENTION** AND
SEDIMENT CONTROL MEASURES**

WHEREAS, uncontrolled stormwater drainage and discharge have a significant, adverse impact on the health, safety, and general welfare of the residents of the Town of Jonesborough, and an adverse impact on the natural environment by carrying pollutants into the receiving waters within the community; and

WHEREAS, the Town of Jonesborough is required by federal law, particularly 33 U.S.C. 1342(p) and 40 CFR 122.26, to obtain a National Pollutant Discharge Elimination System (NPDES) permit through the Tennessee Department of Environment and Conservation (TDEC) to reduce stormwater flows and associated pollutants discharged into waterways through Jonesborough's stormwater system and drainage ways; and

WHEREAS, the NPDES permit requires the Town to impose controls on future and existing development necessary to reduce the discharge of pollutants in stormwater to the maximum reasonable extent using management practices, control techniques and system design and engineering methods, and such other provisions which are determined to be appropriate for the control of such pollutants, then

NOW THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough that Title 11, Chapter 2 of the Jonesborough Municipal Code be hereby amended in its entirety and replaced with the following:

**CHAPTER 2
PEAK STORMWATER MANAGEMENT AND
EROSION **PREVENTION** AND SEDIMENT CONTROL**

- 11-201 Short title
- 11-202 Purpose
- 11-203 Definitions
- 11-204 Regulated land disturbing activities
- 11-205 Permit required for any land disturbing activity
- 11-206 Stormwater Plan required
- 11-207 Plan requirements
- 11-208 Plan must contain measures to meet approved standards
- 11-209 Permit application
- 11-210 Plan development at owner/developer's expense
- 11-211 Plan submitted to Building Inspector
- 11-212 Plan submitted in number satisfactory to Planning Commission

- 11-213 Plan Review
- 11-214 Grading permit and bond
- 11-215 Building Inspector/Public Works Director may require additional protective measures
- 11-216 Certification of Design Professional
- 11-217 Stormwater management facilities and drainage structures maintained
- 11-218 Improperly maintained stormwater management facilities and drainage structures a violation
- 11-219 Town may take ownership of stormwater management facilities and drainage structures
- 11-220 Technical assistance
- 11-221 Building Inspector and/or Public Works Director responsible for providing safeguards in projects less than one acre or utilizing less than three (3) lots
- 11-222 Grading permit also required for any project on less than one acre involving grading, filling, or excavating
- 11-223 Existing developed properties with drainage, erosion and sediment concerns
- 11-224 Improvements required in existing developments normally at owner's expense
- 11-225 Town may take responsibility for existing stormwater management facilities and drainage structures
- 11-226 Improvements needed at existing locations determined by the Building Inspector and/or Director of Public Works
- 11-227 Improvements required with existing developments subject to appeal
- 11-228 Monitoring, reports, and inspections
- 11-229 Certificate of Occupancy not issued until approvals
- 11-230 Plan construction acceptance and bond release
- 11-231 Appeal of administrative action
- 11-232 Town clean-up resulting from violations at Developer's/Owner's expense
- 11-233 Illicit discharge and illegal dumping
- 11-234 Penalties; Enforcement
- 11-235 Severability

11-201. Short title. This Chapter shall be known as the "Peak Stormwater Management and Erosion **Prevention** and Sediment Control Ordinance of the Town of Jonesborough, Tennessee".

11-202. Purpose. The purpose of this ordinance is to conserve the land, water and other natural resources of the Town of Jonesborough; and promote the public health and welfare of the people by establishing requirements for the peak flow control of stormwater, erosion and sediment and by establishing procedures whereby these requirements shall be administered and enforced; and to diminish threats to public safety from degrading water quality caused by the run-off of excessive stormwaters and associated pollutants; and to reduce flooding and the hydraulic overloading of the town's stormwater system; and to reduce the economic loss to individuals and the community at large.

11-203. Definitions. For the purpose of this Chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Adequacy of Outfalls: The capacity of the receiving channel, stream, waterway, storm drain system, etc., and a determination whether it is adequately sized to receive runoff from the developed site so as to not cause erosion and/or flooding.

Best Management Practices (BMP's): A schedule of activities, prohibitions of practices, design, construction and maintenance procedures, and other management practices to prevent the pollution of stormwater runoff.

Development: Any activity on one (1) acre or more or on three lots or more that involves making changes to the land contour by grading, filling, excavating, removal, or destruction of topsoil, trees, or vegetative covering.

Denuded Area. Areas disturbed by grading, tilling, or other such activity in which all vegetation has been removed and soil is exposed directly to the elements allowing for the possibility of erosion and stormwater and sediment run-off.

Developer: Any person, owner, individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or their legal representatives, agents or assigns.

Drainage: A general term applied to the removal of surface or subsurface water from a given area either by gravity or by pumping; commonly applied to surface water/stormwater.

Drainage Ways and Local Waters: Any and all streams, creeks, branches, ponds, reservoirs, springs, wetlands, wells, drainage ways and wet weather ditches, or other bodies of surface or subsurface water, natural or artificial including Jonesborough's stormwater system; lying within or forming a part of the boundaries of the Town of Jonesborough, or the areas under the regulatory responsibility of the Jonesborough Planning Commission that are adjacent to or intended to be served by the Jonesborough Sewer System.

Enforcement Officer: The Building Inspector, the Public Works Director or any other person designated by the Jonesborough Board of Mayor and Aldermen to enforce the Stormwater Management, Erosion and Sediment Control Ordinance.

Erosion: The general process whereby soils are moved by flowing surface or subsurface water.

Exceptional and Historical Trees: Those trees or stands of trees that are exceptional representatives of their species in terms of size, age, or unusual botanical quality, or which are associated with historical events.

Exceptional Waters of the State: Surface waters of the State of Tennessee that satisfy the characteristics as listed in Rule 1200-4-3-.06 of the official compilation - rules and regulations of the State of Tennessee. Characteristics include waters with exceptional biological diversity or other waters with outstanding ecological or recreational value as determined by the State of Tennessee.

Grading Permit: The permit that must be issued by the Building Inspector, or in his/her absence, an Enforcement Officer, before any land disturbing activity is undertaken by a developer; or when grading, filling, or excavating is proposed on any project. Even though issued separately, Grading Permit fees shall be covered under the cost of building permits.

Impaired Waters of the State: A Waters of the State that is designated as having unavailable parameters for water quality. The State of Tennessee periodically compiles a list of such waters known as the 303(d) List.

Land Disturbing Activity: Means any activity which may result in soil erosion from water or wind and the movement of sediments into drainage ways, or local waters, including, but not limited to, clearing, grading, excavating, transportation and filling of land, except that the term shall not include:

- (a) such minor land disturbing activities as home gardens and individual home landscaping, repairs and maintenance work.
- (b) construction, installation or maintenance of utility lines and individual service connections, or septic lines and drainage fields.
- (c) emergency work to protect life, limb or property.

Stormwater Management facility: Term is used in a general sense to mean retention ponds, detention ponds, sediment basins, sediment traps, and any other structure that is constructed to reduce or control stormwater run-off and prevent silt and other pollutants from entering the town's waterways. When terms such as sediment basins and detention ponds are used in this ordinance, they are also intended to describe a variety of possible structures whose applications in certain circumstances helps control stormwater and waterway pollutants.

Stormwater Plan: For the purpose of this Chapter; a Stormwater Plan refers to a formal written document and/or drawing addressing grading, stabilization using vegetation, stormwater conveyance, stormwater management, and erosion and sediment controls, as specified in Sections 11-205 through 11-208, that is reviewed by the Public Works Director and/or Building Inspector with possible other technical assistance as deemed necessary, reviewed by the Jonesborough Planning Commission, and if approved by the Planning Commission is used as

the basis for the Building Inspector to issue a Grading Permit that allows land disturbing activity to proceed.

SWPPP: Stormwater Pollution Prevention Plan. This is a combination of an erosion and sediment control plan and a narrative in accordance with the State of Tennessee's current Construction General Permit.

Waters of the State: Defined in the Tennessee Water Quality Control Act and means any and all water, public or private, on or beneath the surface of the ground, which are contained within, flow through or border upon Tennessee or any portion thereof except those bodies of water confined to and retained within the limits of private property in single ownership which do not combine to effect a junction with natural surface or underground waters.

11-204. Regulated land disturbing activities:

- (1.) Except as provided in subsection 11-204(2) and 204(3), it shall be unlawful for any person to engage in any land disturbing activity on any commercial development, on any multi-family development, or any single-family development, construction, or renovation activity involving at least one (1) acre of land disturbance, construction activity that is part of a larger common development or sale that would disturb at least one (1) acre of land, or three (3) lots or more without submitting and obtaining approval of a Stormwater Plan as detailed in Sections 11-206 through 11-209 of this Chapter, and being issued a Grading Permit by the Building Inspector.
- (2.) Any person who owns, occupies and operates private agriculture or forest lands shall not be deemed to be in violation of this ordinance of land disturbing activities which result from the normal functioning of these lands, however, the Public Works Director and the Building Inspector have the authority to require "best practices" erosion and sediment control measures if pollution and run-off problems are evident.
- (3.) Any State or Federal agency not under the regulatory authority of the Town of Jonesborough for stormwater management, erosion and sediment control.

11-205. Permit required for any land disturbing activity: Any land disturbing activity, as defined, shall require a Grading Permit, in addition to any Building Permit, which must be issued by the Building Inspector prior to the commencement of any work. Grading Permits for regulated land disturbing activities as defined in 11-204 will be issued by the Building Inspector only upon the Developer meeting requirements outlined in Sections 11-206 through 11-209 of this Chapter which

includes obtaining approval of a Stormwater Plan by the Jonesborough Planning Commission. Building permit fees will cover the cost of obtaining a Grading Permit.

A Grading Permit is also required for any development or construction activity on less than one (1) acre of land. However, said development and construction activities do not require a formal Stormwater Plan unless they are commercial or multi-family developments or a stormwater plan is specifically requested by the Planning Commission.

A pre-construction meeting shall be held between the Town of Jonesborough and the developer (or their representative) for any project that discharges directly into or is immediately upstream of a siltation or stream-side habitat impaired or exceptional Waters of the State. No grading operations may take place until after the pre-construction meeting and perimeter sediment control devices are in place and functional.

- 11-206. Stormwater Plan required: A stormwater plan shall be required for all developments, subdivisions, or construction activities involving one (1) or more acres, of land disturbance, construction activity that is part of a larger common development or sale that would disturb at least one (1) acre of land, or three (3) lots or more, except as exempted in Sections 11-204(2) and 11-204(3) of this Chapter. A Stormwater Plan shall be required for all commercial construction or renovation, or any multi-family residential facility regardless of the acreage or number of units. If necessary to protect the health and safety of the people, the Planning Commission may, at its discretion, require a Stormwater Plan for any development or renovation under an acre, or single-family subdivision with less than three (3) lots.
- 11-207. Plan requirements: The Stormwater Plan shall be prepared and designed by a registered design professional qualified to prepare stormwater plans in accordance with State of Tennessee law and in accordance with the current State of Tennessee Construction General Permit, where applicable. The length and complexity of the plan is to be commensurate with the size of the project, severity of the site condition, and the potential for off-site damage.

For projects which require a construction general permit through the State of Tennessee, the SWPPP (plan and narrative) shall be prepared by a person in accordance with the current State of Tennessee Construction General Permit and submitted to the Town. The SWPPP shall contain all information required by the current State of Tennessee Construction General Permit. Be aware that the requirements for projects which drain into impaired or exceptional Waters of the State are different than for projects draining to an unimpaired Water of the State.

The plan shall include at least the following:

- (1.) Project Description - Briefly describe the intended project and proposed land disturbing activity including number of units and structures to be constructed and infrastructure required.
- (2.) Contour intervals of five (5) feet or less showing present conditions and proposed contours resulting from land disturbing activity.
- (3.) All existing drainage ways, including intermittent and wet-weather. Include any designated floodways or flood plains.
- (4.) A general description of existing land cover; individual trees and shrubs do not need to be identified.
- (5.) Stands of existing trees as they are to be preserved upon project completion, specifying their general location on the property. Differentiation shall be made between existing trees to be preserved, trees to be removed and proposed planted trees. Tree protection measures must be identified, and the diameter of the area involved must also be identified on the plan and shown in feet per inches. Information shall be supplied concerning the proposed destruction of exceptional and historic trees in setbacks and buffer strips, where they exist. Complete landscape plans may be submitted separately but must meet guidelines established in Chapter 5 of Title 11 of the Municipal Code. The Plan must include the sequence of implementation for tree protection measures.
- (6.) Limit of disturbance showing approximate limits of proposed clearing, grading and filling.
- (7.) Drainage area map showing pre and post development stormwater leaving any portion of the site.
- (8.) A general description of existing soil types and characteristics and any anticipated soil erosion and sediment problems resulting from existing characteristics.
- (9.) Location, size, details, and layout of proposed stormwater management improvements. Provide appropriate details such as a profile through the principal spillway with cut-off trench, anti-seep control, trash rack details, compaction/backfill details or notes, riser detail, outlet stabilization, and emergency spillway detail for detention ponds and other details/sections as needed for the contractor to build the structures.

Any opening in a riser structure and its overflow shall have a trash rack to prevent the openings, the riser, and/or the principal spillway from becoming clogged. The trash racks shall not be flat across the openings.

Provide hydraulic calculations sealed by a registered professional engineer for stormwater facilities. As a minimum, the calculations shall include a pre and post development drainage area map, brief narrative, pre and post development run-off data, and routing calculations to determine the outflow rate.

- (10.) Proposed closed and open drainage network.
- (11.) Proposed storm drain or waterway sizes.
- (12.) Location and amount of stormwater run-off leaving site after construction and stormwater management measures proposed. The evaluation must include projected effects on property adjoining the site and on existing drainage facilities and systems. The plan must address the Adequacy of Outfalls from the development. When water is concentrated, what is the capacity of waterways and storm drains, if any, accepting stormwater off-site, and what measures including infiltration, sheeting into buffers, outfall setbacks, etc. are to be used to spread concentrated run-off and prevent the scouring of waterways and drainage areas off-site.

If the downstream storm drain or waterway is not of sufficient size to handle the post development run-off, or even the pre-development a review shall be undertaken to determine if any reasonable accommodation can be given. The plan will be in the Stormwater Plan to reducing the likelihood of problems downstream. expected to address, to the extent reasonable, improvements that will reduce the release rate to no greater than the capacity of the downstream storm drains or waterways.

Outfall pipes from storm drain systems and stormwater management facilities shall be setback sufficiently from off-site properties to allow the concentrated water to spread out back to pre-development flow characteristics. Under no circumstance shall an outfall pipe, as measured from the end section, headwall, or pipe, if no end structures used, be any closer than ten (10) feet from the off-site property unless a drainage easement from the off-site property owner is obtained and recorded. The outfall setback shall be determined by the Engineer and shall be based on outflow rate and the receiving channel or pipe characteristics.

Stormwater discharge from a concentrated point such as a pipe outfall shall discharge onto rip-rap or other velocity/energy dissipating method to reduce erosion potential. All rip-rap or other stone used to reduce velocity shall be placed on a geotextile to prevent scouring and the stone from sinking into the underlying soil.

The overflow path through the site and from any stormwater management device for stormwater run-off above the design storm event, shall not impact any structure.

- (13.) The projected sequence of construction represented by the grading, drainage and erosion and sediment control plans as related to other major items of construction, beginning with the initiation of excavation and including the construction of any sediment basins or stormwater facilities. The sequence of construction is a vital component of the Stormwater Plan and it explains to the contractor, and Building Inspector, when the drainage and sediment control devices are to be in place.

The sequence of construction shall state that no clearing or grading may begin until all perimeter sediment control devices are in place and functional.

- (14.) Specific remediation measures to prevent erosion and sediment run-off and to meet approved standards as outlined in Section 11-208 of this Chapter. Plans shall include detailed drawings of all control measures used; stabilization measures including vegetation and non-vegetative measures, both temporary and permanent, will be detailed. Detailed construction notes and a maintenance schedule shall be included for all control measures in the plan.

If a detention pond is to be used initially as a temporary sediment basin, then appropriate details and notes shall be provided showing how the pond will increase the residence time of the sediment laden water and when and how the sediment basin is to be converted to a permanent detention pond. Typically this conversion occurs once the upland drainage area to the pond has been stabilized. The sequence of construction shall include notes on when these activities are to take place.

The use of earth berms/dikes, swales, sediment traps, outlet structures, and sediment basins are strongly encouraged over the use of silt fence and straw bales for long term projects and where concentrated run-off is present.

All disturbed areas that will not be disturbed again within fourteen (14) days shall be temporarily or permanently stabilized with seed, mulch, and/or other appropriate measures within fourteen (14) days of grading or clearing operations ceasing. It is very important that disturbed soil be stabilized as soon as possible to prevent sediment run-off. For slopes 3:1 or steeper, they must be temporarily or permanently stabilized within seven (7) days of grading ceasing on those slopes.

- (15.) A stone construction exit per the Tennessee Sediment Control Handbook shall be provided for all construction ingress/egress points for all construction projects including single lot construction. This is required in order to prevent mud, sediment, and debris on Jonesborough streets and public ways at a level acceptable to the Public Works Director or Building Inspector. Mud, sediment, and debris brought onto streets and public ways must be removed by the end of the day by machine, broom or shovel to the satisfaction of the Public Works Director. Failure to remove said sediment, mud or debris shall be deemed a violation of this ordinance.

It is the contractor's responsibility to prevent sediment from leaving the construction site and this includes sediment leaving the site by way of run-off flowing out the entrance or by vehicular tires carrying the sediment into the street. If there is run-off flowing down the construction exit to the street, a mountable stone berm or equivalent measures shall be used to direct the run-off to sediment control devices adjacent to the exit. The use of smaller stone or gravel other than shown in the Tennessee Sediment Control Handbook is not permitted.

- (16.) Proposed structures; location (to the extent possible) and identification of any proposed additional building, structures or development on the site.
- (17.) A description of on-site measures to be taken to recharge surface water in to the ground water system through infiltration, if appropriate for the site.
- (18.) The Plan must have the seal of the design professional responsible for creating the Plan. The stamped and signed Plan, if approved, shall be copied and be the official Plan that must be available in the field during construction.

11-208. Plan must contain measures to meet approved standards. The Stormwater Plan shall contain measures that will ensure development, construction or site work will meet or exceed the following standards:

- (1.) The development fits within the topography and soil conditions in a manner that allows stormwater and erosion and sediment control measures to be implemented in a manner satisfactory to the Jonesborough Planning Commission. Development shall be accomplished so as to minimize adverse effects upon the natural or existing topography and soil conditions and to minimize the potential for erosion.
- (2.) Plans for development and construction shall seek to minimize cut and fill operations. Construction and development plans calling for excessive cutting and filling shall be justified to the Jonesborough Planning Commission.

- (3.) During development and construction, adequate protective measures shall be provided to minimize damage from surface water to the cut face of excavations or the sloping surfaces of fills. Fills shall not encroach upon natural water courses, their flood plains; or constructed channels in a manner so as to adversely affect other properties.
- (4.) Pre-construction vegetation ground cover shall not be removed, destroyed, or disturbed prior to obtaining a Grading Permit **and no more than 14 days prior to the start of grading or earth moving operations..** Perimeter sediment controls shall be in place prior to the start of clearing or grading operations.
- (5.) Developers shall be responsible upon completion of land disturbing activities to leave slopes and developed or graded areas so that they will not erode. Such methods include, but are not limited to, re-vegetation, mulching, rip-rapping or gunniting, and retaining walls. Bank cuts and fills should preferably be 3:1 slopes or flatter; however, they shall not exceed a 2:1 slope without Planning Commission approval and must be permanently stabilized. Regardless of the method used, the objective is to leave the site as erosion and maintenance free as is practical.
- (6.) Provisions are implemented that accommodate any increased in stormwater run-off generated by the development in a manner in which the pre-development levels of run-off for the two (2) and ten (10) year storm events are not increased during and following development and construction. The Board of Mayor and Aldermen reserves the right to require stormwater management to maintain pre-development levels of run-off for the 25, 50, 100-year storm event, when it is determined that it is in the best interest of the Town to consider "partnering" with the developer to further reduce stormwater flows onto adjoining properties or if a known flooding problem exists downstream.

Any stormwater detention or retention pond shall also be designed to pass the 100-year storm (peak attenuation to the 100-year pre-development rate is not required) through the pond without over topping any portion of the dam. This can be accomplished through the principal spillway and emergency spillway, which shall be installed on virgin soil and not to be placed on fill material or the dam. If it is not feasible to place the emergency spillway on virgin soil then the principal spillway shall be designed for the 100-year storm.

To the extent necessary, sediment in run-off water must be trapped by the use of sediment basins, silt traps or other sediment control measures until the disturbed area is stabilized. Structural controls shall be designed and maintained as required to prevent pollution. The Town strongly encourages the use of sediment traps/basins and earth berms/dikes for sediment control measures. Silt fence may be used but should not always be the first or only device considered.

All off site surface water flowing toward the construction or development area shall, to the extent possible, be diverted around the disturbed area by using berms, channels, or other measures as necessary. Limiting the amount of run-off, especially concentrated run-off, from flowing through the construction site can be extremely helpful in preventing or significantly reducing sediment run-off. Under no circumstances, unless a drainage easement is obtained, may be diverted off site run-off be redirected onto off site properties or be diverted onto an off site property's existing drainage way in a manner that would cause harm to the property.

- (7.) All grading, vegetation, drainage, stormwater, erosion and sediment control mitigation measures shall conform to any or all Best Management Practices approved and revised from time to time by the Board of Mayor and Aldermen and meet the requirements of the current State of Tennessee's Erosion and Sediment Control Handbook.
- (8.) All perimeter sediment control devices such as earth berms/dikes, swales, sediment basins, sediment traps, and other perimeter drainage and sediment control measures shall be installed in conjunction with initial work and must be in place and functional prior to the initial grading operations. These measures must be maintained throughout the development process.
- (9.) Existing trees shall not be cut or otherwise damaged or destroyed within portions of the property to be used for required open space, if required, setback or buffer requirements of the Jonesborough Zoning Ordinance or the Jonesborough Landscape Ordinance, without the formal approval of the Jonesborough Planning Commission. When hardships or development problems exist in these areas, the Jonesborough Planning Commission may entertain plans that include planted trees and vegetation in setback and buffer areas.

The Town strongly encourages the developer or builder to not remove existing trees in order to construct a stormwater management facility.

- (10.) Heritage Trees in setbacks, buffer strips and required open spaces shall not be removed without receiving approval of the Jonesborough Planning Commission. The Jonesborough Building Inspector, with the possible technical assistance of the Washington County Extension Agent and the Soil Conservationist, shall make the initial determination related to any exceptional and/or historical trees prior to review by the Planning Commission and the issuance of grading and building permits.
- (11.) A permanent undisturbed buffer shall be provided from the top of bank along both sides of streams, rivers, lakes, wetlands, or other Waters of the State except as necessary for the installation of utilities, development of roads crossing the waterway, trails and walkways, or construction of outfalls for stormwater facilities and related drainage improvements and

for removal of invasive species to enhance the existing buffer. These utility, road, trail/walkway, and stormwater outfall disturbances shall be designed to minimize disturbance and impact on the Waters of the State and their buffers. Any disturbance to streams, wetlands, or other Waters of the State require an Aquatic Resource Alteration Permit through the State of Tennessee.

The permanent buffer widths are as follows:

- a) 30' average and 15' minimum for Waters of the State that have available parameters for water quality (not impaired),
- b) 60' average and 30' minimum for Waters of the State that have unavailable parameters for water quality (impaired).

~~The buffer widths are based on the drainage area to the point along the stream or other Waters of the State where the buffer is being determined:~~

~~(a) For drainage area less than one (1) square mile, the buffer is 30'.~~

~~(b) For drainage areas one (1) square mile or more, the buffer is 60' average with a 30' minimum width. To use the 60' average/30' minimum method, it must be shown that the straight 60' width would be a hardship to developing the property and may not be based solely on the difficulty or the cost of implementation.~~

If it is not practical to provide the required buffer or only a portion of the buffer can be provided, a variance approved through the Town of Jonesborough Board of Zoning Appeals must be obtained. Justification for this variance must be in accordance with the Boards of Zoning Appeals criteria plus the following:

- (a) The full buffer or reduced buffer width would be a hardship to developing the property, and
- (b) may not be based solely on the difficulty or the cost of implementation, and
- (c) Other measures or site design techniques are used to protect the stream such as, but not limited to:
 - a. Landscape plantings provided that would enhance the reduced buffer width between the development and the stream, and/or

- b. Redirecting stormwater runoff from the development's impervious areas away from the portion of the buffer that a variance is requested for.

During construction, a temporary 30' average (15' minimum) undisturbed buffer or equivalent measures, shall be provided from the top of the stream bank. If the stream is a siltation or streamside habitat impaired stream or Exceptional Water of the State, the undisturbed buffer during construction is increased to a 60' average (30' minimum) or equivalent measures.

The criteria for the width of the buffer zone can be established on an average width basis at a project, as long as the minimum width of the buffer zone is more than the required minimum width at any measured location. If the new development or redevelopment site encompasses both sides of a stream, buffer averaging can be applied to both sides, but must be applied independently.

- (12.) Soil and other materials shall not be temporarily or permanently stored in locations which would cause suffocation of root systems of trees intended to be preserved. Stockpiled soils shall have silt fencing or other sediment control measures surrounding, and shall be located away from street, curbs and drainage ways to prevent sediment from getting into local waters or streets and public ways.
- (13.) Land shall be developed to the extent possible in increments of workable size, which can be completed in a single construction season, Spring to Fall. Erosion and sediment control measures shall be coordinated with the sequence of construction, development and construction operations. Control measures such as berms, interceptor ditches, terraces, and sediment and silt traps shall be put into effect prior to any next stage of development.
- (14.) The permanent vegetation shall be installed on areas of the construction site that are outside of the building area, pad or footprint, as soon as utilities are in place and final grades are achieved. Without prior approval of an alternate plan by the Jonesborough Planning Commission, permanent or temporary soil stabilization must be applied to disturbed areas outside of the building pad or footprint within fourteen (14) days from substantial completion of grading, or where these disturbed areas outside the building site will remain unfinished for more than fourteen (14) calendar days. The building area should be stabilized with a concrete pad or the footprint covered with gravel.

- (15.) Stormwater management facilities and drainage structures shall, where possible, use natural topography and natural vegetation. In lieu thereof, these structures shall have planted trees and vegetation such as shrubs and permanent ground cover on their borders, except no woody vegetation such as trees and shrubs shall be planted on dam areas or within 25 feet of the dam. Plant varieties shall be those sustainable in a drainage way environment or as may be outlined in Best Management Practices.

~~Landscaping of detention ponds shall be in accordance with the Town of Jonesborough Detention Pond Landscape Manual.~~

- (16.) In many situations stormwater management facilities and drainage structures need to be fenced in order to protect public safety. The Jonesborough Planning Commission may require fencing for any basin or structure. When fencing is required, the following specifications apply:

- (a) Height minimum of forty-two (42) inches.
- (b) For residential areas and high visibility commercial areas, the fencing shall be split rail with black or green vinyl coated wire attached, or some other type of attractive fencing but shall not be chain link fencing.

For commercial and industrial uses, the fencing may be chain link up to six (6) feet tall if the fencing is not visible from residential zone or used property or a public right of way. Under no circumstances may barbed wire be used.

- (c) A lockable access gate of a minimum width of twelve (12) feet must be provided to allow access by equipment and machinery as needed for maintenance.
- (d) An adequate access road to the gate sufficient for maintenance vehicles and equipment.

The Jonesborough Planning Commission may consider and approve other fencing alternatives provided that the alternatives presented meet minimum safety and security objectives.

- (17.) Stormwater Plans must meet minimum requirements established by the State of Tennessee's Construction General Permit, where applicable, and in their Erosion and Sediment Control Handbook. If there is a conflict between these regulations and the State of Tennessee's Regulation, the most stringent regulation shall apply.

All erosion and sediment control devices shall be designed for the 2 year, 24 hour storm as a minimum. For drainage area of 10 acres or more to a single outfall point, a sediment basin(s) or equivalent measures shall be used and designed for the 2 year, 24 hour storm.

For projects which drain into an impaired or exceptional Water of the State, the erosion and sediment control devices shall be designed for the 5 year, 24 hour storm and a sediment basin or equivalent measures shall be used for drainage areas of 5 acres or more to a single outfall point.

- (18.) The Town of Jonesborough wishes to minimize the negative effects of development on our environment, on our economy, and on our health while at the same time reducing development costs for the developers and maintenance costs for the Town and the developer. All efforts should be utilized to implement site design and non-structural stormwater management practices to reduce and minimize runoff in new development. Efforts to enhance infiltration, passage or movement of water into the soil surface, reduction of hard surfaces, minimizing the concentration of runoff, and lengthening of the time of concentration should be a priority. :

The following BMPs and stormwater credits can be applied to the peak stormwater calculations thereby reducing the size and cost of the stormwater BMPs:

(a) Natural area conservation

The preservation of forest, wetlands, pasture land, and other sensitive areas of existing vegetation thereby retaining pre-development hydrologic and water quality characteristics. If these areas are undisturbed and placed in a recorded protective easement, the post development curve numbers for these areas can be modeled as forest in good condition.

(b) Disconnection of rooftop runoff

Rooftop runoff that is disconnected from another impervious surface and directed over a pervious area will infiltrate into the soil or be filtered by the surface material. The longer the flow path of the water from the pipe across vegetated areas, the greater the filtering and infiltration of the run-off which in turn improves water quality and reduces downstream run-off.

If the lot is graded to disperse the rooftop runoff as sheet flow through at least 50' of thick grass or other thick vegetation or through at least

25' of existing woodlands, 50% of the rooftop impervious area draining through the vegetation may be modeled as grass in good condition when calculating the post development curve number. If reforestation or planted landscape beds equal in area to 50% of the rooftop area is placed in the path of the disconnected rooftop runoff, then the remaining 50% of the rooftop impervious area may be modeled as grass in good condition when calculating the post development curve number.

If the rooftop runoff is discharged into a properly designed and constructed bioretention facility/rain garden onsite, 100% of the rooftop impervious area draining to the device may be modeled as grass in good condition when calculating the post development curve number.

If downspouts need to be piped away from building foundations to prevent damage to the foundations, the pipes must outfall at least ten (10) feet, preferable further, from any property line. If the downspouts are piped and the runoff cannot disperse in accordance with the above requirements, no stormwater credit is available.

(c) Disconnection of non-rooftop impervious runoff

Rooftop runoff that is disconnected from another impervious surface and directed over a pervious area will infiltrate into the soil or be filtered by the surface material. The longer the flow path of the water across vegetated areas, the greater the filtering and infiltration of the runoff which in turn improves water quality and reduces downstream runoff.

Discharging run-off from impervious surfaces onto pervious surfaces through the use of pervious pavers, permeable paving surfaces, rain gardens/bioretention facilities, grassed swales, use of open road sections in lieu of curbed roads, and by grading the site so that run-off travels from an impervious surface to a pervious surface before being collected in a drainage system. All of these increase filtering and infiltration of stormwater before the flows become concentrated and this in turn improves water quality and reduces downstream run-off which means pipes, swales, ditches, and stormwater facilities can be smaller.

Avoid sending run-off from one impervious surface directly onto another impervious surface. Place pervious surfaces between impervious surfaces along the run-off path.

If the site is graded to disperse the impervious runoff as sheet flow through at least 50' of thick grass or other thick vegetation or through at least 25' of existing woodlands, 50% of the impervious area draining through the vegetation may be modeled as grass in good condition when calculating the post development curve number. If the impervious runoff is discharged into a properly designed and constructed bioretention facility/rain garden onsite, 100% of the impervious area draining to the device may be modeled as grass in good condition when calculating the post development curve number.

(d) Sheet flow

Maintain sheet flow for as long as possible before the run-off has to be collected in a stormwater conveyance system. Sheet flow increases infiltration and lengthens the time of concentration which in turn improves water quality and reduces run-off downstream. Spread out concentrated flows created by the development before they are discharged offsite using stilling basins, level spreaders, directing run-off through woodlands, or other means so the run-off returns to pre-development characteristics to meet the adequacy of outfall provision of this ordinance and to improve water quality and reduce run-off downstream.

(e) Grass channels in lieu of piping or hard surface channels.

(e) Environmentally sensitive development

Maintaining/not disturbing environmentally sensitive areas such as streams, stream buffers, existing woodlands, existing steep slopes, wetlands, etc., the reduction of cut and fill, excavating, etc. and the appropriate balance of buildings and parking on the development site.

(g) Improvements to and the reduction in the impervious areas on the development site. Design parking lots with the minimum amount of hard surface required to meet the zoning regulations. If additional parking area is desired, the Town strongly encourages the employee and/or overflow parking areas to be constructed in a more pervious material than asphalt or concrete. If the parking regulations require excessive parking for your type of development, discuss the issue with the Town Staff. If the Town Staff feels a reduction in the number of required parking spaces is justified, a variance can be submitted to the Board of Zoning Appeals to reduce the parking requirements which in turn will reduce the amount of impervious surface installed.

(h) Increased use of trees, shrubs and ground cover, which absorb up to 14 times more rainwater than grass and require less maintenance.

(19.) Neighboring persons and property shall be protected from damage or loss resulting from an increase in stormwater run-off above the pre-development rate, soil erosion, or the deposit upon private property, public streets or right-of-ways of silt and debris transported by water from construction, excavating, grading, etc. associated with a development.

11-209. Permit application: In addition to the Stormwater Plan, applications for a Grading Permit involving land disturbing activities must include the following:

(1.) Name of applicant.

(2.) Business or residence address of applicant.

(3.) Name and address of owner(s) of property involved in activity.

(4.) Address and legal description of property, and names of adjoining property owners.

(5.) Name, address and state license number of contractor, if different from applicant, and to the extent possible any subcontractor(s) who shall undertake the land disturbing activity and who shall implement the Stormwater Plan.

(6.) A brief description of the nature, extent, and purpose of the land disturbing activity.

(7.) Proposed schedule for starting and completing project.

11-210. Plan development at Developer's expense. Unless approved by the Board of Mayor and Aldermen, all Stormwater Plans shall be developed and presented at the expense of the owner/developer.

11-211. Plan submitted to Building Inspector: ~~Four (4) Copies of the~~ The **Stormwater Plan** shall be submitted directly to the Building Inspector who will direct a copy to other ~~Town Departments Enforcement Officer or department~~, or others for review. ~~The building Inspector shall determine the number of plan copies to submit.~~ Any insufficiencies and violations determined by the Town Staff shall be noted and comments will be directed back to the Applicant/Developer. The Plan will then be revised as required prior to being presented to the Jonesborough Planning Commission.

- 11-212. Plan submitted in number satisfactory to Planning Commission. The Jonesborough Planning Commission shall determine the number of copies of the Stormwater Plan that must be provided to the Commission by the Owner/Developer.
- 11-213. Plan Review. The Jonesborough Planning Commission shall review the Stormwater Plans as quickly as possible while still allowing for a thorough evaluation of the problems and mitigation measures identified and addressed.
- 11-214. Grading permit and bond. Following approval of the Stormwater Plan by the Planning Commission, a grading permit shall be obtained from the Building Inspector. No grading permit shall be issued until **a security in the form of a Contractor Performance Bond, Irrevocable Line of Credit, or cash deposit** is posted in the amount determined to be reasonable by the Planning Commission. A project cost summary must accompany the application so that it can be used to help determine the bond amount. The bond may not be higher than an amount equal to the estimated cost of the improvements, and said bond shall only be released by the Building Inspector following completion of construction and acceptance of the grading, vegetation, drainage, stormwater management, and erosion and sediment control measures. The **security bond** shall be made out to the Town of Jonesborough **and in a format determined by the Town and if issued in conjunction with a subdivision plan, shall include the cost of paving, landscaping, and utilities including streetlights if decorative lights are submitted and approved.** If after eight (8) months from the start of construction it appears that the Drainage and Sediment Plan activities approved by the Jonesborough Planning Commission will not be implemented within a twelve (12) month period, the Jonesborough Planning Commission, at its discretion after a Notice of Non-Compliance has been properly issued as outlined in Section 11-228 of this Chapter and the Developer has failed to comply, may cash said **Security Contractor's Performance Bond or utilize the Irrevocable Line of Credit** to complete all of the improvements approved or any portion of the **Stormwater Drainage and Sediment Control Plan** activities it deems necessary to protect the health and safety of residents and to protect the quality of local waters. Upon the posting of the **security bond**, the Developer must sign and have notarized an approved certification granting permission for any **Stormwater Drainage and Sediment Control Plan** activities, and any landscaping, paving and utility improvements also approved, to be made on the property in case of default. The Planning Commission may waive the requirement for a **security Contractor's Performance Bond or Line of Credit** for work on an acre or more in which the land disturbing activities are very minimal and are similar to single lot residential development.
- 11-215. Building Inspector/Public Works Director may require additional protective measures. The Building Inspector and the Public Works Director have the authority at their discretion to require ground cover or other remediation measures preventing stormwater, erosion and sediment run-off, if either

determines after construction begins that the plan and/or implementation schedule approved by the Planning Commission does not adequately provide the protection intended in the ordinance and in the approval issued by the Commission. Additional protective measures required by the Public Works Director and/or the Building Inspector that fall under the authority of the Planning Commission are subject to appeal under the procedures outlined in Section 231 of this Chapter.

- 11-216. Certification of Design Professional: The registered design Professional responsible for developing the Stormwater Plan may be required to provide written certification to the extent possible that the stormwater management facility approved by the Planning Commission have been implemented satisfactorily and are in compliance with the approved plan. The Building Inspector or designee will ultimately have final approval authority through the issuance of Certificate of Occupancy as designated in Section 11-229.
- 11-217. Stormwater management facilities and drainage structures maintained. All on-site stormwater management and drainage structures shall be properly maintained by the owner/developer during all phases of construction and development so that they do not become a nuisance. Nuisance conditions shall include: improper storage resulting in uncontrolled run-off and overflow; stagnant water with concomitant algae growth, insect breeding, and odors; discarded debris; and safety hazards created by the facilities operation. When problems occur during any phase of construction and development, it is the responsibility of the developer to make the necessary corrections. Corrective actions will be monitored and inspected by the Enforcement Officer. The Board of Mayor and Aldermen may accept ownership of stormwater management facilities in behalf of the Town under the terms set forth in Section 219 of this Chapter, however, unless the Town accepts ownership the Developer, or a legal entity acceptable to the Planning Commission, shall have on-going responsibility to see that the stormwater management facility is properly maintained and operational. The Developer shall provide the necessary permanent easements to provide Town personnel access to the stormwater management facilities and drainage structures for periodic inspection. A right-of-way to conduct such inspections shall be expressly reserved in the permit.
- 11-218. Improperly maintained stormwater management facilities and drainage structures a violation. The Building Inspector and/or the Public Works Director shall periodically monitor and inspect the care, maintenance and operation of stormwater management facilities and drainage structures during and after construction and development. Facilities found to be a nuisance, as defined in Section 11-217, are in violation of the ordinance and are subject to fines of up to \$5,000.00 per day for each day of violation (T.C.A. §68-221-1101) with each additional day considered a separate violation.

- 11-219. Town may take ownership of stormwater management facilities and drainage structures. The Jonesborough Planning Commission shall have the authority to recommend to the Board of Mayor and Aldermen that the Town take ownership of stormwater management facilities and drainage structures provided that the Commission feels the public interest is best served by the Town providing ongoing responsibility for maintenance and up-keep. The Board of Mayor and Aldermen will consider the recommendations of the Planning Commission on a case-by-case basis. In such cases, approval of the transfer of ownership shall only occur after the Board of Mayor and Aldermen has received an inspection report from ~~Town Staff the Enforcement Officers,~~ or others, that certifies to the extent possible said devices have been properly constructed and landscaped, are operating effectively, and appropriate safety and protective measures have been implemented or constructed. The designing engineer shall also certify that the stormwater management/drainage facility meets the standards outlined in Best Management Practices. Transfer of ownership to the Town shall occur at or near the completion of the subdivision or development and the Developer must provide fee simple title to the property on which the stormwater management or drainage structure is located and/or any necessary easements allowing the Town of Jonesborough to get access to the facilities for routine maintenance and care. The Jonesborough Planning Commission shall declare its intent to recommend to the Board of Mayor and Aldermen that the Town accepts responsibility for stormwater management facilities and drainage structures when approving the Stormwater Plan, and when the Plan is approved, the Developer shall be responsible for maintenance and upkeep until any Board action is finalized. The Board of Mayor and Aldermen will make a final determination whether to accept the stormwater management/drainage facility within one (1) year from the date the stormwater management facility or drainage structure has been completed.
- 11-220. Technical assistance The Town Staff, as determined by the Town Administrator, are available for consultation and advice concerning stormwater management and erosion and sediment problems to all persons planning to develop land within the Town or under the subdivision jurisdiction of the Jonesborough Planning Commission.
- 11-221. Building Inspector and/or Public Works Director responsible for providing safeguards in projects less than one acre or utilizing less than three (3) lots. Projects undertaken within the city limits of Jonesborough that are not subject to review and approval of the Jonesborough Planning Commission shall fall under the responsibility of the Enforcement Officers to see that the measures required in this Chapter to protect the health and safety of the people and to protect the quality of surface water are carried out as needed. The Enforcement Officers shall require reasonable drainage and erosion and sediment control measures as part of the grading permit process outlined in Section 11-222. Under no conditions shall the developer/contractor of a property allow silt or sediment to enter drainage ways or adjoining properties, or allow stormwater flows to adversely impact adjoining properties. Denuded areas, cuts, and slopes in areas

outside the building site shall be properly covered within the same schedule as directed in Section 11-208(14) of this Chapter.

- 11-222. Grading permit also required for any project on less than one acre involving grading, filling, or excavating. A Grading Permit is also required for any development or construction activity on property one (1) acre or less except for: the normal functioning and operation of private agriculture and forest lands; any State or Federal agency not under the regulatory authority of the Town of Jonesborough for stormwater management, sediment and erosion control; and minor land disturbing activities such as home gardens, individual home landscaping, repairs and maintenance. However, said development and construction activities do not require a formal Stormwater Plan unless specifically requested by the Planning Commission. The Building Inspector shall require that all grading, vegetation, drainage, stormwater, erosion and sediment control measures necessary shall be implemented, shall conform to any and all Best Management Practices, and shall meet the objectives established in this ordinance. Developers must also present to the Building Inspector a description of the measures that will be taken to address the requirements established in Sections 11-207(14 & 15) of this Chapter - avoiding mud, sediment, rock and debris on public ways and streets. These measures must be addressed prior to the Building Inspector issuing a Grading Permit. Measures preventing excess run-off and erosion must be in place prior to the commencement of grading and/or excavation.
- 11-223. Existing developed properties with drainage, erosion and sediment concerns. Properties of any size within the city limits of the Town of Jonesborough that have been developed or in which land disturbing activities have previously been undertaken, are subject to the following requirements:
- (1.) Denuded areas still existing as of the second and final reading of this ordinance must be vegetated or covered under the standards and guidelines specified in the Best Management Practices adopted by the Board of Mayor and Aldermen, and on a schedule acceptable to the Enforcement Officers.
 - (2.) Cuts and slopes must be properly covered with appropriate vegetation and/or retaining walls constructed.
 - (3.) Drainage ways shall be properly covered in vegetation or secured with stones, etc. to prevent erosion.
 - (4.) Junk, rubbish, etc. shall be cleared of drainage ways to prevent possible contaminate and pollution.

- (5.) Stormwater run-off in commercial areas, office or medical facilities, shall be controlled to the extent reasonable to prevent pollution of local waters. Such control measures may include, but not be limited to, the following:
- (a.) Oil skimmer/grit collector structure or other water quality device. These structures are designed to skim off floatables out of parking lots and other impervious surfaces, and allow solids of debris and sediment to settle before being discharged in a local waterway.
 - (b.) Stormwater management facilities.
 - (c.) Planting and/or sowing of vegetation and other nonstructural measures.
 - (d.) Rip-rapping, mulching, and other similar erosion control measures associated with local drainage ways.

11-224. Improvements needed at existing locations/developments determined by the Building Inspector and/or Director of Public Works. Improvements needed to provide drainage and sediment control in existing and completed developments shall be determined by either of the Enforcement Officers. The Enforcement Officers shall evaluate existing developments, parking areas, site work, and drainage ways to determine if additional measures to protect health and safety and water quality are needed. Recommendations shall be:

- (1.) Provided in writing to the property/business owner.
- (2.) Detailed as to specific actions required and why these actions are necessary.
- (3.) Made with a reasonable period of time for implementation.

11-225. Improvements required in existing developments normally at owner's expense. Drainage and sediment control measures required in existing developed properties shall normally be undertaken at the property or business owner's expense. Unless, determined otherwise by the Board of Mayor and Aldermen, drainage and sediment control measures implemented shall be properly maintained by the property or business owner. The Board of Mayor and Aldermen, however, at its discretion in circumstances in which Board members feel the Town's participation is essential to protecting the health and safety of residents and the water quality of Jonesborough's drainage ways, may approve cost-sharing or total financial responsibility for needed drainage and sediment control measures.

11-226. Town may take responsibility for existing stormwater management facilities and drainage structures. The Jonesborough Planning Commission may recommend that the Board of Mayor and Aldermen take responsibility for existing stormwater

management facilities and drainage structures if the Commission determines that the general public is better served when said facilities are under the long-term maintenance responsibility of the Town. The Board of Mayor and Aldermen will consider these recommendations on a case-by-case basis. Facilities considered shall be accepted as outlined in Section 11-219 of this Chapter. The Jonesborough Planning Commission may also recommend to the Board of Mayor and Aldermen that the Town participate in making certain improvements to existing facilities in addition to accepting responsibility for their long-term maintenance and care if the Commission feels said improvements are in the best interest of the general public.

- 11-227. Improvements required with existing developments subject to appeal. Improvements required by the Enforcement Officers as outlined in Sections 11-224 and 11-225 of this Chapter are subject to appeal by the property/business owners to the Jonesborough Planning Commission as specified in Section 11-231.
- 11-228. Monitoring, reports, and inspections: The Public Works Director and/or the Building Inspector, with the possible assistance of others, shall make periodic inspections, during construction and development, of the land disturbing activities, the stormwater management system installations, and other activities requiring a grading permit to ensure compliance with the approved plan and Jonesborough's Best Management Practices. For construction sites draining to siltation or habitat alteration impaired streams or exceptional Waters of the State, the Town shall perform monthly inspections. Inspections will evaluate whether the measures required in the Stormwater Plan and/or grading permit and undertaken by the Developer are effective in controlling erosion. The right of entry to conduct such inspections shall be expressly reserved in the permit.

As a minimum, the owner/operator of any construction project which requires a Stormwater Plan is required to perform weekly inspections of their erosion and sediment control devices and to perform required maintenance in a timely manner. If the construction project requires a construction stormwater permit through the State of Tennessee, the owner/operator shall perform inspections twice weekly separated by at least 72 hours, site assessments, maintenance of devices, and documentation in accordance with the State of Tennessee's current Construction General Permit.

For drainage areas of 10 acres or more to a single outfall (5 acres or more if draining to siltation or stream-side habitat alteration impaired or exceptional Waters of the State), a site assessment by the design professional who prepared the plans shall be performed within 1 month of grading or clearing operations starting to verify the installation, functionality and performance of all erosion and sediment control measures on the plans and in the SWPPP. Any issues shall be addressed immediately and the plans and SWPPP updated, if applicable

If the Public Works Director or the Building Inspector determines that the permit holder has failed to comply with plan approval, the following procedures shall apply:

- (1.) A Notice from the Enforcement Officer shall be served on the permit holder either by registered or certified mail, delivered by hand to the permit holder or an agent or employee of the permittee supervising the activities, or by posting the notice at the work site in a visible location, that the permit holder is in Non-Compliance.
- (2.) The Notice of Non-Compliance shall specify the measures needed to comply and shall specify the time within which such corrective measures shall be completed. The Enforcement Officer shall require a reasonable period of time for the permittee to implement measures bringing the project into compliance, however, if it is determined by the Enforcement Officer that health and safety factors or the damage resulting from being non-compliant is too severe, immediate action may be required.
- (3.) If the permit holder fails to comply within the time specified, the permittee may be subject to the revocation of the permit. In addition, the permittee shall be deemed to be in violation of this ordinance and upon conviction shall be subject to the penalties provided in this ordinance.
- (4.) In conjunction with the issuance of a Notice of Non-Compliance, or subsequent to the permittee not completing the corrective measures directed in the time period required, the Building Inspector, or his designee, may issue an Order requiring all or part of the land disturbing activities on the site be stopped. The Stop Work Order may be issued with or as part of the Notice of Non-Compliance, or may be delivered separately in the same manner as directed in Section 11-228(1).

11-229. Certificate of Occupancy not issued until approvals. The Building Inspector **has the authority to will**-not issue a Certificate of Occupancy necessary to occupy any commercial or residential establishment until all aspects of the Stormwater Plan including stormwater management facilities have been completed, control devices constructed have been approved and accepted, and, if within a subdivision or commercial development, all paving, landscaping of public ways, and utilities, including street lighting if decorative lights are used, are approved and accepted.

11-230. Plan construction acceptance and bond release. Stormwater Plan activities must be inspected and accepted by the Enforcement Officer **before the Planning Commission or their designee may release the security.** ~~If within a commercial or subdivision development, streets, sidewalks, curbs and alleys, landscaping, street lighting, water, sewer, and any installation of electric, telephone, cable, and gas utilities must be approved and accepted by the appropriate official. An~~

~~Approval and Acceptance Form shall be completed by all monitoring and regulatory authorities before the Building Inspector releases the associated performance bond. The Building Inspector will sign a release on the Approval and Acceptance Form as soon as all of the project criteria have been satisfied and approved.~~

11-231. Appeal of administrative action. Actions taken by the Enforcement Officer as authorized in Sections 11-215, 11-221, 11-226, 11-228, 11-229, and 11-230 are subject to review by the Jonesborough Planning Commission provided an appeal is filed in writing with the Chairman of the Planning Commission within thirty (30) days from the date any written or verbal decision has been made which the Developer feels adversely affects his/her rights, duties or privileges to engage in the land disturbing activity and/or associated development proposed. Drainage and sediment mitigation actions required by the Building Inspector and Enforcement Officer with existing properties or developments are also subject to appeal to the Jonesborough Planning Commission provided that appeals are made in writing, within thirty (30) days of receiving formal notification, to the Commission Chairman citing the specific reason(s) the activity or activities required present a hardship and cannot be implemented.

11-232. Town clean-up resulting from violations at Developer's/Owner's expense. Town staff is authorized at any time during construction and development to take remedial actions to prevent, clean-up, repair or otherwise correct situations in which water, sediment rock, vegetation, etc. ends up on public streets and/or right-of-ways resulting from violations of this ordinance; where necessary drainage erosion and sediment control measures have not been properly implemented. In such cases, the cost of labor, equipment, and materials used will be charged to the Developer/Owner in addition to a service charge of \$100.00 per hour. The Town will invoice the Developer/Owner directly, and payment shall be received within fourteen (14) days. Failure to pay for remedial actions taken by the Town under this Section may result in the Town Attorney filing a lien against the property involved in the action, and may negate any intention by the Town to accept responsibility for any drainage and sediment control facilities. The decision of the Town to take remedial actions to protect the health and safety of the public in no way supplants or negates the authority of the appropriate Town Staff to issue citations for violations of this Ordinance.

11-233. Illicit Discharge and Illegal Dumping.

The owner/operator of the site or project must design, install, implement, and maintain effective pollution prevention measures to minimize the discharge of pollutants. At a minimum, such measures must be designed, installed, implemented and maintained to:

1. Minimize the discharge of pollutants from equipment and vehicle washing, wheel washwater, and other wash waters. Wash waters must

be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;

2. Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and to stormwater; and
3. Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.

The following discharges are prohibited from construction sites:

1. Wastewater from washout of concrete, unless managed by an appropriate control.
2. Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds and other construction materials
3. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance.
4. Soaps or solvents used in vehicle and equipment washing

11-234. Penalties; Enforcement. Any Developer or person who shall commit any act declared unlawful under this Chapter, who violates any provision of this Chapter, who violates the provisions of any permit issued pursuant to this Chapter, or who fails or refuses to comply with any lawful communication or notice to abate or take corrective action by any authorized Enforcement Officer or the Jonesborough Planning Commission, shall be guilty of a violation of this municipal ordinance, and each day of such violation or failure to comply shall be deemed a separate offense and punishable accordingly. Upon conviction, the Developer or person shall be subject to fines of up to \$5,000.00 per day for each day of violation (T.C.A. §68-221-1106). Unless otherwise specified within any section of this Chapter, the Building Inspector and the Public Works Director are the designated Enforcement Officers of this ordinance. Citations for violations may be issued by any Enforcement Officer, the Public Safety Director or any Jonesborough Police Officer.

11-235. Severability. If any provision of this Ordinance is held to be unconstitutional or invalid, such unconstitutionality or invalidity shall not affect any remaining provisions.

This ordinance shall become effective immediately after its passage on second and final reading.

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof, were: _____
Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof, were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

ORDINANCE NO. 2024-11

AN ORDINANCE TO REDUCE POLLUTION BY ESTABLISHING PERMANENT WATER QUALITY STORMWATER MANAGEMENT

WHEREAS, uncontrolled stormwater drainage and discharge have a significant, adverse impact on the health, safety, and general welfare of the residents of The Town of Jonesborough and an adverse impact on the natural environment by carrying pollutants into the receiving waters within the community; and

WHEREAS, The Town of Jonesborough is required by federal law, particularly 33 U.S.C. 1342(p) and 40 CFR 122.26, to obtain a National Pollutant Discharge Elimination System (NPDES) permit through the Tennessee Department of Environment and Conservation (TDEC) to reduce stormwater flows and associated pollutants discharged into waterways through The Town of Jonesborough's stormwater system and drainage ways; and

WHEREAS, the NPDES permit requires The Town of Jonesborough to impose controls on future and existing development necessary to reduce the discharge of pollutants in stormwater to the maximum reasonable extent using best management practices, control techniques and system design and engineering methods, and such other provisions which are determined to be appropriate for the control of such pollutants; now therefore

NOW THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Town of Jonesborough that Title 11, Chapter 18 of the Town of Jonesborough Municipal Code be hereby established as follows:

Chapter 18

PERMANENT WATER QUALITY STORMWATER MANAGEMENT

Table of Contents

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11-1801 Short title. This Section shall be known as the “Permanent Water Quality Stormwater Management Ordinance of the Town of Jonesborough, Tennessee”.

11-1802 Purpose. The purpose of this Ordinance is to conserve the land, water and other natural resources of the Town of Jonesborough; promote the public health and welfare of the people by establishing requirements for the control of stormwater, by establishing procedures whereby these requirements shall be administered and enforced; diminish threats to public safety from degrading water quality caused by stormwater conveying excessive pollutants into our public drainage systems; and reduce the economic loss to individuals and the community at large.

11-1803 Definitions. For the purpose of this Ordinance, the following definitions shall apply:

Best Management Practices (BMP or BMPs) - Schedules of activities, prohibitions of practices, maintenance procedures, Water Quality Management Facilities, structural controls and other management practices designed to prevent or reduce the pollution of waters of the United States. Water quality BMPs may include structural or non-structural practices.

Channel - A natural or man-made watercourse with a defined bottom and banks to confine and convey continuously or periodically flowing stormwater.

Construction - Any placement, assembly, or installation of facilities or equipment at the premises where such equipment will be used, including preparation work at such premises.

Covenants for Maintenance of Stormwater Facilities and Best Management Practices - A legal document executed by the property owner, or a homeowners’ association as owner of record, and recorded with the Register of Deeds in the Washington County, Tennessee Courthouse which guarantees maintenance of Water Quality Management Facilities and Best Management Practices.

Developer - Any person, owner, individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, government entity or any other legal entity, or their legal representative, agents, or assigns.

Development - Any land change that alters the hydrologic or hydraulic conditions of any property, often referred to as "site development". Development includes, but is not limited to, providing access to a site, clearing of vegetation, grading, earth moving, providing utilities, roads and other services such as parking facilities, Water Quality Management Facilities and erosion control systems, potable water and wastewater systems, altering land forms, or construction or demolition of a structure on the land.

Development Plan – Detailed engineering or architectural drawing(s) showing existing site conditions and proposed improvements with sufficient detail for Town review, approval, and then subsequent construction. The contents of a development plan are further defined by the Town Zoning Ordinance, Subdivision Regulations, and other Town departmental standards for constructing developments and public works projects.

Exceptional Waters of the State: Surface waters of the State of Tennessee that satisfy the characteristics as listed in Rule 1200-4-3-.06 of the official compilation - rules and regulations of the State of Tennessee. Characteristics include waters with exceptional biological diversity or other waters with outstanding ecological or recreational value as determined by the State of Tennessee.

Existing Stormwater Facility – Any existing structural feature that conveys, slows, filters, or infiltrates runoff after a rainfall event.

Hotspot - An area where the land use or activities generate highly contaminated runoff with concentrations of pollutants in excess of those typically found in stormwater. These sites could include concrete and asphalt facilities, auto repair, auto supply, car washed, and large commercial parking lots.

Impaired Waters of the State: Any segment of surface waters that has been identified by the State of Tennessee as failing to support classified uses. The State of Tennessee periodically compiles a list of such waters known as the 303(d) List.

Impervious Surface– A surface comprised of material(s) that prohibits or severely restricts the infiltration of stormwater into the underlying soil such as, but not limited to, asphalt, buildings, concrete, and brick. Compacted stone/gravel such as found in parking and drive areas is considered impervious.

Lake - An inland body of standing water, usually of considerable size.

NPDES - National Pollutant Discharge Elimination System. NPDES is the program administered by the United States Environmental Protection Agency to eliminate or reduce pollutant discharges to the waters of the United States.

Owner or Property Owner - The legal owner of the property as recorded in the Register of Deeds office in the Town of Jonesborough, Tennessee.

Person - Any individual, firm, corporation, partnership, association, organization or entity, including governmental entities, or any combination thereof.

Pond - An inland body of standing water that is usually smaller than a lake.

Redevelopment - The improvement of a lot(s) or parcel of land that is improved with existing structures. If the existing impervious areas including but not limited to buildings and parking remain as is, then this Ordinance only applies to the newly constructed structures and disturbed areas. If the existing impervious areas are removed and the soil underneath disturbed and then replaced with new impervious areas or newly graded areas, then this Ordinance applies to the entire disturbed area. Areas or uses designated as “hotspots” that are redeveloped must provide water quality improvements for not only the new impervious and graded areas but also the existing impervious areas that remain.

Sediment - Solid material, either mineral or organic, that is in suspension, is being transported, or has been moved from its site of origin by erosion.

Stormwater – Also “Stormwater Runoff” or “Runoff”. Surface water resulting from rain, snow, or other form of precipitation, which is not absorbed into the soil and results in surface water flow.

Stormwater control measure (SCM) - Stormwater control measure or SCM means permanent practices and measures designed to reduce the discharge of pollutants from new development projects or redevelopment projects.

Stream - For the specific purpose of vegetated buffers, a stream is defined as a linear surface water conveyance that can be characterized with either perennial or ephemeral base flow and is regulated by the Town as a Special Flood Hazard Area (SFHA) or has been identified by the United States Army Corps of Engineers or the Tennessee Department of Environment and Conservation as a stream.

Structure – For the purpose of this Ordinance, anything constructed or erected such that the use of it requires a more or less permanent location on or in the ground. Such construction includes, but is not limited to, objects such as buildings, houses, towers, overhead transmission lines, carports, garages, walls, parking areas, driveways, roads, and sidewalks.

TMDL - Total Maximum Daily Load. A TMDL is a calculation of the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards, and an allocation of that amount to the source(s) of the pollutant.

Town - The Town of Jonesborough, Tennessee.

Town Administrator - The Town Administrator of the Town of Jonesborough, Tennessee, or designee.

Transporting - Any moving of earth materials from one place to another, other than such movement incidental to grading, as authorized on an approved plan.

Vegetated Buffer - A use-restricted vegetated area that is located along the perimeter of streams, ponds, lakes, or wetlands, containing natural vegetation and/or enhanced or restored vegetation.

Water Quality BMP Manual - A document which contains policies, design standards and criteria, technical specifications and guidelines, maintenance guidelines, and other supporting documentation to be used as the policies and technical guidance for implementation of the provisions of this Ordinance. The manual to be used shall be the **Tennessee Permanent Stormwater Management and Design Guidance Manual or the Northeast Tennessee Water Quality BMP Manual, latest edition. However, with approval by the Town of Jonesborough, another manual that has been approved by the State of Tennessee may be used.**

Water Quality Management Facilities - Structural and non-structural features designed to prevent or reduce the discharge of pollution in stormwater runoff from a development or redevelopment.

Water Quality Management Plan - An engineering plan for the design of Water Quality Management Facilities and Best Management Practices within a proposed development or redevelopment. The Water Quality Management Plan includes a plan showing the extent of the land development activity, water quality management facilities, BMPs, vegetated buffers, design calculations for water quality management facilities and BMPs, and may contain record drawings/certifications and Covenants for Maintenance of Stormwater Facilities and Best Management Practices along with easements for the water quality management facilities, BMPs, and vegetated buffers.

~~Water Quality Volume Reduction - A decrease in the water quality volume for one or more areas of a proposed development which is obtained only for specific site development features or approaches that can reduce or eliminate the discharge of pollutants in stormwater runoff. Water quality volume reductions can only be obtained when specific guidelines presented in the Water Quality BMP Manual are met.~~

~~Water Quality Volume Reduction Areas~~ — Areas within the proposed development or redevelopment for which a water quality volume reduction can be obtained.

Waters of the State: Defined in the Tennessee Water Quality Control Act and means any and all water, public or private, on or beneath the surface of the ground, which are contained within, flow through or border upon Tennessee or any portion thereof except those bodies of water confined to and retained within the limits of private property in single ownership which do not combine to effect a junction with natural surface or underground waters.

Wetland - An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetland determination shall be made by the United States Army Corps of Engineers, and/or the Tennessee Department of Environment and Conservation.

11-1804 General Requirements

- (1) Owners of land development activities not exempted under Section 11-1806 must submit a Water Quality Management Plan. The Water Quality Management Plan shall be submitted as part of the Site Development Plans as required by the Town Zoning Ordinance, Subdivision Regulations, and other standards for development plans.
- (2) The Water Quality BMP Manual to be used shall be the **Tennessee Permanent Stormwater Management and Design Guidance Manual or the Northeast Tennessee Water Quality BMP Manual, latest edition. However, with approval by the Town of Jonesborough, another manual that has been approved by the State of Tennessee may be used..**
- (3) The Water Quality Management Plan shall include the specific required elements that are listed and/or described in the Water Quality BMP Manual. The Town Administrator may require submittal of additional information in the Water Quality Management Plan as necessary to allow an adequate review of the existing or proposed site conditions.
- (4) The Water Quality Management Plan shall be subject to any additional requirements set forth in the minimum subdivision regulations, Zoning Ordinance, or other Town Ordinances and regulations including the Peak Stormwater Management and Erosion and Sediment Control Ordinance.
- (5) Water Quality Management Plans shall be prepared and stamped by a design professional qualified to prepare stormwater and site plans in accordance with State of Tennessee law.

- (6) Other State and/or Federal permits that may be necessary for construction in and around streams and/or wetlands shall be approved prior to approval of a Water Quality Management Plan by the Town.
- (7) The approved Water Quality Management Plan shall be adhered to during grading and construction activities. Under no circumstance is the owner or operator of land development activities allowed to deviate from the approved Water Quality Management Plan without prior approval of a plan amendment by the Town Administrator.
- (8) The approved Water Quality Management Plan shall be amended if the proposed site conditions change after plan approval is obtained, or if it is determined by the Town Administrator during the course of grading or construction that the approved plan is inadequate.
- (9) The Water Quality Management Plan shall include a listing of any known legally protected state or federally listed threatened or endangered species and/or critical habitat located in the area of land disturbing activities and a description of the measures that will be used to protect them during and after grading and construction.
- (10) Water quality management facilities, BMPs, and vegetated buffers shown in Water Quality Management Plans shall be maintained through Covenants for Maintenance of Stormwater Facilities and Best Management Practices or other legal means as determined by the Town Administrator. The other means must be legally enforceable to ensure ownership, maintenance responsibility, and inspection requirements are provided for in perpetuity. The Covenants, or other legal means, must be approved by and shall be enforceable by the Town. The Covenants shall be recorded with the Register of Deeds at the Washington County Courthouse and shall run with the land and continue in perpetuity.
- (11) Water quality management facilities, BMPs, and vegetated buffers shown in Water Quality Management Plans shall be placed into a permanent Stormwater Facilities and Best Management Practices Easement held by the Town that is recorded with the Register of Deeds at the Washington County Courthouse.
- (12) A maintenance right-of-way or easement, having a minimum width of twenty (20) feet shall be provided to all water quality management facilities, BMPs, and vegetated from a driveway, public road or private road.
- (13) Owners of land development activities not exempted from submitting a Water Quality Management Plan may be subject to additional watershed or site-specific requirements than those stated in this Ordinance in order to satisfy other local, State, and Federal water quality requirements. Areas subject to additional requirements may also include

developments, redevelopments, or land uses that are considered pollutant hotspots or areas where the Town Administrator has determined that additional restrictions are needed to limit adverse impacts of the proposed development on water quality or channel protection.

- (14) The Town Administrator may waive or modify any of the requirements of Section 11-1805 of this Ordinance if adequate water quality treatment are suitably provided by a downstream or shared off-site Water Quality Management Facility, or if engineering studies determine that installing the required Water Quality Management Facilities or BMPs would actually cause adverse impact to water quality or cause increased channel erosion or downstream flooding.
- (15) This Ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, deed restrictions, or existing Ordinances and regulations. If provisions of this Ordinance and another regulation conflict, that provision which is more restrictive or imposes higher standards or requirements shall control.

11-1805 Design Criteria

- (1) All owners of developments or redevelopments who must submit a Water Quality Management Plan shall meet the following requirements:

The water quality treatment design storm is a 1-year, 24-hour storm event as defined by Precipitation-Frequency Atlas of the United States. Atlas 14. Volume 2. Version 3.0. U.S. Department of Commerce. National Oceanic and Atmospheric Administration (NOAA), National Weather Service, Hydrometeorological Design Studies Center, Silver Springs, Maryland or its digital product equivalent.

The water quality treatment volume (WQTV) is a portion of the runoff generated from impervious surfaces at a new development or redevelopment project by the design storm, as set forth below. SCMs must be designed, at a minimum, to achieve an overall treatment efficiency of at least 80% TSS removal from the WQTV.

The quantity of the WQTV depends on the type of treatment provided, as established in the following table:

SCM Treatment Type	WQTV	Notes
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infiltration, evaporation, transpiration, and/or reuse	runoff generated from the first 1 inch of the design storm	Examples include, but are not limited to, bioretention, stormwater wetlands, and infiltration systems.
biologically active filtration, with an underdrain	runoff generated from the first 1.25 inches of the design storm	To achieve biologically active filtration, SCMs must provide minimum of 12 inches of internal water storage.
sand or gravel filtration, settling ponds, extended detention ponds, and wet ponds	runoff generated from the first 2.5 inches of the design storm or the first 75% of the design storm, whichever is less	Examples include, but are not limited to, sand filters, permeable pavers, and underground gravel detention systems. Ponds must provide forebays comprising a minimum of 10% of the total design volume. Existing regional detention ponds are not subject to the forebay requirement.
hydrodynamic separation, baffle box settling, other flow-through manufactured treatment devices (MTDs), and treatment trains using MTDs	maximum runoff generated from the entire design storm	Flow-through MTDs must provide an overall treatment efficiency of at least 80% TSS reduction.

The WQTV for a redevelopment project may be reduced by 20% for a redevelopment project. Redevelopment projects include sites with existing impervious surfaces and/or buildings where the overall amount of existing impervious area is maintained or reduced and for brownfield redevelopment.

Permanent SCMs must be installed, implemented, and maintained to meet the performance standards above and provide full treatment capacity within 72 hours following the end of the preceding rain event.

- (2) All owners of developments or redevelopments who require a grading permit, plan approval, or subdivision approval shall establish, protect, and maintain a permanent Vegetated Buffer along all streams, ponds,

ivers, lakes, wetlands, or other Waters of the State in accordance with table below:

	Average buffer width (feet)	Minimum buffer width (feet)	Notes
Waters with available parameters for siltation or habitat alteration or unassessed waters	30	15	The criteria for the width of the buffer zone can be established on an average width basis at a project, as long as the minimum width of the buffer zone is more than the required minimum width at any measured location. If the new development or redevelopment site encompasses both sides of a stream, buffer averaging can be applied to both sides, but must be applied independently.
Exceptional Tennessee Waters or waters with unavailable parameters for siltation or habitat alteration	60	30	

The predominant vegetation within the minimum buffer width area should be trees. The remaining riparian buffers may be composed of herbaceous cover or infiltration-based SCMs.

Water quality riparian buffer widths are measured from the top of bank also referred to as the “ordinary high-water mark.”

Exemptions from this requirement are as follows:

- (a) Vegetated Buffers are not required around the perimeter of ponds that have no known connection to streams, other ponds, lakes, rivers, or wetlands.
- (b) Vegetated Buffers are not required around Water Quality Management Facilities, BMPs, or detention ponds that are designed, constructed and maintained for the purposes of water quality and/or quantity control, unless expressly required by the design standards and criteria for the facility that are provided in the Water Quality BMP Manual.
- (c) The installation of utilities, development of roads crossing the waterway, trails and walkways, or construction of outfalls for stormwater facilities and related drainage improvements, and the removal of invasive species to enhance the existing buffer are allowed within the buffer. These utility, road, trail/walkway, and stormwater outfall disturbances shall be designed to minimize disturbance and impact on the Waters of the State and their buffers. Any disturbance to streams, wetlands, or other Waters of the State require an Aquatic Resource Alteration Permit through the State of Tennessee.

- (3) In addition to the above requirements, all owners of developments or redevelopments who must submit a Water Quality Management Plan shall:
 - (a) Provide erosion prevention and sediment control in accordance with the Ordinances and Regulations of the Town;
 - (d) Control stormwater drainage onsite and provide peak stormwater management in accordance with the Ordinances and Regulations of the Town; and
 - (e) Adhere to all local floodplain development requirements in accordance with Ordinances and Regulations of the Town.

11-1806 Exemptions

- (1) Owners of developments and redevelopments who conform to the criteria in Subsection 11-1806(3) are exempt from the requirements of this Ordinance, unless the Town Administrator has determined that treatment of Stormwater Runoff for water quality is needed to order to satisfy local or State NPDES, TMDL or other regulatory water quality requirements, or the proposed development will be a pollutant Hotspot, or to limit adverse water quality or channel protection impacts of the proposed development.
- (2) The exemptions listed in Subsection 11-1806(3) shall not be construed as exempting the owners of developments and redevelopments from compliance with stormwater requirements stated in the minimum Subdivision Regulations, Zoning Ordinance, or other Town Ordinances and regulations including peak stormwater management and erosion prevention and sediment control.
- (3) The following developments and redevelopments are exempt from the requirements for a Water Quality Management Plan:
 - (a) Developments or redevelopments that disturb less than one (1) acre of land. No exemption is granted if the development or redevelopment is part of a larger common plan of development or sale that would potentially disturb one (1) acre or more and the Stormwater Runoff from the development or redevelopment is not treated for water quality via a downstream or regional Water Quality Management Facility or BMP that meets the requirements of this Ordinance;
 - (b) Minor land disturbing activities such as residential or non-residential repairs, landscaping, or maintenance work;

- (c) Public utility service connections, unless such activity is carried-out in conjunction with the clearing, grading, excavating, transporting, or filling of a lot or lots for which a Water Quality Management Plan would otherwise be required;
- (d) Installation, maintenance, or repair of individual septic tank lines or drainage fields, unless such activity is carried out in conjunction with the clearing, grading, excavating, transporting, or filling of a lot or lots for which a Water Quality Management Plan would otherwise be required;
- (e) Agricultural activities;
- (f) Emergency work to protect life, limb or property, and emergency repairs.

~~11-1807 Special Pollution Reduction Requirements~~

- ~~(1) A Special Pollution Reduction Plan shall be required for the following land uses, which are considered pollutant Hotspots:~~
 - ~~(a) Vehicle, truck or equipment maintenance, fueling, washing or storage areas including but not limited to: automotive dealerships, automotive repair shops, and car wash facilities;~~
 - ~~(b) Recycling and/or salvage yard facilities;~~
 - ~~(c) Restaurants, grocery stores, and other food service facilities;~~
 - ~~(d) Commercial facilities with outside animal housing areas including animal shelters, fish hatcheries, kennels, livestock stables, veterinary clinics, or zoos;~~
 - ~~(e) Other producers of pollutants identified by the Town Administrator as a pollutant Hotspot using information provided to or collected by him/her or his/her representatives, or reasonably deduced or estimated by him/her or his/her representatives from engineering or scientific study.~~
- ~~(2) A Special Pollution Reduction Plan may be required for land uses or activities that are not identified by this Ordinance as Hotspot land uses but are deemed by the Town Administrator to have the potential to generate concentrations of pollutants in excess of those typically found in stormwater.~~

- ~~(3) The Special Pollution Reduction Plan shall be submitted as part of the Water Quality Management Plan and the BMPs submitted on the plan shall be subject to all other provisions of this Ordinance.~~
- ~~(4) Best Management Practices specified in the Special Pollution Reduction Plan must be appropriate for the pollutants targeted at the site.~~
- ~~(5) A Special Pollution Reduction Plan will be valid for a period of five (5) years, at which point it must be renewed. At the time of renewal, any deficiency in the pollutant management method must be corrected.~~

11-1808 Performance Bonds

- (1) A performance bond that guarantees satisfactory completion of construction work related to Water Quality Management Facilities and/or the establishment of Vegetated Buffers is required. Final plat approval or certificate of occupancy may be granted if items in 11-1808 (3) and (4) are completed or if a performance bond guarantees their completion.
- (2) The Performance Bond must be in a form satisfactory to and approved by the Town Attorney, and it must be properly executed and filed with the Town Administrator. A project cost summary must accompany the application so that it can be used to help determine the bond amount. The bond may not be higher than an amount equal to the estimated cost of the improvements plus an additional fifteen percent (15%), and said bond shall only be released by the Town Administrator following completion of construction work related to Water Quality Management Facilities and/or the establishment of Vegetated Buffers. The Planning Commission shall determine the amount of the bond and the date the bond will become due, but in no event will this period exceed one year. Any performance bond shall become due upon the Developer's failure to comply with the terms and requirements of any Notice of Non-Compliance properly issued pursuant to Subsection 11-1810(2)(f). Upon the posting of the bond, the Developer must sign and have notarized a grant of authority to The Town of Jonesborough to implement the construction work related to Water Quality Management Facilities, BMPs, channel protection, and/or the establishment of Vegetated Buffers upon Developer's failure to comply with the Water Quality Management Plan or the Notice of Non-Compliance.
- (3) Prior to approval of a final subdivision plat, release of the performance bond, and/or the issuance of an occupancy permit, the property owner/developer shall provide the Town with an executed and recorded copy of the protective covenants and an executed and recorded copy of the easement plat showing the easements associated with the locations of the Best Management Practices, Water Quality Management Facilities, Vegetated Buffers and access easements to said facilities.

- (4) Prior to approval of a final subdivision plat, release of the performance bond, and/or the issuance of an occupancy permit, the property owner/developer shall provide the Town with an accurate record drawing of the property for all the Best Management Practices, Water Quality Management Facilities, and Vegetated Buffers.

11-1809 Record Drawings and Design Certification

- (1) Prior to approval of a final subdivision plat, release of the performance bond, and/or the issuance of an occupancy permit, the property owner/developer has to provide the Town with an accurate record drawing of the property for all the Best Management Practices, Water Quality Management Facilities, and Vegetated Buffers shown on the approved Water Quality Management Plan(s).
- (2) The boundaries of Water Quality Management Facilities, BMPs, and Vegetated Buffers shall be shown on the record drawings along with any other information in accordance with guidance provided in the Water Quality BMP Manual.
- (3) Record drawings shall include sufficient design information to show that Water Quality Management Facilities required by this Ordinance will operate as approved.
- (4) The easements associated with the Water Quality Management Facilities, BMPs, and Vegetated Buffers shall be shown on the record drawings along with any other information in accordance with guidance provided in the Water Quality BMP Manual.
- (5) The record drawings shall be stamped by the appropriate design professional required to stamp the Water Quality Management Plan and/or a registered land surveyor licensed to practice in the State of Tennessee.

11-1810 Inspections and Maintenance

- (1) Right of Entry
 - (a) During and after construction, the Town Administrator or designee may enter upon any property which has a Water Quality Management Facility, BMP, and Vegetated Buffer during all reasonable hours to inspect for compliance with the provisions of this Ordinance, or to request or perform corrective actions.
 - (a) Failure of a property owner to allow such entry onto a property for the purposes set forth in Subsection 11-1810(1)(a) shall be cause

for the issuance of a violation, stop work order, withholding of a certificate of occupancy, and/or civil penalties.

(2) Requirements

- (a) The owner(s) of Existing Stormwater Facilities, Water Quality Management Facilities, BMPs, and Vegetated Buffers shall inspect and maintain all devices and areas in accordance with the Covenants for Maintenance of Stormwater Facilities and Best Management Practices.
- (b) Inspection and maintenance of privately-owned Existing Stormwater Facilities, Water Quality Management Facilities, Best Management Practices, and Vegetated Buffers shall be performed at the sole cost and expense of the owner(s) of such facilities/areas. The Best Management Practices owner shall perform routine inspections on at least an annual basis. Inspections shall be performed by a person familiar with the control measures. The Best Management Practices owner shall maintain documentation of these inspections. A comprehensive inspection of all BMPs shall be conducted once every 5 years by a professional engineer or landscape architect, **or other qualified professional familiar with applicable SCM design and maintenance requirements**. Records stating the BMP, date, latitude/longitude, address, BMP owner information, description of BMP, photos of BMP and any corrective action needed and when performed shall be maintained by the BMP owner.
- (c) Inspections and maintenance shall be performed in accordance with specific requirements and guidance provided in the Covenants for Maintenance of Stormwater Facilities and Best Management Practices and the Water Quality BMP Manual. Inspection and maintenance activities shall be documented by the property owner (or his/her designee), and such documentation shall be maintained by the property owner for a minimum of three (3) years, and shall be made available for review by the Town Administrator upon request.
- (d) The Town Administrator has the authority to impose more stringent inspection requirements as necessary for purposes of water quality protection and public safety.
- (e) The removal of sediment and/or other debris from Existing Stormwater Facilities, Water Quality Management Facilities, and Best Management Practices shall be performed in accordance with all Town, State, and Federal laws and the Water Quality BMP Manual. The Town Administrator may stipulate additional guidelines if deemed necessary for public safety.

(f) The Town Administrator may order corrective actions to Best Management Practices, Existing Stormwater Facilities, Water Quality Management Facilities, and/or Vegetated Buffer Areas as are necessary to properly maintain the facilities/areas within the Town for the purposes of water quality treatment, channel erosion protection, adherence to local performance standards, and/or public safety. When corrective action is required, the BMP owner must initiate the correction action within 30 days of notice. If the property owner(s) fails to perform corrective action(s), the Town Administrator shall have the authority to order the corrective action(s) to be performed by the Town or others. In such cases where a performance bond exists, the Town shall utilize the bond to perform the corrective actions. In such cases where a performance bond does not exist, the cost of labor, equipment, and materials used will be charged to the Developer/Owner in addition to a service charge of \$100.00 per hour. The Town will invoice the Developer/Owner directly, and payment shall be received within fourteen (14) days. Failure to pay for remedial actions taken by the Town under this Section may result in the Town Attorney filing a lien against the property involved in the action, and may negate any intention by the Town to accept responsibility for any Best Management Practices, Existing Stormwater Facilities, Water Quality Management Facilities, and/or Vegetated Buffer Areas. The decision of the Town to take remedial actions to protect the health and safety of the public in no way supplants or negates the authority of the appropriate Town Staff to issue citations for violations of this Ordinance.

(3) Any alteration, improvement, or disturbance to Water Quality Management Facilities, BMPs, or Vegetated Buffers shown in the Water Quality Management Plan, certified record drawings, and/or easement plats shall be prohibited without authorization from the Town Administrator. This does not include alterations that must be made in order to maintain the intended performance of the Water Quality Management Facilities, BMPs, or Vegetated Buffers.

11-1811 Appeal of Administrative Action.

Actions taken by the Town Administrator as authorized in this Ordinance are subject to appeal by the Board of Zoning Appeals provided an appeal is timely filed in writing at the office of the Town Administrator within thirty (30) days from the date any written or verbal decision has been made which the Developer feels adversely affects the Developer's rights, duties or privileges to engage in the land disturbing activity and/or associated development proposed.

11-1812 Variances

- (1) Variances to the requirements of this Ordinance shall be handled by the Board of Zoning Appeals.
- (2) The Board of Zoning Appeals shall not approve variances that cause the Town to be in violation of any State or Federal NPDES permit, TMDL, or other applicable water quality regulation.

11-1813. Penalties; Enforcement.

Any Developer or person who shall commit any act declared unlawful under this Chapter, who violates any provision of this Chapter, who violates the provisions of any permit issued pursuant to this Chapter, or who fails or refuses to comply with any lawful communication or notice to abate or take corrective action by any authorized Enforcement Officer or the Jonesborough Planning Commission, shall be guilty of a violation of this municipal ordinance, and each day of such violation or failure to comply shall be deemed a separate offense and punishable accordingly. Upon conviction, the Developer or person shall be subject to fines of up to \$5,000.00 per day for each day of violation (T.C.A. §68-221-1106). Unless otherwise specified within any section of this Chapter, the Building Inspector and the Public Works Director are the designated Enforcement Officers of this ordinance. Citations for violations may be issued by any Enforcement Officer, the Public Safety Director or any Jonesborough Police Officer.

11-1814 Severability - If any provision of this Ordinance is held to be unconstitutional or invalid, such unconstitutionality or invalidity shall not affect any other provision of this Ordinance.

11-1815 Effective Date - This Ordinance will go into effect immediately upon passage on second and final reading; however, development projects that have already received at least preliminary site plan approval from the Jonesborough Regional Planning Commission shall be exempt from the requirement to develop a Water Quality Management Plan under this Ordinance but may still have to provide a Water Quality Management Plan from a prior Ordinance.

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof, were: _____
 Those voting against: _____

PASSED ON FIRST READING _____

 CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____
that the preceding ordinance be adopted on second and final reading. Those voting for
the adoption thereof, were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: September 9, 2024 AGENDA ITEM #: 7-C

SUBJECT: Update of the Town's Personnel Policy

BACKGROUND:

For the budget year 2024/2025, the Board of Mayor and Alderman approved the position of Human Resource Director. In anticipation of hiring this position, a complete review of the Town's current personnel policy was completed. As a result, the Town's personnel policy has been updated.

The below are some highlights of changes recommended:

- The position of Human Resource Director has been added throughout the policy manual as an addition, or replacement for the Town Recorder, Town Administrator, or Operations Manager as it relates to personnel files and matters.
- Compensatory Time for Department Heads was changed from the maximum of 100 hours accumulated to 200 hours accumulated.
- It is also recommended on full retirement as defined by TCRS, an exempt employee may be compensated for up to, but no more than, 80 hours of accumulated comp. time.
- It is recommended that the retiring employee have a choice of being paid for 680 hours of their sick time upon retirement, as is the current policy, or to transfer all of their accumulated sick time to TCRS for service credit.
- The Pregnant Worker's Fairness Act has been added.
- The Pump Act was added.
- An Anti-retaliation Policy was added.
- The Drug and Alcohol Testing Policy was updated to ensure compliance with prevailing federal law and the Tennessee Drug-Free Workplace Act.
- Re-establishes Town Accident Review Committee

RECOMMENDATION:

Approve the updated personnel policy for the Town as presented.

TOWN OF JONESBOROUGH

PERSONNEL POLICY

SEPTEMBER 2024

GENERAL PROVISIONS

A. EMPLOYMENT-AT-WILL

No policy, benefit, or procedure contained herein creates an employment contract for any period of time. All employees will be considered employees-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer, but they shall not be terminated for a discriminatory or illegal purpose.

B. PURPOSE AND OBJECTIVES

The purpose of this Personnel Policy is to establish a high level of understanding, cooperation, fairness, and consistency in the application and management of the Town's personnel administration. All employees benefit from clearly written policies and procedures that ensure that everyone is given systematic and uniform consideration without regard to race, religion, sex, age, national origin, creed, political affiliation, or disability.

The fundamental objectives that are intended to be achieved through this Personnel Policy are:

1. To promote and enhance efficiency and economy in the operation and administration of Town employees.
2. To provide fair and equal opportunity for qualified citizens to obtain employment with the Town.
3. To develop a program of recruitment, advancement, and tenure that will help the Town attract and retain career employees and that will encourage all employees to render the best service possible.
4. To establish and maintain a uniform plan of evaluation and compensation.
5. To create minimum expectations for employee behavior that are fair, coherent, and that, when met, enhance employee relationships and the Town's overall relationship with the general public.

6. To establish and promote a good working relationship and high morale among employees.
7. To develop and promote a personnel program that provides serious consideration of employee needs and desires.

C. APPLICABILITY

The rules and regulations set forth in this Personnel Policy shall be applicable to all employees of the Town of Jonesborough unless specifically exempted from said policy by action of the Board of Mayor and Aldermen or by the State of Tennessee. Rules and regulations shall cover all employees without regard to race, religion, sex, age, national origin, creed, political affiliation, or disability.

D. ADMINISTRATIVE

Rules and regulations set forth in the Personnel Policy shall be managed and interpreted by the Human Resource Director under the direction of the Town Administrator and in conformance with the formal actions taken by the Board of Mayor and Aldermen.

E. PERSONNEL RECORDS MANAGEMENT

The maintenance of all personnel records shall be the responsibility of the Human Resource Director. All personnel records are the property of the Town of Jonesborough and are available for inspection by employees, department heads, Operations Manager and the Town Administrator. The Human Resource Director has the discretion to direct the release of personnel files to other individuals or agencies as may be required and formally petitioned under the laws of the State of Tennessee. Medical records; however, shall be kept in a separate file by the Human Resource Director and are **not** subject to public inspection.

1. Employee Access to Records: Employees may inspect their own personnel file at reasonable intervals. However, said review must be under the supervision of the Human Resource Director or designee and no file or information contained in the file may be removed. Employees or an employee's designee may, upon authorization, make copies of files provided the Town is reimbursed for said copies at the appropriate rate per copy.
2. Public Requests - for Access to Employee Personnel Records: All requests made by the public for access to information contained in an employee's personnel file

shall be submitted to the Town Recorder in writing and the specific information identified. Upon receipt of a formal written request, the Town Recorder shall:

- a. Arrange with the Human Resource Director to make available requested public records to any party authorized to review said records as determined by the laws of the State of Tennessee and in a manner that is consistent with state law. Employee medical records will not be made available for public inspection if requested.
- b. Notify a Town employee of any general public request to view his/her personnel file.
- c. Insure that the party requesting public access to personnel records is informed that he or she has no right through the open records (Sunshine) law to interrogate Town employees.

F. DEFINITIONS

The following definitions are intended to be a helpful supplement to the various sections making up the Personnel Policy. These definitions are not intended to be all-inclusive and are not intended to impose any limitations or restrictions on wording used in other sections of this document.

ADMINISTRATIVE LEAVE - A requested or enforced leave that can be with pay or without pay that is determined to be in the best interest of an employee or the Town, but is not issued for disciplinary reasons.

ANNUAL LEAVE - Paid leave that is granted to an eligible employee for vacations, religious events, and other personal use.

CLASSIFIED SERVICE - A regular full-time or regular part-time position that is listed on the Town's personnel classification plan.

COMPENSATORY LEAVE - Time off from work in lieu of a monetary payment, earned by working more than the total hours allowed in a work week or work period, under guidelines established in the Fair Labor Standards Act.

DISABILITY LEAVE - Paid leave or a combination of paid leave and payments from the Town's workers' compensation program for an eligible employee that cannot perform his or her essential functions because of a physical injury or mental impairment that was sustained in the course of employment with the Town.

EMPLOYEE, EXEMPT - A regular full-time employee earning over \$1,128.00 per week that customarily and regularly directs two or more other full-time Town employees and

designated a Department Head or Administrative contractual employee by the Board of Mayor and Aldermen.

EMPLOYEE, NON-EXEMPT - A regular full-time employee below the level of Department Head in the Classification Plan eligible for overtime compensation and/or compensatory time.

NEW EMPLOYEE - An employee recently hired by actions of the Town Administrator or Board of Mayor and Aldermen that enters an orientation period and is not subject to the notification and appeals procedures outlined in Sections VIII and IX of the Policy. A new employee remains such until approved to regular status by the Town Administrator and having successfully completed a minimum of six months of orientation.

EMPLOYEE, REGULAR FULL-TIME - An individual that works 40 hours per week in classified service that is eligible to receive all employee benefits made available by the Town.

EMPLOYEE, LIMITED FULL-TIME - An individual that works more than 30 hours but less than 40 hours per week in classified service that is eligible for retirement, sick leave, vacation leave, and holidays on a pro-rated basis of three-fourths. In addition, a Limited Full-Time Employee is eligible for employee health insurance coverage at the regular employee rate, employee + one, or family coverage at an additional 60% of the cost of the additional coverage for spousal or family coverage, and is not eligible for any incentive payments for declining health coverage due to the spouses program.

EMPLOYEE, REGULAR PART-TIME - An individual that works a schedule of less than 30 hours per week in classified service that is not eligible to receive employee benefits made available by the Town.

EMPLOYEE, TEMPORARY (Full-Time or Part-Time) - An individual that is working for the Town either periodically or on a regular basis but whose position is not in the classified service or will not be continued more than 12 months. Benefits available to the employee are only those mandated by State and Federal Law.

OVERTIME - Compensation paid to an employee at one and one-half times his or her regular rate of pay for hours worked over the limits for a work week or work period as established by the Fair Labor Standards Act.

PAY PERIOD - Currently, the Town of Jonesborough is paying employees every other Friday regardless of their work week or work period.

PROTECTED GROUP - Classifications of groups of people protected by State and Federal Government through various acts, including Fair Labor Standards Act and the Americans with Disability Act that receive special emphasis or protection in employment practices.

STEP INCREASE - A move from one step on the Town's compensation plan to the next step higher. The increase will result in a higher level of compensation. Each regular full-time employee will receive an automatic step increase every 12 months from their anniversary date unless they are on disciplinary probation.

STRAIGHT TIME - An employee's normal rate of pay, usually determined on an hourly basis.

SUSPENSION - An enforced leave of absence for disciplinary purposes in which the employee is not compensated.

WORK PERIOD - The period of time in which non-exempt employees are scheduled to work for a maximum number of hours as determined by the Fair Labor Standards Act and receive overtime or compensatory time for any hours worked in excess of that maximum. The normal work period is a work week, seven days with a maximum of 40 hours per seven day period before overtime is paid. Public Safety Officers, however, may work a period of up to 28 days before overtime or compensatory time is computed.

WORK WEEK - Most Town employees work a seven day work week with an expectation to work 40 hours per week. The work week currently in effect for Jonesborough employees is Monday through Sunday with a pay check schedule of every other Friday.

G. DEPARTMENTAL PROCEDURES

Department Heads may formulate work rules necessary for the efficient and effective operation of their department. These procedures, however, are subject to the review of the Human Resource Director and approval of the Town Administrator and shall not supersede or be in conflict with the provisions of the Personnel Policy.

H. SCHEDULING

Scheduling of established shifts and work hours within the work week or work period established by the Board in Section IV, will be the responsibility of the Town Administrator. Shifts and work hours may vary among departments and each Department Head is responsible for recommending to the Town Administrator any change in established hours or shifts which may be deemed necessary.

A Department Head may temporarily adjust the hours of an individual employee or groups of employees within a respective department. Such adjustments must be for reasons of business necessity, operating efficiency, and/or economic priorities.

The Town reserves the right to establish on-call lists or to designate relief personnel who will be expected to be available to work hours outside their normal shift. Employees who

are called in by their supervisor for emergencies, priority work, or for relief duty shall be compensated in accordance with established pay procedures outlined in Section IV.

Scheduling of on-call and relief duty shall be viewed as a condition of employment. Refusal of an employee to report for any work during an emergency call-in, priority work extension, or for relief, may render the employee subject to disciplinary action up to and including termination.

Except for on-call or emergency scheduling, priority work extension, or relief duty, changes or adjustments in any employee's established work schedule should be communicated with the employee at least one week prior to the change.

I. ATTENDANCE

Punctual and regular attendance is necessary for the efficient operation of the Town. Employees unavoidably late or absent from work due to illness or other causes must notify their immediate supervisor within one-half hour of the normal time to report to work, explaining the reasons for the absence and, if possible, an anticipated return to work date. Failure to notify one's supervisor of an absence will result in disciplinary action. Employees with an unexcused absence may not receive compensation for the unapproved time away from the job in addition to being subject to disciplinary action.

J. PERSONAL APPEARANCE

Employees are judged by the general public not only for job performance but also appearance. The personal appearance and hygiene of Town employees should conform to publicly acceptable grooming habits. All employees should strive to exhibit a professional demeanor and appearance.

Some departments may have standards of dress that are required, particularly those departments in which employees are required to wear uniforms. Standards for uniformed departments may vary from department to department, however, all employees must conform with the acceptable grooming habits considered appropriate for our community. Each uniformed employee shall be responsible for the cleaning and maintenance of his/her Town-issued uniform. The cost for uniforms under certain circumstances may be recaptured by the Town from employees who terminate employment.

Employees may not wear any attire during work hours considered offensive in nature and contrary to good order and discipline. This may include hats or coats advertising alcoholic beverages, etc.

Tattoos are permitted for Town employees; however, any visible tattoo of an offensive nature is prohibited. Tattoos of an offensive nature shall be covered so as not to be visible

to other employees or the general public when the employee is on duty and/or in the Town uniform.

Below are some examples of offensive tattoos. This is not an exhaustive list; however, tattoos shall not be visible that promote illegal activities, hate speech, or violence.

- Tattoos that bash a specific religion, race, or gender.
- Tattoos with profanity, or controversial phrases.
- Tattoos that bash or mock the Town's values.
- Tattoos of political figures.
- Tattoos of weapons or threats of physical or emotional harm.
- Tattoos of nudity or sexual innuendos.
- Tattoos that promote drug or alcohol use.

Enforcement of departmental dress standards and the Town's tattoo policy is the responsibility of respective Department Heads.

K. OUTSIDE EMPLOYMENT

Outside employment by a regular full-time employee must be approved by the employee's Department Head and the Town Administrator. It is assumed that employment with the Town is primary and will be the overriding consideration in all issues regarding priorities concerning outside employment.

The purpose of this policy is to define the secondary employment allowed by the Town Administrator. Outside Employment Shall Not:

1. Cause a conflict of interest,
2. Reflect unfavorably upon the Town operation,
3. Impair the employee's ability to successfully perform his/her duties with the Town,
or
4. Cause the Town any expense.

The following criteria will be used in outside employment.

1. The Department Head and the Town Administrator must approve, disapprove or revoke outside employment.
2. Employees shall not have more than one source of outside income at the same time. This does not include extra-duty employment offered by a governmental, or entity for special events such as fairs, parades, etc.

3. Employees shall limit the hours of outside employment in order not to interfere with their employment with the Town of Jonesborough. Employees shall limit outside employment in order not to be fatigued or decrease their proficiency in their job assignment.

Final determination of the aforementioned guidelines shall be the responsibility of the Town Administrator. Outside employment shall not, in the opinion of the Town Administrator, constitute or give the appearance of a conflict of interest with the goals and mission of the Town of Jonesborough. Outside employment shall not subject or bring discredit to the Town of Jonesborough as determined by the Town Administrator.

4. Other issues the Town Administrator may consider for approval, disapproval, or revocation of outside employment may include potential injury, current public safety issues, current public health issues, complaints, or the potential for complaints on employees of the Town of Jonesborough, and/or liability concerns.
5. Employees wishing to engage in outside employment shall submit a completed Outside Employment Request Form. The request should contain the following information:
 - a. Name of employer.
 - b. Location.
 - c. Telephone number of employer or other number where you may be contacted.
 - d. A summary of proposed duties.
 - e. Approximate working hours including days of week, time of day and total hours per week.
 - f. Outside employment hours shall in no way interfere with Town of Jonesborough employee schedule.
 - g. No departmental uniform or equipment will be used in outside employment except in the instance of extra-duty employment by a governmental, or entity for special events such as fairs, parades, etc. If Town equipment or departmental uniforms are damaged or broken in the process of extra duty employment, the employee using the equipment or uniforms will be held accountable for its replacement.
 - h. Prior to approval of a request for outside employment, the Town Administrator may require a written agreement be established between the agency and the employee requesting outside employment.

- i. The Department Head shall notify the employee of the Town Administrator's decision. Each request shall become part of the employee's file.
 - j. Employees involved in outside employment shall adhere to the behavior, policies and general orders required by the Town Administrator.
6. Outside employment hours are subject to review by the Town Administrator without notice and the Town Administrator may revoke the authorization when it is determined that such employment is effecting or interfering with the specific operation.
7. Police Officers engaging in similar normal duties of outside employment may exercise full police authority when acting properly under the color of law and adhering to departmental policies. Police Officers shall not exercise arrest authority outside the service area of the Town of Jonesborough unless legal requirements for arrest authority are granted by proper authority to the officer.

No outside employer may direct an officer engaged in outside employment, to fail to enforce any violation of Federal or State Statutes, or County or Town of Jonesborough ordinances.

When a Town of Jonesborough Police Officer engaged in outside employment is involved in an incident which requires them to make a written report (incident, arrest, use of force, etc.) the report is to be submitted to the ranking Town of Jonesborough Police Officer on duty.

8. Town of Jonesborough employees who are members of the Police, Fire, Water Distribution, Wastewater Treatment Departments and any other essential services should advise their outside employer the situation could possibly occur, which would require the employee's presence in their primary place of employment.
9. Town of Jonesborough employees shall not engage in outside employment:
 - a. In establishments in which through the sale or consumption of alcohol or the adult nature of the business will reflect unfavorably upon the Town operation or will not be conducive to the employee maintaining a positive and professional image, and is deemed to be detrimental to the positive perception of Town employees by the community they serve.
 - b. That presents a clear potential risk of injury.
10. If it is determined that an outside employment is incompatible with Town of Jonesborough employment or at anytime becomes detrimental to the Town of

Jonesborough, the employee will be notified in writing as soon as possible of such and that the employment is prohibited.

- a. Continuance of outside employment that has been determined to be incompatible or detrimental activity shall be considered misconduct and will result in disciplinary action.
- b. An employee must submit within seven (7) calendar days, in writing, his/her intention to terminate their outside employment.
- c. If an employee of the Town of Jonesborough feels that an outside employment may have become incompatible during tenure of such employment, it shall be the responsibility of the employee to request, in writing, for the Town Administrator to review said employment for a determination. This request should originate with the Department Head.

In certain emergency situations, where a crime or disaster has rendered a business or property insecure due to time of night or major repairs, the on-duty Department Head may grant temporary approval for outside employment, if the person responsible for the property has agreed to pay for the service.

OUTSIDE EMPLOYMENT REQUEST

DATE _____

EMPLOYEE NAME _____

CURRENT JOB TASK ASSIGNMENT _____

EMPLOYER INFORMATION: Name and Address of Employer _____

OUTSIDE EMPLOYER CONTACT PERSON _____

OUTSIDE EMPLOYER CONTACT PHONE _____

DATE EMPLOYMENT TO BEGIN _____
AND (IF KNOWN) APPROXIMATE HOURS _____ DAILY _____
WEEKLY _____ DAYS OF WEEK _____

DESCRIBE OUTSIDE EMPLOYMENT DUTIES _____

WILL OUTSIDE EMPLOYMENT UTILIZE POLICE POWERS? YES NO

**Note: Town of Jonesborough equipment will not be utilized.*

REQUEST REVIEWED BY: _____
APPROPRIATE DEPARTMENT HEAD

APPROVED DATE

REJECTED DATE

L. POLITICAL ACTIVITY

Town employees are generally discouraged from actively participating in political campaigns, however, nothing in this section is intended to prohibit any Town employee from expressing his/her political views or from casting his/her vote in all elections.

No Town employee shall become a candidate for, or campaign for, an elective municipal government office of the Town of Jonesborough.

No Town employee, whether on or off duty; whether in or out of uniform, and whether on or off town or public property shall:

1. Directly or indirectly solicit, receive, collect, handle, disburse or account for assessments, contributions or other funds for a candidate for municipal government office of the Town of Jonesborough.
2. Organize, sell tickets to, promote, or actively participate in a fund raising activity of a candidate for municipal government office of the Town of Jonesborough.
3. Act as a recorder, watcher, challenger, or similar officer at the polls on behalf of a candidate for municipal government office of the Town of Jonesborough.
4. Endorse or oppose a candidate for municipal government office of the Town of Jonesborough in a political advertisement, broadcast, campaign literature, or similar material or at a political rally or gathering. This policy is not designed to prevent an employee from attending such event.
5. Wear campaign buttons, pins, hats, or other similar attachment or distribute campaign literature in support or opposition to a candidate for municipal government office of the Town of Jonesborough.
6. Allow political campaign literature of any type to be placed on a Town vehicle under their responsibility.

II. RECRUITMENT, SELECTION, EMPLOYMENT

A. GENERAL POLICY

Employment with the Town of Jonesborough is based upon an applicant's qualifications and the requirements of available positions. The Town shall provide employment opportunity to all persons without regard to race, religion, sex, age, national origin, creed, political affiliation or disability.

B. ELIGIBILITY

Individuals shall be recruited from a geographic area as wide as is necessary to assure obtaining well-qualified applicants for the various types of employment positions. Recruitment shall normally be conducted both internally and externally in order to maximize the opportunity to obtain the most qualified persons for a job vacancy.

C. MINIMUM/MAXIMUM AGE

The Town of Jonesborough will only employ persons for regular full-time positions who are at least 18 years of age or older. In compliance with federal guidelines there is no established maximum age for applicants to be considered for employment.

D. EQUAL OPPORTUNITY

The Town of Jonesborough encourages members of protected groups to apply for vacant Town positions.

E. NEPOTISM

No individual shall work under the direct supervision of another if they are related as follows: spouse, child, parent, grandchild, grandparent, sister, brother, brother-in-law,

sister-in-law, mother-in-law, father-in-law, son-in-law, or daughter-in-law. This also applies to any person actually living in the same household as the employee.

F. INTERNAL RECRUITMENT

In cases where an internal promotion or change in position is deemed to be in the best interest of the Town's operation, the Town Administrator may fill the vacancy with an existing Town employee without posting or advertising the vacancy. Such action should only be made when the Town Administrator believes there is only one employee that has the experience, knowledge, and capability to fill the vacant or new position.

Vacancy notices for positions will normally be posted on the Community Bulletin Board at Town Hall so they can be viewed by the general public as well as by Town employees.

G. EXTERNAL RECRUITMENT

Vacant or new positions may be advertised in various ways including, but not limited to, newspapers, radio, television, trade journals, schools, colleges, community groups, the Community Bulletin Board at Town Hall, social media, online recruitment pages, or any other source of publicity that might be expected to bring notice of employment opportunities to qualified persons.

Advertisements for employment may be general in nature for non-supervisory positions. Applications received may be kept on file and utilized for future vacancies for a six-month period. The Town may advertise in January and July for applications from persons interested in general employment. Supervisors may review these application files to make recommendations of applicants to be considered for employment. Applicants previously interviewed may be considered for up to six months for future vacancies without additional external notification if it is determined that the applicant's qualifications might be used effectively by the Town.

Vacancy notices for specific non-supervisory positions may also be externally advertised if it is determined that a qualified applicant is not already on file and that applications of additional qualified persons are essential.

H. VACANCY NOTICES

Vacancy notices will normally be issued by the Human Resource Director at the direction of the Town Administrator and should list job title, duties, entry level salary or wages, minimum qualifications if applicable, and the location where applications and position descriptions may be obtained.

If a closing date has been issued for receiving applications for a position, the Human Resource Director may waive the final date for receiving applications.

I. EMPLOYMENT APPLICATIONS

All applications for employment will be handled through the Human Resource Director's office. Applications for supervisory positions will only be taken for advertised or posted notifications. Applications for nonsupervisory positions that may experience a high degree of turnover can be taken at anytime and held for review for a period of up to six months. To insure maximum consideration, applicants wishing to work in a certain department of the Town should have a specific position designated on the application form. The Town Administrator, Human Resource Director, Operations Manager, or Department Head; however, may consider any general applications for employment for any class of position in which the applicant's principal qualifications might profitably be used.

Applications for employment must be completely filled out, signed, and returned to the Human Resource Director's office for review prior to any offer of employment.

Resumes may be substituted in lieu of applications for the purposes of evaluating qualifications, however, a Town of Jonesborough application must be completed and signed before an applicant is formally offered a Town position.

J. TYPES OF EMPLOYMENT

The following represent the categories of employment within the Town of Jonesborough:

1. EMPLOYEE, REGULAR FULL-TIME - An individual that works 40 hours per week in classified service that is eligible to receive all employee benefits made available by the Town.
2. EMPLOYEE, LIMITED FULL-TIME - An individual that works more than 30 hours but less than 40 hours per week in classified service that is eligible for retirement, sick leave, vacation leave, and holidays on a pro-rated basis of three-fourths. In addition, a Limited Full-Time Employee is eligible for employee health insurance coverage at the regular employee rate, employee + one, or family coverage at an additional 60% of the cost of the additional coverage for spousal or family coverage, and is not eligible for any incentive payments for declining health coverage due to the spouses program.
3. EMPLOYEE, REGULAR PART-TIME - An individual that works a schedule of less than 30 hours per week in classified service that is not eligible to receive employee benefits made available by the Town.
4. EMPLOYEE, TEMPORARY (Full-Time or Part-Time) - An individual that is working for the Town either periodically or on a regular basis but whose position is not in the classified service or will not be continued more than 12 months. Benefits available to the employee are only those mandated by State and Federal Law.

K. PRE-EMPLOYMENT PHYSICAL EXAMINATIONS

Every prospective employee may be given a fitness-for-duty examination and certain applicants will be given a pre-employment drug screen, (in accordance with section X – Drug and Alcohol Testing Policy), by a licensed physician designated by the Board of Mayor and Aldermen prior to the time he/she is hired and actually begins work. Said examination shall be to determine any pre-existing conditions that might impact a potential employee's fitness for duty or might need to be accommodated, if possible, during employment.

All persons applying for employment in the following positions will be required to successfully complete a functional employment test as designated in Chapter XV. FIT FOR DUTY of this Personnel Policy.

- Firefighter
- Public Safety Officer
- Public Works Worker
- Sanitation Worker
- Waste Water Construction Worker
- Water Distribution Worker
- Park Maintenance Workers
- Custodial Staff

Refusal - Any applicant refusing to undergo any required tests shall be eliminated for further consideration and shall be deemed to have withdrawn the employment application.

L. EVALUATIONS OF APPLICANTS

Applicants shall be evaluated fairly and objectively on the basis of experience, training, merit, and fitness for the position to be filled. The Human Resource Director will make every reasonable accommodation in the application screening, testing, and interview process to applicants with disabilities that make a request for such accommodations. Only applicants that appear to meet the requirements for a vacant position will be interviewed.

1. Screening - Unless otherwise directed by the Board of Mayor and Aldermen, initial screening of non-exempt, non-supervisory positions will be undertaken by the Human Resource Director.

Supervisory or Exempt employees will be screened through the process deemed most effective by the Board of Mayor and Aldermen under the conditions existing at the time applications for a position are being considered.

2. Interview Committees - Normally an interview committee consisting of the Town Administrator, Human Resource Director, Operations Manager, Department Head (if applicable), one member of the Board appointed by the Mayor, and any

additional person(s) the Mayor may feel would benefit the interview process will be utilized in the evaluation process. Unless otherwise directed by the Board of Mayor and Aldermen, the interview committee will recommend one applicant for any vacant Department Head position to the Board for approval. The Mayor may authorize the Administrator and/or Department Heads to carry out interviews of applicants for non-supervisory positions if the Board has not specifically directed an interview process.

- a. Interviews - Interviews will be undertaken after the initial screening process is completed. Interviews will be conducted in a professional manner by the committee responsible for making a recommendation to the Board of Mayor and Aldermen. The Human Resource Director will make every reasonable accommodation in the interview process to applicants with disabilities that make a request for such accommodations.
- b. Examinations - The Board of Mayor and Aldermen may determine to use examinations as a tool to assist in the selection of personnel. Competitive examinations, if used, shall be practical in their content and shall measure fairly the relative capacity and fitness of the persons examined.

If examinations are utilized, the Human Resource Director shall be responsible for their development, assisting Department Heads in the planning, design, and organization of testing and the identification of skills to be measured.

Each applicant who undertakes an examination will be given their test results upon request. Applicants may inspect their individual examination papers under the supervision of the Human Resource Director.

- c. Background And Reference Checks - It will be the responsibility of the Human Resource Director to see that background and reference checks are carried out on each prospective employee.
 - d. Credit Checks - Credit Checks may be carried out on applicants or new employees for positions of fiduciary responsibility.
3. Previous History with Town - If an applicant for employment has previously worked for the Town of Jonesborough, the applicant's employment history will be evaluated as part of the screening and interview process. Applicants with an unsatisfactory work experience with the Town, or who failed to provide proper notice at resignation should not normally be recommended for employment.

M. MISREPRESENTATION OF INFORMATION

Misrepresentation of information by an applicant or employee, either oral or written, that is material to the hiring decision, may result in cancellation of an application or termination from Town employment.

N. SELECTION/REJECTION OF APPLICANTS

The Town Administrator makes all final decisions on the selection of Town employees; however, the Board of Mayor and Alderman has the final decision on the appointment of all Department Heads.

The Town of Jonesborough reserves the right to reject any application for employment for any reason except on the basis of race, religion, sex, age, national origin, creed, political affiliation or disability.

Applicants shall normally be rejected when it has been determined that they:

1. Have an unsatisfactory employment or personal record of such a nature as to demonstrate unsuitability for employment.
2. Have made false statements of any material fact in their application.
3. Excessively use drugs or intoxicants, or have been convicted of a misdemeanor involving moral turpitude or a felony.
4. Fails a pre-employment drug screen.
5. Have been previously in the Town's employment and was removed for cause or resigned while not in good standing.
6. Do not meet the requirements that are essential for any person to be able to carry out the duties of a position as detailed in the position description.

O. DRIVERS LICENSE VERIFICATION

Upon selection by the Town Administrator, a new employee must provide evidence of a valid Tennessee driver's license if he or she, at any time, may be involved in the operation of a Town vehicle.

P. INFORMATION IN PERSONNEL FILE

All information collected on any employee during the application process will be kept in the employee's personnel file including, but not limited to, the following:

Employment Application
Medical Exam
Background Check
Copy of Driver's license
Personnel Action Forms
Immigration Report (I-9)

W-4 Form
Insurance Application
Insurance Authorization Form
Form Listing Family Members
Copy of Social Security Card

Q. ORIENTATION PERIOD FOR NEW EMPLOYEES

All new, regular full-time and part-time employees of the Town of Jonesborough shall be simultaneously placed in an orientation period at the time of their hire. The orientation and working trial period is an integral part of the examination and evaluation process and shall be utilized for the following:

- Closely observing a new employee's work.
 - Providing the information necessary to carry out duties.
 - Training and aiding the new employee to secure the most effective adjustment to his/her position.
 - Terminating any employee whose performance or attendance fails to meet acceptable work standards.
1. Duration of Orientation Period - The normal period of orientation for new employees shall be six months. The Operations Manager may request the Town Administrator to extend any employee's orientation period to 12 months; however, no orientation period will be extended beyond a 12 month period.
 2. Evaluation and Completion of Orientation - During the orientation period, the Department Head shall continuously evaluate the performance of the new employee and relate those findings to the employee and the Human Resource Director. The findings shall be reduced to writing in the form of an evaluation every 30 days for the duration of the orientation period. The Department Head will observe the employee's work and judge the employee's willingness and ability to perform duties assigned.

Upon completion of the orientation period, the Department Head shall complete a written evaluation, and if conditions warrant, recommend to the Town Administrator that an appointment to regular status be confirmed. The Town Administrator, if he/she concurs, after the minimum six-month orientation period has been completed, will authorize the employee's move to regular full-time or regular part-time status.

3. Termination of New Employee - Although all Town employees are “employees at will”, new employees in their orientation period do not have access to the disciplinary procedures, notifications and appeals outlined in the Town’s Personnel Policy. Department Heads can recommend to the Operations Manager the termination of any new employee for any reason they feel prevents the employee from being a productive and responsible employee or one that appropriately represents the Town. The Operations Manager can act on any termination recommendation at any time, and can initiate adverse action if there is indication that an employee is not going to operate in a manner that is in the best interest of the Town. An employee terminated during the orientation period does not have the right to appeal the termination to the Town Administrator.
4. New Employee Vacation and Sick Time - New employees can accrue vacation and sick leave during their orientation period; however, if a new employee is terminated during the orientation period they will not be paid for any vacation or sick leave.
5. Orientation Period Does Not Convey Rights - The orientation period does not, nor is it intended to, convey property rights or constitute a contractual agreement with new employees as a result of its successful completion.

R. POSITION PROBATION

Employees that have previously passed through their orientation period and been placed in regular status may apply for vacant Town positions that become available from time to time. An employee approved by the Town Administrator to transfer to a position in a higher grade will be placed on Position Probation and will be evaluated on performance for a period of six months. The findings shall be reduced to writing in the form of an evaluation every 30 days for the duration of the orientation period. Upon completion of the position probationary period, the Department Head will submit a written evaluation to the Town Administrator. If the Town Administrator concurs with a positive evaluation from the Department Head, the Administrator will place the employee in regular status.

Employees who have been transferred to a new position under Position Probation who are terminated for disciplinary reasons prior to, or at the completion of the position probationary period, will be allowed to appeal as set forth in the Appeal and Grievance Procedures of the Personnel Policy, Section IX.

Employees in Position Probation whose work performance is not satisfactory to successfully meet the expectations for their new position, may be allowed, to the extent possible, to return to their previous position.

It is the general policy of the Town to try to keep good employees. If an employee takes on a new position, but despite substantial effort, is not capable of fulfilling the duties as required, the Town Administrator, may consider moving the employee to the position held before the transfer. The new employee filling the position vacated by the existing

employee under Position Probation may be displaced if deemed to be in the best interest of the Town by the Town Administrator, provided the new employee to be displaced is still in their orientation period. The Town Administrator may consider a transfer to any other position vacant at the time a move is being considered.

Nothing in this section is intended to establish or convey an obligation or the right of an employee on position probation to return to their previous position if either the Town Administrator or the employee feel they are not satisfactorily meeting the requirements and expectations for the new position.

Position Probation does not, nor is it intended to, convey property rights or constitute a contractual agreement with an employee that has been moved to a different position, either while the employee is in the Position Probationary Period, or upon successful completion of probation.

III. CLASSIFICATION PLAN

A. GENERAL PURPOSE OF PLAN

The Classification Plan is intended to provide a complete inventory of all permanent positions in the service of the Town of Jonesborough; to reflect realistic responsibilities, duties, and requirements for each position; and to group positions with comparable duties and responsibilities into common classifications or grades.

B. USE OF THE CLASSIFICATION PLAN

The Classification Plan will be generally used:

1. As a guide in recruiting and examining candidates for employment;
2. In determining lines of promotion and in developing employee training programs;
3. In determining fair compensation levels for various types of work;
4. To guide personnel items in departmental budgeting;
5. To utilize uniform job terminology that is understandable by all Town employees and the general public; and
7. As a guide in employee evaluation.

C. POSITION DESCRIPTIONS FOR ALL POSITIONS

Position descriptions specifying general work tasks will be developed by the Human Resource Director and approved by the Board of Mayor and Aldermen for all positions in the classification plan.

D. POSITION CONTROL

A position must be described, classified, and approved by the Board of Mayor and Aldermen before it is filled.

E. POSITION DESCRIPTIONS

Position or job descriptions shall include the following:

1. Position Title;
2. General authority and line of accountability;
3. Essential functions of the job;
4. Required knowledge skills and abilities;
5. Acceptable experience and training;
6. Other requisites;
7. ADA requirements;
8. Compensation classification grade;
9. Date of Board of Mayor and Alderman approval; and
10. The exempt or non-exempt status of the position.

F. INTERPRETATION OF POSITION DESCRIPTIONS/CLASSIFICATION

Position descriptions are intended as a general statement of work and are not intended to impose limitations or restrictions on the duties that any employee may be required to perform.

Classification of positions into grades is intended to be descriptive and not restrictive and does not preclude the Board of Mayor and Aldermen from placing a position of more or less duties and qualifications in any given grade.

G. MAINTENANCE OF CLASSIFICATION PLAN

Classification grades and position descriptions will be evaluated periodically by the Town Administrator, Human Resource Director, and Operations Manager with the assistance of Department Heads. Department Heads shall review descriptions annually and recommend any modifications or improvements to the Human Resource Director. Upon approval of the Town Administrator, and changes will be presented to the Board of Mayor and Aldermen for approval.

H. ALLOCATION OF NEW OR RE-SPECIFIED POSITIONS

Whenever a new position is established or the duties of an existing position are restructured, a new position description will be completed and presented to the Board of Mayor and Aldermen for approval.

I. REQUEST FOR RE-CLASSIFICATION OR FOR A POSITION DESCRIPTION REVIEW

Any employee who considers his/her position to be improperly classified or whose active duties consistently vary from his/her designated position description may submit in writing to the immediate supervisor a request that the perceived discrepancies be reviewed and evaluated. If the supervisor believes the request is unjustified, the employee will be informed of the decision and advised of his/her right to appeal the decision under the Grievance Procedure outlined in Section IX.

J. SUNSET PROVISION FOR ALL NON-CHARTER CREATED EMPLOYMENT POSITIONS

Unless such employment position is set forth in the Jonesborough Municipal Charter, all employment positions within the Town of Jonesborough will automatically terminate upon the vacancy of that position. Before a new employee is hired to perform the duties associated with the position that has expired, a new job description must be created and approved by the Board of Mayor and Aldermen. Thereafter, the new position will be filled in accordance with the ordinances and personnel policies as passed by the Board of Mayor and Aldermen.

IV. COMPENSATION PLAN

A. GENERAL PURPOSE OF PLAN

The compensation plan is intended to:

1. Establish and maintain a salary structure which will attract and retain qualified employees;
2. Assure internal equity and fairness in the assignment of compensation for all classes in the Classification Plan;
3. Maintain a salary structure in proper relation to competitive pay practices in the local labor market in which Jonesborough competes; and
4. Provide an effective control of salary payments on a uniform basis.

B. COMPOSITION

The Compensation Plan shall consist of the official or approved assignment of minimum and maximum rates of pay with intermediate steps for positions in the Classification Plan administered under the guidelines established in this section.

C. ANNUAL PLAN APPROVED BY BOARD OF MAYOR AND ALDERMEN

The assignment of compensation to positions and the intermediate steps in the Compensation Plan will be established by ordinance and reviewed and amended as part of the Board of Mayor and Aldermen's annual budget process.

D. MAINTENANCE OF THE COMPENSATION PLAN

The Town Administrator with the assistance of the Human Resource Director, Operations Manager, and Finance Director will periodically review all factors affecting the level of salary ranges and after consulting Department Heads, will recommend to the Board of Mayor and Aldermen such changes and adjustments as may appear to be in order. In addition, the Administrator and the Human Resource Director will see that the Compensation Plan policies and guidelines established by the Board of Mayor and Aldermen are administered fairly, equitably, and in conformity with the purposes of the plan.

E. CONTRACTUAL EMPLOYEES

The Board of Mayor and Aldermen reserves the right to establish contractual positions such as, but not limited to, the Town Administrator and Town Recorder that are not on the compensation plan

F. STARTING SALARY

Starting salaries will be determined by the Board of Mayor and Aldermen based on various factors, including the employee's previous salary. However, it is the intent of the Compensation Plan to provide a fair and equal basis for compensating new and promoted employees.

1. New Employee - Generally, a new employee shall be compensated at the entry level - minimum rate of pay in the classification grade for the position; however, new employees exceeding the minimum qualification for the position may be granted an exception to a higher compensation step by the Town Administrator.
2. Promotion - An employee promoted to a higher grade may be placed at the entry-level salary; however, it is the intent that an employee receive increased compensation for duties performed on a higher grade. The Town Administrator; therefore, may place a promoted employee on any step in the higher grade that provides an increase above the employee's previous compensation.
3. Police Officers Or Other Employees With State Mandated Certification - Police officers that do not have Police Academy certification must obtain said certification within six months. New officers with certification will enter their pay grade at a minimum of Step 2. Uncertified officers start at a lower step, but will receive a step increase for obtaining certification.

G. PLAN ANNIVERSARY DATE

An employee's anniversary date on the Compensation Plan is established as the date of hire provided there has been no break in service, or in the case of a promotion, the date the promotion goes into effect.

H. ANNUAL CONSIDERATION FOR SALARY INCREASES

In accordance with General Provisions of the Town's personnel policy Section F-Definitions, sub-titled STEP INCREASE - A move from one step on the Town's compensation plan to the next step higher. The increase will result in a higher level of compensation. Each regular full-time employee will receive an automatic step increase

every 12 months from their anniversary date unless they are on disciplinary probation, or when the Town's budget is effective on July 01, of each new fiscal year.

I. STANDARD WORK WEEK/WORK PERIOD

The standard work week for all full-time non-public safety employees shall be 40 hours per week. The standard work day shall consist of eight hours; however, long term variances in the work day schedule may be approved by the Town Administrator and short-time variances may be approved by the Operations Manager or Department Heads.

Public Safety employees will operate in work periods that meet the Fair Labor Standards Act guidelines. The Work Period for the Police Department will be 84 hours in a 14 day period for patrol officers and 80 hours for administrative officers. Non-exempt police officers who work more than 84 hours up to 86 hours will receive overtime compensation at their regular hourly rate of pay. Non-exempt officers who work more than 86 hours in a 14-day period will be compensated at one-and-a-half times their regular hourly rate.

The Work Period for non-exempt firefighters is 216 hours in a 28 day period, however, non-exempt firefighters will receive overtime compensation for more than 204 hours of actual work time. Overtime will be paid at straight time for hours worked between 204 hours and 216 hours in a 28-day pay period. Overtime will be paid at one-and-a-half times the regular hourly rate for hours worked above 216 in a 28-day pay period.

J. EXEMPT EMPLOYEES

Employees in positions with the Town that meet the professional, administrative, or executive guidelines exempting them from overtime requirements as specified in the Fair Labor Standards Act will be classified as Exempt Employees. Employees with negotiated salaries including the Town Administrator, Town Recorder, and Operations Manager, are exempt as well as the Department Heads and supervisors earning over \$1,128.00 per week that are customarily and regularly directing two or more other full-time employees in their department. Exempt employees will be eligible for compensatory time under the guidelines established in this policy.

K. NON-EXEMPT EMPLOYEES

Employees in full-time positions not meeting the guidelines for exempt employees as specified in the Fair Labor Standards Act are classified as Non-Exempt employees and are eligible to receive overtime compensation or compensatory time at one-and-a-half times their hourly compensation rate.

L. OVERTIME COMPENSATION

Overtime is authorized time worked in excess of 40 hours per weekly work period for all non-exempt employees except for public safety personnel.

1. Compensation For Overtime Work - Monetary overtime compensation shall be one and one-half times the employee's hourly rate of pay for each hour of overtime worked.
2. Overtime Compensation For Public Safety Employees - Overtime for non-exempt police and fire department employees shall be compensated at one and one-half times the employee's rate of pay for each authorized hour in excess of the maximum hours allowed by the Fair Labor Standards Act in the work period.
 - a. Police Personnel - Non-exempt police officers will receive overtime pay at straight time for authorized hours in excess of 84 hours up to 86 hours in a fourteen-day work period. Hours worked above 86 hours in a fourteen-day work period will be compensated at one-and-a-half times their regular rate of pay.
 - b. Fire Personnel - Non-exempt firefighters will receive overtime pay at straight time for authorized hours in excess of 204 hours up to 216 hours in a twenty-eight day pay period. Hours worked above 216 hours in a twenty-eight day pay period will be compensated at one-and-a-half times their regular rate of pay.
3. Minimum Increment Of Overtime - Overtime shall be earned in increments no smaller than 30 minutes.

M. AUTHORIZATION OF OVERTIME OR COMPENSATORY LEAVE

The authorization and control of all overtime work, or the accumulation of compensatory leave is the responsibility of the Town Administrator, Operations Manager, and Department Heads. Overtime assignments or excess hours eligible for compensatory leave shall be permitted only when required by operational necessity. Department Heads shall assure that adequate funds are available for payment of overtime work before authorization is granted.

Excess hours worked that are eligible for overtime pay or compensatory leave shall be approved by the Department Head, the Town Administrator, or Operations Manager in advance of their being worked and earned.

Overtime or Compensatory Leave will only be computed after an employee has actually worked the number of hours allowable during a work week or work period. Paid or unpaid time off during which the employee is absent from the service of the Town shall not be

included as hours worked in determining if the maximum allowable number of hours in a work week/period has been exceeded. Such absences include, but are not limited to: sick, annual, compensatory, civil, personal, funeral, and military leave; holidays; and other leave of absences. All paid leaves of absences shall be compensated at the employee's normal hourly rate.

N. AUTHORIZATION OF DEPARTMENT HEADS TO ADJUST SCHEDULE TO REDUCE OVERTIME

Department Heads are authorized to adjust an individual's hourly work schedule within a work week or a work period in order to reduce the necessity to make overtime payments or provide compensatory leave.

O. COMPENSATORY LEAVE

Non-exempt employees who are authorized to work in excess of their regular scheduled work hours during their work week, or work period, may in lieu of overtime pay be granted compensatory leave provided that compensatory time is agreed to by the employee. Upon employment with the Town, non-exempt employees will be notified of their right to choose either overtime compensation or compensatory leave for work over their normal work week or work period. This compensatory leave is made available to all employees via a Compensatory Time Memorandum of Understanding available in the Human Resource Director's Office.

1. Computation of Compensatory Leave - Compensatory leave for non-exempt employees will be computed in the amount of one and one-half hours of leave for each hour worked in excess of the maximum hours allowable in the work week or work period.
 - a. Police Personnel - Non-exempt police patrol officers working in excess of 86 hours in a 14-day work period may in lieu of overtime be granted compensatory leave in the amount of one and one-half hours of leave for each excess hour worked. Non-exempt officers working more than their normal number of hours but 86 hours or less in their work period, may be granted compensatory leave in the amount of one hour of leave for each excess hour worked.
 - b. Fire Personnel - Non-exempt firefighters working in excess of 204, but less than 216 hours in a 28-day work period may in lieu of overtime be granted compensatory leave in the amount of one hour of leave for each excess hour worked. Non-exempt firefighters working more than 216 hours in a 28-day work period may in lieu of overtime be granted compensatory in the amount of one-and-one-half hours of leave for each excess hour.

2. Accrual of Compensatory Leave - Non-Exempt Employees - Non-exempt employees granted compensatory leave may accrue up to a maximum of 100 hours. Non-exempt employees shall be paid for all hours in excess of the maximum allowed.
3. Compensation at Termination - Non-Exempt - At the time of termination, any unused compensatory time accrued by a non-exempt employee must be paid with the time figured at:
 - a. The average regular rate received by such employee during the last year of employment; or
 - b. The final regular rate received by such employee, whichever is higher.
 - c. Exempt employees will not be compensated for any unused compensatory leave at the time of termination.
4. Compensatory Leave For Exempt Employees - The Town Administrator, Operations Manager, and Finance Director are authorized to grant compensatory leave for hours worked over 40, or what might be allowed with Public Safety personnel, during the work week at a rate of one hour of compensatory leave for each excess hour worked. Compensatory leave accrued may not accumulate more than 100 hours, except as allowed in Section IV., O. 6. Excess hours must be approved, and advanced approval may be required by the Operations Manager or the Town Administrator. Exempt employees must sign a memorandum of understanding that they understand the compensatory leave policy, its provisions for use and limitations, and that exempt employees will not be compensated for any unused compensatory leave at the termination regardless of the reason for the change in employment status.
5. Compensatory Leave - Time Used - Compensatory leave earned by an employee may be taken at any time it is approved by the Department Head, Town Administrator, Operations Manager, or Finance Director. The time will be permitted within a "reasonable period" after making the request if it does not "unduly disrupt" the operations of the employee's department. The Town of Jonesborough will not force employees to schedule and use compensatory time that has been accrued; however, only the hours of compensatory time limited in this chapter will be carried from one calendar year to the next.
6. Limitations on Accrued Compensatory Leave - An employee may accrue no more than 100 hours of compensatory time for overtime hours. All hours accrued above 100 hours are to be paid to the non-exempt employee at one and one-half time the employee's effective regular hourly rate. Contractual employees and exempt employees may accumulate no more than 200 hours of compensatory time.

If the employee is engaged in “public safety”, “emergency response”, or “seasonal” activity he/she may accumulate no more than 200 hours of compensatory for overtime hours. All hours accrued above the 200 hours are to be paid to the employee at one and one-half time the employee’s effective regular hourly rate, if the employee is an a non-exempt status.

7. The Town Reserves the Right to Substitute Cash for Compensation Time Accrued - The Town of Jonesborough reserves the right to substitute cash, in whole or in part, for compensatory time. Such substitution will not affect subsequent granting of compensatory time off in future work-weeks or work periods. Payments for accrued compensatory time earned may be made at any time and will be paid at the regular rate earned by the employee at the time the employee received compensation.
8. Non-Exempt to Exempt Status – An employee who moves from a non-exempt status to an exempt status, such as a promotion, will be paid for any accumulated compensatory time earned in the non-exempt status.
9. An exempt employee may be paid up to, but no more than 80 hours of their accumulated compensatory time balance upon retirement.

P. WITHHOLDING PAY

Pay may be withheld from an employee's compensation for any of the following reasons:

1. Federal Income Tax, if authorized by the employee.
2. FICA Contribution (Social Security).
3. Health and Life Insurance.
4. Retirement.
5. Supplemental insurance programs as requested by the employee and approved by the Recorder.
6. The value of town property or equipment which was not returned to the Town on separation of employment.
7. Failure to submit required documents relating to leave or failure to submit work reports.
8. A period of suspension.

9. Jury Duty.
10. Certain training, educational, or certification programs undertaken by an employee with a written agreement that involves reimbursement for failure to meet certain conditions.
11. Garnishment - As a general rule, garnishments are a time-consuming, costly, and unnecessary expenditure of tax payers money. While an employee will not be terminated for an initial garnishment, the Town reserves the right to initiate disciplinary action including termination against an employee with multiple garnishments.

Q. AUTHORITY FOR PAYMENT OF WAGE OR SALARY

Compensation shall not be issued to an employee until he or she is officially employed, pre-employment requirements are satisfied, and until officially documented work and leave reports, and required supporting documents are submitted for the period to which the pay applies.

R. NEW EMPLOYEES PAID BY DIRECT DEPOSIT

All new employees of the Town of Jonesborough will be paid bi-weekly through direct deposit into the employees' bank accounts. All employees will be required to establish an account at a financial institution into which their compensation can be electronically deposited.

V. EMPLOYEE BENEFITS

A. RETIREMENT

It is the policy of the Town of Jonesborough to provide a mechanism to obtain financial security for Town employees that have provided a number of years of service to the Town. The Town of Jonesborough provides a retirement program through the Tennessee Consolidated Retirement System (TCRS). The program is mandatory for regular full-time employees and begins on the first day the employee reports to work. A percent of the employee's salary is deducted for retirement purposes, with the Town paying an amount specified by TCRS. The deducted amount and Town supplement are determined by the terms of the retirement agreement or contract. Employees will receive both Town and employee contributions and interest under the terms of the Retirement Plan at termination or retirement.

B. FICA INSURANCE (Social Security)

All employees are required to contribute to Social Security coverage as mandated under the Social Security Act.

C. HEALTH AND LIFE INSURANCE

The Town of Jonesborough currently provides a group health and life insurance program for Town employees that are regular full-time appointments who have worked a minimum of 30 days. Health insurance coverage begins the first day of the first eligible month. To the extent possible, the Town will pay 75% of the health insurance coverage and the employee is responsible for 25% of the premium. The employee's portion of the premium is withheld each pay-period from the employee's salary. Coverage policies and benefits are determined by the individual plan being utilized to provide medical coverage.

As an example, an employee who reports to work on the 15th day of July will be eligible for insurance coverage on September 1st.

D. WORKERS' COMPENSATION

Workers' Compensation benefits are determined by State Law. The Town of Jonesborough attempts to use a combination of sick leave and workers' compensation benefits to provide an income equal to the regular salary for an employee on leave due to a work-related injury.

The total amount of monies paid to an employee on disability leave each pay period shall not exceed the full pay normally received for the period at the employee's regular straight-time pay rate as of the date of the injury.

Employees on disability leave shall continue to accrue sick leave and vacation leave at the employee's regular rate during the period of convalescence.

Employees shall immediately report any injury incurred in the course of their employment, however minor, to their supervisor or Department Head and take such first aid or medical treatment as may be necessary. Any employee determined to have been able, but who failed to make such a report shall not be eligible for workers' compensation or disability leave.

Employees on disability leave through occupational injury must be approved to return to work by a physician based on the employee's duties and responsibilities. If an employee cannot return to employment from disability leave and perform his or her normal duties and responsibilities, the Town reserves the right to determine whether reasonable accommodation can be made or if the employee can be transferred to a position that has duties and responsibilities he or she can perform.

If the employee returns to work from any injury or condition with any work restrictions that prevent the full performance of the employee's duties, the employee is required to notify his Department Head and the Human Resource Director of any accommodation(s) the employee believes will allow him/her to perform the essential duties of his/her job.

In addition to a release to work by a physician, any employee of the Town who has a non-work or work related injury or illness that reasonably may effect the ability to perform the essential functions of their job will be required to undergo WORKSTEPS "Fit For Duty" employment testing under the guidelines established in Chapter XV – "FIT FOR DUTY" of this Personnel Policy.

E. UNEMPLOYMENT COMPENSATION

The Town of Jonesborough participates in the State of Tennessee Unemployment insurance program. The conditions for eligibility for unemployment compensation and the amount of such compensation are determined by the State of Tennessee for employees who become unemployed through no fault of their own.

F. EMPLOYEE LEAVE

1. Policy - The Town of Jonesborough's provisions for leave benefits are designed primarily with the health and well being of its employees as the primary focus. The Town acknowledges that it is important to the employees and to their families to take time away from their duties and responsibilities with the Town. As a result, the Town provides the following classes of leave: annual, sick, maternity/paternity, holiday, civil, military, bereavement, disability and administrative.

- a. Only employees who are serving under regular full-time status are eligible to earn leave.
- b. Temporary, part-time, or other employees with intermittent work schedules do not earn leave.
- c. Annual and sick leave are only earned through an employee's time in a pay status. Overtime hours will not be used to determine or calculate an employee's leave benefits.

Employees are expected to consider the needs of the Town in requesting leave and utilizing leave benefits. In return, the Town shall strive to allow employees to utilize leave when it is needed and at times it is desired by the employee. The Town; however, reserves the right to temporarily suspend leave benefits if an emergency arises and the Town Administrator deems it is required and in the best interest of the Town.

- 2. Annual Leave - Only regular full-time employees serving may earn annual leave.

All covered employees shall be credited with earned annual leave based on the total days per year outlined in the following schedule:

<u>YEARS OF SERVICE</u>	<u>DAYS PER YEAR</u>
1 - 4	10
5 - 9	12
10 - 14	14
15 - 19	17
20 & Above	20

Credits toward annual leave listed above are based on uninterrupted service computed from the most recent date of continuous employment.

Annual leave will be computed on a calendar basis and annual leave that is not used by an employee can be carried over to the next calendar year. The amount of annual leave used during a calendar year and that may be carried over to the next calendar year is determined at December 31st each year. However, employees may only carry over annual leave in an amount not to exceed 5 days beyond the amount of the total number of days they are allowed to earn annually. If an employee has more days of annual leave to his or her credit than is permitted to be carried over at the end of the calendar year, such leave is forfeited. The Town Administrator is given the authority to extend the period in which annual leave can be taken by up to ninety (90) days. This may occur only in those circumstances in which an employee has an approved schedule to take annual leave and their supervisor, for reasons that are in the best interest of the smooth operation of their department, modifies the leave schedule in such a manner that the employee will lose the annual

leave that was scheduled to be taken. Also, days per year listed on the schedule above are based on the normal eight hour day and 40-hour week. Public Safety employees that are operating on a different work day and work period from most other employees will have their annual leave hours determined by a pro-rated formula that provides a leave period equivalent to the days per year for 40 hours per week employees (based on the number of years of service). All references to annual leave days in this Personnel Policy are made with the realization and understanding that public safety employees will have a pro-rated day based on their departmental schedules.

No employee may take more than 30 days of vacation in a calendar year regardless of the number of days accrued.

Annual leave will begin to be accrued from the date of employment; however, an employee shall not be entitled to take annual leave until he/she has completed six months of service.

- a. After their initial six month months of employment, employees may take annual leave as earned subject to the approval of the Department Head who shall schedule vacations so as to meet the operational requirements of the Department. Department Heads shall, to the extent possible, schedule annual leave for each of their employees at the time desired by the employee and coordinated through vacation planning at the beginning of the calendar year.
- b. Newly hired employees who terminate voluntarily or involuntarily during their first six months of employment shall not be eligible for, and shall not receive pay for accrued annual leave.

Full-time employees terminating voluntarily or involuntarily their employment with the Town may receive pay for any unused portion of accumulated annual leave which has been earned up to the date of termination. This includes employees who have worked for the Town longer than six months but who may be in a new position due to a change in classification.

Employees who retire will be paid for any accumulated annual leave that has been earned and unused up to the date of retirement, up to a maximum of 30 days.

Annual leave can be taken in multiples of one hour.

The Town Administrator, Operations Manager, or Department Head may reschedule an employee's annual leave if the schedule is deemed to be detrimental to the minimum requirements for the smooth operation of the Town.

3. Sick Leave - It is the policy of the Town of Jonesborough to pay, under the provisions of this sick leave policy, an employee's salary or wages when the employee is unable to work due to illness or injury. Leave is available for personal illness or for illness of an immediate family member which is limited to spouse, children (biological and/or adopted), step children, legal ward, child under the age of 18 years of an employee standing in loco parentis, child over the age of 18 years incapable of self-care because of disability, mother or father, legal foster parent and children, or other family members that live at home with the employee. The following conditions apply to the accrual of sick leave:
 - a. No credit toward such leave may be earned by overtime hours.
 - b. Each full-time employee will accrue sick leave at the rate of one day per month. Public safety employees that work a different work period from 40 hour per week employees; however, will accrue sick leave on a pro-rated basis that provides an equivalent to the 12 sick days per year for a regular employee.
 - c. Sick leave will be accumulated each month an employee continues to be employed and sick leave is not used, with no cap on the number of hours accumulated. Upon retirement, an employee may choose to be paid for unused sick leave up to 85 days, or 680 hours. The remaining balance of the unpaid sick leave may be transferred to state retirement for service credit in accordance with TCRS rules. An employee may choose not to be paid for any sick leave upon retirement and transfer the entire unused sick leave balance to state retirement for service credit. Retirement is defined as the length of service by an employee in which he/she is eligible for retirement through the Tennessee Consolidated Retirement System (TCRS). Payment of accrued sick leave of up to 85 days to an employee at retirement shall not be initiated by the Town until an application for retirement has been submitted to the Tennessee Consolidated Retirement System and the Town has received confirmation from TCRS of the employee's eligibility for retirement.
 - d. While an employee is on leave without pay, no sick, annual, or other similar leave will be earned and accrued.

Sick leave must be requested by an employee as soon as possible. Non-exempt employees must report their intended absence to their Department Head or their immediate supervisor within one half hour of the normal time to report to work.

Sick leave may be requested for the following reasons:

- a. Incapacitation for duty due to illness, injury, impairment, physical or mental condition, or pregnancy.

- b. Exposure to a contagious disease which the employee might transmit to fellow workers which has been certified by a qualified physician's certificate.
- c. A medical, dental, or optical appointment, treatment, or examination for the employee or a member of the immediate family.
- d. Illness of any immediate family member, not to exceed three consecutive working days. Sick leave requested for an illness of a family member of three consecutive days or more must be approved by the Department Head and the Operations Manager and must be substantiated in writing by a physician.

Sick leave must be approved by Department Heads before it will be paid.

To prevent abuse of the sick leave privilege, Department Heads are required to satisfy themselves that the employee or an immediate family member is genuinely ill before approving sick leave. The Department Head, Town Administrator, or the Operations Manager reserves the right to require a doctor's certificate stating that the leave was necessary. Sick leave requests for illnesses of three or more consecutive working days must be supported by a physician's certificate of illness. If the Town has reason to question the medical certificate provided by the employee, a second opinion may be required at the Town's expense. If necessary, a third opinion will be final and binding. Medical certification must contain the date on which the serious health conditions began, its probable duration, and appropriate medical facts within the knowledge of the physician or health care provider. Medical certificates are confidential and not available for public inspection.

An employee that is out for an extended illness will be required to report periodically to the Town the status of medical condition and the intention of the employee to return to work.

Department Heads, the Town Administrator, or the Operations Manager reserve the right to require a physician's certificate of the employee's fitness to return to work.

Employees may not claim sick leave while on annual leave.

Sick leave which extends beyond the earned credits of an employee shall be charged to any available annual leave he/she may have accrued or to leave without pay. Compensatory time previously accrued and available may be used for such leave if all other available sick leave time has been exhausted.

It shall be the responsibility of the employee to see that annual or compensatory leave is designated on their work report (time sheet) in lieu of sick leave when the employee has no sick leave available.

Town employees are guaranteed a combination of sick leave, annual leave when available, and leave without pay for medical or health related reasons due to illness or injury as defined by the Family Leave Act of 1993, Public Law 103-3 for a minimum period of 12 weeks, as set forth in guidelines established in Chapter XIII of this Policy. Sick leave making up the minimum time allowed under the Family Leave Act can be an uninterrupted 12 week period, or can be taken at different times, intermittently, throughout the 12 month period..

An employee that is on sick leave for 17 consecutive weeks may be placed on special leave without pay or may be terminated by the Town Administrator or Operations Manager.

The Town will maintain health insurance benefits paid by the Town for the employee during periods of sick leave without pay. Any payment for family coverage/premiums or other payroll deductible insurance policies must be paid by the employee or the benefits may not be continued.

The Town reserves the right to recover from the employee all health insurance premiums paid during the unpaid leave period if the employee is cleared to return to work but fails to return after leave.

Leave taken under this policy can be taken intermittently or on a reduced leave schedule when medically necessary as certified by a physician or qualified health care provider. Intermittent or reduced leave schedules for verified medical reasons must be agreed upon by the employee and the Department Head, or Operations Manager subject to the approval of the Town Administrator. Upon request of the Department Head, employees on intermittent or reduced leave schedules may be temporarily transferred by the Town Administrator to an equivalent alternate position that may better accommodate the intermittent or reduced leave schedule and/or the needs or limitations of the employee.

Employees may not transfer earned sick leave to another employee.

Employees terminated from employment with the Town either voluntarily or involuntarily other than retirement will forfeit all unused sick leave.

On retirement, a Town employee shall be paid a retirement bonus, subject to the terms outlined in Section F, Subsection 3(c) of Employee Benefits.

4. Holiday Leave – The Board of Mayor and Alderman shall set a holiday schedule for the upcoming year at their regular December meeting. From time to time, the Board of Mayor and Aldermen may modify the holiday schedule at a Board meeting.

Part-time and temporary employees will be in a leave without pay status on a holiday. If required to work on a holiday, they receive only their regular rate of pay for the hours worked.

When regular duty shifts require a non-exempt employee to work a holiday, the employee will be paid at one-and-one-half times their regular rate of pay, in addition to the holiday pay.

Exempt employees required to work on a holiday will receive 8 additional hours pay for the actual holiday. In the event this occurs, prior approval must be obtained from the Operations Manager or the Town Administrator for the exempt employee to work on the holiday. The exempt employee must articulate the work to be performed and the reason it must be completed on the holiday.

Holiday Leave for Public Safety employees will be determined on the same prorated formula used for annual and sick leave.

5. Maternity/Paternity Leave - Male and female employees, under certain conditions, may be granted leave related to child birth, the placement of a child for adoption, or placement in foster care.

Maternity/Paternity leave for the purposes of care for a newborn child or a newly placed adopted or foster care child must be taken before the end of the first 12 months following the date of birth or placement.

An expectant mother may take maternity leave prior to the birth of her child for necessary medical care and if her condition renders her unable to work. Similarly for adoption or foster care, male and female employees may be given maternity/paternity leave prior to the placement if absence from work is required for the placement to proceed.

If spouses are both employed by the Town, their total aggregate maternity/paternity leave is limited to four months with the female taking a minimum of one month.

Employees eligible for maternity/paternity leave for birth, adoption, or foster placement are not required to meet advance notice requirements in cases of medical emergency, in situations with less than 30 day notice of the availability of adoption or foster placement, or in other unforeseen circumstances or events.

- a. A female employee, who has been a regular full-time employee of the Town of Jonesborough for at least one year, who has provided at least 1,250 hours

of service during the 12-month period, and who gives at least 30 days and preferably three months advance notice of her anticipated date of departure, length of maternity leave, and intentions to return to full employment may be granted maternity leave for a period not to exceed four months for the purpose of pregnancy, child birth, the placement of a child for adoption, placement in foster care, and the care of an infant. Upon return to full time employment, she shall be restored to her previous position or similar position within the same pay status, length of service credit, and seniority as of the date of her leave, with the following exceptions and conditions:

- If the Town finds that the employee has worked full-time for another employer during the maternity leave period then the Town shall not be liable under these provisions for failure to reinstate the employee at the end of her maternity leave.
- A release to return to work statement from the employee's attending physician must be provided by the employee upon her return to work.

Should leave need to be extended due to complications of the pregnancy, a request for the extension along with a physician's statement indicating the problem and anticipated length of absence should be submitted to the Human Resource Director for approval by the Town Administrator.

Sick leave accruals will be used for maternity/paternity leave and when necessary, annual leave accruals may be used. Leave without pay may be also granted if the leave period requested cannot be covered by an employee's available sick and annual leave. During periods of unpaid leave, an employee will not accrue additional sick, annual, or similar leave.

A female employee who is prevented from giving three months advanced notice of maternity leave because of a medical emergency shall not forfeit her rights and benefits under these provisions because of her failure to give the required 30-day and preferably three months notice.

- b. Pregnant Workers Fairness Act: The Town will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to the Town's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the town recorder. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a

statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, the (designate authority) will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the Town will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The Town prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

c. PUMP ACT: Covered employees have the right to take reasonable break time to express breast milk for their nursing child. For one year after the child's birth, Town employees may take reasonable break time "each time such employee has need to express the milk." The Town will not deny a covered employee a needed break to pump.

The frequency and duration of breaks needed to express milk may vary depending on factors related to the nursing employee and the child. Factors such as the location of the space and the steps reasonably necessary to express breast milk, such as pump setup, may also affect the duration of time an employee will need to express milk and will be considered by the Town. Employees who telework are eligible to take pump breaks under the FLSA on the same basis as other employees.

The Town will provide covered employees with "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."

Under the FLSA, a bathroom, even if private, is not a permissible location for the employer to provide for pumping breast milk.

The location provided will be functional as a space for expressing breast milk. If the space is not dedicated to the nursing employee's use, it will be made available when needed by the employee. A space temporarily created or converted into a space for expressing breast milk or made available when needed by the nursing employee is sufficient provided that the space is shielded from view and free from any intrusion from co-workers and the public

- d. Paternity Leave - Upon approval of the Town Administrator, a male employee may be granted Paternity Leave for a period not to exceed three months for the birth of a child, the placement of a child for adoption, or placement in foster care. Employees eligible for paternity leave must provide the Town with at least 30 days and preferably three months advance notice of the need for leave for birth, adoption or foster placement when the need for leave is foreseeable. Male employees on Paternity Leave will be subject to the same expectations, guidelines, and restrictions regarding return to employment from Maternity Leave as outlined in (5a) of this section.

Sick leave accruals will be used for paternity leave and when necessary annual leave accruals may be used. Leave without pay may also be granted if the leave period requested cannot be covered by an employee's available sick and annual leave.

Maternity/Paternity Leave for Public Safety employees will be determined on the same pro-rated formula used for annual and sick leave.

- 6. Bereavement Leave - Upon the approval of the Town Administrator, or Operations Manager, leave with pay may be granted for up to three consecutive work days immediately following the death of a family member whose relationship is one of the following:

Spouse	Brother	Brother-in-law
Parent	Sister	Sister-in-law
Child	Aunt	Step Child
Grandparent	Uncle	Step Parent
Grandchild	Guardian	Mother-in-law
Daughter-in-law	Son-in-law	Father-in-law

Employees requesting Bereavement Leave must discuss funeral plans and arrangements with their supervisor before being approved for the entire three-day bereavement period.

Any additional approved time taken will be charged to annual leave, or to leave without pay.

Bereavement Leave is granted only to regular full-time employees. Absences from temporary or part-time employees will be taken through leave without pay.

Special consideration may be given by the Town Administrator to approve an employee attending the funeral in the death of another relative not listed above.

Bereavement Leave for Public Safety employees will be determined on the same prorated formula used for annual and sick leave.

7. Civil Leave - When an employee is required to serve on a jury, leave will be granted with pay, but the employee's pay for the period of jury duty will be reduced in the amount equal to the amount he or she receives for jury duty.

An employee who is required to attend court as a witness under subpoena will receive his or her regular pay for the time he or she is required to be in court, with the exception that if the employee is subpoenaed as a witness in a private matter, the employee must use his or her annual leave or take time off without pay. On each day the employee is released from jury or court duty, he or she shall return to work unless the remainder of his or her work schedule for the day is less than two hours.

The employee must show documentation of the order requiring such duty when civil leave is requested.

8. Military Leave - The job status of an employee entering active military duty on an involuntary basis will be protected in full compliance with current State and Federal laws. The employee will be reinstated in the current classification plan at least equivalent to his or her former position provided that he/she applies for reinstatement within 90 days of separation from active military service.

An employee in a reserve unit of the Armed Forces who is required to spend time on active duty, or field training will be granted military leave not to exceed 20 working days pursuant to TENN. CODE ANN. § 8-33-109.

Employees requesting military leave shall notify the Town Administrator two weeks in advance of the leave when possible. Such requests will be in writing and shall include a copy of the employee's military orders.

Military leave is not charged to annual or to sick leave.

9. Education Leave - An employee may be granted educational leave with pay or without pay to attend special educational programs, conferences, or seminars which are job-related but last longer than 10 days. The Department Head, Operations

Manager, and Town Administrator will evaluate the benefits to be gained by both the Town and the employee from such leave with the Town Administrator making the final approval.

10. Administrative Leave - Administration Leave with pay or without pay may be issued by the Mayor or Town Administrator for a period of up to 10 days, or by the Board of Mayor and Aldermen for any period of time deemed necessary by the Board if in their judgment, administrative leave should be granted for the well-being of the employee and/or the Town of Jonesborough.
 - a. The request shall state the reason for leave without pay, the preferred date for the start of the leave, and the probable date of return.
 - b. Such leave shall not be approved unless the employee has exhausted all annual leave, and in cases of extended illness, all sick leave and all compensatory time accruals.

Employees on leave without pay will not accrue annual or sick time and must make any necessary arrangements with the Recorder's office to maintain health and life insurance and other benefits.

11. Disability Leave - Employee's injured while performing required duties for the Town will be granted disability leave under the terms of the Town's Workers' Compensation program outlined in Section V. D.
12. Emergency Leave – From time to time work schedules may be interrupted due to inclement weather, natural or man-made disasters, or utility outages. This emergency leave policy addresses the various work interruptions and how employees schedules, leave, or wages may be effected.

For the purpose of this policy, emergency may be defined as any incident occurring that requires a response beyond the normal governmental operations. As stated earlier, this could be inclement weather or a natural or man-made disaster, or any other incident that may disrupt the normal daily activities that is beyond the control of the administration of the Town.

The Town recognizes that every employee is important and they each perform an invaluable service to the citizens we serve everyday. For the purposes of this policy however, we must define what is essential service employee.

The Department of Homeland Security defines an essential employee as an employee whose service or function is absolutely necessary for the health, welfare, and public safety. The essential services for the backbone of everyday life, representing a tangible impact of local governance on it's citizens well-being and quality of life. These public services are diverse and expansive. They range from ensuring clean water reaches every home, to ensuring the streets are lit at night.

By its very definition, essential means “something necessary, indispensable, or unavoidable.” The following positions within the Town have been identified by DHS as being essential, and are in no particular order:

1. Public Safety Officers
2. Firefighters
3. Dispatchers
4. Public Works/Street Department
5. Water/Utility workers
6. Wastewater/Utility Workers
7. Solid Waste/Sanitation Workers

Nothing in this definition prohibits the Operations Manager, or Town Administrator from activating other employees as essential, should the situation dictate additional response. As an example, clerical support may be needed in a time of disaster, or IT personnel may be needed to communicate with citizens through social media. Generally speaking, the employees listed above will be labeled as essential employees during all inclement weather situations.

Should the need arise to close Town operations, non-essential employees will be paid for the time missed due to the closure in the form of Administrative leave with pay. Essential employees required to work, will receive an additional 8 hours of pay during that period of time, if they are required to work.

If a partial closure is necessary, such as one particular department, the affected employees would be required to use leave time to receive their regular rate of pay, or may be allowed to make up the lost time; so long as that occurs within the same work period.

During inclement weather, there may be times in which the Town Administrator will open Town offices for business with instructions to employees to report to work if the employee can arrive safely. Should the employee fail to report due to safety hazards, the absence will not be held against the employee; however, they will be required to use leave time to be paid for the missed time.

Essential employees required to work during emergency leave will be compensated at one-and-a-half times their regular rate of pay during the emergency leave period. Exempt employees required to work during emergency leave will be compensated for 8 hours at their regular rate of pay.

The Town Administrator shall have the authority to declare inclement weather scheduling. Every effort will be made to notify employees of schedule changes, as well as, the general public.

When regular duty shifts require a non-exempt employee to work a holiday, the employee will be paid at one and a half times their regular rate of pay, in addition to the holiday pay.

Exempt employees required to work on a holiday will receive 8 additional hours pay for the actual holiday. In the event this occurs, prior approval must be obtained from the Operations Manager or the Town Administrator for the exempt employee to work on the holiday. The exempt employee must articulate the work to be performed and the reason it must be completed on the holiday.

VI. PERFORMANCE APPRAISALS

A. GENERAL

The Human Resource Director shall administer a program to evaluate the work performance of Town employees and to guide employees in their personal and professional development. Each Department Head is responsible for insuring that employee evaluations are conducted at the time and in the manner prescribed by the Town Administrator.

B. PERFORMANCE APPRAISALS

Performance Appraisals are intended to:

1. Provide a review of accomplishments and deficiencies of individual employees,
2. Provide a mechanism to communicate ways to enhance the future performance and development of individual employees,
3. Create a tool to evaluate the effectiveness and clarity of job expectations and position descriptions, and
4. Develop a way to monitor and evaluate departmental trends that might impact the behavior and performance of individual employees.

Performance evaluations of Department Heads shall be conducted by the Operations Manager. Other Administrative employees answerable directly to the Town Administrator shall be conducted by the Town Administrator.

C. FREQUENCY OF ASSESSMENT

A performance evaluation shall be conducted for each full-time employee at least once each calendar year. The Department Head, Operations Manager, Town Recorder, or Town Administrator has discretionary authority to conduct other evaluations during the year for promotional considerations, lay-offs, or other circumstances which may warrant a special evaluation.

D. EMPLOYEE PARTICIPATION AND COMMENTS

The Town Administrator, Operations Manager, Town Recorder, Director of Human Resources, or Department Heads must review the evaluation with the employee. Employees are required to sign the evaluation form; however, the employee's signature will not be an indication of whether the employee agrees or disagrees with the evaluation;

it will only indicate that the evaluation has been discussed with the employee. Employees are encouraged to make comments regarding their respective evaluations. An employee may attach a separate page of comments to the evaluation form which will become a part of the evaluation.

E. EMPLOYEE APPEAL OF PERFORMANCE EVALUATION

Full-time regular employees who take exception to the substance, manner, or conduct of their performance evaluations may appeal the process by submitting a written complaint to the Department Head, or Operations Manager, with a copy to the Town Administrator. If the complaint cannot be resolved through this process, the employee may file an informal or formal Grievance as provided in the Grievance Procedures outlined in this Personnel Policy.

F. CHANGE OF PERFORMANCE RATING

A Department Head may change the overall rating of an employee received in a completed annual evaluation; however, the employee must be notified in writing of the change and the reason for the change. The Town Administrator must also be notified of any changes initiated in a completed employee evaluation.

G. OVERALL UNSATISFACTORY EVALUATION

Employees receiving an overall unsatisfactory evaluation shall not be considered for promotion until performance has improved to a satisfactory level. Employees with unsatisfactory evaluations are subject to disciplinary action.

VII. SEPARATIONS FROM EMPLOYMENT

A. TYPES OF SEPARATIONS

All separations of employees from positions with the Town government shall be designated as one of the following types: resignations, lay-offs, disability, death, retirement, or dismissal. At the time of separation and prior to final payment, all records, keys, uniforms, assets, and other items of Town property in the employee's custody must be transferred to the Department Head, operations Manager, or the Town Administrator. Any amount due because of unreturned items, including the replacement cost of unreturned items or the cost of lock changes when keys are not returned, shall be withheld from the employee's final compensation. Refunds due the Town as specified in the employee uniform and shoe policies, and/or unpaid contracts, will also be withheld from the employee's final check.

B. RESIGNATION

It is the policy of the Town of Jonesborough to make a reasonable effort to retain good employees. However, it is recognized that from time to time employees will resign their employment with the Town. The Town requires notice of resignations to effectively replace employees who are leaving Town employment.

1. Notice - All employees are required to give the Department Head, Operations Manager, or Town Administrator at least 10 work days notice of an impending resignation.
2. Reinstatement - A former employee may be reinstated to employment with the Town without loss of benefits under the following conditions:
 - a. A position is available and the affected Department Head, Operations Manager, Town Administrator, and/or the Board of Mayor and Aldermen desire the former employee to fill the vacant position.
 - b. The request for reinstatement is made within a 90 day period from the date the previous employment was terminated.
 - c. If the position is the same position the employee held at the time of his/her recent resignation, the employee will be reinstated to the same grade and step on the Compensation Plan. Compensation for another position in the same grade or lower grade will be based partially on the previous number of years of employment with the Town; however, in any event, compensation will not be higher than the employee was making at the time of resignation. An employee reinstated at a higher grade will be placed at the entry level for the grade or at such step as is necessary to provide an increase in compensation from the level obtained at the time of resignation.

- d. Former employees returning to Town employment after the 90 day period has passed from the date they were previously terminated, will enter at the same status as any new employee beginning work for the first time.
2. Unauthorized Absence As Resignation - An unauthorized absence from work for a period of three consecutive working days may be considered as an automatic resignation by the Department Head, Operations Manager, or Town Administrator who may initiate termination. Termination through automatic resignation does not require employee notification; however, an employee terminated for this reason may file an appeal as provided in the Appeal Procedures as outlined in this Personnel Policy.

C. LAY-OFF/REDUCTIONS IN FORCE

The Town Administrator may layoff an employee in the classified service when deemed necessary by reason of shortage of funds, the abolition of a position, or other material changes in the duties or organization of the employee's position, or for related reasons that are outside the employers control and which do not reflect discredit upon the service of the employee. The duties performed by an employee laid-off, may be assigned to other employees already working who hold positions in the appropriate class.

1. Policy - A reduction in force, or lay-off, is the elimination of a permanent position. When a reduction of force occurs, every effort shall be made to place the incumbent employee in another position for which he/she qualifies. The Town of Jonesborough does not practice a strict system of seniority; however, in the event lay-offs become necessary, seniority and also job performance, may be used to determine which employees shall be laid off if there is more than one employee in the position classification that is being eliminated.
2. Notification - Employees will be given a 10 day advance notification of an impending lay-off.
3. Displacement - Employees losing a position due to a reduction in force may, at the discretion of the Town Administrator, be allowed to displace an employee of less seniority in another position in the same department or other departments provided that:
 - a. The position is at an equal grade or lower grade to the position being eliminated,
 - b. The employee is deemed by the Town Administrator to be capable of successfully performing the duties of the position, and

- c. The Town Administrator deems the displacement to be in the best interest of the effective provision of services to the citizens of Jonesborough.
4. Separation Due To Lay-Off/Displacement - Full-time employees being laid-off or separated due to displacement will be eligible to receive compensation for any unused annual leave.
5. Temporaries - No reduction of the Town's regular full-time or part-time force will be initiated until all temporary positions with the Town have been terminated.
5. Recall - The Town of Jonesborough reserves the right to recall positions in any order that is deemed to be in the best interest of the Town. The Town does not guarantee that every employee who is laid off will be recalled.

D. DISABILITY

An employee may be separated from employment for a disability when he or she cannot perform essential functions of the job with or without reasonable accommodations. Action may be initiated by the employee or the Town, but in all cases it must be supported by medical evidence acceptable to the Administrator. The Town may require an examination at its expense and performed by a licensed physician of its choice. Separations due to disability must receive final approval from the Town Administrator. Again, it is incumbent upon the employee to notify his supervisor, the Department Head, the Operations Manager, or the Town Administrator of any modification in his employment which would accommodate his disability.

E. DEATH

Separation shall be effective as of the date of death of an employee. All compensation due in accordance with these rules shall be paid to the employee's beneficiary. The beneficiary of record of an employee eligible for full retirement as classified by TCRS shall be entitled to the compensation the employee is eligible to receive upon retirement as outlined in section IV – Compensation Plan, subsection O-9; Section V - Employee Benefits, subsection F2b; and section V – Employee Benefits, subsection F3c of this policy.

F. RETIREMENT

Whenever an employee meets the conditions set forth in the retirement system regulations, he or she may elect to retire and receive all benefits earned under the retirement system detailed in Section V. Employee Benefits.

G. DISMISSAL

An employee may be separated from employment from the Town for any reason or for cause through procedures governing dismissal as detailed in Section VIII - Standards of Conduct - Discipline.

VIII. STANDARDS OF CONDUCT - DISCIPLINE

A. OBJECTIVE

Regulations to govern the conduct of employees are necessary for the orderly operation of the Town of Jonesborough. Such regulations are to the benefit of the employee and to protect the rights and safety of all employees.

The Town recognizes its continued responsibility to develop and administer the necessary employment regulations and disciplinary measures in a fair and consistent manner. Discriminatory disciplinary actions based on race, religion, sex, age, national origin, creed, political affiliation, or disability are expressly prohibited in this Personnel Policy. The Town of Jonesborough requires all employees to conform with these employment regulations and to otherwise conduct themselves in a responsible and professional manner.

While it is the intent of the Town to administer disciplinary and appeals procedures in a fair and consistent manner, no regulation nor measure adopted is intended to replace, reduce, or diminish the Town of Jonesborough's status as an at-will employer. While procedures are intended to be followed, mistakes in procedural details and errors or omissions in disciplinary measures do not abate the Town's at-will status.

B. ADMINISTRATIVE RESPONSIBILITY

The Town Administrator and Operations Manager, with the assistance of the Human Resource Director, and Department Heads, are responsible for administering timely and consistent disciplinary measures for inappropriate conduct pursuant to the procedures and limitations established by the Board of Mayor and Aldermen and set forth in this Section.

The Town Administrator maintains final authority for all grievances and adverse actions and appeals, and the Administrator's decisions are binding on all parties involved unless appealed to the appropriate court by the employee.

C. EMPLOYEES-AT-WILL

All town employees not under an employment contract for a specified time period are employees-at-will of the Town. The Town reserves the right to discharge at-will employees for cause or for no reason, except that no employee will be discharged for reasons that are prohibited by state and federal law.

D. THE OPERATIONS MANAGER HAS DISCIPLINARY AUTHORITY

The Operations Manager is authorized to review an employee's conduct and take appropriate disciplinary action. The Operations Manager may also direct a supervisor or department head to review and document an employee's conduct and take whatever disciplinary action is necessary or in appropriate circumstances recommend dismissal to the Operations Manager. After receiving the supervisor or department head's report, if the Operations Manager believes the disciplinary action may be insufficient, the Operations Manager may take any and all disciplinary actions as provided for by Section VIII, subsection E (Disciplinary Actions and Procedures).

In addition, the Operations Manager shall review all disciplinary actions taken by supervisors and department heads to ensure the standards of conduct policies are strictly adhered to, prior to the action be placed in the employee's personnel file. The Operations Manager in consultation with the Human Resource Director has the authority to reverse disciplinary actions in the event the standards of conduct and disciplinary policies were not strictly adhered to by the disciplining authority.

E. DISCIPLINARY ACTIONS AND PROCEDURES

Disciplinary actions may be in the form of an oral reprimand, a written reprimand, suspension, demotion, or dismissal. The following defines the basis in which these forms of discipline may be initiated and implemented. They are disciplinary choices available to supervisors, department heads, Operations Manager, and the Town Administrator and do not represent an employee entitlement to progressive discipline.

1. Oral Reprimand - A verbal communication directed to an employee for the purpose of making a formal and possible final statement regarding inappropriate conduct or performance. Oral reprimands may be given by the Operations Manager, appropriate supervisor, or department head when an employee's behavior necessitates the initiation of disciplinary action. An oral reprimand by the supervisor is a clear description of an employee's deficiency and a specific verbal warning that the employee must correct the deficiency.

The supervisor, or department head will draft a memo to the Operations Manager for review and placement of the memo in the employee's file stating the date of the oral reprimand, what was said to the employee, and the employee's response. Such written evidence of the oral reprimand in the employee's personnel records shall be removed in one year, provided no additional disciplinary actions involving the employee have been initiated during that 12 month period.

3. Written Reprimand - A written communication directed to an employee for the purpose of making a statement regarding inappropriate conduct or performance. In situations where an oral warning has not resulted in the expected improved behavior or performance, or when more severe initial disciplinary action is warranted, a

written reprimand may be issued to an employee. The reprimand is initiated by the Operations Manager or by the appropriate department head or supervisor and directed to an employee for the purpose of making a statement regarding inappropriate conduct.

The reprimand should specify the problem conduct and the corrective behavior necessary to meet adequate performance expectations. The written reprimand shall contain a clear and unequivocal warning to the employee of what future disciplinary actions may be expected if the conduct is not corrected. Supervisors who issue written reprimands are expected to discuss the reprimand with the employee, and to advise the employee that the document will be retained as part of the employee's personnel file. The employee shall be informed of his or her right to file an appeal through adverse action appeal procedure established in Section IX of this policy. A copy of the reprimand shall be delivered to the employee, and a copy forwarded to the Operations manager for review. Upon review, the written reprimand will be placed in the employee's personnel file for a period of one year. After a period of one year, if the employee has received no further disciplinary action, the employee may file a request with the Human Resource Director to have the reprimand removed from his/her file.

4. Suspension - The Operations Manager and Department Heads are given the authority by the Board of Mayor and Aldermen to suspend an employee without pay for the purpose of reprimanding the employee for inappropriate conduct. Department Heads may suspend an employee for disciplinary reasons for up to five (5) consecutive working days. Supervisors under a Department Head with the responsibility for the direct supervision of seven (7) or more employees may suspend employees for up to three (3) days, provided that any suspension by a supervisor is reviewed by the appropriate Department Head and/or the Operations Manager within twenty-four (24) hours of the time suspension has been initiated. Any supervisor with direct responsibility for one or more employees may immediately suspend an employee for one (1) day for behavior detrimental to the smooth operation of the department. Any suspension initiated must be reviewed and confirmed by the appropriate Department Head and/or the Operations Manager within 24 hours of the beginning of the suspension. If the Operations Manager is not available to review any suspension undertaken by Department Heads or Supervisors, the Town Administrator, Town Recorder or the Mayor may undertake the appropriate review. Suspensions over three days must be approved by the Operations Manager. The following procedures apply to disciplinary action involving suspension:

- a. NORMAL PROCEDURE - It shall be the responsibility of the Operations Manager or the Department Head to document any inappropriate conduct thought to justify a suspension of an employee. A written summary giving the circumstances and facts leading to the suspension and the reason for and length of the suspension shall be prepared and submitted to the employee. Suspensions under the normal procedures must be reviewed by the

Operations Manager within forty-eight (48) hours beginning the next official work day.

Along with a written summary giving the circumstances and facts leading to the suspension, the employee must be informed of his or her right to appeal the suspension through the designated appeal process. The written summary giving the circumstances and facts leading to the suspension shall be filed in the employee's personnel file after review of the Operations Manager.

- b. IMMEDIATE SUSPENSION BY A DEPARTMENT HEAD, OPERATIONS MANAGER OR THE TOWN ADMINISTRATOR - The Operations Manager may immediately suspend any employee for any length of time deemed appropriate. A Department Head and the Operations Manager has discretionary authority to immediately suspend an employee without pay for a period not to exceed five (5) work days. The Operations Manager, or in his/her absence the Town Administrator or Human Resource Director, shall review the information detailing the suspension within forty-eight (48) hours beginning the next official work day.

If the Department Head determines that the employee's inappropriate behavior poses an immediate threat to the safety or discipline of other employees, or the employee's continued presence is detrimental to the smooth operation of the Town, the Department Head should immediately take the suspension action.

Department Heads must document the reasons and circumstances for the suspension and the employee's right to, and the procedures for, an adverse action appeal pursuant to Section IX. The notification must be in writing and contain a summary of the circumstances and facts leading to the suspensions and should send it to the suspended employee within 48 hours of the suspension and file the notification in the employee's personnel file after review by the Operations Manager. Department Heads must notify the Operations Manager of their disciplinary actions by the next official work day.

Supervisors under Department Heads with responsibility for direct supervision of seven (7) or more employees may immediately suspend employees under their responsibility for up to three (3) days. Supervisors must notify the Department Head of the disciplinary action by the next official work day, and, if approved, submit documentation to the Operations Manager for confirmation within forty-eight (48) hours. If the Department Head does not feel the suspension was justified, he or she will instruct the employee to return to work and adjust back pay. All Supervisors may immediately suspend employees under their responsibility for one day.

Department Heads shall review facts related to the suspension and communicate with the Operations Manager as outlined above.

After reviewing the documentation provided by the Department Head, the Operations Manager may determine that the suspension is not warranted and notify the employee in writing to immediately return to work. The Operations Manager may also extend the suspension, dismiss the employee or take other disciplinary action he deems appropriate. If the employee is notified to return to work because the suspension is not warranted, the employee will be compensated with back pay for the unwarranted suspension time. The employee must be informed of his or her right to appeal the suspension through the designated appeals process.

Suspensions of any type shall remain in the employee's personnel file for a period of two years. Once the two years have passed, and no further disciplinary actions have been taken against the employee, the employee may request in writing to the Human Resource Director to have the suspension removed from their personnel file.

- c. **SUSPENSIONS ARE WITHOUT PAY** - All suspensions are without pay. Employees whose suspensions are determined unwarranted through the appeal process will automatically be compensated for work days involved in the suspension period and the suspension notification shall be removed from their personnel file.
- d. **CAUSES FOR SUSPENSION** - An employee may be suspended for reasons included but not limited to the following:
 - 1) Careless workmanship, which evidences unsatisfactory job performance.
 - 2) Careless or negligent maintenance, handling, or use of Town property or equipment.
 - 3) Gross Insubordination:
 - a) Refusing to obey instructions or to perform work as reasonably directed by a supervisor or other proper authority.
 - b) Malicious and intentional abuse or misuse of Town equipment or property.
 - 4) Reporting to work under the influence of intoxicating beverages, drugs, or substance.

- 5) Intolerable conduct:
 - a) Using threatening abusive or obscene language to citizens, management, or other employees
 - b) Physical assault on anyone.
 - c) Gambling on work premises.
 - d) Carrying or discharging of firearms, except as authorized by law.
- 6) Excessive occurrences of tardiness or unexcused absences.
- 7) Unjustified absence from the work station or department without a Supervisor's permission.
- 8) Any conduct which constitutes a danger to the employee or to other employees.
- 9) Any conduct which compromises the public's trust and confidence in Town employees or Town operations.
- 10) Stopping work before the specified end of a working day or starting work after the specified beginning of the work day.
- 11) Conviction of a traffic moving violation while operating a Town vehicle.
- 12) During criminal prosecutions - An employee may be suspended without pay under the normal suspension procedures at the discretion of the Operations Manager if the employee has been charged with a felony or other criminal offense of such nature that the employee's continued performance of Town duties:
 - a) Poses an immediate threat to the discipline or effective performance of other employees,
 - b) Has an immediate adverse effect on the reputation of the Town, or
 - c) Imposes a threat to the effective performance of any Town function.
- 13) Any behavior on and off duty that is not conducive to the employee maintaining a positive and professional image, and is deemed to be

detrimental to the positive perception of Town employees by the community they serve.

- 14) Violation of the Tennessee "Hands Free" law while operating a Town vehicle.
- 15) Failure to wear seatbelt while operating Town vehicle.
- 16) Disabling a GPS unit on a Town vehicle.
- 17) Violation of the Town's computer policy and/or sharing keycards, pin numbers, employee identification numbers, passwords, etc.
- 18) Any reason listed under the Causes for Dismissal.

- e. **FINDING OF NOT GUILTY** - Should an employee be found not guilty at trial, said employee may be reinstated with no loss of benefits to which he or she may be entitled. The Town Administrator may authorize the payment of back pay compensation for the period the employee was suspended due to criminal prosecution.

Results from court or criminal charges do not preclude the Town of Jonesborough's right to suspend or dismiss an employee due to any violation of the Town's personnel policies and procedures.

- e. **DISCIPLINARY PROBATION** - Unless formally waived by the Town Administrator, employees receiving a written reprimand, suspension or disciplinary demotion are automatically placed on probation for a period of 90 days. During this period no salary increases will take place or promotions considered for the employee receiving disciplinary action.

After successful completion of the probationary period and at the approval of the Department Head or the Operations Manager the employee will receive his or her scheduled salary increase, if applicable. If an increase is scheduled, it will take effect after release of probation and will not be retroactive.

- g. **SUSPENSION TIME RESTRICTED** - Vacation, compensatory time, sick or any other leave shall not be used during periods of suspension.

4. **Demotion** - The Operations Manager is issued the discretionary authority by the Board of Mayor and Aldermen to demote an employee for disciplinary reasons. Supervisors or department heads may initiate a demotion by making a written recommendation to the department head. A demotion may be given under the following conditions:

- a. The demotion is a disciplinary action resulting in the assignment of an employee to a lower classification grade for the purpose of reprimanding the employee for inappropriate conduct.
 - b. A demotion will not be used if the employee cannot qualify for the lower position.
 - c. The demotion would not require the displacement of another employee.
 - d. The demotion is accompanied by a reduction in grade and salary.
 - e. The affected employee is notified a minimum of one calendar week before the demotion goes into effect.
 - f. The advance notice includes a written summary giving the circumstances and facts leading to the proposed action, the reasons thereof, and shall notify the employee of his or her right to appeal the charges or decision pursuant to the Adverse Action Appeal Process established in the Personnel Policy in Section IX. One copy of the notification shall be delivered to the employee and one copy shall be filed in the employee's personnel folder.
 - g. Demotions shall remain in the employee's personnel file for a period of five years. Once the five years have passed, and no further disciplinary actions have been taken against the employee, the employee may request in writing to the Human Resource Director to have the demotion removed from their personnel file.
5. Dismissal - As a last resort, when other disciplinary efforts have failed to result in appropriate behavioral change or when the cause of action for dismissal is needed to protect the well-being and the quality of service to the citizens of Jonesborough, a supervisor or department head may recommend dismissal to the Operations Manager or the Operations Manager may initiate the dismissal of an employee subject to the following conditions:

Advance notice of the proposed action shall be given to the employee that includes the written notification of the intent to dismiss, the specific reasons for taking the action, and notification to the employee of his or her right to appeal the decision through the adverse action appeal procedures as outlined in Section IX. The appeal procedures do not apply to employees who are in their orientation period, and all disciplinary actions are final.

6. Causes For Demotion or Dismissal - A supervisor or department head may recommend demotion or dismissal of an employee to the Operations Manager and

the Operations Manager may take such action for any reason listed under suspension and any other reason including, but not limited to the following:

- a. Incompetence or inefficiency in the performance of duties;
- b. Absence without leave or failure to give proper notice of absence, or continuing abuse of leave privileges;
- c. Continued or gross negligence of duty;
- d. Public intoxication or drinking any intoxicating beverage while on duty, or being under the influence of a drug or narcotic substances while on duty;
- e. Theft, destruction, carelessness, or negligence in the use of the property of the Town;
- f. Fighting or other disgraceful personal conduct or language toward the public or toward fellow employees;
- g. Insubordination or serious breach of discipline;
- h. Loss of an employee's driver's license and driving privileges by due process of law when the employee's position makes the operation of a vehicle necessary in the performance of his or her duties;
- i. Falsification of records or use of official position for personal advantage;
- j. Use of bribery or political pressure to secure an appointment, promotion, or advantage;
- k. Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of his or her duties;
- l. Misappropriation of Town monies, falsification of expense accounts, or general misuse of funds;
- m. Distribution or sale of drugs or controlled substances;
- n. Violation of any lawful and reasonable regulation, order, or direction made or given by a superior, or insubordination that constitutes a serious breach of discipline;
- o. Conviction of a criminal offense or of a malfeasance involving moral turpitude,

- p. Unauthorized use of Town documents, records, or confidential information;
or
 - q. Job-related lying, stealing, or cheating.
7. Conviction Overturned On Appeal - Should an employee have a conviction overturned on appeal, such employee may be reinstated, as soon as an appropriate opening is available, without loss of benefits to which he/she may be entitled. The Town Administrator at his/her discretion may authorize the payment of back-pay compensation for the period the employee was dismissed due to criminal conviction. Results from court or criminal charges do not preclude the employee's dismissal due to violations of the Town's personnel policies and procedures.

IX. GRIEVANCE AND ADVERSE ACTION APPEAL PROCEDURES

A. POLICY AND DEFINITIONS

It is the policy of the Town of Jonesborough to foster employee satisfaction and to give careful consideration and attention to any employee complaint.

A grievance is a claim or complaint based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misrepresentation, unfair application, or lack of established policy pertaining to employment conditions. A grievance might involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials or equipment, unfair discriminatory supervisory or disciplinary practices, unjust treatment by fellow workers, unreasonable work quotas, or any other grievance relating to conditions of employment.

An Adverse action is a demotion, reprimand, dismissal, reduction in pay, layoff, or an undesirable transfer or suspension.

B. INFORMAL GRIEVANCE PROCEDURES

An employee who has a problem or complaint should first try to get it settled through discussion with his/her immediate supervisor without undue delay. If, after this discussion, he/she does not believe the problem has been satisfactorily resolved, he/she shall have the right to discuss it with his supervisor's immediate superior, if any. Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. If the employee is not in agreement with the decision reached by discussion, he/she shall then have the right to file a formal grievance in writing within five work days after receiving the informal decision or decisions. An informal grievance shall not be taken above the Department Head.

C. FORMAL GRIEVANCE PROCEDURE

1st Level of Review

A grievance shall be presented in writing to the employee's immediate supervisor, who shall tender his/her decision and comments in writing and return them to the employee within five work days after receiving the grievance. If the employee does not agree with his/her supervisor's decision, or if the immediate supervisor fails to provide resolution of the grievance as outlined above, the employee may present the appeal in writing to his/her supervisor's immediate superior. Failure of the employee to take further action within five working days after receipt of the written decision of his/her superior, or within ten (10) days if no decision is tendered, will constitute a withdrawal of the grievance.

Further Level or Levels of Review as Appropriate

The supervisor receiving the grievance shall review it, render his/her decision and comments in writing and return them to the employee within five (5) work days after receiving the appeal. If the employee does not agree with the decision, or if no answer has been received within five (5) work days after the supervisor receives the grievance, the employee may present the appeal in writing, to the department head. Failure of the employee to take further action within (5) work days after receipt of the written decision of the supervisor, or within ten (10) days if no decision is rendered, will constitute a withdrawal of the grievance.

Department Review

The Department Head receiving the grievance, or his/her designated representative, shall discuss the grievance with the employee, his representative, if any, and with other appropriate persons. The Department Head shall render his/her decision and comments in writing and return them to the employee within five (5) work days after receiving the appeal. If the employee does not agree with the decision reached or if the Department Head fails to provide resolution of the grievance as it is outlined above he/she may present his/her appeal in writing to the Operations Manager. Failure of the employee to take further action within five (5) work days after receipt of the written decision of the department head, or within ten (10) work days if no decision is tendered, constitutes a withdrawal of the grievance.

If the employee does not agree with the decision reached or if the Operations Manager fails to provide resolution of the grievance as it is outlined above he/she may present the appeal in writing to the Town Administrator. Failure of the employee to take further action within five (5) work days after receipt of the written decision of the department head, or within ten (10) work days if no decision is tendered, constitutes a withdrawal of the grievance.

Town Administrator

The Town Administrator, upon receiving the grievance shall discuss the grievance with the employee, his/her representative, if any, and with other appropriate persons(s). The Town Administrator shall render his/her decision in comments in writing and return them to the employee within five (5) work days after receiving the appeal. Decisions of the Town Administrator shall be final.

D. ADVERSE ACTION APPEAL PROCEDURE

For appeals regarding disciplinary actions including reprimands and suspensions, not initiated by the operations Manager, the employee may file an appeal with the Operations Manager within five (5) working days from the date of the action taken. The Operations Manager shall hold a hearing and the employee has the right to present any evidence he/she

wishes relevant to the adverse action. The Operations Manager shall render his decision in comments in writing and return them to the employee within five (5) work days after hearing the grievance. Should the employee disagree with the Operations Manager's findings, he/she may appeal to the Town Administrator. Decisions of the Town Administrator shall be final.

For appeals regarding adverse actions such as demotion, dismissal, reduction in pay, layoff, or an undesired transfer or suspension initiated by the Operations Manager, the employee may file an appeal with the Town Administrator within five (5) working days from the date of the action taken. The Town Administrator shall hold a hearing and the employee has the right to present any evidence he wishes relevant to the adverse action. The Town Administrator shall render his decision in comments in writing and return them to the employee within five (5) work days after hearing the grievance. Decisions of the Town Administrator shall be final.

ANTI-RETALIATION POLICY

The Town of Jonesborough is committed to preventing retaliation and to maintaining a productive, safe, and healthy work environment for all employees, who are to be treated with courtesy and respect at all times.

Retaliation occurs when the Town either acts indirectly through a manager, supervisor, administrator or directly fires an employee or takes any other type of adverse action against an employee for engaging in protected activity. An adverse action is an action which would dissuade a reasonable employee from raising a concern about a possible violation or engaging in other related protected activity. Protected activities can include, but are not limited to:

- Whistleblowing on unlawful activities,
- Reporting violations to administrative agencies,
- Exercising free speech, and
- Speaking to elected officials.

Employees are expected to maintain a productive work environment free from retaliation for an employee engaging in any form of protected activity.

Making complaints

An employee who feels he/she is subjected to retaliation should immediately contact a person, (listed below), with whom the employee feels the most comfortable.

1. The employee's immediate supervisor;
2. The department head;
3. The operations manager;
4. The Human Resource Director; or
5. The Town Administrator

Employees have the right to circumvent the employee chain-of-command when selecting the person to complain to about retaliation. The employee should be prepared to provide the following information:

1. his/her name, department, and position title;
2. the name of the person or people allegedly committing the retaliation, including their title(s), if known;
3. the specific nature of the retaliation, how long it has gone on, any employment action, such as demotion, failure to promote, dismissal, refusal to hire, transfer, etc., taken against the employee as a result of the engaging in protected activity;
4. witnesses to the retaliation; and
5. whether the employee has previously reported the retaliation and, if so, when and to whom.

Employee Obligation

Employees are obligated to report instances of retaliation. Employees are also obligated to cooperate in every investigation of retaliation. The obligation includes, but is not limited to, coming forward with evidence, both favorable and unfavorable, for a person accused of such conduct; fully and truthfully making written reports or verbally answering questions when required

to do so by an investigator. Employees are to refrain from making bad faith accusations of retaliation.

Disciplinary action may be taken against an employee who fails to report instances of retaliation, or who fails or refuses to cooperate in the investigation of a complaint, or who files a complaint in bad faith. Employees are prohibited from interfering or attempting to interfere with any departmental investigation. False allegations will be dealt with on a case-by-case basis, and depending on the outcome, may include disciplinary action up to and including termination of employment.

Reporting and investigating retaliation complaints

The Human Resource Director is the office the Town Administrator designates as the investigator of retaliation complaints against employees. In the event the retaliation complaint is against the Human Resource Director, the investigator may be independent outside counsel appointed by the Town Administrator or provided through the Town's employment practices liability insurer.

X. DRUG AND ALCOHOL TESTING POLICY

The Town has no intention of interfering with the private lives of its employees unless involvement with alcohol or other drugs off the job affects job performance or public safety. This policy does not preclude the appropriate use of legally prescribed medication that does not adversely affect the mental, physical, or emotional ability of the employee to safely and efficiently perform his/her duties. It is the employee's responsibility to inform the proper supervisory personnel of his/her use of any legally prescribed medication that may impair his/her ability to safely perform the essential functions of their job before the employee goes on duty or performs any work. Any information obtained from the employee's disclosure will be maintained and treated in accordance with the ADA and other applicable laws.

To provide a safe, healthy, productive, and drug-free working environment for its employees to properly conduct the public business, the Town of Jonesborough has adopted a drug and alcohol testing policy. The policy complies with the Drug-Free Workplace Act of 1988, which ensures employees the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs; Federal Highway Administration (FHWA) rules, which require drug and alcohol testing for persons required to have a commercial driver's license (CDL); Department of Transportation (DOT) rules, which include procedures for urine drug testing and breath alcohol testing; and the Omnibus Transportation Employee Testing Act of 1991, which requires alcohol and drug testing of safety-sensitive employees in the aviation, motor carrier, railroad, pipeline, commercial marine, and mass transit industries. The types of tests that may be required under this policy are pre-employment, transfer, reasonable suspicion, post-accident (post-incident), random (for safety-sensitive positions only), return-to-duty, and follow-up.

It is the policy of the Town that the use of drugs by its employees and impairment in the workplace due to drugs and/or alcohol is prohibited and will not be tolerated. Engaging in prohibited and/or illegal conduct may lead to disciplinary action up to and including termination.

Prohibited and/or illegal conduct includes but is not limited to:

1. being on duty or performing work for the Town while under the influence of drugs and/or alcohol;
2. engaging in the manufacture, sale, distribution, use or unauthorized possession of drugs at any time and of alcohol while on duty or while in or on Town property, or Town vehicles;
3. refusing or failing a drug and/or alcohol test administered under the policy;
4. providing an adulterated, altered, or substituted specimen for testing;
5. use of alcohol within four hours prior to reporting for duty on schedule or use of alcohol while on-call for duty; and
6. use of alcohol or drugs within eight hours following an accident (incident) if the employee's involvement has not been discounted as a contributing factor in the accident (incident) or until the employee has successfully completed drug and/or alcohol testing procedures

Employees who are required to take prescribed or over-the-counter medication shall notify their immediate supervisor of his/her use of any legally prescribed medication that may impair his/her

ability to safely perform the essential functions of their job before the employee goes on duty or performs any work.

Per Public Chapter 373 – 2019 a valid prescription is defined only as a prescription issued within six (6) months prior to a positive drug test.

In the event an employee notifies their immediate supervisor that they are taking a prescribed medication that may produce, or be at risk of producing any effects which might limit the employees' ability to perform the essential functions of his/her job, the supervisor shall instruct the employee to perform one of two options prior to reporting to work.

1. The employee shall take a copy of his/her position description to the prescribing physician and the physician shall provide written documentation that the employee can safely perform the essential functions of their job while taking the prescribed medication.
2. The employee may be directed to an approved physician who conducts pre-employment physicals for the Town. The employee shall take a copy of his/her position description and the physician shall provide written documentation that the employee can safely perform the essential functions of their job while taking the prescribed medication.

In all cases, the employee shall not be allowed to continue working in safety sensitive, or DOT position until physician approval is obtained. The employee may be assigned a different position that is not of a safety sensitive nature until the proper documentation is obtain. Any documentation obtained by the Physician shall be placed in the employee's file and under medical records.

The Town performs post-offer, pre-employment drug screens for safety-sensitive positions, including positions requiring a CDL for performance of the job; (random) post-accident/incident; and reasonable suspicion. No disciplinary action may be taken pursuant to this drug policy against employees who voluntarily identify themselves as drug users prior to selection for drug testing, obtain counseling and rehabilitation through the Town's Employee Assistance Program or other program sanctioned by the Town or through the employee's own provision, and thereafter refrains from violating the Town's policy on drug and alcohol abuse. However, voluntary identification will not prevent disciplinary action for the violation of the Town's drug and alcohol testing policies and regulations, nor will it relieve the employee of any requirements for return to duty testing.

A job applicant will be denied employment with the Town if his/her post-offer, pre-employment test result has been confirmed positive. Current employees will be subject to disciplinary action up to and including termination of employment if their test result has been confirmed positive, if they refuse to test, or for any other violations outlined in the Drug Free Workplace policy. Compliance with this substance abuse policy is a condition of employment; the Town will pay for all required drug tests.

The failure or refusal by an applicant or employee to cooperate fully by signing necessary consent forms or other required documents or the failure or refusal to submit to any test or any procedure

under this policy in a timely manner will be grounds for refusal to hire or disciplinary actions up to and including termination of employment. The submission by an applicant or employee of a urine sample that is not the employee's own or is adulterated shall be grounds for refusal to hire or disciplinary action up to and including termination of employment.

All property belonging to the Town is subject to inspection at any time without notice, as there is no expectation of privacy.

- a. Property includes, but is not limited to, vehicles, desks, containers, files, and storage lockers.
- b. Employees assigned lockers, (that are locked by the employee), are also subject to inspection.

Employees who have reason to believe another employee is using alcohol or illegal drugs while on duty must report the facts and circumstances immediately to their supervisor, Department Head, or Operations Manager. Failure to do so may result in disciplinary action. Supervisors are required to detail in writing the specific facts, symptoms, or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee. This documentation shall be forwarded to the Operations Manager and Human Resource Director.

To the extent allowed under the Tennessee Open Records Law, all information from an employee's or applicant's drug and alcohol test is confidential and only those individuals with a need to know are to be informed of test results.

PURPOSE

In order to educate the employees about the dangers of drug and/or alcohol abuse, the Town shall sponsor an annual information and education program for all employees and supervisors. Information will be provided on the signs and symptoms of drugs and/or alcohol abuse; the effects of drug and/or alcohol abuse on an individual's health, work and personal life; the Town's policy regarding drugs and/or alcohol; and the availability of counseling. The Human Resource Director has been designated as the Town official responsible for answering questions regarding this policy and its implementation.

All Town owned or furnished property is for official use only and may be subject to inspection at any time without notice. There is no expectation of privacy in such property. Property includes, but is not limited to: vehicles, desks, containers, files, cell phones, computers, and lockers. Employee-assigned lockers that are locked by the employee are also subject to inspection by the employee's supervisor in the presence of the employee after reasonable advance notice to the employee, unless such notice is waived by the Town Administrator, Operations Manager, or Department Head due to reasonable cause to suspect criminal activity.

Scope

Provisions of this policy apply to all employees of the Town, with the exception of Pre-employment, transfer, and random selection testing, which applies only to safety sensitive and DOT positions. The policy also applies to all applicants who have been given a conditional offer of employment.

Consent Form

Before a drug and/or alcohol test is administered, employees and applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the laboratory, medical review officer (MRO), Human Resource Director, or his/her designee. The consent form also provides authorization for certified or licensed attending medical personnel to take and have analyzed appropriate specimens to determine if drugs or alcohol were present in the employee's system. In the event that the applicant or employee is a minor, parental consent for drug testing will be required.

Compliance with Substance Abuse Policy

Compliance with the substance abuse policy is a condition of employment. The failure or refusal by an applicant or employee to cooperate fully by signing necessary consent forms or other required documents, or the failure or refusal to submit to any test or any procedure under this policy in a timely manner will be grounds for refusal to hire or for disciplinary action up to and including immediate termination of employment. The submission by an applicant or employee of a urine sample that is not his/her own or is adulterated will be grounds for refusal to hire or for disciplinary action up to and including immediate termination of employment.

Duty to Report Convictions

Any employee convicted of violating a criminal drug statute must inform the Director of his/her department of such conviction, (including pleas of guilty and *nolo contendere*), in writing within five calendar days of the conviction occurring. The Town will take appropriate action within 30 days of notification. Failure to so inform the Town subjects the employee to disciplinary action up to and including termination of employment for the first offense. If appropriate, the Town will notify the federal contracting officer pursuant to applicable provisions of the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act.

Drug Testing Identification Requirement

When required to appear for drug testing, an applicant or employee must present a valid government issued photo ID to the appropriate collection personnel. Failure to present a valid, government issued photo ID is equivalent to refusing to take the test, resulting in denial of employment or disciplinary action up to and including immediate termination of employment.

DRUG TESTING

Under the drug-free workplace policy, there are various reasons for the implementation of drug tests and include but are not limited to the following:

1. Deter employees from abusing drugs and alcohol.
2. Prevent the hiring of individuals who use illegal drugs.
3. Provide early identification and referral of employees who have drug and/or alcohol problems.
4. Provide a safe workplace for other employees.
5. Ensure general public safety and instill citizen confidence that employees are working safely.

The Town's drug testing program will follow the Substance Abuse and Mental Health Services Administrations' (SAMHSA) mandatory guidelines for workplace drug testing which include having an MRO review the test. Testing will be done for those drugs identified in the SAMHSA and DOT guidelines (marijuana, cocaine, opiates, amphetamines and phencyclidine) for which drug laboratories are certified, and DOT panel.

TYPES OF TESTS

Pre-employment

All applicants for employment in safety-sensitive positions who have received a conditional offer of employment with the Town must submit to a drug test before receiving a final offer of employment.

Transfer/Promotion

Employees transferring/being promoted to a safety sensitive position shall undergo drug testing. "Safety sensitive positions" include, but are not limited to, police officers, firefighters, positions requiring a commercial driver's license, public works positions involving the operation of heavy construction equipment, water/wastewater plant operators, all positions involving the construction and maintenance of electrical lines, teachers and other positions having responsibility for the safety and care of children. If the employee tests positive, the offer of the transfer or promotion will be withdrawn and the employee may be disciplined, up to and including termination, and/or required to participate in rehabilitation as described in this policy.

Post-Accident/Post Incident

Following any workplace accident (incident) any employee in a safety sensitive position who was directly involved in the accident (incident) will be required to take a post-accident (post-incident) drug test.

In addition, following any workplace accident (incident) determined by supervisory personnel of the Town to have resulted in property or environmental damage, or personal injury, including but not limited to a fatality or human injury requiring medical treatment, or any employee whose performance either contributed to the accident (incident), or cannot be discounted as a contributing factor to the accident (incident), and who is reasonably suspected of possible drug use as determined during a routine post-accident (post-incident) investigation, or who receives a citation for a moving violation arising from the accident (incident) will be required to take a post-accident (post-incident) drug test.

Post-accident (post-incident) testing shall be carried out within eight hours following the accident (incident). Urine collection for post-accident (post-incident) testing may be monitored or observed at the established collection site(s).

Following all workplace accidents (incidents) where drug testing is to be performed, unless otherwise specified by the department head, **any** affected employees who are ambulatory will be taken by a supervisor or designated personnel of the Town to the designated urine specimen collection site. In the event of an accident (incident) occurring after regular work hours, the

employee(s) will be taken to the testing site as soon as is practical within the time limits indicated above. No employee shall consume drugs prior to completing the post-accident (post-incident) testing procedures.

Any affected employee who is seriously injured, non-ambulatory, and/or under professional medical care following an accident (incident) shall consent to the obtaining of specimens for drug testing by qualified, licensed attending medical personnel and consent to the testing of the specimens. Consent shall also be given for the attending medical personnel and/or medical facility (including hospitals) to release to the MRO of the Town, appropriate and necessary information or records that would indicate only whether or not specified prohibited drugs (and what amounts) were found in the employee's system. Each employee shall grant consent at the implementation date of the substance abuse policy of the Town or upon hiring following the implementation date.

Post-accident (post-incident) urinary testing may be impossible for unconscious, seriously injured, or hospitalized employees. If this is the case, certified or licensed attending medical personnel shall take and have analyzed appropriate specimens to determine if drugs were present in the employee's system. Only an accepted method for collecting specimens will be used. Any failure to do post-accident (post-incident) testing within eight (8) hours must be fully documented by the attending medical personnel.

In instances where post-accident (post-incident) testing is to be performed, the Town reserves the right to direct the MRO to instruct the designated laboratory to perform additional testing on submitted urine specimens for possible illegal/illegitimate substances. Any testing for additional substances listed under the Tennessee Drug Control Act of 1989 as amended shall be performed at the urinary cutoff level that is normally used for those specific substances by the laboratory selected.

Testing Based on Reasonable Suspicion

All employees are subject to reasonable suspicion testing.

Reasonable suspicion testing is also referred to as probable cause testing and is required for **any** employee where there is reasonable suspicion to believe the employee is using or is under the influence of drugs.

The decision to test for reasonable suspicion must be based on a reasonable and articulate belief that the employee is using or has used drugs. This belief should be based on recent, physical, behavioral or performance indicators of possible drug use. Possible causes requiring a testing of reasonable suspicion include specific, objective, and articulable facts concerning appearance, behavior, speech, body odors or performance.

One supervisor who has received drug detection training that complies with DOT regulations must make the decision to test and must observe the employee's suspicious behavior. Among other things, such facts and inferences may be based upon, but not limited to, the following, as provided by Tennessee Code Annotated § 50-9-103 and Tenn. Comp. R. and Reg. 0800-02-12-.03(21):

(A) Observable phenomena while at work, such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;

- (B) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- (C) A report of substance abuse provided by a reliable and credible source;
- (D) Evidence that an individual has tampered with any substance abuse test during his or her employment with the town;
- (E) Information that an employee has caused or contributed to an accident while at work;
- (F) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working, or while on the employer's premises, or while operating the employer's vehicle, machinery, or equipment; or
- (G) Involvement in an accident which results in an injury to another individual or in property damage exceeding five thousand dollars (\$5,000.00), or such minimum amount as set by U.S.DOT Guidelines, if less.

Supervisory personnel of the Town making a determination to subject any employee to drug testing based on reasonable suspicion shall document their specific reasons and observations in writing to the Human Resource Director within two (2) hours of the decision to test and before the results of the urine drug tests are received by the department. Urine collection for reasonable suspicion testing may be monitored or observed.

Random Testing – Safety Sensitive Positions

Random testing shall be unannounced. Every employee in the random testing pool has an equal chance of being chosen for testing every time a random selection is drawn. Only employees of the Town holding safety sensitive positions are subject to random drug testing. "Safety sensitive positions" include, but are not limited to, police officers, firefighters, positions requiring a commercial driver's license, public works positions involving the operation of heavy construction equipment, water/wastewater plant operators, all positions involving the construction and maintenance of electrical lines, teachers and other positions having responsibility for the safety and care of children. While positions requiring a commercial driver's license are also considered safety sensitive positions, CDL holders will be tested in a separate pool pursuant to federal requirements at set forth in a separate section of this policy.

A minimum of fifteen (15) minutes and a maximum of two (2) hours will be allowed between notification of an employee's selection for random urine drug testing and the actual presentation for specimen collection.

Random donor selection dates will be unannounced and occur with regular frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable to produce a specimen (i.e., vacation, sick day, out of town, work-related causes, etc.) on the date random testing occurs, the Town may omit that employee from random testing or await the employee's return to work.

Random Testing – Commercial Driver's License Holders

Positions requiring a commercial driver's license ("CDL") are considered safety sensitive positions and will be tested in a separate pool pursuant to federal requirements. Random testing

shall be unannounced. Every employee in the CDL random testing pool has an equal chance of being chosen for testing every time a random selection is drawn. It is the policy of the Town to annually perform random tests for drugs on at least fifty percent (50%) of the total number of drivers required to possess or obtain a commercial driver's license (CDL).

A minimum of fifteen (15) minutes and a maximum of two (2) hours will be allowed between notification of an employee's selection for random urine drug testing and the actual presentation for specimen collection.

Random donor selection dates will be unannounced and occur with regular frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable to produce a specimen (i.e., vacation, sick day, out of town, work-related causes, etc.) on the date random testing occurs, the Town may omit that employee from random testing or await the employee's return to work.

Return-to-Duty and Follow-Up

Any employee of the Town who has violated the prohibited drug conduct standards must submit to a return-to-duty test, as provided in the return-to-work agreement. Follow-up tests, also referred to as post rehabilitation testing, will be unannounced, and provided in the return-to-work agreement. Follow-up testing may be extended for up to six (6) months following return to duty for safety-sensitive positions.

The employee will be required to pay for his or her return-to-duty and follow-up tests accordingly. Testing will also be performed on employees in safety-sensitive positions returning from leave or special assignment in excess of four (4) months. In this situation, the employee will not be required to pay for the testing.

1. PROHIBITED DRUGS

The substances for which testing is commonly performed are those that the National Institute for Drug Abuse (NIDA) designated as "illegal" drugs for purposes of the Federal Drug Testing programs. All drug results will be reported to the MRO. If verified by the MRO, they will be reported to the Human Resource Director, who will report the findings to the Operations Manager and the Town Administrator. The following is a list of drugs for which tests will be routinely conducted:

1. Amphetamines
2. Marijuana (cannabinoids)
3. Cocaine (benzoylecgonine)
4. Opiates (codeine, morphine, heroin)
5. PCP (phencyclidine)
6. 6-Acetylmorphine (heroin)
7. MDMA (ecstasy)

The Town may test for additional substances listed under the Tennessee Drug Control Act of 1989 (as amended).

2. COLLECTION PROCEDURES

Testing will be accomplished as non-intrusively as possible. Affected employees, except in cases of random testing, will be taken by a supervisor or designated personnel of the Town to a drug test collection facility selected by the Town where a urine sample will be taken from the employee in private.

The urine sample will be immediately sealed by personnel overseeing the specimen collection after first being examined by these personnel for signs of alteration, adulteration, or substitution. The sample will be placed in a secure mailing container. The employee will be asked to complete the chain-of-custody form to accompany the sample to a laboratory selected by the Town to perform the analysis on collected urine samples. The chain-of-custody form is required in order to prove that a sample that tested positive for drugs or alcohol is actually the sample from the employee who is being tested.

3. DRUG TESTING LABORATORY STANDARDS AND PROCEDURES

The Department of Health and Human Services (DHHS)/Substance Abuse and Mental Health Services Administration (SAMHSA) has established standardized procedures and cutoff levels that are followed by several federal agencies, DOT and various private and governmental regulations. All collected urine samples will be sent to an authorized laboratory that is certified and monitored by the federal Department of Health and Human Services (DHHS).

The Omnibus Act requires that drug testing procedures include split specimen procedures. Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to a laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of drugs, the employee has 72 hours to request sending the split specimen to another federal Department of Health and Human Services (DHHS) certified laboratory for analysis. The employee will be required to pay for his or her split specimen test(s). For the employee's protection, the results of the analysis will be confidential except for the testing laboratory. After the MRO has determined a positive test result, the employee will be notified and the MRO will notify the Human Resource Director.

4. REPORTING AND REVIEWING

The Town will designate an MRO to receive, report, and file testing information transmitted by the laboratory. This person shall be a licensed physician with knowledge of substance abuse disorders.

1. The laboratory shall report test results only to the designated MRO, who will review them in accordance with accepted guidelines and the procedures adopted by the Town.

2. Reports from the laboratory to the MRO shall be in writing or by fax. The MRO may talk with the employee by telephone upon exchange of acceptable identification.
3. The testing laboratory, collection site personnel, and MRO shall maintain security over the testing data and limit access to such information to the following: the Human Resource Director, Operations Manager, or the Town Administrator, and the employee.
4. Neither the Town, the laboratory, nor the MRO shall disclose any drug test results to any other person except under written authorization from the affected employee, unless such results are necessary in the process of resolution of accident (incident) investigations, requested by court order, or required to be released to parties (i.e., DOT, the Tennessee Department of Labor, etc.,) having legitimate right-to-know as determined by the Town attorney.

ALCOHOL TESTING

An applicant or employee must carry and present a valid government issued photo ID to the appropriate personnel during testing. Failure to present photo identification is equivalent to refusing to take the test.

TYPES OF TESTS

Post –Accident/Post Incident Testing

All employees are subject to post-accident alcohol testing.

Following any workplace accident/incident determined by supervisory personnel of the Town to have resulted in property or environmental damage or in personal injury, including but not limited to a fatality or human injury requiring medical treatment, each employee whose performance either contributed to the accident (incident) or cannot be discounted as a contributing factor to the accident (incident) and who is reasonably suspected of possible alcohol use as determined during a routine post-accident (post-incident) investigation or who receives a citation for a moving violating arising from the accident will be required to take a post-accident (post-incident) alcohol test.

Post-accident/post-incident testing shall be carried out within two hours following the accident (incident) under the following circumstances.

Following all workplace accidents/incidents where alcohol testing is to be performed, unless otherwise specified by the Department Head or Human Resource Director, affected employees who are ambulatory will be taken by a supervisor or designated personnel of the Town to the designated breath alcohol test site for a breath alcohol test within two hours following the accident. In the event of an accident/incident occurring after regular work hours, the employee(s) will be taken to the Town's approved testing site within (2) two hours. No employee shall consume alcohol prior to completing the post-accident (post-incident) testing procedures.

No employee shall delay his/her appearance at the designated collection site(s) for post-accident (post-incident) testing. Any unreasonable delay in appearing for alcohol testing shall be considered a refusal to cooperate with the substance abuse program of the Town and shall result in disciplinary action.

An affected employee who is seriously injured, non-ambulatory, and/or under professional medical care following a significant accident/incident shall consent to the obtaining of specimens for alcohol testing by qualified, licensed attending medical personnel and consent to specimen testing. Consent shall also be given for the attending medical personnel and/or medical facility, (including hospitals), to release to the MRO of the Town appropriate and necessary information or records that would indicate only whether or not specified prohibited alcohol, (and what amount), was found in the employee's system. Consent shall be granted by each employee at the implementation date of the substance abuse policy of the Town, or upon hiring following the implementation date.

Post-accident/post-incident breath alcohol testing may be impossible for unconscious, seriously injured, or hospitalized employees. If this is the case, certified or licensed attending medical personnel shall take and have analyzed appropriate specimens to determine if alcohol was present in the employee's system. Only an accepted method for collecting specimens will be used. Any failure to do post-accident/post-incident testing within two hours must be fully documented by the attending medical personnel.

Testing Based on Reasonable Suspicion

An alcohol test is required for each employee where there is reasonable suspicion to believe the employee is using or is under the influence of alcohol.

The decision to test for reasonable suspicion must be based on a reasonable and articulate belief that the employee is using or has used alcohol. This belief should be based on recent physical, behavioral, or performance indicators of possible alcohol use. One supervisor who has received alcohol detection training that complies with DOT regulations must make the decision to test and must observe the employee's suspicious behavior.

Supervisory personnel of the Town making a determination to subject any employee to alcohol testing based on reasonable suspicion shall document their specific reasons and observations in writing to the Human Resource Director immediately before the decision to test.

Random Testing – Safety Sensitive Positions

Only employees of the Town holding safety sensitive positions are subject to random alcohol testing. "Safety sensitive positions" include police officers, firefighters, positions requiring a commercial driver's license, public works positions involving the operation of heavy construction equipment, water/wastewater plant operators, all positions involving the construction and maintenance of electrical lines, teachers and other positions having responsibility for the safety and care of children. While positions requiring a commercial driver's license are considered safety sensitive positions, CDL holders will be tested in a separate pool pursuant to federal requirements as set forth in a separate section of this policy.

A minimum of fifteen (15) minutes and a maximum of two (2) hours will be allowed between notification of an employee's selection for random alcohol testing and the actual presentation for testing.

Random test dates will be unannounced with regular frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection. If an employee is unavailable to produce a specimen (i.e., vacation, sick day, out of town, work-related causes, etc.) on the date random testing occurs, the Town may omit that employee from random testing or await the employee's return to work.

Random Testing – Commercial Driver's License Holders

Positions requiring a commercial driver's license are considered safety sensitive positions and will be tested in a separate pool pursuant to federal requirements. It is the policy of the Town to annually random test for alcohol at least ten percent (10%) of the total number of drivers required to possess or obtain a commercial driver's license (CDL).

A minimum of fifteen (15) minutes and a maximum of two (2) hours will be allowed between notification of an employee's selection for random alcohol testing and the actual presentation for testing.

Random test dates will be unannounced with regular frequency. Some employees may be tested more than once each year while others may not be tested at all, depending on the random selection. If an employee is unavailable to produce a specimen (i.e., vacation, sick day, out of town, work-related causes, etc.) on the date random testing occurs, the Town may omit that employee from random testing or await the employee's return to work.

Return-to-Duty and Follow-Up

Any employee of the Town who has violated the prohibited alcohol conduct standards must submit to a return-to-duty test, as provided in the return-to-work agreement. Follow-up tests, also referred to as post rehabilitation testing, will be unannounced, and provided in the return-to-work agreement. Follow-up testing may be extended for up to six (6) months following return to duty for safety-sensitive positions.

The employee may be required to pay for his or her return-to-duty and follow-up tests accordingly. Testing will also be performed on any employee returning from leave or special assignment in excess of six (6) months. In this situation, the employee will not be required to pay for the testing.

2. ALCOHOL TESTING PROCEDURES

All breath alcohol testing conducted for the Town will be performed using evidential breath testing (EBT) equipment and personnel approved by the National Highway Traffic Safety Administration (NHTSA). The Department of Public Safety cannot perform the breath alcohol testing, unless it is a part of their accident investigation in which criminal charges may be forthcoming.

Alcohol testing is to be performed by a qualified technician as follows:

1. Step One: An initial breath alcohol test will be performed using a breath alcohol analysis device approved by the National Highway Traffic Safety Administration

(NHTSA). If the measured result is less than 0.02 percent breath alcohol level (BAL), the test will be considered negative. If the result is greater or equal to 0.04 BAL, the result will be recorded and witnessed, and the test shall proceed to Step Two.

2. Step Two: Fifteen minutes will be allowed to pass following the completion of Step One above. Before the confirmation test or Step Two is administered for each employee, the breath alcohol technician shall insure that the evidential breath testing device registers 0.00 on an air blank. If the reading is greater than 0.00, the breath alcohol technician will conduct one more air blank. If the reading is greater than 0.00, testing shall not proceed using that instrument. However, testing may proceed on another instrument. Then Step One will be repeated using a new mouthpiece and either the same or equivalent but different breath analysis device.

The breath alcohol level detected in Step Two shall be recorded and witnessed. If the lower of the breath alcohol measurements in Step One and Step Two is 0.04 percent or greater, the employee shall be considered to have failed the breath alcohol test.

Any breath alcohol level found between 0.02 percent BAL and 0.04 percent BAL shall result in the employee's removal from duty without pay for a minimum of 24 hours. In this situation, the employee must be retested by breath analysis and found to have a BAL of up to 0.02 percent before returning to duty with the Town.

All breath alcohol test results shall be recorded by the technician and shall be witnessed by the tested employee and by a supervisory employee of the Town when possible. The completed breath alcohol test form shall be submitted to the Director of Human Resources.

OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or, after requesting the testing of the split specimen, contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer.

As provided in Tennessee Code Annotated § 50-9-116, the medical review officer shall only consider prescriptions issued within six (6) months prior to a positive confirmed drug result for purposes of determining a valid prescription and immunity from actions required by this policy following a positive confirmed drug result.

If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the city. An employee may contest the drug test result pursuant to rules adopted by the Drug Free Workplace Program of the Tennessee Bureau of Workers' Compensation.

EDUCATION AND TRAINING

All Newly Hired Employees

The Town will sponsor a drug-free awareness program for all newly hired employees consisting of 60 minutes of training. Existing employees who have undergone such training at least once previously must, at minimum, acknowledge annually in writing the existence of the Town's drug-free workplace policy.

Supervisory Personnel Who Will Determine Reasonable Suspicion Testing

In addition to the training for all employees, supervisory personnel who will determine whether an employee must be tested based on reasonable suspicion and all persons who supervise CDL drivers subject to these regulations will be trained to include at the minimum two 60-minute periods of training on the specific, contemporaneous, physical, behavioral, and performance indicators of both probable drug use and alcohol use. One 60-minute period will be for drugs, and one 60-minute period will be for alcohol.

Distribution of Information

The minimal distribution of information for all employees will include the display and distribution of:

1. informational material on the effects of drug and alcohol abuse;
2. an existing community services hotline number, available drug counseling, rehabilitation, and employee assistance programs for employee assistance;
3. the Town's policy regarding the use of prohibited drugs and/or alcohol; and
4. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

CONSEQUENCES OF A CONFIRMED POSITIVE DRUG AND OR ALCOHOL TEST RESULT AND/OR VERIFIED POSITIVE DRUG AND/OR ALCOHOL TEST RESULT

One of the goals of the Town's drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an employee violates the policy, the consequences may result in disciplinary action up to and including termination of employment. Job applicants will be denied employment with the Town if their initial positive pre-employment drug test results have been confirmed and/or verified.

If a current employee's positive drug and alcohol test result has been confirmed, the employee is subject to immediate removal from any safety-sensitive function and shall be subject to disciplinary action, up to and including termination. The Town reserves the right to allow employees to participate in an education and/or treatment program approved by the Town's Employee Assistance Program as an alternative to or in addition to disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program.

No disciplinary action may be taken pursuant to this drug policy against employees who voluntarily identify themselves as drug users, obtain counseling and rehabilitation through the

Town's Employee Assistance Program or other program sanctioned by the Town, agree to and successfully complete the terms of a return-to-work agreement, and thereafter refrains from violating the Town's policy on drug and alcohol abuse. However, voluntary identification will not prevent removal from safety-sensitive functions or disciplinary action for the violation of the Town's drug and alcohol testing policies and regulations, nor will it relieve the employee of any requirements for return to duty testing.

Refusing to submit to an alcohol or drug test means that an employee: (1) fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with the provisions of this part; (2) fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this part; (3) engages in conduct that clearly obstructs the testing process; or (4) any other action specified in this policy as a refusal to submit. In either case the physician or breath alcohol technician shall provide a written statement to the Town indicating a refusal to test.

RETURN-TO-WORK AGREEMENT

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a return-to-work agreement as a condition of continued employment.

A return-to-work agreement (RTWA) is a written document that sets forth the expectations that the Town has for completing rehabilitation, return-to-work testing, and follow-up post-rehabilitation testing. RTWA may also include completion of return-to-duty recommendations from the substance abuse professional. RTWA also sets forth the consequences if the expectations are not met.

This agreement will be used if an employee has violated the drug-free workplace policy and has been provided the opportunity to participate in rehabilitation as a condition of continued or re-employment, or voluntarily identifies as a drug user, obtains counseling and rehabilitation through the Town's Employee Assistance Program or other program sanctioned by the Town.

If an employee has the capacity to consent to such agreement prior to entering rehabilitation, an agreement shall be executed prior to the employee entering rehabilitation. If the employee does not have the capacity to consent to such agreement prior to entering rehabilitation, an agreement shall be executed prior to the employee returning to work.

VOLUNTARY DISCLOSURE OF DRUG AND/OR ALCOHOL USE

In the event that an employee of the Town is dependent upon or an abuser of drugs and/or alcohol and sincerely wishes to seek professional medical care, that employee should voluntarily discuss his/her problem with the respective Department Head in private, who shall refer the employee to the Human Resource Director.

Such voluntary desire for help with a substance abuse problem may be honored by the Town. If substance abuse treatment is required, the employee will be removed from service pending

completion of the treatment. Voluntary disclosure must occur before an employee is notified of or otherwise becomes subject to a pending drug and/or alcohol test.

Affected employees of the Town are entitled to up to thirty (30) consecutive calendar days for initial substance abuse treatment as follows:

1. The employee must use all sick time, comp. time, and/or vacation time available. Any leave for substance abuse treatment shall run concurrently with any applicable Family Medical Leave.
2. In the event accumulated vacation, sick, and compensatory time is insufficient to provide the medically prescribed and needed treatment up to a maximum of thirty (30) consecutive calendar days, the employee will be provided unpaid leave for the difference between the amount of accumulated leave and the number of days prescribed and needed for treatment up to the maximum 30-day treatment period.

Prior to any return-to-duty consideration of an employee following voluntary substance abuse treatment, the employee shall obtain a return-to-duty recommendation from the substance abuse professional (SAP) monitoring the employee's treatment. The SAP may suggest conditions of reinstatement of the employee that may include after-care and return-to-duty and/or follow-up drug and alcohol testing requirements. The Operations Manager and the Human Resource Director of the Town will consider each case individually and set forth final conditions of reinstatement to duty.

These conditions of reinstatement must be met by the employee. Failure of the employee to complete treatment or follow after-care conditions, or subsequent failure of any drug or alcohol test under this policy will result in disciplinary action up to, and including, dismissal.

These provisions apply to voluntary disclosure of a substance abuse problem by an employee of the Town. Voluntary disclosure provisions do not apply to applicants. Employees testing positive during drug and/or alcohol testing under this policy are subject to disciplinary action.

EXCEPTIONS

This policy does not apply to lawful possession, use or provision of alcohol and/or drugs by employees in the context of authorized work assignments (i.e., undercover police enforcement, intoxilyzer demonstrations). In all cases, it is the individual employee's responsibility to ensure that job performance is not adversely affected by the lawful possession, use, or provision of alcohol and/or drugs.

EMPLOYEE CONFIDENTIALITY/PROTECTION

The information received by the Town through the drug-free workplace program will be maintained as confidential to the extent authorized by law.

EMPLOYEE ACKNOWLEDGEMENT FORM

As an applicant or an employee, I have carefully read the Town’s drug and alcohol testing policy. I have received a copy of the Town’s drug and alcohol testing policies. I understand its requirements and agree without reservation to follow this policy. As an applicant, I am aware that my offer of employment is conditional upon the results of a drug and/or alcohol test. As an employee, I am aware that I may be required to undergo drug and/or alcohol tests, and that I will be informed prior to the drug and/or alcohol test. I may be subject to immediate dismissal if I refuse to take the test.

Name of applicant or employee _____

Signature of applicant/employee _____

Social Security Number _____

Name of Witness _____

Signature of Witness _____

Date _____

XI. MISCELLANEOUS POLICIES

A. ARREST OF TOWN EMPLOYEE

Whenever a Town Employee is arrested, indicted or otherwise charged with a crime, the employee shall immediately notify his/her immediate supervisor by telephone, in person or cause such notification to be made by a responsible person. The supervisor shall notify the Operations Manager of the arrest. Upon being arrested, indicted or otherwise charged with a crime, the employee shall furnish the following information to the Town Administrator:

- a. Time and date of arrest or charge.
- b. Place of occurrence.
- c. Present location of employee or place where he will be available for interview.
- d. Specific charges against the employee
- e. Date and location of court appearance(s)
- f. Temporary or final disposition

While the employee's case is pending, the employee shall keep the Town Administrator informed of the status of the case, all court dates, final disposition of the case, whether an appeal has been taken and the final disposition of any appeal. In any case, pending final disposition of the matter, the employee shall report at least once every 30 days to the Town Administrator.

B. DISCLOSURE OF DRUG CONVICTIONS

The Town of Jonesborough will comply with all Federal and State requirements as they relate to requiring a drug-free workplace. Accordingly, the Town of Jonesborough will notify appropriate State and Federal agencies of an employee's drug conviction(s) as required by law or contract.

XII. MISCELLANEOUS POLICIES - SEXUAL HARASSMENT

A. Sexual Harassment – General Policy

It is the policy of the Town of Jonesborough to comply with Title VII of the Civil Rights Act, and to uphold a system of personnel management that ensures high standards of honesty, integrity, impartiality, and conduct. Sexual harassment is misconduct that compromises these standards. It weakens the employment relationship, reduces morale, and jeopardizes productivity. It may also undermine the principals of merit by rewarding or penalizing an employee on the basis of conduct that is not related to job performance.

1. General - Jonesborough will not tolerate the sexual harassment of any employee and will take immediate positive steps to eliminate harassment when it occurs. Any Town employee that feels he or she is being sexually harassed by a Town official, an employee, or by the actions of a non-employee is encouraged and expected to immediately contact a supervisor, Department Head, Operations Manager, Human Resource Director, the Town Administrator, or a member of the Board of Mayor and Aldermen to communicate a complaint.
2. Definition - Sexual harassment is an unlawful employment practice and absolutely prohibited by the Town of Jonesborough. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the form of pinching, unwelcomed touching, grabbing, patting, propositioning; making either explicit or implied job threats or promises in return for submission to sexual favors; making inappropriate sex-oriented comments on appearance; telling embarrassing sex-oriented stories; displaying sexually explicit or pornographic material no matter how it is displayed; or sexual assault; when promulgated on the job by elected officials, supervisors, fellow employees, or non-employees; when any of the foregoing unwelcome conduct affects employment decisions or makes the job environment hostile, distracting and unreasonable, or interferes with work performance. In addition, any employee who uses implicit or explicit coercive sexual behavior to control, influence, or otherwise affect the career, salary, or job of another individual is engaging in sexual harassment.

Sexual harassment is a form of unlawful sex discrimination when one or more of the following conditions exists:

- a. Submission to unwelcome conduct, typically a conduct of a sexual nature, is an implicit or explicit term or condition of employment,
- b. Submission to or rejection of the unwelcomed conduct is the basis for an employment decision or treatment,
- c. The conduct has the purpose or effect of unreasonably interfering with the work performance of an employee, or

- d. The conduct creates an intimidating, hostile, or offensive work environment.
3. Filing a Complaint – Employees who believe that they are victims of sexual harassment may file a complaint.

Employees also have the right to circumvent the employee chain-of-command in selecting which person to whom they want to communicate a complaint of sexual harassment. Complaints may be made orally or in writing to one or more of the following persons with whom the employee feels most comfortable:

- a. The employee's immediate supervisor
- b. The employee's Department Head
- c. The Operations Manager
- d. The Human Resource Director
- e. Town Administrator
- f. The Mayor or an Alderman

The Town employee or Town official initially receiving the complaint of sexual harassment shall immediately notify the Town Administrator and the Operations Manager, and the Town Administrator shall provide all information available to the Town Attorney.

Regardless of which person the employee communicates with initially regarding a complaint of sexual harassment, if after any initial verbal communication has taken place the employee desires to pursue the complaint, the employee will be expected to provide the following information in writing before the investigation of the alleged sexual harassment is initiated, and the employee may ask for assistance in preparing the written complaint:

- a. The name of the person or persons allegedly committing the sexual harassment including their title or position if working for the Town, or home or business location of a non-employee.
- b. The specific nature of the sexual harassment, date(s) in which the alleged harassment occurred, how long it has gone on, and any employment action that may have been involved including but not limited to demotion, failure to promote, dismissal, refusal to hire, transfer, or any threats made against the employee as a result of the harassment.
- c. Listing of any witnesses to the harassment, (if any).
- d. Whether the employee has previously reported the harassment, and, if so, when and to whom.

- e. Any names or circumstances in which another Town employee has experienced similar sexual harassment.
 - f. Signature of the employee, and date of the complaint filing.
4. Investigating Sexual Harassment Complaints - The Chief of Police is the person normally designated by the Board of Mayor and Aldermen to be the investigator of complaints of sexual harassment against employees. However, the Town Administrator may choose an alternate investigator, including some qualified person outside the employment of the town if the Administrator determines it is in the Town's best interest to obtain outside assistance. In the event the sexual harassment complaint is filed against the Police Chief or a member of the Police Department, the investigation may be carried out by the Operations Manager, the Town Administrator, or a designee appointed by the Town Administrator. The Town Administrator or the Operations Manager will appoint a female designee to act as an investigator for complaints filed by employees that specifically request a female investigator.

The written complaint filed by the employee alleging sexual harassment shall be immediately provided to the Chief of Police or the person designated to investigate the complaint. The written complaint must be made available immediately to the Operations Manager, Town Administrator and Town Attorney. The Police Chief or designated investigator shall keep a written record of the investigation including any notes on verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed, conversations with the person against whom the complaint has been made, and any other information or notes taken by the investigator from other persons in connection with the investigation.

5. Action on Investigation Report - Unless the complaint of sexual harassment is against the Operations Manager or the Town Administrator, upon receipt of a report of the investigation of a complaint of sexual harassment, the Operations Manager shall immediately review the report with the Town Administrator. If the Operations Manager determines that the report is not complete in some respect, he or she may undertake an additional investigation or may direct the Chief of Police or designated investigator to collect additional information.

Based on the findings collected, the Operations Manager, within a reasonable period of time will make a determination whether the conduct of the person(s) against whom the complaint has been made constitutes sexual harassment. In making the determination, the Operations Manager shall look at the record as a whole and in the totality of the circumstances including the nature of the conduct in question, the context in which the alleged conduct occurred, and the conduct of the person filing the complaint. The determination of whether sexual harassment occurred will be made on a case-by-case basis.

If the Operations Manager determines that the complaint of harassment is founded, he or she shall take immediate and appropriate disciplinary action(s) consistent with the

authority delegated to the Operations Manager by the Board of Mayor and Aldermen. Disciplinary action may include any possible alternatives up to and including termination subject to the procedures outlined in Section VIII Standard of Conduct. Any disciplinary action taken by the Operations Manager will be subject to appeal through the procedures outlined in Section IX.D of the Town's Personnel Policy. A written record of any final disciplinary action will be kept in the employee's personnel file.

All reasonable steps possible will be taken by the Operations Manager and Town Administrator to prevent an employee found guilty of sexual harassment from retaliating against the person filing the complaint, or any witnesses connected with the investigation. Any retaliation by an employee involvement in a sexual harassment complaint is subject to adverse disciplinary action.

In cases in which a complaint of sexual harassment is made against the Operations Manager, the Town Administrator shall be responsible for the investigation review and any subsequent disciplinary action. In such circumstances, the Town Administrator's determinations and actions will be final. If the complaint of sexual harassment is against the Town Administrator, the investigation report review and subsequent determinations will be undertaken by the mayor.

In the cases in which the sexual harassment of the Town employee is allegedly committed in the work place by a non-employee, the Town Administrator shall direct whatever lawful action against the non-employee is possible and necessary to bring the sexual harassment to an immediate end.

XIII. MISCELLANEOUS POLICIES - FAMILY LEAVE POLICY

A. PURPOSE

To define the policy and procedure of the Town of Jonesborough with regard to family leave required by the Family and Medical Leave Act of 1993 (FMLA).

B. POLICY

Employees who have worked for the Town of Jonesborough for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months may take up to twelve (12) weeks of unpaid leave (FMLA leave) for the following reasons:

1. Birth and/or care of a child of the employee;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. Care of the employee's spouse, child or parent who has a serious health condition;
or
4. Inability of the employee to perform the function's of the employee's position due to a serious health condition.

Any FMLA leave taken by an employee during the preceding twelve (12) month period will be used to determine the amount of available leave pursuant to the Family and Medical Leave Act. For example, if an employee used four weeks of leave beginning February 1, 1994, four weeks of leave beginning June 1, 1994 and four weeks of leave beginning December 1, 1994, the employee would not be entitled to any additional leave until February 1, 1995. On February 1, 1995, the employee would be entitled to four weeks of leave and on June 1, the employee would be entitled to an additional four weeks, etc.

The right to family leave for the birth and/or placement of a child into an employee's family may only be taken within the twelve (12) months after the date of the birth or placement of the child. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the Town agree. If both spouses are employed by the Town, the combined leave shall not exceed twelve (12) weeks. This policy is not intended to supersede the State of Tennessee Maternity Leave Act.

For purposes of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice or residential medical care facility,
2. Any period of incapacity requiring absence from work or other regular daily activities for more than three (3) calendar days that also involves continuous treatment by or under the supervision of a health care provider, or
3. Continuous treatment by or under the supervision of a health care provider for a chronic long-term health condition that is incurable or so serious that if not related would result in a period of incapacity of more than three (3) calendar days; or
4. Prenatal care.

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary . Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member's or the employee's own serious health condition, the Town has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job.

Employees are required to use their available vacation time during the twelve (12) week family leave period and available sick days will be used when family leave is taken because of serious health conditions. NOTE: That portion of the family leave of absence which is vacation time and/or sick days will be with pay according to the town policies regarding vacation time and sick days. The employee will be notified immediately in writing that the vacation time and sick days will be counted towards the twelve (12) weeks of family leave. If written notice is not given to the employee by the date of expiration of the leave, the leave will not be counted towards the employee's available twelve (12) weeks of family leave.

When the necessity of leave is foreseeable due to the expected birth or placement of a child the employee must provide the Town at least thirty (30) days notice of the employee's intention to take leave. If the date of birth or placement of a child requires the employee's leave to begin in less than thirty (30) days from the date of notice to the Town the employee must provide such notice as soon as practical. Where the necessity for leave is due to a family member's or an employee's own serious health condition and is foreseeable based on planned medical treatment, the employee must:

1. Give at least thirty (30) days notice, or as soon as practical if treatment starts in less than thirty (30) days; and

2. Make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the Town, subject to the approval of the health care provider.

Where the need for leave is unforeseeable, the employee must give notice as soon as practical. Any leave request based on a family member's or employee's own serious health condition must be supported by certification from a health care provider. The employee must provide a copy of the certification to the Town in a timely manner. (Fifteen calendar days will be allowed to provide the certification.) Certification from the health care provider must contain:

1. The date the serious health condition began;
2. The possible duration of the condition;
3. The appropriate medical facts regarding the condition;
4. If the leave is based on the care of a spouse, child or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue;
5. If the leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of his/her job; and
6. In the case of intermittent leave or leave on a reduced hours basis for planned medical treatment, the date the treatment is expected to be given and the duration of the treatment.

During family leaves of absence, the Town will continue to pay its portion of the health insurance premiums and the employee must continue to pay his fair share of the premium. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the duration of the leave, the employee will be required to reimburse the Town for payment of health insurance premiums during the family leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or circumstances beyond the control of the employee.

During leave, the employee shall not accrue employment benefits, such as vacation pay, sick pay, pension, etc. Employment benefits accrued by the employee up to the day on which the family leave of absence begins will not be lost.

The Town may require an employee on FMLA leave to report periodically on his/her status and the intention of the employee to return to work and also periodic rectification of the medical condition. An employee taking leave due to the employee's serious health condition is required to obtain certification that the employee is able to resume work Prior to the return from any FMLA leave.

Employees who return to work from family leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

C. PROCEDURE

Applications for family leave of absence must be submitted in writing and signed by the employee's immediate supervisor and department head. Applications should be submitted at least thirty (30) days before the leave is to commence or as soon as possible if thirty (30) days notice is not possible. Appropriate forms must be submitted to the Human Resource Director's office to initiate a family leave and to return the employee to active status.

Each employee taking leave which meets the requirements for FMLA leave will be provided the "Response to Your Request for Leave" form.

XIV. MISCELLANEOUS POLICES - EMPLOYEE SAFETY

A. GENERAL

The Town of Jonesborough recognizes its responsibility in providing job safety and health protection through the promotion of safe and healthful working conditions. Jonesborough strives to provide employment conditions that are free from recognized hazards that are causing or are likely to cause death, serious injury or harm. In addition, Town employees are expected to pay serious attention to the Safety Policy adopted by the Board of Mayor and Aldermen and to safety related activities in general. Employees that violate safety policies are subject to disciplinary action up to and including termination.

B. OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

Jonesborough and its employees will comply with occupational safety and health standards issued under the Occupational Safety and Health Act by the Department of Labor and the State of Tennessee.

C. SAFETY COMMITTEE

The Mayor shall appoint a Safety Committee made up of Town employees and anyone else deemed necessary by the Mayor for the purpose of providing oversight and employee education on issues related to employee safety and health.

The Safety Committee shall:

1. Review accidents, routine procedures, employee conduct, etc., to determine ways to enhance employee safety and prevent injury,
2. Develop on-going educational and training activities that enhance employee awareness and concern about safety related issues,
3. Evaluate the Town's operational procedures for compliance with State and Federal OSHA regulations, and
4. Assist in the development of a Jonesborough Safety Policy to be reviewed and adopted by the Board of Mayor and Aldermen.

The Safety Committee shall consist of:

1. Operations Manager, who shall serve as Chairman.
2. Safety Officer.
3. Fire Chief.
4. Town Administrator, or his/her designee.
5. Employee at large.

Safety Officer – Upon recommendation by the Town Administrator, the Board of Mayor and Alderman shall appoint a Safety Officer who shall perform the following duties:

1. Oversee departmental efforts in safety training and awareness;
2. Evaluate employee and departmental compliance with Federal Safety Standards and the Town's Safety Policy; and
3. Initiate disciplinary action against employees who are in violation of the Town's Safety Policy.
4. Administer the Town's Occupational Safety and Health Program Plan and ensure the ordinance remains updated and in compliance with OSHA standards.

D. HAZARDOUS CHEMICALS

In a effort to prevent injury and enhance the safety, health and welfare of Town employees, all departments that work with chemicals that are designated as hazardous will provide the following:

1. A Material Safety Data Sheet (MSDS) on each hazardous chemical used that outlines work-related measures that employees may use to protect themselves from the hazardous including:
 - a. Appropriate work practices,
 - b. Emergency procedures,
 - c. General safety instructions on the handling, clean-up, and disposal of hazardous chemicals used by a Town Department, and
 - d. A description of the use of protective equipment needed or recommended when handling the chemical.
2. On-going training to any Town employee that comes in contact with a hazardous chemical in the proper use and handling of said chemical.

E. EMPLOYEE RIGHT-TO-KNOW

All employees that have exposure to hazardous chemicals or hazardous working conditions are encouraged to request information and training at anytime they feel unsure of the proper

procedures involving a hazardous chemical or operation. Supervisors are instructed to immediately respond to questions or expressions of concern from employees involving employee safety.

F. EMPLOYEE COMPLAINTS

Employees should initiate a formal complaint if they experience one of the following:

1. A lack of information about a hazardous situation, have already brought the concern to the attention of their supervisor, and the supervisor provides what the employee feels is an inadequate response to the concerns expressed,
2. A fellow employee that ignores required safety procedures and thus places the Town or other employees at risk or in a dangerous situation, or
3. A concern about a potential danger to health and safety that is not addressed by Town policy or departmental procedures that the employee feels should be addressed.

Employees are encouraged to file formal complaints related to health and safety issues if other communications about their concerns have generated no response or an inadequate response. Employees should file complaints within thirty (30) days of an alleged violation of safety procedures or regulations. Employees may:

1. Initiate a complaint through the Grievance Procedure outlined in Section IX.,
2. Communicate directly with the Town Administrator about their concern,
3. Communicate with the Mayor or an Alderman, or
4. File a complaint with the Department of Labor in Kingsport.

XV. FIT FOR DUTY

A. FIT FOR DUTY: POST-OFFER/PRE-PLACEMENT

Post-offer/Pre-placement examinations are successful tools utilized to create a safer working environment for employees. With the advent of sports technology applied to the industrial and public safety worker, comprehensive stress tests monitor heart and musculoskeletal function to detect disease processes, wear and tear syndromes, and many other problems that lead to injuries and disability. Computerized testing and stress evaluations by licensed professionals in a medical setting typically cost more than one thousand dollars. The Town of Jonesborough is willing to pay for such services to help their employees remain safe in the workplace and to reduce costs associated with injuries. Training provided during the examinations increases body awareness during work activities to prevent cumulative trauma and to successfully reduce injuries. Furthermore, employee turnover and operating expenses are reduced by maintaining properly qualified personnel in each position.

As a result, the Town of Jonesborough is implementing the WORKSTEPS evaluation program for prospective. This program has been in effect since 1986, has one of the largest normative databases in the United States, and has proven its success by creating safety in the work place. Recognizing that every job and every employee is different, the tests are utilized to determine whether or not the employee can safely perform job duties.

When necessary to enable an otherwise qualified applicant with a “disability” to participate in testing, the Town will provide reasonable accommodations provided such accommodations do not cause an undue hardship. Applicants, who believe they need an accommodation to participate in the testing program, must request such accommodations. To minimize or avoid delays in testing, the Town asks applicants to advise the Town of the need for any accommodation as soon as possible after you have received a conditional offer of employment.

B. PREPLACEMENT POLICY

All persons applying for employment in the following positions will be required to successfully complete a functional employment test:

- Firefighter
- Public Safety Officer
- Public Works Worker
- Sanitation Worker
- Waste Water Construction Worker
- Water Distribution Worker
- Park Maintenance Workers
- Custodial Staff

The following is the process to be followed:

1. Applicants should report to the Town Administrator's Office to complete the necessary application forms.
2. Applicants will be interviewed by a committee of one or more persons appointed by the mayor, if the applicant to be interviewed is applying for a Department Head and/or Director's position. Not all applicants will necessarily be interviewed.
3. The Town Administrator will offer employment to those candidates approved by the Board of Mayor and Alderman as deemed the most qualified and suitable candidate for the position sought. The offers of employment will be contingent upon the successful completion of a physical and functional employment test. Applicants for safety sensitive positions, public safety positions, or DOT positions must successfully complete a post-offer drug screen. Public Safety Officers will further be required to complete a psychological examination and both Public Safety Officers and Firefighters will be required to successfully complete a pulmonary function test.
4. Upon receiving conditional offers of employment, applicants will be given written position descriptions and additional written information regarding the post-offer/pre-placement test. After carefully reviewing this information and/or consulting with their personal physicians, applicants must complete a release authorizing the Town of Jonesborough and WORKSTEPS to conduct the post-offer functional employment tests. Requests for accommodation should be noted on the release. Depending on the nature of the accommodation sought, further discussions and/or medical documentation may be needed to identify an appropriate accommodation. Testing will be delayed until the interactive process aimed at identifying appropriate and necessary reasonable accommodation is completed.
5. Once the Town of Jonesborough receives a fully completed release and any requests for reasonable accommodation are resolved, the Town of Jonesborough will schedule applicants for the post-offer/pre-placement test.
6. Upon reporting to the licensed WORKSTEPS testing facility, applicants will be examined by a licensed occupational or physical therapist and their staff. Upon completion of the evaluation, the applicant will be determined to be capable or incapable of performing the physical requirements of their position.
7. Applicants will be provided a copy of the WORKSTEPS evaluation. Applicants that are deemed capable of performing the physical requirements of their position that score average or above on all components of the evaluation and have successfully completed any other pre-employment evaluation, shall be given a "Start to Work Date" by the Human Resource Director or the Town Administrator.

8. Applicants that are determined through the WORKSTEPS evaluation to be capable to undertake the duties of their position, but have one or more components of the evaluation in which they have received a marginal or poor rating will be given a "Start to Work Date" subject to signing an agreement to participate in a program directed by a physical therapist or other such qualified personnel to bring the areas of weakness up to an average level or to such point that is determined to be obtainable if reasonable accommodation has been determined to be appropriate and a level of average is not reasonably obtainable. New employees agreeing to improve their physical condition in those areas determined to be marginal or poor in the WORKSTEPS physical evaluation will be given the six-month orientation period to improve their condition. The employee's effort to improve will be one of the factors considered in the end of orientation-evaluation that determines whether the employee meets job performance expectations and continues in their employment.
9. The Town of Jonesborough will notify applicants who fail to successfully complete the post-offer/pre-placement test. Because the Town of Jonesborough seeks to make employment decisions based on the best available objective medical evidence, applicants who fail tests should provide the Town with any additional information they believe the Town should consider before withdrawing its conditional offer of employment.
10. Absent receipt of additional information that persuades the Town that an applicant can safely and successfully perform the essential functions of the position sought, the Town will not place applicants who fail to successfully complete the post-offer/pre-placement test.

C. ADDITIONAL POINTS

The cost of the post-offer/pre-placement employment test procedures is paid by the Town of Jonesborough. Medical information collected in connection with such tests will be maintained in confidential files in accordance with requirements of the Americans with Disabilities Act (ADA) and the information collected will not be used for any purpose inconsistent with the ADA.

The Town of Jonesborough is an equal opportunity employer and does not discriminate against individuals on the basis of race, color, religion, gender, national origin, sex, age, disability, or any other basis protected by federal, state, or local law.

Nothing in this policy is intended to be, and should not be construed as, a contract for any particular term or condition of employment. Unless otherwise set forth in a written agreement signed by the applicant/employee and the Town of Jonesborough, individuals are employed "at will." This means that the Town of Jonesborough and the applicant/employee could terminate the employment relationship at any time, with or without cause or notice; however, any termination of employment will follow the personnel policy adopted and in effect by the Board of Mayor and Alderman at the time of such

termination. If you believe you are employed on something other than an “at will” basis, you should advise the Town Administrator of such belief in writing. Failure to do so will be deemed by the Town as a further indication that you and the Town agree that the employment relationship is “at will.”

D. POST-EMPLOYMENT FIT FOR DUTY POLICY

Post employment tests may be conducted as part of the employee’s participation in a voluntary wellness program; to determine an employee’s fitness for duty; or in response to an employee’s request for reasonable accommodation.

E. VOLUNTARY TESTING

All persons employed by the Town of Jonesborough in the positions listed below are eligible to participate in voluntary testing once a year. Employees are not required to participate in such testing. Employees who elect not to participate will not be penalized for failing to participate. The employees eligible to participate are as follows:

1. Firefighter
2. Public Safety Officer
3. Public Works Worker
4. Sanitation Worker
5. Waste Water Construction Worker
6. Water Distribution Worker
7. Park Maintenance Worker
8. Custodian

F. FITNESS FOR DUTY TESTING

Fit for duty testing may also be required on an as needed basis should an employee demonstrate difficulty in performing any essential function of their position or there is some other reasonable basis for believing that an individual’s ability to perform essential job functions is limited or impaired by a medical condition.

G. RESPONSE TO REQUESTS FOR REASONABLE ACCOMMODATION

Post employment testing may also be required when an employee requests a reasonable accommodation for a medical condition that is not known or obvious.

The cost of all post employment test procedures is paid by the Town of Jonesborough. Medical information collected in connection with such tests will be maintained in confidential files in accordance with requirements of the Americans with Disabilities Act

(ADA) and the information collected will not be used for any purpose inconsistent with the ADA.

When necessary to enable an otherwise qualified applicant with a “disability” to participate in testing, the Town of Jonesborough will provide reasonable accommodations provided such accommodations do not cause an undue hardship. Applicants, who believe they need an accommodation to participate in the testing program, must request such accommodations. To minimize or avoid delays in testing, the Town requests applicants to advise the Town of the need for any accommodation as soon as possible after you have received a conditional offer of employment.

H. FIT FOR DUTY: POST-INJURY TESTING

It is the policy of the Town of Jonesborough, that any employee of the Town who has a non-work or work related injury or illness that reasonably may effect the ability to perform their usual job, will be required to undergo WORKSTEPS Fit For Duty Employment testing as soon as their condition is stable and/or at the professional discretion of the physician or licensed therapist performing such testing. The physician or therapist performing the test is an independent contractor and is not owned or operated by WORKSTEPS.

Fit For Duty testing is authorized by federal law under the Americans with Disabilities Act (ADA) as referenced in the Technical Assistance Manual under sections VI-13 and 14 which states:

Under the ADA, medical information or medical examinations may be required when an employee suffers an injury on the job. Such an examination or inquiry may also be required when an employee wishes to return to work after an injury or illness, if it is job-related and consistent with business necessity:

1. To determine if the individual meets the ADA definition of “individual with a disability,” if an accommodation has been requested;
2. To determine if the person can perform essential functions of the job currently held, (or held before the injury or illness), with or without reasonable accommodation, and without posing a “direct threat” to health or safety that cannot be reduced or eliminated by reasonable accommodation; and/or
3. To identify an effective accommodation that would enable the person to perform essential job functions in the current (previous) job, or in a vacant job for which the person is qualified with or without accommodation.

WORKSTEPS Post Injury Fit For Duty Employment Testing must be accomplished within five (5) working days from the date of release to work in any capacity by a physician or notification via mail or personal contact by the Town. “Fit For Duty” information will be

kept in a confidential file separate from personnel records. Failure to return to work as scheduled via the physician's release may result in immediate termination and failure to perform WORKSTEPS Fit For Duty Employment testing within five (5) working days of notification may result in termination of employment with the Town.

I. FIT FOR DUTY: RETURN TO WORK AFTER AN ILLNESS OR INJURY

It is the policy of the Town of Jonesborough, that the Town reserves the right to fill light or modified duty positions, if any are available, with temporarily injured or ill employees until they are reasonably able to transition to their previous position or transfer to a permanent position with the Town that does not exceed their capabilities within the time periods described below.

Any employee who has a stable non-work related injury or illness will be required to return to work full duty within 120 days post injury or be subject to termination unless significant progress has been documented by the attending physician, by the transitional work program, or by the physician or therapist performing WORKSTEPS Fit For Duty Employment testing no more than every thirty (30) days as status changes after the injury or illness. Employees who continue to show significant progress up to 120 days, but still cannot perform "full duty," may have a thirty (30) day extension to this policy as determined by the attending physician, by the transitional work program, or by the physician or therapist performing WORKSTEPS Fit For Duty Employment testing. Furthermore, employees who have reached maximum medical improvement (MMI) as determined by their physician and have not demonstrated adequate capability to perform the essential functions of the job held prior to the injury or illness with or without reasonable accommodation will be terminated unless there are vacant permanent positions the employee is qualified for outside of light, modified duty that does not exceed their physical capabilities. Federal District Court has held that a "return to work program does not violate the Americans With Disabilities Act (ADA) when it permits the employer to place on a medical layoff injured employees who reach MMI." It is the policy of the Town of Jonesborough that modified or light duty positions will be made available, when at all possible, for recently injured employees needing transitional return to work.

J. CONFIDENTIALITY NOTICE

The medical information collected during Fit For Duty examinations or received regarding functional tests and MMI determinations will be kept in a separate file from the personnel file of the employee who has suffered the injury or illness.

K. FIT FOR DUTY: POST OFFER EMPLOYMENT TESTING FOR PREGNANT APPLICANTS

It is the policy of the Town of Jonesborough that any applicant who completes the application and interview process and is subsequently hired, will submit to an employment physical to determine if the applicant can perform the essential functions of the job with or without a reasonable accommodation. Thus, the applicant will be hired contingent upon successfully completing the employment test. If the applicant is pregnant or suspects that she could be pregnant and has verbally designated that she can perform the essential functions of the job in question, the employment test must still be completed. However, medical clearance from the attending physician must be given prior to initiating the physical testing process. In order to receive such a release, it is imperative that the attending physician is clearly informed of all aspects of medical and job specific testing and give authorization via a signature to the test facility. Once clearance by the physician is received, the test must be performed in its authorized entirety and the applicant must pass the essential strength requirements for the position in question, in order for the offer of employment to remain in force. If the test is not completed or the essential function requirements are not met, the offer of employment will be withdrawn.

XVI. MISCELLANEOUS POLICY

A. COMPUTER POLICY

GENERAL POLICY: It is the policy of the Town of Jonesborough to provide computer hardware and software to designated employees in order to improve productivity and enhance the provision of Town services.

All employees are charged with the security and integrity of the computer system. Employees are asked to help maintain the files and hardware that comprise the system, and keep the system safe from harm. By utilizing any part of the Town's computer system, you are showing your compliance and understanding of this policy. Only authorized Town personnel may use computers owned by the Town.

This policy is subject to change with approval of the Board of Mayor and Alderman. Department Heads will communicate any changes to this policy to their respective employees; however, it is the responsibility of the employee to inform himself/herself of changes to this policy.

SCOPE: The Town's computer network is comprised of, but not limited to, the networks, computers, hardware, software, laptops, personal digital assistants, and servers owned by the Town. Any device attached to, or communicating with any device contained within the Town's network is subject to the terms of this policy.

LIABILITY: Individuals granted access to the systems is held liable for improper dissemination of sensitive data, even after termination of employment. The employee may be subject to criminal and/or civil penalties.

OWNERSHIP OF WORK: E-mail, computer, internet, and voice mail systems are the property of the Town. Anything created, loaded, or accessed on these systems becomes the property of the Town. Employees have no expectation to privacy rights to the content of e-mail messages or data files, and supervisory staff has the right to review, monitor, audit, intercept, copy, download, and disclose any communications or files created or maintained by the Town, without prior notice.

AUTHORIZED USE: The ultimate goal and purpose of the Town computer network is to facilitate meeting the needs of the involved departments pursuant to federal, state, and local statutes, and departmental objectives. The devices and software are for the exclusive use of achieving these objectives. The Town acknowledges that these systems may be accessed for personal use; however, excessive or habitual use of the Town's network or computers for non-employment purposes may result in discipline and/or a monetary charge.

AUTHORIZED ACCESS: Employees will be given explicit access to programs, files, or resources needed to perform their assigned duties. Attempted access to programs, files, or resources to which the employee has not been given permission to utilize will subject the employee to disciplinary action.

PROGRAMS: Only authorized and licensed programs may be installed and used on computers or servers attached to the Town's network. With the intent to be fully compliant with federal copyright laws, no material which violates copyright may be installed, stored, or used on computers or servers owned by or attached to the Town's network. This material includes, but is not limited to, unlicensed software, digital music, and/or digital videos.

WEBSITE: The Town will maintain a website that will serve to keep the general public informed of upcoming events, tourism information, and general information about the Town's operation. The Town Administrator shall assign a Department Head to be responsible for all maintenance of the website, to include updates. Employees wishing to add information to the website must coordinate this with the website administrator.

E-MAIL: Every employee utilizing the Town network will be assigned an e-mail address. This account is to be used for all official correspondence. E-mail services provided by outside internet service providers or free internet-based services such as Hotmail, Yahoo, or Gmail are allowed for official purposes. This address can be used from any workstation in the Town, or externally. This e-mail account will be deleted upon the termination of the employee.

All employees shall adhere to the following guidelines for e-mail access:

- The employee shall not allow anyone to access his/her account.
- The employee will not utilize his/her assigned account for personal purposes.
- The employee will not engage in non-business related mass-mailing or spamming.
- The employee's e-mail is subject to inspection and monitoring by Department Heads.
- The e-mail account is subject to virus and spam filtration.
- The e-mail account is subject to storage limitations.
- E-mail accounts are subject to activity archiving and logging.
- E-mail accounts that are inactive for a period of three months or greater are subject to deletion.

E-mails containing offensive or inappropriate content are prohibited. Although an employee may have no control over the content of e-mails received, they do exercise control over the e-mail once they receive it. If an e-mail containing inappropriate or offensive material is received, the employee shall immediately delete it. The sender should be contacted by you and advised not to send any future e-mails containing this nature of content. If an employee sends or forwards an e-mail containing offensive or inappropriate material, that employee is subject to immediate disciplinary action.

INTERNET: Every computer attached to the Town's network has access to the internet. All authorized employees are able to access the internet from these computers given that the following guidelines are adhered to:

- No employee will be allowed to knowingly access sites which contain pornography, hate, or anti-government organizations, or any site which could have adverse affects on the moral or public reputation of the employee or the Town. The only exception is when the Department of Public Safety is in the official act of investigating or researching an assigned case which involves the above elements.
- No employee will download, install, or access subversive files or programs. This includes, but is not limited to, viruses, Trojan horses, Spy ware, or Ad ware.
- No employee will attempt to access another computer system without permission, such as "hacking or cracking."
- All internet activity will be recorded on the server.
- Internet access for users or computers is subject to revocation by the decision of Department Heads or Town Administration.
- Internet access to specified sites or class of sites, or types of media is subject to filtration by the decision of Department Heads or Town Administration.
- Internet access is granted to employees based solely on business need.
- Instant messaging is prohibited for any use other than work related activities.
- Streaming video and audio is expressly forbidden for any use other than work related activities.

LOGON AND PASSWORD: Every employee with computer access will be assigned a network logon which will be deactivated upon termination of employment. The employee is to use their logon whenever possible to access their e-mail and files. The employee is responsible for all activity on Town computers under his/her logon identification. Employees shall not disclose their password at any time to anyone. An exception to this would be to a Department Head or to IT personnel when working on or repairing a computer.

NETWORK STORAGE: Every employee will be allowed to store files on the network. In order to safeguard and protect data and/or work files, these files should be stored on the network and not on the local "C" drive of any workstation. Employees shall not attempt to access unauthorized data. Employees shall not destroy, damage, or deface files in the common storage areas.

UNAUTHORIZED ACCESS: Any unauthorized access to another employee's logon or files is strictly prohibited. Employees who utilize software applications under another employee's

logon identity or access individual file(s) without permission will be subject to disciplinary action.

RESOURCE UTILIZATION: No employee will utilize network resources, such as internet, e-mail, storage, printers, etc., in a manner which creates an undue strain on the capacity of the system.

REMOTE ACCESS: Department Heads and Administrative staff may be granted remote access accounts. This will allow the employee access to their work station from remote locations. The employee should be mindful that this policy applies during all remote access sessions.

STATUS CHANGE: It shall be the responsibility of the Department Head to notify the Executive Assistant at Town Hall of an employee status change so that the employee's status can be reflected in their assigned logon. These status changes include, but are not limited to, new hires, terminations, transfer, and/or reassignment.

DATA DISPOSAL: Devices containing sensitive data are to be completely deleted and overwritten, or destroyed before leaving the control of trusted users.

WORKSTATION RETIRE: All computers that are replaced will have their hard drives completely erased and overwritten to ensure no data leakage. Computers from sensitive environments will have their hard drives erased, overwritten, and destroyed.

BACKUP POLICY: The Town of Jonesborough will contract with a computer network company to monitor the Town's network backup. Backups of all servers are kept no more than two weeks. All data stored on network drives is backed up. Individual workstations are not included in the backup cycle.

DISCIPLINARY ACTION: Employees violating any provision of this policy are subject to disciplinary action in accordance with the Town's personnel policy.

XVII. MISCELLANEOUS POLICY

B. CELLULAR TELEPHONE POLICY

GENERAL POLICY: It is the policy of the Town of Jonesborough to provide cellular telephones, electronic paging devices, and other wireless personal communications devices to designated employees in order to improve productivity and enhance the provision of Town services. The use of these wireless communications devices by employees shall be subject to the policies established herein.

Department Heads shall be issued cellular phones, electronic paging devices, other wireless personal communications devices, and/or a combination thereof. Department Heads may acquire cellular phones for employee use when the expense of the phones is justifiable in terms of improved service and responsiveness to citizens or other employees. The Department Head is responsible for that justification, both initially and ongoing. Cellular phones should be provided only when they are required for the employee to perform essential functions of his/her job. Simple convenience is not a justification.

Town ordinances and policies require that employees use their time, Town equipment, tools, and supplies for Town business. Incidental and infrequent personal use of cellular phones is permissible, but special attention should be taken in the case of cellular phones.

BUSINESS CALLS: A business call is any call directly related to the operation of the Town of Jonesborough. These calls may be defined as incoming or outgoing calls, text messages, or emails that will assist the employee in providing services to the citizens of Jonesborough during the normal course of business.

PERSONAL CALLS: A personal call is one not related to the Town's service to the public. Calls made to arrange, prepare, or accommodate an extension of or change in work hours, a change in work schedule, or in work circumstances which will result in unanticipated changes in an employee's personal schedule are not considered personal calls.

It is preferable that Town cellular phones not be used for personal business, but in the event an employee elects to make or receive a personal call on a Town phone, such personal calls shall be kept to a minimum, for short duration, and should be made on the employee's own time. Town cellular phones shall not be used after hours, unless that employee is in an on-call status, such as a Department Head, or on-call work crew.

REIMBURSEMENT: When the statement arrives, Department Heads shall review the employee cellular phone bill with the employee. If a Department Head determines abuse of this policy, the employee shall reimburse the Town for the personal calls. In addition, if personal calls are a direct result of that Department being over their pooled minutes, the employee shall be required to reimburse the Town any overage charges. The Town reserves the right to require the employee to reimburse the Town for any personal calls at the billed rate. The rate charged to the employee

shall reflect the Town's current rate plan and is subject to change. Reimbursing the Town for personal cell phone calls will not relieve the employee of any possible disciplinary action.

PERSONAL PHONES: An employee may carry a personal cellular phone while at work; however, the employee should make or answer personal calls only during breaks or meal periods. Friends and families should be made aware of this policy. The Town will not be responsible for the loss or damage of personal cellular telephones brought into the workplace. Employees are not authorized to use personal cellular telephones in place of Town provided equipment.

If an employee's use of a personal cellular telephone causes disruptions or loss in productivity, the employee may be subject to disciplinary action. In addition to disciplinary action, the employee may be banned from having a personal cellular phone in his/her work area. Department Heads have the right to request that the employee provide personal cellular telephone bills and usage reports for calls made during working hours if they have reason to believe that work-hour usage is excessive.

SAFETY: Employees are prohibited from utilizing a cellular telephone while operating a Town owned vehicle, equipment and/or machinery and shall be in compliance at all times with Tennessee Code Annotated 55-8-199, which prohibits an operator of a motor vehicle from physically holding or supporting, with any part of the person's body, a wireless telecommunications device

Employees are prohibited from text messaging, surfing the internet, receiving or responding to email, or checking their phone for messages while operating a Town-owned vehicle. This shall include the Town-owned or personal cellular phone.

PROHIBITED USE: Employees are prohibited from utilizing the Town cellular phone for the purpose of dialing any 900 numbers, or any other number that is inappropriate, or charges a fee for usage minutes. The use of text-messaging, instant-messaging, and/or video messaging for personal use is prohibited. Employees needing directory assistance should notify Town Hall staff or dispatch to request assistance in locating a phone number.

RING TONES: Employees shall be mindful of the disruption a cellular telephone can cause during meetings, public gatherings, etc. Employees should place their cellular phones, (Town or personal), on vibrate whenever possible prior to entering a meeting, court proceeding, public gathering, or any other event attended by a group of people.

DISCIPLINARY ACTION: Employees violating any provision of this policy are subject to disciplinary action in accordance with the Town's personnel policy.

XVIII. DISCRIMINATION PROHIBITED

A. DISCRIMINATION PROHIBITED - TITLE VI AND TITLE VII

The Town of Jonesborough and its employees adhere to the requirements of Title VI and Title VII of the Civil Rights Act of 1964 and any amendments. The Town and its employees shall provide services, programs, aid and benefits from Town activities, events and programs without regard to race, color, national origin, age, sex, disability, or religion, or other protected class identified in Title VII. In addition, the Town and its employees shall allow no person to be excluded from contracts, purchases, consideration for employment, or from providing services or goods to the Town based on race, color, religion, sex or national origin.

The Town of Jonesborough prohibits any action intended to limit, segregate or classify employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, age, sex, or national origin.

Work place harassment is prohibited which is discrimination based on race, color, religion, sex – including gender identity and pregnancy, national origin, age disability, genetic information, sexual orientation or parental status.

Any employee who feels they have been discriminated against by another employee based on race, color, national origin, age, sex, disability or other protected class identified in Title VII of the Civil Rights Act may file a complaint based on the Grievance Procedures outlined in Section IX of the Jonesborough Personnel Policy. The employee filing a discrimination complaint may skip anyone in the “Chain of Command” if a supervisor is the person against whom the complaint is filed. If the complaint is filed alleging discrimination against an employee other than the complainant's direct supervisor, then the Formal Grievance Procedure should be used.

Employees that discriminate against anyone on the basis of race, color, sex, age, religion, disability or national origin or other protected class identified in Title VII in the carrying out of their duties for the Town of Jonesborough are subject to adverse action including termination.

B. DISCRIMINATION PROHIBITED – ADA

GENERAL

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title II of the Americans with Disabilities Act, 1990 and the ADA Amendments Act provide that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions, and privileges of employment.

The Town of Jonesborough, in accordance with Section 504 of the Rehabilitation Act of 1973 and both Title I and Title II of the Americans With Disabilities Act of 1990 and the ADA Amendments Act, will not discriminate against any qualified individuals with disabilities on the basis of disability in carrying out the Town's services, programs and activities. The Town will also make reasonable accommodations for the known physical or mental limitations of a qualified applicant for employment or an employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Assessments of whether an applicant with a disability meets the selection criteria for employment will be made on an individual basis. To the extent the selection criteria for employment has the effect of disqualifying individuals because of disability, the criteria used for assessment will be clearly job related and consistent with business necessity.

FILING A COMPLAINT

An employee who feels he or she has been discriminated against by another employee based on handicap or disability, may file a complaint using the Grievance Procedure outlined in Section IX of the Town's Personnel Policy. The employee with an ADA discrimination complaint may skip anyone in the "chain-of-command" if a supervisor is the person against whom the complaint is filed. If the complaint is filed against someone other than the employee's direct supervisor, the Formal Grievance Procedure should be used.

A qualified individual with a disability who is an applicant for employment with the Town who feels he or she has been discriminated against may file a complaint using the Town's ADA Complaint Form.

XIX. AMENDMENTS TO THE PERSONNEL RULES

A. AMENDMENTS

Amendments or revisions of these rules may be recommended for adoption by the Board of Mayor and Aldermen.

B. SEVERABILITY

Each section, subsection, paragraph, sentence, and clause of this policy document is hereby declared to be separable and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other portion of these rules, and only any portion declared to be invalid by a court of competent jurisdiction shall be deleted.

C. SPECIAL NOTE

These personnel policies are believed to be written within the framework of the charter of the Town of Jonesborough but, in case of conflict, the charter takes precedence.

These personnel regulations are for information only. This is not an employment contract. This document is a statement of current policies, practices, and procedures. Nothing in this document is to be interpreted as giving employees any more property rights in their jobs than may already be given by the town charter. These personnel policies, rules, and regulations shall be reviewed periodically. The employer reserves the right to change any or all such policies, practices, and procedures in whole or in part at any time, with or without notice to employees. Additionally, if the Town Administrator's position is vacant, or if he is incapacitated for any reason, the Board of Mayor and Aldermen reserves the right to designate or appoint, in its sole discretion, such other person(s) it deems necessary to implement and/or enforce the policies contained in this personnel policy manual.