

**CALL TO ORDER**

**PRESENT PROCLAMATION** – Kenny York, Manna Café Ministries

**PRESENTATION**

B.J. Worthington – Overview of STEM Program

**PUBLIC HEARING REGARDING ZONING**

**CZ-9-2012:** Application of Phillip & Denise Traylor from AG to C-5, Highway & Arterial Commercial

**RESOLUTIONS**

- 12-11-1:** Resolution of the Montgomery County Board of Commissioners Approving Amendments to the 2012-13 School Budget
- 12-11-2:** Resolution of the Montgomery County Board of Commissioners Authorizing the Acceptance of Grant Funds from the Tennessee Department of Transportation, Division of Governor’s Highway Safety Office
- 12-11-3:** Resolution to Fund Design Services for the Security Lighting as Part of the Rehabilitation of the Historic RJ Corman Railroad Bridge Over the Cumberland River
- 12-11-4:** Resolution of the Montgomery County Board of Commissioners Adopting the Montgomery County Compensation Plan
- 12-11-5:** Resolution to Amend the Budgets of Various Funds for Fiscal Year 2013 in Certain Areas of Revenues and Expenditures

**REPORTS**

1. Ed Baggett, Nominating Committee Nominations
2. Carolyn Bowers, County Mayor Nominations

## **REPORTS FILED**

1. Minutes from October 8, 2012
2. TDOT Project Status Report

## **CITIZENS TO ADDRESS THE COMMISSION**

## **ANNOUNCEMENTS**

1. Montgomery County is partnering with Manna Café Ministries to host a county-wide food drive. All county offices will be collecting non-perishable food items through the month of November and Manna Café will be distributing the donations to those needing assistance. If you are interested, you can bring your donation by the Mayor's Office or any county office; look for the box marked Manna Café Food Donation. Your donation will be greatly appreciated.
2. The Christmas Parade/Christmas at the Courthouse will be held on Saturday, December 1 with the parade beginning at 5:00 p.m. We will once again have a float in the parade, so please let Debbie Gentry or Elizabeth Black know if you would like to ride!!
3. Mark your calendars for the Mayor's Christmas Breakfast to be held on Thursday, December 6 from 7:30 a.m. to 9:30 a.m. at the Civic Hall.
4. You are urged to attend the Legislative Reception which will be held on Wednesday, December 12, at 5:00 p.m. in the large conference room of the Historic Courthouse.

## **ADJOURN**

**RESOLUTION OF THE MONTGOMERY COUNTY BOARD OF COMMISSIONERS  
AMENDING THE ZONE CLASSIFICATION OF THE PROPERTY OF  
PHILLIP & DENISE TRAYLOR**

WHEREAS, an application for a zone change from AG Agricultural District to C-5 Highway & Arterial Commercial District has been submitted by Phillip & Denise Traylor and

WHEREAS, said property is identified as County Tax Map 109, parcel 069.04 p/o, containing 7.0 +/- acres, situated in Civil District 13, located fronting on the east side of Ashland City Rd. 850 +/- feet north of the Ashland City Rd. & Old Clarksville Pike intersection.; and

WHEREAS, said property is described as follows:

(4.18 Acres)

Beginning at an existing iron pin in the east margin of State Highway 12 Road, said iron pin being North 04 Degrees 45 Minutes 35 Seconds West 509.95 feet to the centerline intersection of Highway 12 and Old Clarksville Pike; thence South 86 Degrees 24 Minutes 35 Seconds East 231.69 feet to an existing iron pin; thence North 69 Degrees 30 Minutes 46 Seconds East 56.94 feet to a point; thence on a new division line South 10 Degrees 17 Minutes 37 Seconds East 666.46 feet to an existing iron pin; thence South 85 Degrees 36 Minutes 44 Seconds West 268.79 feet to an existing iron pin in the east margin of State Highway 12; thence along margin of said road North 11 Degrees 25 Minutes 55 Seconds West 684.46 feet to the point of beginning and containing an area of 4.18 acres.

(1.30 Acres)

Beginning at an existing iron pin in the east margin of State Highway 12 Road, said iron pin being North 29 Degrees 13 Minutes 23 East 90.94 feet to the centerline intersection of Highway 12 and Old Clarksville Pike; thence along the east margin of State Highway 12 North 11 Degrees 25 Minutes 55 Seconds West 133.61 feet to an existing iron pin; thence leaving margin of said road North 33 Degrees 07 Minutes 25 Seconds East 380.21 feet to an existing iron pin; thence South 03 Degrees 27 Minutes 54 Seconds West 504.94 feet to an existing iron pin in the north margin of Old Clarksville Pike; thence along margin of said road North 70 Degrees 05 Minutes 01 Seconds West 160.36 feet to the point of beginning and containing an area of 1.30 acres.

(Tax Map 109, Parcel 69.04 p/o)

WHEREAS, the Planning Commission staff recommends APPROVAL and the Regional Planning Commission recommends APPROVAL of said application.

NOW, THEREFORE, BE IT RESOLVED by the Montgomery County Board of County Commissioners assembled in regular session on this 13th day of November, 2012, that the zone classification of the property of Phillip & Denise Traylor from AG to C-5 is hereby approved.

Duly passed and approved this 13th day of November, 2012.

Sponsor David D. Rippe  
Commissioner \_\_\_\_\_  
Approved \_\_\_\_\_  
County Mayor

Attested: \_\_\_\_\_  
County Clerk

RESOLUTION OF THE MONTGOMERY COUNTY  
BOARD OF COMMISSIONERS APPROVING  
AMENDMENTS TO THE 2012-13  
SCHOOL BUDGET

**WHEREAS**, the proposed amendments to the General Purpose School Fund, Federal Projects Fund, and Transportation Fund Budgets reflect the most recent estimates of revenues and expenditures, and,

**WHEREAS**, the Clarksville-Montgomery County Board of Education has studied the attached amendments and approved them on October 2, 2012, for recommendation to the Montgomery County Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of County Commissioners assembled in Regular Business Session on this 13th day of November, 2012, that the 2012-13 School Budget be amended as per the attached schedules.

Sponsor \_\_\_\_\_

Commissioner \_\_\_\_\_

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

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

## Clarksville-Montgomery County School System General Purpose School Fund Budget

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
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**Estimated Revenues**

	28,944,942	28,944,942	-	28,944,942
<b>Local Revenues</b>				
Current Property Tax	28,944,942	28,944,942	-	28,944,942
Trustees Collection - Prior Years	895,000	895,000	-	895,000
Interest & Penalties	226,000	226,000	-	226,000
Payments In Lieu of Taxes (Utility)	772,657	772,657	-	772,657
Local Option Sales Tax	39,137,200	39,137,200	-	39,137,200
Wheel Tax	4,065,719	4,065,719	-	4,065,719
Business Tax	600,000	600,000	-	600,000
Bank Excise Tax	45,300	45,300	-	45,300
Interstate Telecommunications Tax	10,000	10,000	-	10,000
Archives & Records Management Fee	6,300	6,300	-	6,300
Tuition - Regular Day Students	20,000	20,000	-	20,000
Criminal Background Fee	22,000	22,000	-	22,000
Interest Earned	1,000	1,000	-	1,000
Lease/Rentals	120,000	120,000	13,116	133,116
Sale of Materials & Supplies	1,000	1,000	-	1,000
Sale of Recycled Materials	1,000	1,000	-	1,000
E-Rate Funding	242,000	242,000	-	242,000
Misc. Refund - Other	30,000	30,000	-	30,000
Sale of Equipment	300,000	300,000	-	300,000
Damages from Individuals	500	500	-	500
Contributions & Gifts	90,000	90,000	34,488	124,488
<b>Total Local Revenues</b>	<b>75,530,618</b>	<b>75,530,618</b>	<b>47,604</b>	<b>75,578,222</b>
<b>State Revenues</b>				
Transition School To Work	71,628	71,628	-	71,628
Basic Education Program	117,630,000	117,630,000	(1,400,000)	116,230,000
Early Childhood Education	1,829,270	1,829,270	-	1,829,270
Other State Education Funds	30,000	30,000	-	30,000
Career Ladder Program	692,700	692,700	-	692,700
Career Ladder Extended Contracts	148,100	148,100	-	148,100
Income Tax	159,200	159,200	-	159,200
Mixed Drink Tax	296,000	296,000	-	296,000
<b>Total State Revenues</b>	<b>120,856,898</b>	<b>120,856,898</b>	<b>(1,400,000)</b>	<b>119,456,898</b>

HSC Grant - externships, Education Foundation position  
Based on current year student growth

**Federal Revenues**

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
Public Law 874 (Impact Aid)	3,600,000	3,600,000	-	3,600,000
JROTC	460,000	460,000	-	460,000
Adult Literacy	25,000	25,000	-	25,000
<b>Total Federal Revenues</b>	<b>4,085,000</b>	<b>4,085,000</b>	<b>-</b>	<b>4,085,000</b>
<b>Non-Revenue Sources</b>				
Insurance Recovery	25,000	25,000	-	25,000
Operating Transfers	395,167	395,167	-	395,167
<b>Total Non-Revenue Sources</b>	<b>420,167</b>	<b>420,167</b>	<b>-</b>	<b>420,167</b>
<b>Total Revenues</b>	<b>200,892,683</b>	<b>200,892,683</b>	<b>(1,352,396)</b>	<b>199,540,287</b>

**Beginning Reserves and Fund Balance**

Reserve for On-The-Job Injury	1,375,218	1,375,218	-	1,375,218	
Reserve for Property & Liability Insurance	1,475,000	1,475,000	-	1,475,000	Actual reserve balance carried forward
Reserve for Extended Contract	244,928	244,928	(55,356)	189,572	Actual reserve balance carried forward
Reserve for Career Ladder	5,217	5,217	(6,852)	(1,635)	Actual reserve balance carried forward

<b>Total Reserves</b>	<b>3,100,363</b>	<b>3,100,363</b>	<b>(62,208)</b>	<b>3,038,155</b>	
<b>Beginning Fund Balance</b>	<b>21,266,970</b>	<b>21,266,970</b>	<b>5,498,772</b>	<b>26,765,742</b>	Actual fund balance carried forward
<b>Total Reserves and Fund Balance</b>	<b>24,367,333</b>	<b>24,367,333</b>	<b>5,436,564</b>	<b>29,803,897</b>	
<b>Total Available Funds</b>	<b>225,260,016</b>	<b>225,260,016</b>	<b>4,084,168</b>	<b>229,344,184</b>	

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
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**Expenditures (Appropriations)**

**71100 - Regular Instruction**

Salaries	74,997,741	74,997,741	-	74,997,741
Employee Benefits	25,647,699	25,647,699	-	25,647,699
Contracted Services	2,247,783	2,247,783	150,000	2,397,783
Supplies and Materials	3,707,816	3,707,816	-	3,707,816
Other Charges	426,000	426,000	-	426,000
Equipment	25,000	25,000	-	25,000
<b>Total 71100 - Regular Instruction</b>	<b>107,052,039</b>	<b>107,052,039</b>	<b>150,000</b>	<b>107,202,039</b>

Virtual School

**71150 - Alternative School**

Salaries	786,925	786,925	-	786,925
Employee Benefits	228,399	228,399	-	228,399
Contracted Services	30,600	30,600	-	30,600
Supplies and Materials	3,000	3,000	-	3,000
<b>Total 71150 - Alternative School</b>	<b>1,048,924</b>	<b>1,048,924</b>	<b>-</b>	<b>1,048,924</b>

**71200 - Special Education**

Salaries	15,594,250	15,594,250	87,300	15,681,550
Employee Benefits	5,533,352	5,533,352	19,418	5,552,770
Contracted Services	1,292,679	1,292,679	-	1,292,679
Supplies and Materials	80,210	80,210	-	80,210
Equipment	10,000	10,000	-	10,000
<b>Total 71200 - Special Education</b>	<b>22,510,491</b>	<b>22,510,491</b>	<b>106,718</b>	<b>22,617,209</b>

Additional positions based on student needs  
Benefits for additional positions

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
<b>71300 - Vocational Education</b>				
Salaries	3,730,035	3,730,035	-	3,730,035
Employee Benefits	1,200,918	1,200,918	-	1,200,918
Contracted Services	84,500	84,500	-	84,500
Supplies and Materials	302,000	302,000	-	302,000
Equipment	10,000	10,000	-	10,000
<b>Total 71300 - Vocational Education</b>	<b>5,327,453</b>	<b>5,327,453</b>	<b>-</b>	<b>5,327,453</b>
<b>72110 - Student Services</b>				
Salaries	614,656	614,656	-	614,656
Employee Benefits	194,963	194,963	-	194,963
Contracted Services	10,125	10,125	-	10,125
Supplies and Materials	3,860	3,860	-	3,860
Other Charges	5,000	5,000	-	5,000
<b>Total 72110 - Student Services</b>	<b>828,604</b>	<b>828,604</b>	<b>-</b>	<b>828,604</b>
<b>72120 - Health Services</b>				
Salaries	890,429	890,429	-	890,429
Employee Benefits	330,113	330,113	-	330,113
Contracted Services	700	700	-	700
Supplies and Materials	18,045	18,045	-	18,045
Equipment	13,000	13,000	-	13,000
<b>Total 72120 - Health Services</b>	<b>1,252,287</b>	<b>1,252,287</b>	<b>-</b>	<b>1,252,287</b>
<b>72130 - Other Student Support</b>				
Salaries	5,760,860	5,760,860	-	5,760,860
Employee Benefits	1,775,669	1,775,669	-	1,775,669
Contracted Services	168,488	168,488	3,295	171,783
Supplies and Materials	1,200	1,200	-	1,200
<b>Total 72130 - Other Student Support</b>	<b>7,706,217</b>	<b>7,706,217</b>	<b>3,295</b>	<b>7,709,512</b>

High School Athletic Trainers

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>72210 - Regular Instruction Support</b>					
Salaries	5,803,972	5,803,972	26,052	5,830,034	Externships funded by grant Benefits for externships Increase in accreditation fees
Employee Benefits	1,895,240	1,895,240	2,838	1,898,078	
Contracted Services	60,640	60,640	2,100	62,740	
Supplies and Materials	659,436	659,436	-	659,436	
Other Charges	237,535	237,535	-	237,535	
<b>Total 72210 - Regular Instruction Support</b>	<b>8,656,823</b>	<b>8,656,823</b>	<b>31,000</b>	<b>8,687,823</b>	
<b>72215 - Alternative School Support</b>					
Salaries	20,257	20,257	-	20,257	
Employee Benefits	18,391	18,391	-	18,391	
<b>Total 72215 - Alternative School Support</b>	<b>38,648</b>	<b>38,648</b>	<b>-</b>	<b>38,648</b>	
<b>72220 - Special Education Support</b>					
Salaries	1,538,023	1,538,023	-	1,538,023	
Employee Benefits	484,938	484,938	-	484,938	
Contracted Services	31,000	31,000	-	31,000	
Supplies and Materials	81,400	81,400	-	81,400	
Other Charges	17,400	17,400	-	17,400	
Equipment	800	800	-	800	
<b>Total 72220 - Special Education Support</b>	<b>2,153,561</b>	<b>2,153,561</b>	<b>-</b>	<b>2,153,561</b>	
<b>72230 - Vocational Education Support</b>					
Salaries	81,580	81,580	-	81,580	
Employee Benefits	26,052	26,052	-	26,052	
Contracted Services	400	400	-	400	
Supplies and Materials	1,300	1,300	-	1,300	
Other Charges	1,500	1,500	-	1,500	
<b>Total 72230 - Vocational Education Support</b>	<b>110,832</b>	<b>110,832</b>	<b>-</b>	<b>110,832</b>	

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>72260 - Adult Education Support</b>					
Salaries	119,108	119,108	-	119,108	
Employee Benefits	19,651	19,651	-	19,651	
<b>Total 72260 - Adult Education Support</b>	<b>138,759</b>	<b>138,759</b>	<b>-</b>	<b>138,759</b>	
<b>72310 - Board of Education</b>					
Salaries	60,952	60,952	-	60,952	
Employee Benefits	14,217	14,217	-	14,217	
Contracted Services	136,000	136,000	-	136,000	
Other Charges	25,000	25,000	-	25,000	
Liability Insurance	-	-	39,478	39,478	Cyber Liability Policy
<b>Total 72310 - Board of Education</b>	<b>236,169</b>	<b>236,169</b>	<b>39,478</b>	<b>275,647</b>	
<b>72320 - Director of Schools</b>					
Salaries	231,067	231,067	-	231,067	
Employee Benefits	69,773	69,773	-	69,773	
Contracted Services	76,800	76,800	-	76,800	
Supplies and Materials	5,500	5,500	-	5,500	
Other Charges	15,000	15,000	-	15,000	
<b>Total 72320 - Director of Schools</b>	<b>398,140</b>	<b>398,140</b>	<b>-</b>	<b>398,140</b>	
<b>72320 - Printing and Communications</b>					
Salaries	345,823	345,823	23,754	369,577	
Employee Benefits	133,978	133,978	5,260	139,238	Education Foundation Support
Contracted Services	64,900	64,900	-	64,900	Benefits for additional position
Supplies and Materials	54,366	54,366	-	54,366	
Other Charges	8,000	8,000	-	8,000	
Equipment	11,000	11,000	-	11,000	
<b>Total 72320 - Printing and Communications</b>	<b>618,067</b>	<b>618,067</b>	<b>29,014</b>	<b>647,081</b>	

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
<b>72410 - Office of the Principal</b>				
Salaries	11,421,542	11,421,542	-	11,421,542
Employee Benefits	4,074,799	4,074,799	-	4,074,799
Contracted Services	28,393	28,393	-	28,393
Other Charges	36,000	36,000	-	36,000
Equipment	58,000	58,000	-	58,000
<b>Total 72410 - Office of the Principal</b>	<b>15,618,734</b>	<b>15,618,734</b>	<b>-</b>	<b>15,618,734</b>

<b>72510 - Business Affairs</b>				
Salaries	1,452,077	1,452,077	-	1,452,077
Employee Benefits	562,045	562,045	-	562,045
Contracted Services	134,910	134,910	65,000	199,910
Supplies and Materials	38,200	38,200	-	38,200
Other Charges	294,000	294,000	-	294,000
Equipment	50,000	50,000	-	50,000
Insurance Premiums	1,568	1,568	8	1,576
Trustee's Commission	1,292,063	1,292,063	-	1,292,063
<b>Total 72510 - Business Affairs</b>	<b>3,824,863</b>	<b>3,824,863</b>	<b>65,008</b>	<b>3,889,871</b>

Based on actual premiums

<b>72520 - Human Resources</b>				
Salaries	1,234,646	1,234,646	-	1,234,646
Employee Benefits	1,545,134	1,545,134	-	1,545,134
Contracted Services	95,955	95,955	-	95,955
Supplies and Materials	40,000	40,000	-	40,000
Other Charges	83,900	83,900	-	83,900
Equipment	500	500	-	500
Insurance Premiums	200,000	200,000	-	200,000
<b>Total 72520 - Human Resources</b>	<b>3,200,135</b>	<b>3,200,135</b>	<b>-</b>	<b>3,200,135</b>

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
<b>72610 - Operation of Plant</b>				
Salaries	4,843,521	4,843,521	-	4,843,521
Employee Benefits	2,456,218	2,456,218	-	2,456,218
Contracted Services	511,040	511,040	-	511,040
Supplies and Materials	436,618	436,618	-	436,618
Other Charges	7,000	7,000	-	7,000
Equipment	100,400	100,400	-	100,400
Utilities	7,726,480	7,726,480	-	7,726,480
Insurance Premiums	741,153	741,153	19,678	760,831
				Based on actual premiums
<b>Total 72610 - Operation of Plant</b>	<b>16,822,430</b>	<b>16,822,430</b>	<b>19,678</b>	<b>16,842,108</b>

<b>72620 - Maintenance of Plant</b>				
Salaries	2,381,746	2,381,746	-	2,381,746
Employee Benefits	1,047,650	1,047,650	-	1,047,650
Contracted Services	659,720	659,720	-	659,720
Supplies and Materials	1,161,446	1,161,446	-	1,161,446
Other Charges	5,900	5,900	-	5,900
Equipment	68,400	68,400	-	68,400
Insurance Premiums	20,322	20,322	(1,191)	19,131
				Based on actual premiums
<b>Total 72620 - Maintenance of Plant</b>	<b>5,345,184</b>	<b>5,345,184</b>	<b>(1,191)</b>	<b>5,343,993</b>

<b>72810 - Information Technology</b>				
Salaries	2,435,418	2,435,418	54,403	2,489,821
Employee Benefits	831,887	831,887	12,021	843,908
Contracted Services	2,762,339	2,762,339	(25,000)	2,737,339
Supplies and Materials	903,658	903,658	-	903,658
Other Charges	50,933	50,933	-	50,933
Equipment	3,141,793	3,141,793	-	3,141,793

<b>Total 72810 - Information Technology</b>	<b>10,126,028</b>	<b>10,126,028</b>	<b>41,424</b>	<b>10,167,452</b>
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Systems Administrator for Systems Security  
Related Benefits  
Move to Business Affairs Contracted Services

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
<b>73400 - Early Childhood Education</b>				
Salaries	1,432,215	1,432,215	-	1,432,215
Employee Benefits	561,563	561,563	-	561,563
Contracted Services	41,000	41,000	-	41,000
Supplies and Materials	10,000	10,000	-	10,000
Other Charges	20,000	20,000	-	20,000
<b>Total 73400 - Early Childhood Education</b>	<b>2,064,778</b>	<b>2,064,778</b>	<b>-</b>	<b>2,064,778</b>
<b>82230 - Debt Service</b>				
Interest Payments	21,000	21,000	-	21,000
<b>Total 82230 - Debt Service</b>	<b>21,000</b>	<b>21,000</b>	<b>-</b>	<b>21,000</b>
<b>99100 - Interfund Transfers</b>				
	505,001	505,001	-	505,001
<b>Total 99100 - Interfund Transfers</b>	<b>505,001</b>	<b>505,001</b>	<b>-</b>	<b>505,001</b>

**Clarksville-Montgomery County School System  
General Purpose School Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
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<b>Total Expenditures</b>	<b>215,605,167</b>	<b>215,605,167</b>	<b>484,424</b>	<b>216,089,591</b>
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**Ending Reserves and Fund Balance**

Fund Balance	6,468,155	6,468,155	3,599,744	10,067,899	Projected fund balance as of 6/30/13
On-The-Job Injury Reserve	1,375,218	1,375,218	-	1,375,218	
Property & Liability Insurance Reserve	1,475,000	1,475,000	-	1,475,000	
Extended Contract Reserve	286,596	286,596	-	286,596	
Career Ladder Reserve	49,880	49,880	-	49,880	

<b>Total Reserves and Fund Balance</b>	<b>9,654,849</b>	<b>9,654,849</b>	<b>3,599,744</b>	<b>13,254,593</b>
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<b>Total Expenditures, Reserves and Fund Balance</b>	<b>225,260,016</b>	<b>225,260,016</b>	<b>4,084,168</b>	<b>229,344,184</b>
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**Clarksville-Montgomery County School System  
Transportation Fund Budget**

**Estimated Revenues**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
<b>Local Revenues</b>				
40110 Current Property Tax	1,764,206	1,764,206	-	1,764,206
40120 Trustee's Collection - Prior Years	60,000	60,000	-	60,000
40140 Interest & Penalties	14,000	14,000	-	14,000
40162 Payments In Lieu of Taxes (Utility)	47,093	47,093	-	47,093
40320 Bank Excise Tax	3,000	3,000	-	3,000
44130 Sale of Materials & Supplies	2,000	2,000	-	2,000
44145 Sale of Recycled Materials	1,500	1,500	-	1,500
44170 Misc. Refund - Other	11,200	11,200	-	11,200
44530 Sale of Equipment	40,500	40,500	-	40,500
44560 Damages from Individuals	1,000	1,000	-	1,000
44570 Contributions & Gifts	0	-	90,000	90,000
<b>Total Local Revenues</b>	<b>1,944,499</b>	<b>1,944,499</b>	<b>90,000</b>	<b>2,034,499</b>
				Grant from American Lung Association

**State Revenues - BEP**

46511 Basic Education Program	8,940,150	8,940,150	-	8,940,150
<b>Total State Revenues - BEP</b>	<b>8,940,150</b>	<b>8,940,150</b>	<b>-</b>	<b>8,940,150</b>

**Federal Revenues**

47143 Educ. of the Handicapped Act	1,282,915	1,282,915	-	1,282,915
47311 Race To The Top	15,000	15,000	-	15,000
<b>Total Federal Revenues</b>	<b>1,297,915</b>	<b>1,297,915</b>	<b>-</b>	<b>1,297,915</b>

<b>Total Revenues</b>	<b>12,182,564</b>	<b>12,182,564</b>	<b>90,000</b>	<b>12,272,564</b>
Beginning Fund Balance	1,133,875	1,133,875	1,225,462	2,359,337
<b>Total Available Funds</b>	<b>13,316,439</b>	<b>13,316,439</b>	<b>1,315,462</b>	<b>14,631,901</b>

## Clarksville-Montgomery County School System Transportation Fund Budget

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
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**Expenditures (Appropriations)**

72510 - Fiscal Services	40,000	40,000	-	40,000
Trustee's Commission				
<b>Total 72510 - Fiscal Services</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>

72710 - Transportation				
Salaries	6,960,512	6,960,512	-	6,960,512
Employee Benefits	3,298,201	3,298,201	-	3,298,201
Contracted Services	286,550	286,550	1,500	288,050
Supplies and Materials	2,054,550	2,054,550	90,000	2,144,550
Other Charges	20,000	20,000	-	20,000
Equipment	106,947	106,947	-	106,947
Insurance Premiums	56,099	56,099	(9,736)	46,363
				Based on actual premium
<b>Total 72710 - Transportation</b>	<b>12,782,859</b>	<b>12,782,859</b>	<b>81,764</b>	<b>12,864,623</b>

Total Expenditures	12,822,859	12,822,859	81,764	12,904,623
Ending Fund Balance	493,580	493,580	1,233,698	1,727,278
				Projected fund balance as of 6/30/13

Total Expenditures and Fund Balance	13,316,439	13,316,439	1,315,462	14,631,901
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## Clarksville-Montgomery County School System Federal Projects Fund Budget

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget
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**Estimated Revenues**

<b>State Revenues</b>	324,390	324,390	284,021	608,411	Based on actual Federal allocations
46590 Adult Ed LEAP Safe Schools, School Health					
<b>Total State Revenues</b>	<b>324,390</b>	<b>324,390</b>	<b>284,021</b>	<b>608,411</b>	

**Federal Revenues**

47120 Adult Basic Education	251,972	251,972	(80,088)	171,884	Based on actual Federal allocations
47131 Career Technical Education	325,053	325,053	72,576	397,629	Based on actual Federal allocations
47141 Title I	7,527,637	7,527,637	800,957	8,328,594	Based on actual Federal allocations
47143 Individuals w/ Disabilities Educ. Act (IDEA)	5,567,651	5,567,651	316,686	5,884,337	Based on actual Federal allocations
47145 Preschool (IDEA)	51,562	51,562	7,431	58,993	Based on actual Federal allocations
47146 English Language Acquisition (Title III)	143,750	143,750	10,118	153,868	Based on actual Federal allocations
47147 Safe & Drug-Free Schools (Title IV, CCLC)	250,000	250,000	235,000	485,000	Based on actual Federal allocations
47189 Title II-A	907,925	907,925	64,169	972,094	Based on actual Federal allocations
47311 Race To The Top	1,447,710	1,447,710	77,441	1,525,151	Based on actual Federal allocations
47590 Title II-D	-	-	6,618	6,618	Based on actual Federal allocations
47990 Other Direct Federal	2,503,099	2,503,099	(2,395,233)	107,866	Based on actual Federal allocations
<b>Total Federal Revenues</b>	<b>18,976,359</b>	<b>18,976,359</b>	<b>(884,324)</b>	<b>18,092,035</b>	

**Non-Revenue Sources**

49800 Operating Transfers	865,122	865,122	180	865,302	Based on actual needs
<b>Total Non-Revenue Sources</b>	<b>865,122</b>	<b>865,122</b>	<b>180</b>	<b>865,302</b>	

<b>Total Revenues</b>	<b>20,165,871</b>	<b>20,165,871</b>	<b>(600,123)</b>	<b>19,565,748</b>	
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<b>Beginning Fund Balance</b>	<b>628</b>	<b>628</b>	<b>1,897,442</b>	<b>1,898,070</b>	Actual fund balance carried forward
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<b>Total Available Funds</b>	<b>20,166,499</b>	<b>20,166,499</b>	<b>1,297,319</b>	<b>21,463,818</b>	
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**Clarksville-Montgomery County School System  
Federal Projects Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
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**Expenditures (Appropriations)**

<b>71100 - Regular Instruction</b>					
Salaries	3,238,843	3,238,843	1,277,197	4,516,040	Reflects program requirements
Employee Benefits	1,055,327	1,055,327	252,266	1,307,593	Reflects program requirements
Contracted Services	103,000	103,000	409,775	512,775	Reflects program requirements
Supplies and Materials	403,197	403,197	199,760	602,957	Reflects program requirements
Equipment	75,981	75,981	110,588	186,569	Reflects program requirements
<b>Total 71100 - Regular Instruction</b>	<b>4,876,348</b>	<b>4,876,348</b>	<b>2,249,586</b>	<b>7,125,934</b>	

<b>71200 - Special Education</b>					
Salaries	2,022,195	2,022,195	56,756	2,078,951	Reflects program requirements
Employee Benefits	919,191	919,191	(14,354)	904,837	Reflects program requirements
Contracted Services	3,500	3,500	152,918	156,418	Reflects program requirements
Supplies and Materials	35,548	35,548	247,446	282,994	Reflects program requirements
Other Charges	25,000	25,000	(15,264)	9,736	Reflects program requirements
Equipment	3,000	3,000	27,050	30,050	Reflects program requirements
<b>Total 71200 - Special Education</b>	<b>3,008,434</b>	<b>3,008,434</b>	<b>454,552</b>	<b>3,462,986</b>	

<b>71300 - Vocational Education</b>					
Salaries	37,826	37,826	6,531	44,357	Reflects program requirements
Employee Benefits	12,236	12,236	1,579	13,815	Reflects program requirements
Contracted Services	-	-	4,500	4,500	Reflects program requirements
Supplies and Materials	15,228	15,228	35,498	50,726	Reflects program requirements
Other Charges	6,000	6,000	5,045	11,045	Reflects program requirements
Equipment	121,073	121,073	17,285	138,358	Reflects program requirements
<b>Total 71300 - Vocational Education</b>	<b>192,363</b>	<b>192,363</b>	<b>70,438</b>	<b>262,801</b>	

**Clarksville-Montgomery County School System  
Federal Projects Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
<b>71600 - Adult Education</b>					
Salaries	79,464	79,464	(21,748)	57,716	Reflects program requirements
Employee Benefits	13,135	13,135	(8,120)	5,015	Reflects program requirements
Contracted Services	-	-	1,000	1,000	Reflects program requirements
Supplies and Materials	17,587	17,587	6,413	24,000	Reflects program requirements
<b>Total 71600 - Adult Education</b>	<b>110,186</b>	<b>110,186</b>	<b>(22,455)</b>	<b>87,731</b>	
<b>72130 - Other Student Support</b>					
Salaries	177,331	177,331	1,288	178,619	Reflects program requirements
Employee Benefits	58,636	58,636	214	58,850	Reflects program requirements
Contracted Services	81,690	81,690	8,000	89,690	Reflects program requirements
Supplies and Materials	46,050	46,050	2,700	48,750	Reflects program requirements
Other Charges	64,504	64,504	68,821	133,325	Reflects program requirements
<b>Total 72130 - Other Student Support</b>	<b>428,211</b>	<b>428,211</b>	<b>81,023</b>	<b>509,234</b>	
<b>72210 - Regular Instruction Support</b>					
Salaries	1,776,696	1,776,696	88,864	1,865,560	Reflects program requirements
Employee Benefits	507,280	507,280	17,603	524,883	Reflects program requirements
Contracted Services	210,320	210,320	146,523	356,843	Reflects program requirements
Supplies and Materials	31,400	31,400	358,278	389,678	Reflects program requirements
Other Charges	4,806,178	4,806,178	(2,662,849)	2,143,329	Reflects program requirements
<b>Total 72210 - Regular Instruction Support</b>	<b>7,331,874</b>	<b>7,331,874</b>	<b>(2,051,581)</b>	<b>5,280,293</b>	
<b>72220 - Special Education Support</b>					
Salaries	744,340	744,340	-	744,340	Reflects program requirements
Employee Benefits	245,469	245,469	23,064	268,533	Reflects program requirements
Contracted Services	-	-	43,724	43,724	Reflects program requirements
Supplies and Materials	18,487	18,487	(11,487)	7,000	Reflects program requirements
Other Charges	282,984	282,984	(257,772)	25,212	Reflects program requirements
<b>Total 72220 - Special Education Support</b>	<b>1,291,280</b>	<b>1,291,280</b>	<b>(202,471)</b>	<b>1,088,809</b>	

**Clarksville-Montgomery County School System  
Federal Projects Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
Contracted Services	1,000	1,000	(500)	500	Reflects program requirements
Other Charges	3,000	3,000	500	3,500	Reflects program requirements
<b>Total 72230 - Vocational Education Support</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	
<b>72260 - Adult Education Support</b>					
Salaries	95,704	95,704	-	95,704	
Employee Benefits	39,672	39,672	(107)	39,565	Reflects program requirements
Supplies and Materials	2,000	2,000	-	2,000	
Other Charges	88,400	88,400	(84,221)	4,179	Reflects program requirements
<b>Total 72260 - Adult Education Support</b>	<b>225,776</b>	<b>225,776</b>	<b>(84,328)</b>	<b>141,448</b>	
<b>72410 - Office of the Principal</b>					
Salaries	82,548	82,548	9,614	92,162	Reflects program requirements
Employee Benefits	27,608	27,608	5,082	32,690	Reflects program requirements
<b>Total 72410 - Office of the Principal</b>	<b>110,156</b>	<b>110,156</b>	<b>14,696</b>	<b>124,852</b>	
<b>72610 - Operation of Plant</b>					
Contracted Services	15,200	15,200	-	15,200	
Equipment	120,200	120,200	63,216	183,416	Reflects program requirements
<b>Total 72610 - Operation of Plant</b>	<b>135,400</b>	<b>135,400</b>	<b>63,216</b>	<b>198,616</b>	
<b>72710 - Transportation</b>					
Salaries	1,207,069	1,207,069	115,543	1,322,612	Reflects program requirements
Employee Benefits	125,474	125,474	26,324	151,798	Reflects program requirements
Contracted Services	-	-	500	500	Reflects program requirements
Supplies and Materials	33,982	33,982	(3,639)	30,343	Reflects program requirements
Other Charges	-	-	12,300	12,300	Reflects program requirements
Equipment	15,000	15,000	-	15,000	Reflects program requirements
<b>Total 72710 - Transportation</b>	<b>1,381,525</b>	<b>1,381,525</b>	<b>151,028</b>	<b>1,532,553</b>	

**Clarksville-Montgomery County School System  
Federal Projects Fund Budget**

	2012-13 Original Budget	Current Amended Budget	Proposed Increase (Decrease)	Proposed Amended Budget	
Indirect Cost	224,144	224,144	295,866	520,010	Increased assessment for indirect costs
Transfers To Other Funds	846,174	846,174	-	846,174	
<b>Total 99100 - Interfund Transfers</b>	<b>1,070,318</b>	<b>1,070,318</b>	<b>295,866</b>	<b>1,366,184</b>	
<hr/>					
<b>Total Expenditures</b>	<b>20,165,871</b>	<b>20,165,871</b>	<b>1,019,570</b>	<b>21,185,441</b>	
<hr/>					
<b>Ending Fund Balance</b>	<b>628</b>	<b>628</b>	<b>277,749</b>	<b>278,377</b>	Projected fund balance as of 6/30/13
<hr/>					
<b>Total Expenditures and Fund Balance</b>	<b>20,166,499</b>	<b>20,166,499</b>	<b>1,297,319</b>	<b>21,463,818</b>	

**RESOLUTION OF THE MONTGOMERY COUNTY BOARD OF  
COMMISSIONERS AUTHORIZING THE ACCEPTANCE OF  
GRANT FUNDS FROM THE TENNESSEE DEPARTMENT  
OF TRANSPORTATION, DIVISION OF GOVERNOR'S  
HIGHWAY SAFETY OFFICE**

**WHEREAS**, the Tennessee Department of Transportation, Division of Governor's Highway Safety Office has advised the Sheriff of Montgomery County that funding allocations for a Selective Traffic Enforcement Program consisting of county-wide saturation patrols, seatbelt enforcement and sobriety checkpoints have been approved with Montgomery County receiving a grant allocation for the period beginning October 1, 2012, through September 30, 2013; and

**WHEREAS**, the Tennessee Department of Transportation has advised that Montgomery County is approved for these funds in the amount of \$74,861.76; said program is one hundred percent (100%) grant funded, requiring no local matching funds during the allocation period and has no requirements for continuation funding upon expiration of the grant.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners assembled in Regular Session on this 13<sup>th</sup> day of November, 2012, that Montgomery County accept this Selective Traffic Enforcement Program Grant in the amount of \$74,861.76; and

**BE IT FURTHER RESOLVED** that the County Mayor is authorized to execute an agreement and other necessary documents required to signify acceptance of grant funds from the Tennessee Department of Transportation. Upon receipt of the fully executed grant agreement, the Director of Accounts and Budgets shall establish the necessary fund accounts providing for related revenues and expenditures stated in the contract, this resolution intends to have the effect of appropriation to that purpose accordingly.

**SECTION 1.** Montgomery County hereby accepts \$74,861.76 from the Tennessee Department of Transportation, Division of Governor's Highway Safety Office for the purpose herein stated and as detailed below:

OVERTIME	101-54110-00000-54-51870-G1330	\$ 49,200.00
SOCIAL SECURITY	101-54110-00000-54-52010-G1330	\$ 3,050.40
STATE RETIREMENT	101-54110-00000-54-52040-G1330	\$ 7,197.96
MEDICARE	101-54110-00000-54-53490-G1330	\$ 713.40
PRINTING	101-54110-00000-54-53490-G1330	\$ 500.00
TRAVEL	101-54110-00000-54-53550-G1330	\$ 300.00
CAPITAL OUTLAY	101-54110-00000-54-57990-G1330	\$ 13,900.00
<b>TOTAL</b>		<b>\$ 74,861.76</b>

**Duly passed and approved this 13th day of November, 2012.**

**Sponsor** \_\_\_\_\_

**Commissioner** \_\_\_\_\_

**Approved** \_\_\_\_\_

**County Mayor**

**Attested** \_\_\_\_\_

**County Clerk**

**RESOLUTION TO FUND DESIGN SERVICES FOR THE SECURITY LIGHTING AS PART OF THE REHABILITATION OF THE HISTORIC RJ CORMAN RAILROAD BRIDGE OVER THE CUMBERLAND RIVER**

**WHEREAS**, an executed third amendment with Tennessee Department of Transportation (TDOT) for the rehabilitation of the historic RJ Corman Railroad Bridge includes additional funding to the Montgomery County Rail Service Authority in the Local-Surface Transportation Program (L-STP) for the installation of safety lighting; and

**WHEREAS**, the City of Clarksville and Montgomery County will each provide an equal share of the total engineer services fee of \$49,000.00, split at \$24,500.00 each; and

**WHEREAS**, Montgomery County and the City of Clarksville have entered into an Interlocal Agreement, and adopted Resolution 12-8-3 on the 13<sup>th</sup> day of August, 2012, pertaining to said project.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners assembled in Regular Session on this 13<sup>th</sup> day of November, 2012, that Montgomery County hereby authorizes funding \$24,500.00 of design services for the security lighting for the historic RJ Corman Bridge.

**SECTION 1.** Montgomery County will hereby appropriate for design services from the Capital Projects fund balance created by the unappropriated premium of the 2011 series general obligation bond issue.

**Duly passed and approved this 13th day of November, 2012.**

**Sponsor** \_\_\_\_\_

**Commissioner** \_\_\_\_\_

**Approved** \_\_\_\_\_

**County Mayor**

**Attested** \_\_\_\_\_

**County Clerk**

12-11-4

**RESOLUTION OF THE MONTGOMERY COUNTY BOARD OF  
COMMISSIONERS ADOPTING THE MONTGOMERY  
COUNTY COMPENSATION PLAN**

**WHEREAS**, it is the desire of the Montgomery County Board of Commissioners to recognize and properly compensate employees for their valued service to county government; and

**WHEREAS**, it is appropriate to institute a new pay plan that reflects current market values; and

**WHEREAS**, market studies will be conducted at least every three years to ensure employee pay is within acceptable rates as compared to market; and

**WHEREAS**, the effective implementation date for this pay plan resolution shall be December 1, 2012, and the intent is for the increased pay to be reflected in the December pay distribution dates.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners assembled in Regular Session on this 13th day of November, 2012, that the Montgomery County Compensation Plan as set out in Exhibit A, the Budget Amendments for Various Accounts that are to be appropriated from the \$1,400,000 committed reserve established in the FY12-13 Budget Book, page 36, as set out in Exhibit B; and the Pay Schedules as set out in Exhibit C are hereby approved.

**Duly passed and approved on this 13<sup>th</sup> day of November 2012.**

**Sponsor** \_\_\_\_\_

**Commissioner** \_\_\_\_\_

**Approved** \_\_\_\_\_

**County Mayor**

**Attested** \_\_\_\_\_

**County Clerk**

EXHIBIT A



**Compensation Plan**

**FY 12-13**

October 24, 2012

## **PREFACE**

The policies, procedures, classifications, and pay rates as identified within the Montgomery County Compensation Plan, apply to all county departments and agencies, except as noted.

Montgomery County Compensation Plan

October 24, 2012

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Montgomery County Compensation Plan

October 24, 2012

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## **SECTION I: COMPENSATION POLICY**

The primary objective of the compensation policy of Montgomery County is to ensure that wages and salaries paid to its employees are externally competitive and internally equitable. The level of pay is based on the County's financial ability to pay, its fiscal policy, and local prevailing rates. Montgomery County is required to comply with the Fair Labor Standards Act (FLSA). County policies are intended as a supplement or an enhancement of FLSA and should contradiction occur the FLSA will take precedence over County policy.

### ***COMPENSATION PLAN***

The Montgomery County Compensation Plan includes an alphabetical list of classifications, exemption classification, position description, pay grades/steps and pay grades assigned to the classifications; and rules and procedures for salary administration. The compensation plan is comprised of three pay plans:

1. **Non-exempt Compensation Plan** will cover any employee who does not meet any one of the Fair Labor Standards Act exemption tests and is paid on an hourly basis and covered by wage and hour laws regarding hours worked, overtime pay, etc. The General Non-exempt plan is comprised of eleven pay grades and fourteen pay placements or levels for each grade. The grades have a minimum starting hourly wage and progress by 2.0% between steps until it reaches the maximum hourly wage at placement/level 14.
2. **Public Safety Compensation Plan** will cover employees identified as Public Safety (29 CFR 553.211 – Law Enforcement Activities FLSA) are those within the Sheriff's Office. Emergency Medical Services, Animal Control and Emergency Management Agency will also be covered under the Public Safety Plan. There are sixteen pay grades with 2.0% between the starting wages within each grade. The grades have a minimum starting hourly wage and progress by 2.0% between steps until it reaches the maximum hourly wage at placement/level 16.
3. **Exempt Compensation Plan** will cover employees that qualify under the Fair Labor Standard Act (FLSA) (29 CFR 541) either as Executive, Administrative, Professional Exemption or Computer Employee Exemption. The Exempt plan is comprised of ten grades.

Salary ranges will be wide enough to reflect the opportunity for growth, development and performance of an employee in the pay range. Pay movement will be based on a combination of position-in-range and satisfactory performance.

## **SALARY ADJUSTMENTS**

### **Pay Plan Adjustments**

As part of the County's Compensation Plan, external wage and salary surveys will be conducted regularly, at least every three years, to ensure the competitiveness of the County's salary structure. Based upon these wage and salary surveys, the County's ability to pay, and County pay policy, a general adjustment in employee wages and salaries and/or an adjustment in pay grades may be authorized by the Board of County Commissioners. An employee's pay rate may be affected by a change in pay grades in the Pay Plan.

- When pay adjustments are recommended to and approved by the Board of County Commissioners, each eligible employee's pay rate shall be advanced by an amount as determined by the Board.
- If the employee's pay rate remains equal to or is greater than the new adjusted maximum rate of their pay grade, their pay rate will remain the same.
- An employee's employment status or performance evaluation date is not affected by a pay scale adjustment.
- The maximum pay rate for a given pay grade is the maximum rate of pay which can be allocated to an employee, excluding income authorizations.
- Once the employee reaches the maximum rate in their respective pay grade, additional increases in the rate are based only on pay scale adjustments to the pay grade for the classification.

### **Definition of Employment Status**

For payroll purposes, employees are classified as "exempt" or "non-exempt." "Exempt" employees are those who hold managerial, administrative, or executive positions and who are paid on a salary basis. "Non-exempt" or hourly employees are those whose positions do not meet FLSA exemption tests and are paid one and one-half times their regular rate of pay for hours worked in excess of 40 (43) per week.

Any appointment to a position shall be classified as one of the following:

- **Regular Full-time:** An employee employed for 12 months on a regular basis, and works at least 37.5 hours per week.
- **Temporary Full-time:** Employed full-time, 30 or more hours per week, but employment does not exceed 12 months.
- **Regular Part-time:** Employed on a regular schedule but days and hours may vary as needed.
- **Temporary Part-time:** Employed to fill a position as needed for a limited amount of time. Hours and days may vary.

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### **Exemption Determination**

The Human Resources Department has the final responsibility to determine exempt/non-exempt status. Supervisors and managers are responsible for notifying Human Resources whenever it appears that a position may be incorrectly classified under the Fair Labor Standards Act (FLSA). Employment classification is determined on the basis of comparing actual job duties with criteria established by the Department of Labor.

- A job title, for example, is not sufficient data to classify a job as exempt from overtime status. This classification is required by law and is based on the type of work performed.

### **Position Evaluation**

Human Resources will administer the job evaluation process. This process includes defining each position in Montgomery County Government through the means of a job description. Each position will be evaluated and placed into a salary grade based on appropriate survey data and relationship to other positions.

### **Job Descriptions**

The purpose of job descriptions is to provide a general overview of a position's work activities; identify specific skills, abilities and knowledge that is required for each position, and to provide adequate information to establish where the position should be evaluated as compared to other positions in the County. Detailed job functions and duties are identified in an employee's work standards.

### **Pay Grades**

Pay grades will be established based upon the following factors:

- a. The relative difficulty and responsibility of the work;
- b. The recruiting experience of the County;
- c. The prevailing rates of pay for comparable public sector employers. Prevailing rates of pay in the private sector may be used depending on the pay grade or position being reviewed;
- d. Cost-of-living;
- e. The financial policies of the County;
- f. Internal equity; and
- g. Other relevant economic considerations.

### **Adding Classifications or New Positions**

It is the County's intent to align job classifications and titles that have similar skills, requirements, duties and responsibilities. While formal (system) titles are limited, a Department Head or Elected Official may use titles (other than the formal title) in day-to-day activities, if these better identify an employee's role.

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### **Reclassifications**

If an Elected Official/Department Head feels that a position in their department is improperly classified he/she may submit a written request for reclassification, including any documentation available to substantiate the request, to the Director of Human Resources. The request should include position, title, pay grade, justification, position description and budget approval for the specific new position being added.

The Director of Human Resources will review the request, documentation and the County's Compensation Plan and shall assist the Elected Official/Department Head in identifying and implementing the proper classification.

- Reclassifications exceeding current payroll restraints may only occur annually during the budget process.

### **Coverage**

All employees, regardless of budget status, are covered by this plan's provisions and procedures. Certain employee pay rates are set by the separate actions of the Board of County Commissioners, State of Tennessee, or otherwise provided in absence of the pay schedule. Those classifications and/or positions that are covered under the County's Compensation Plan but are exempt from the compensation administration procedures are as follows: Elected Officials and certain appointed positions paid at Elected Official base wage.

- All Elected Officials' compensation plans should be reviewed by Human Resources Director, Accounts & Budgets Director, and the County Attorney to ensure that the plan meets the minimum requirements of state and federal employment laws.
- A copy of the Elected Officials' compensation plan will be placed on file with payroll in Human Resources.
- All compensation plans are subject to Legislative Body approval.

### **Market Rate of Pay**

The compensation plan will include a schedule of rates of pay for all County positions. A market rate of pay is established for each position within the pay plans. Market is derived by utilizing actual average incumbent salary and actual average time in position for each market source with comparable positions. Rates reflect the competitive job market for a specific position from which the County hires employees. External wage and salary surveys will be conducted regularly, at least every three years, to ensure the competitiveness of the County's salary structure.

### **Calculation**

All pay grades represent the minimum and maximum base compensation for a given classification. Official payroll computations for non-exempt employees are based on an hourly rate (calculated to two decimal places). Exempt employees are paid on a salary basis.

### **Pay Periods**

All employees are paid on a biweekly basis representing twenty-six pay periods in a calendar year. Elected Officials are paid twice a month representing twenty-four pay periods in a calendar year.

### **Time Keeping**

All non-exempt employees must complete a time sheet for each pay period that indicates total hours worked and any variations or exceptions to their regularly scheduled work week for each pay period. All time sheets shall be approved by the appropriate level of supervisor, manager or director and issued to Payroll.

- Exempt employees complete time sheets only when there is an exception to their regular salary; e.g. when taking annual leave, sick leave, or when a paid holiday occurs.
- It is the responsibility of the exempt employees to notify payroll of any exceptions made after payroll has been processed.

### **Work Week Hours**

The work week as defined shall be the basis for determining overtime compensation, except for those employees engaged in law enforcement activities that may be assigned other work schedules authorized under the FLSA. The majority of classifications in the County service are assigned to a forty (40) hour work week and this is considered their regular working hours.

- Pay grades in the Non-Exempt Compensation Plan are established on the basis of a forty (40) hour work week, unless otherwise noted.
- Pay grades for Sheriff's Office (SO) are established on the basis of a 43 hour work week.
  - The maximum number of allowable hours that may be worked before overtime must be compensated is 43 hours per workweek. The workweek is defined by the FLSA, as a fixed and regularly recurring period of 168 hours or seven (7) consecutive 24 hour periods.
  - Qualified Law Enforcement personnel, as identified by the FLSA, shall receive time and one half (1½) consideration for hours worked over 43 hours in a seven-day tour of duty.
- Pay grades for Emergency Medical Services (EMS) are established on 2920 hours per year; EMS employees work 72 hours one week and 48 hours another work week.

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Classifications designated as "exempt" under the Fair Labor Standards Act are required to work varying schedules as necessary to accomplish the required work. The salary paid to salaried employees is compensation for all hours worked, up to and including 40 hours in the workweek.

- The majority of these positions will work a forty (40) hour work week, but if more than forty (40) hours are required, overtime compensation provisions shall not apply.

### **Overtime Compensation**

For all non-exempt employees, the calculation of overtime hours worked, or portions of hours worked, shall be in accordance with prevailing Fair Labor Standards Act requirements. All non-exempt employees serving in eligible positions will receive one and one-half times their regular hourly rate of compensation for work performed in excess of the standard work week or work period as defined by the Fair Labor Standards Act.

### **Overtime Computation (Law Enforcement)**

Qualified law enforcement personnel may receive overtime in one of two ways:

- Employee may be paid one and one half (1½) times his/her normal rate or,
- Employee may receive compensatory time off at a rate of one and one half (1½) hours for each hour of overtime worked (with prior written agreement, which is offered at initial employee orientation, between the employer and employee, and not as a condition of employment).

Compensatory time off will be scheduled by the Sheriff, or his delegate, taking into consideration the operational requirements of the Sheriff's Office.

### **Pay Status**

Employees are considered to be in a pay status any time the County is paying their salary/wages. Pay status shall be defined as that period of time when the employee is actually working, when they are utilizing annual leave, sick leave, or other authorized paid leave. Employees are also in pay status when being paid by OJI and leave granted for Family Care and Medical Leave which constitutes the use of accrued sick and annual leave.

- An employee in non-pay status shall not earn or accrue any leave, retirement credits, or other benefits with the exception of employees on authorized leave without pay under the provisions of the Family Medical Leave Act, who will continue to receive medical insurance benefits and will continue to pay their share of the medical insurance costs.

## **RECLASSIFICATION**

### **Promotion**

Promotion shall be defined as the advancement of an employee from one job classification and pay grade to another higher job classification and pay grade. A promotion may also result from the present position being reallocated to a higher classification as a result of increases in the level of duties and responsibilities.

- As a result of a promotion, an employee's base rate will be advanced to step one of the pay grade to which promoted or increased by a minimum of one full step, whichever is greater.

### **Re-grade**

When the pay grade of a position is changed due to market or other factors, but there is no significant change in the duties and responsibilities of the position, the employee's base pay rate will be increased to segment/step one of the new pay grade or to a segment/step in the new pay grade closest to the employee's current pay rate without a reduction in pay.

- A re-grade will not be treated as a promotion for pay purposes.

### **Up-grade**

When a reclassification of a position is based on an increase in duties and responsibilities of the position, it will be treated as a promotion for pay purposes. The employee will receive a minimum of one full segment/step increase in their pay rate or adjusted to segment/step one of the pay grade of the new classification, whichever is greater.

- The position, as reclassified, then becomes a new position to replace the previous one.

### **Downgrade**

When a position is reclassified due to the reduction in the duties and responsibilities of the position resulting in a lower pay grade, the County's policy shall be to minimize the impact of a change in pay grade for the employee.

- The employee's base rate will be determined according to the procedures outlined in Voluntary Demotion.
- When a position is reclassified and reduced in pay grade, and the responsibilities and duties have not changed, the employee will be placed on a step in the new pay grade closest to the employee's current pay rate without a reduction in pay.
  - If the employee's base rate exceeds the maximum rate of the new pay grade, it

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- will not change.
- Should this occur, the employee will not be eligible for any additional increases in their pay rate (including wage scale adjustments) until the maximum rate of the classification's pay grade equals or exceeds their rate of pay.

If an employee has permanent status in the classification that is to be reduced in grade, they are eligible for a transfer to another position in the same classification, if a vacancy exists and an authorization to fill has been granted. If the employee transfers to another position in the same classification, they retain their current pay grade/step, employment status, and original date of hire.

### **Demotion**

A demotion is defined as the movement of an employee from a position in a classification of a higher pay grade to a position in a classification with a lower pay grade. The demotion may be either voluntary or involuntary. To be treated as a voluntary or involuntary demotion, an employee must be placed in a lower pay grade position within their current department or in another department.

- Budgeted dollars resulting from the demotion shall not be reassigned but returned to the general fund.

### **Voluntary Demotion**

A voluntary demotion is initiated by the employee or results from a non-punitive action by management such as reorganization of operations or a reduction in force.

- A voluntary demotion will always result in a decrease in the employee's pay grade and may result in a decrease in the employee's pay rate.
- The pay grade change is based on a reduction in an employee's duties and responsibilities.

In all voluntary demotions, the base rate of the employee will be no less than the minimum, but no more than the maximum of the newly assigned pay grade.

- The actual step and grade of the employee will be based on 1) the employee's qualifications and experience for the position, which must be equal to or exceed the minimum qualifications set for the classification, and 2) any prior service in the job classification to which they are assigned.
- The employee's pay rate will be determined by the Director of Human Resources in cooperation with the Department Head/Elected Official and Director of Accounts & Budgets, on the basis of the guidelines noted in the above bullet.

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### **Involuntary Demotion**

An involuntary demotion is a punitive action initiated by management due to an employee's poor performance and as a substitute for termination. The employee's duties and responsibilities will change.

- An involuntary demotion will always result in a lower level of responsibility and a decrease in the employee's base rate.
- In all involuntary demotions, the base rate for an employee will be set at step one (1) of the pay grade to which they are being demoted.

### **Transfer**

A transfer is defined as the lateral movement of an employee from one position, in a given classification and pay grade, to another position in the same or similar classification and pay grade. The transfer may be within a department (intra-departmental) or between departments (inter-departmental).

## **SECTION II: SALARY ADMINISTRATION PROCEDURES**

### ***ORIGINAL APPOINTMENT***

Original appointment (hire date) shall be defined as the first appointment to the County service, regardless of employment status (full-time, part-time, temporary, etc.). The entrance hourly rate for new employees shall be at the entry level of the pay grade for the position's classification.

- A. Employees who have left the County and were rehired, the appointment date will follow the Reinstatement policy as defined in the Personnel Policies and Procedure manual.
  1. Reinstated employees are former employees with one or more years of employment and who are approved to return to work within one year after their last separation date.
  2. Reinstated employees will be eligible for an adjusted service date to reflect past service based upon the number of actual hours worked during their prior employment period.
  3. Terminated (involuntary) employees will not be considered as "resigning in good standing" and are not eligible for reinstatement with adjusted service date to reflect past service.

### ***WAGE AND SALARY APPOINTMENTS FOR ALL PAY SCHEDULES***

#### **Pay Schedule Review**

As part of the annual budget adoption process, pay schedule adjustments and increases, if any, will be recommended to the Budget Committee to apply to the County's pay plan. Increases are contingent upon the availability and appropriation of funds. Pay increases are not guaranteed and are subject to the discretion of the County Commission. External wage and salary surveys will be conducted regularly, at least every three years, to ensure the competitiveness of the County's salary structure.

#### **Starting Rate for New Employees**

New employees will be appointed at entry level in the compensation pay schedule to which their job description is assigned. In unusual cases, it may be appropriate to hire new employees above the entry level.

- Should a new employee possess wide experience of at least two years duration in the job for which he/she is being considered for employment, that employee may be hired at the next level beyond entry.
- In cases where new employees with vast and valuable experience of at least four years duration in a job with relative experience, the third level may be used as a starting

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position. For purposes of future advancement, the number of prior year's service for persons employed above entry level will be determined at the time of employment and made a part of the employee's personnel record.

- Hiring at the third level or above requires recommendation from the Director of Human Resources and prior approval by the County Mayor and Director of Accounts & Budgets and will only be granted in extraordinary circumstances.

## **WAGE AND SALARY ADJUSTMENTS FOR NON-EXEMPT PAY SCHEDULES**

### **Appointment above Minimum**

In certain circumstances, and based upon the County's needs and the applicant's qualifications for a position, the recruitment and employment of individuals may require initial rates of pay to be above step one of a pay grade.

- Should the employee possess wide experience of at least two years duration the job classification for which he/she is being promoted, the department head or elected official may request appointments up to Step 2 or one full step, whichever is greater, with written notification to and approval by the Director of Human Resources and Director of Accounts & Budgets.
- Promotion at Step 3 or one full step, whichever is greater, above requires recommendation from the Director of Human Resources and prior approval by the County Mayor and Director of Accounts & Budgets and will only be granted in extraordinary circumstances.
- In no case shall an employee's base rate be adjusted to more than the maximum rate of the new pay grade.
- If the employee's base rate already exceeds the new pay grade maximum rate, the employee's base rate will remain unchanged.

### **Longevity Step Increases**

Each non-exempt employee shall be paid at one of the steps in the approved pay grade for the employee's position. No employee can receive base pay in excess of the established maximum step of the pay grade for the employee's position.

- Employees who are at the top step in their pay grade are not eligible for longevity step increases.
- Employees shall be eligible for longevity step increases on their eligibility date. An employee's eligibility date is based on the employee's date of hire as follows:
  - If hired on or before the fifteenth (15th) of the month, the employee's eligibility date shall be the first day of the month in which the employee was hired.

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- If hired on or after the sixteenth (16th) of the month, the employee's eligibility date shall be the first day of the month following the month in which the employee was hired.

### **Progressive Longevity Increases**

All other subsequent salary steps may be paid upon completion of required number of years of employment, as per the compensation pay schedule, at the present step where the employee has demonstrated satisfactory job progress, upon approval of the department and subject to the County's ability to fund.

### **One-time Bonus**

The County Commission may adopt a one-time pay supplement for all county employees for a specific fiscal year. The one-time pay bonus may be implemented in lieu of a salary increase or could be used in addition to an annual salary increase.

- Bonus pay may be distributed randomly as the County can afford to pay a bonus, or the amount of the bonus pay can be specified by agreement.
- A bonus is a onetime occurrence whereas a salary increase extends throughout the employment of an individual.
- Bonus pay is compensation over and above the amount of pay specified as a base hourly rate of pay and taxed accordingly.
- One type of bonus is a flat amount established so every eligible employee receives the same amount of bonus.
- Another type of bonus is based upon a percentage of the employee's base compensation as of July 1 of the current budgeted fiscal year. For example:
  - Bonus percentage payment is 2.5% of base compensation as of July 1 of the current fiscal year.
  - Base compensation means the part of your annual compensation creditable for contributions to the Tennessee Retirement System, and does not include overtime pay.
  - If an employee separates from employment prior to the bonus check payment, the employee will not be eligible for the bonus payment.
- If bonus pay is extended to a non-exempt employee, under the Fair Labor Standards Act (FLSA), the employer must generally count the bonus pay in the employee's hourly rate when calculating overtime pay.

### **Withholding Step Increases**

Step increases shall be withheld in the event that an employee has received any disciplinary action equal to or greater than a final written warning. The employee would remain ineligible for the step increase until their disciplinary action becomes inactive (one year from the date of issuance). If at the end of that time period, the employee's performance is determined to be

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acceptable and satisfactory, the step increase may be granted upon the recommendation of the Department Head/Elected Official.

- The increase will not be retroactive.

### ***WAGE AND SALARY ADJUSTMENTS FOR EXEMPT PAY SCHEDULES***

#### **Appointment above Minimum**

In certain circumstances, and based upon the County's needs and the applicant's qualifications for a position, the recruitment and employment of individuals may require initial rates of pay to be above entry level of a pay grade.

- When it appears that the education and previous training or experience of a proposed employee are substantially superior to those required of the new hire classification and justify a beginning salary in excess of such minimum compensation, upon recommendation by the department a new employee may be placed at rate of pay above the entry level within current payroll budget constraints.
- Within each grade are six segments in which exempt employees may be placed inside the open range (minimum, midpoint and maximum) based upon years of relevant experience.
- The Department Head/Elected Official may request appointments to segment four or above by submitting written notification to the Director of Human Resource Department and have prior authorization from the County Mayor and Director of Accounts & Budgets.

#### **Appointment below Minimum**

An exception to the appointment at the minimum of the pay grade is provided to recognize an approved introductory program in selected classifications.

- Salary increases necessary to advance the employee to the minimum of the pay grade shall be based on a defined performance and training or certification criteria and/or specific time intervals.
- Pay increases may be granted at specific time intervals based on satisfactory completion of specified training requirements, however, there will be no permanent employee evaluation date established.
- After the employee has successfully completed all educational and experience requirements, they shall be given permanent status in the position.

### **One-time Bonus**

The County Commission may adopt a one-time pay supplement for all county employees for a specific fiscal year. The one-time pay bonus may be implemented in lieu of a salary increase or could be used in addition to an annual salary increase.

- Bonus pay may be distributed randomly as the County can afford to pay a bonus, or the amount of the bonus pay can be specified by agreement.
- A bonus is a onetime occurrence whereas a salary increase extends throughout the employment of an individual.
- Bonus pay is compensation over and above the amount of pay specified as a base hourly rate of pay and taxed accordingly.
- One type of bonus is a flat amount established so every eligible employee receives the same amount of bonus.
- Another type of bonus is based upon a percentage of the employee's base compensation as of July 1 of the current budgeted fiscal year. For example:
  - Bonus percentage payment is 2.5% of base compensation as of July 1 of the current fiscal year.
  - Base compensation means the part of your annual compensation creditable for contributions to the Tennessee Retirement System, and does not include overtime pay.
  - If an employee separates from employment prior to the bonus check payment, the employee will not be eligible for the bonus payment.

### **Withholding Increases**

Salary increases shall be withheld in the event that an employee has received any disciplinary action equal to or greater than a final written. The employee would remain ineligible for a salary increase until their disciplinary action becomes inactive (one year from the date of issuance). If at the end of that time period, the employee's performance is determined to be acceptable and satisfactory, the salary increase may be granted upon the recommendation of the Department Head/Elected Official.

- The increase will not be retroactive.

***This Compensation Plan merely constitutes guidelines to be achieved and shall in no way be interpreted to constitute a binding contract or agreement. Neither shall this Compensation Plan in any way constitute an employment contract between Montgomery County and its employees, as Montgomery County is an Employment-At-Will Jurisdiction.***

## GLOSSARY

The following pages contain an ever-expanding, comprehensive glossary of compensation words, terms, and concepts. This list of terms is not all inclusive and may or may not be found in this policy but is intended to serve as a convenient, easily-accessible resource.

**Accreditation** is a process of external quality review and certification by a recognized body that evaluates individuals, colleges, universities and educational programs to assure they are performing the functions that they claim to be performing in a competent manner.

**Administrative Increase** is an upward base salary adjustment made for reasons other than merit, promotion or re-evaluation.

**Attorney** is a professional individual who is authorized to practice law and can be retained by either a plaintiff or a defendant to provide legal advice or act as a legal agent on their behalf during legal proceedings.

**Budget** is a numerical summary of an organization's available resources and how those resources are to be allocated based on anticipated future expenditures for various items, such as equipment, training and development programs, benefits, implementing new processes or services, etc.

**Bureau of Labor Statistics (BLS)** refers to the principal fact-finding agency for the federal government in the broad field of labor economics and statistics. The BLS is an independent national statistical agency that collects, processes, analyzes and disseminates essential statistical data to the American public, the U.S. Congress, other federal agencies, state and local governments, business and labor. BLS also serves as a statistical resource to the Department of Labor.

**Business Necessity** refers to a defense available when the employer has a criterion for selection that is facially neutral but which excludes members of one sex, race, national origin or religious group at a substantially higher rate than members of other groups, thus creating adverse impact. The employer must be able to prove that the challenged practices effectively carry out the business purposes they are alleged to serve and that no alternative, nondiscriminatory practices can achieve the safe and efficient operation of its business.

**Compensatory Time-off Plan** is the practice of giving employees paid time off that can be used in the future in lieu of paying them overtime for hours worked in excess of 40 per week. While an

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acceptable practice in the public sector, the FLSA places very strict limitations on the use of compensatory time off for private sector employers.

**Contingent Worker** refers to an individual employed in a job that does not have an explicit contract for long-term employment (i.e., independent contractor or temporary employee)

**Core Competencies** refers to the skills, knowledge and abilities which employees must possess in order to successfully perform job functions that are essential to business operations.

**Core Work Activities** refers to the tasks or functions within an organization considered essential to the organization's business operations.

**Core Workers** are employees who are considered to be vital to the organization's successful business operations.

**Cost of Living** is the amount of money needed to buy the goods and services required to maintain a specific standard of living. The cost of living is closely tied to rates of inflation and deflation. In estimating such costs, food, clothing, rent, fuel, lighting, and furnishings as well as expenses for communication, education, recreation, transportation, and medical services are generally included. The Consumer Price Index (CPI), a measurement of the cost of living prepared by the U.S. Bureau of Labor Statistics, tracks changes in retail prices of an average "market basket." Changes are compared to prices in a previously selected base year, from which figures the percentage increase or decrease in the cost of living can be calculated.

**Cost of Living Adjustment (COLA)** is a base salary increase that is not tied to pay for performance but for general increases in cost of living.

**Critical Success Factors** is the key items that must be met in order to successfully achieve a specific objective.

**Critical Tasks** is the job tasks or functions essential to the proper performance of a particular job.

**Demographics** is the physical characteristics of a population, such as age, sex, marital status, family size, education, geographic location and occupation.

**Demotion** is a reclassification of an employee to a job with decreased responsibilities and a lower salary grade.

**Department Head** is an individual appointed by the County Mayor to a position within a particular department to provide oversight to a group of employees and to the department.

**Departments** are the entities organizations form to organize people, reporting relationships, and work in a way that best supports the accomplishment of the organization's goals. Departments are usually organized by functions such as human resources, marketing,

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administration, and sales. But, a department can be organized in any way that makes sense for the customer.

**Department of Labor (DOL)** refers to the federal agency responsible for administering and enforcing a large quantity of federal labor laws, including, but not limited to, overtime pay, child labor, wages and hours, workplace health and safety, FMLA, and various other employee rights.

**Direct Compensation** refers to all compensation (base salary and/or incentive pay) that is paid directly to an employee.

**Discharge** refers to the termination of an employee based on previous disciplinary proceedings or for violating a major work rule or policy.

**Discipline** is a process for dealing with job-related behavior that does not meet expected and communicated performance standards.

**Disciplinary Action** is the means of reprimanding employees who fail to abide by the organization's performance standards, policies or rules.

**Disciplinary Layoff** is a disciplinary measure in which employees are suspended without pay for a specified period of time due to violations of a company work rule or policy.

**Discrimination** refers to any policy or action taken related to recruiting, hiring, promotion, pay or training practices that result in an unfair disadvantage to either an individual or group of individuals who are considered part of a protected class.

**Employment Displacement** occurs when an employee is terminated as a result of position elimination.

**Employment Practice** refers to any recruitment, hiring, selection practice, transfer or promotion policy, or any benefit provision or other function of the employer's employment process that operates as an analysis or screening device.

**Equal Employment Opportunity (EEO)** refers to a policy statement that equal consideration for a job is applicable to all individuals and that the employer does not discriminate based on race, color, religion, age, marital status, national origin, disability or sex.

**Equal Pay Act of 1963** is a federal law prohibiting employers from discriminating between male employees and female employees in terms of pay when they are performing jobs that are essentially the same or of comparable worth.

**Equal Treatment** is a legal doctrine used in discharge cases to determine whether an employer's policies and practices are applied in a fair, consistent and nondiscriminatory manner.

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**Equivalent Position** according to section 825.215 of the FMLA regulations, an equivalent position is one that is virtually identical to the employee's former position in terms of pay, benefits and working conditions, including privileges, prerequisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, responsibility and authority.

**Essential Functions** is the primary job functions or tasks that an individual must be able to perform with or without a reasonable accommodation.

**Exempt Employees** are employees who because of their positional duties and responsibilities and level of decision making authority are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and are paid on a fixed salary basis.

**Fair Labor Standards Act (FLSA) of 1938** is an act that covers public agencies and businesses engaged in interstate commerce or providing goods and services for commerce. The FLSA provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. It determines which employees are exempt from the Act (not covered by it) and which are nonexempt (covered by the Act). It establishes wage and time requirements when minors can work. It sets the minimum wage that must be paid and mandates when overtime must be paid.

**Family and Medical Leave Act (FMLA) of 1993** allows employees who have met minimum service requirements (12 months employed by the company with 1,250 hours of service in the preceding 12 months) to take up to 12 weeks of unpaid leave per year for: (1) a serious health condition; (2) to care for a family member with a serious health condition; (3) the birth of a child; or (4) the placement of a child for adoption or foster care.

**Fixed Year** is a term used to describe an invariable year such as a calendar or fiscal year.

**Full-Time Equivalent (FTE)** is a value assigned to signify the number of full-time employees that could have been employed if the reported number of hours worked by part-time employees had been worked by full-time employees instead.

**Grades** is a method used to group jobs together that have approximately the same relative internal worth and are paid at the same rate.

**Green Circle Salary** is a salary that is less than the minimum rate for an employee's grade.

**Head Count** refers to average number of people employed directly by the company on a full-time and part-time basis.

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**Indirect Costs** refers to expenses, such as fringe benefits, overhead, utilities, rent or equipment that has been incurred for the purpose of common general activities and cannot be identified or charged directly to the production of a specific project.

**Indirect Labor** is a term used to define labor that is necessary to support the manufacturing of a product, but is not directly involved with the actual process of manufacturing the product.

**Internal Audit** is the process of conducting an in-house examination of one or more of an organization's processes, functions, programs, etc.

**Job Analysis** is the systematic process of gathering and examining and interpreting data regarding the specific tasks comprising a job.

**Job Classification** is a method of evaluation used for job comparisons, which groups jobs into a prearranged number of grades, each having a class description and a specified pay range.

**Job Codes** refers to the identification numbers assigned to specific jobs or job tasks.

**Job Description** is a written description of a job which includes information regarding the general nature of the work to be performed, specific responsibilities and duties, and the employee characteristics required to perform the job.

**Job Evaluation** is used for compensation planning purposes; it is the process of comparing a job with other jobs in an organization to determine an appropriate pay rate for the job.

**Job Family** is a group of jobs involving work of the same nature, but requiring different skills and responsibility levels.

**Job Grade** refers to the group into which jobs of the same or similar worth are placed for determining appropriate rates of pay.

**Job Group** refers to grouping job titles together based on similarity of job content, pay rates and opportunities for compensation or advancement.

**Job Pricing** refers to the process of determining pay rates for jobs within the organization by analyzing industry or regional salary survey data in order to establish appropriate job pay rates.

**Job Ranking** is the process of ranking all jobs within the organization in order of importance or worth.

**Job Redesign** is the process of restructuring a job by adding, changing or eliminating certain tasks or functions in order to make the job more satisfying or challenging.

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**Job Title** is a specific name given to a particular job which is used to distinguish that job from other jobs within the organization.

**Knowledge, Skills and Abilities (KSA's)** refers to the attributes required to perform a job; generally demonstrated through qualifying experience, education or training.

**Lateral Move** is movement of an employee to a job with the same salary band and level and generally do not warrant base salary increases outside the normal merit review.

**Layoff** is a temporary termination of employees, or the elimination of jobs, during periods of economic downturn or organizational restructuring.

**Living Wage** is a wage rate that is sufficient for a worker and his or her family to exist comfortably.

**Mean Wage** is the average wage for a worker in a specified position or occupation, which is determined by adding together the total wages for all incumbents in a specific position or occupation and then dividing it by the total number of incumbents.

**Median Wage** is the margin between the highest paid 50 percent and the lowest paid 50 percent of workers in a specific position or occupation.

**Merit Increases** is an upward base salary adjustment made to reward an employee for meeting or surpassing mutually agreed upon performance objectives and expectations.

**Minimum Qualifications** refers to the attributes of a job description which establishes a baseline for meeting the qualifications for a particular position.

**Minimum Wage** is for covered nonexempt employees. The federal minimum wage provisions are contained in the Fair Labor Standards Act (FLSA). Many states also have minimum wage laws.

**Nonexempt Employee** is an employee who does not meet any one of the Fair Labor Standards Act exemption tests and is paid on an hourly basis and covered by wage and hour laws regarding hours worked, overtime pay, etc.

**On-Call Pay** refers to additional compensation awarded to employees who are required to remain on call during off-duty hours.

**On-Call Time** is used to define periods of time when an employee is off duty but is required to remain on or close to the company premises or to respond to a call or page within a specified period of time, resulting in the employee being unable to effectively use such time to attend to his or her own personal activities.

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**On-Call** refers to any person who is ready to respond, the one on duty; may or may not be defined through a set work schedule.

**Operating Budget** is a detailed projection of all projected income and expenses during a specified future period.

**Opinion Letter** is a written document issued by government agencies used to provide a ruling on a particular issue.

**Overtime**, in accordance with the Fair Labor Standards Act (FLSA), it is the term used to define work that is performed in excess of 40 hours per week.

**Part-Time Employee** is an individual who continually works less than 40 hours per week (standard workweek hours are based on individual employer policy, therefore, a 40-hour workweek is only a guideline; this number could be higher or lower).

**Pay Adjustment** is any change made to the pay rate of an employee, such as an increase or decrease to the rate of pay.

**Pay Compression** is a situation occurring when only a small difference in pay exists between employees, regardless of their knowledge, skills, abilities or experience.

**Pay Range** sets the upper and lower compensation boundaries for jobs within that range.

**Pay Status** is any and all time during which an employee is required, "suffered, or permitted" to be on his or her employer's premises, on duty or at a prescribed workplace (except for meal periods when the employee is free from duty).

**Pay Structure** is the job grades and pay ranges established within an organization; may be expressed as grades.

**Performance Counseling** is the process of improving employee performance and productivity by providing the employee with feedback regarding areas where he or she is doing well and areas that may require improvement.

**Performance Improvement Plan** is a plan implemented by a manager or supervisor that is designed to provide employees with constructive feedback, facilitate discussions between an employee and his or her supervisor regarding performance-related issues, and outline specific areas of performance requiring improvement.

**Policy** is a written statement that reflects the employer's standards and objectives relating to various employee activities and employment-related matters.

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**Positive Discipline** is a disciplinary strategy geared toward reducing and improving an individual's unfavorable behavior or conduct by rewarding positive behavior rather than focusing on and punishing negative behavior.

**Prevailing Wage** is a rate of pay determined by the U.S. Department of Labor based upon the geographic area for a given class of labor and type of project.

**Probation** used as a form of discipline, it is a specified period of time during which an individual's performance or conduct is closely monitored.

**Probationary Period** a specified period of time (typically 30-120 days) where a newly hired, promoted or transferred employee's job performance is evaluated. Primarily used by supervisors to closely observe an employee's work, help the employee adjust to the position and reject any employee whose performance does not meet required standards.

**Policy and Procedures Manual** is a detailed written document designed to assist managers and supervisors in carrying out their day-to-day responsibilities by acquainting them with all of the organization's policies and the procedures required to implement those policies.

**Progressive Discipline** is a form of discipline whereby increasingly harsher penalties are awarded each time an employee is disciplined for the same or a different performance infraction or policy or work-rule violation. Generally, the sequence is an oral warning to written warnings to suspension and finally termination.

**Promotion** is the reclassification of an employee to a job with increased responsibilities and a higher grade.

**Promotion Increase** is an upward base salary adjustment made in conjunction with the reclassification of an employee to a job with greater responsibilities and a higher grade.

**Quit** refers to a voluntary resignation from employment that is initiated by the employee.

**Reassignment** is transferring individuals to alternative positions where their talents or skills may be best utilized to their own or the organization's benefit or where they are better able to perform the job in accordance with required standards.

**Recognition** is an acknowledgement of an employee's exceptional performance or achievements expressed in the form of praise, commendation or gratitude.

**Recruitment** is the practice of soliciting and actively seeking applicants to fill recently vacated or newly created positions using a variety of methods (i.e., internal job postings, advertising in newspapers or electronic job boards/sites, utilizing search firms, or listing position with trade and professional associations, etc).

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**Reclassification** is a change in employee's job or salary grade. Reclassification includes movement of an employee to a job with a higher or lower salary range within the same job family. Reclassification may or may not warrant a change in an employee's base salary.

**Red Circle Salary** is a salary that is greater than the maximum rate for an employee's position grade.

**Redeployment** is the reassignment of employees to other departments or functions as an alternative to laying them off.

**Reduction-in-Force** refers to an involuntary separation of an employee or groups of employees due to economic pressures, lack of work, organizational changes or other reasons of business necessity that require a reduction in staff.

**Regular Full/Part-time Employee** is an individual who has been hired by an employer to work a predetermined amount of hours per week in a position/appointment of indefinite duration.

**Regularly Scheduled Hours** is the number of hours an employee is scheduled to work during a week and expected to code in the employee's time sheet.

**Resignation** provides the organization with an official notification that the employee is initiating the ending of their employment.

**Salary Compression** refers to pay differentials too small to be considered equitable. The term may apply to differences between (1) the pay of supervisors and subordinates; (2) the pay of experienced and newly hired incumbents of the same job; and (3) pay-range midpoints in successive job grades.

**Salary Grade** is a compensation level expressed as a salary range, which has been established for each position within the organization.

**Salary Range** refers to a range of pay rates, from minimum to maximum, set for a specific pay grade.

**Salary Structure** is a structure of job grades and pay ranges established within an organization; may be expressed as job grades or job evaluation points.

**Specialization** is a principle stating that, as an organization grows, work within the organization needs to be divided in order to keep jobs from becoming so specialized or complex that they require a greater range of skills that essentially cannot be performed by one individual.

**Standardization** is the design and implementation of consistent specifications for procedures, practices, materials, machinery or other equipment or other types of products and services.

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**Standard Operating Procedures** are prescribed written procedure outlining how recurring tasks, duties and functions are to be performed organization-wide.

**Subject Matter Expert** is an individual who has expertise in a business process or specific area.

**Survey** is a data collection method used to assist organizations with problem identification, measuring employee morale or expectations and determining areas of concern.

**Suspension** is a form of disciplinary action resulting in an employee being sent home without pay for a specified period of time (the Fair Labor Standards Act contains stricter rules relating to suspending salaried exempt employees without pay).

**Task Analysis** involves defining standards and conditions of a particular task and identifying the distinguishing factors between tasks.

**Task Competencies** is the specific activities and tasks that make up a particular job.

**Temporary Employee** is an individual who works on either short- or long-term assignments with an employer without being treated as a permanent employee and lacking the benefits of permanent employees.

**Temp-to-Perm** is the process of hiring employees on a temporary basis, usually through a temporary staffing agency, with the understanding that if the individual's performance meets or exceeds expectations, he or she will be offered a permanent position within the organization.

**Termination** refers to separation from employment due to a voluntary resignation, layoff, retirement or dismissal.

**Termination-At-Will** is a rule allowing an employee or employer to terminate the employment relationship at any time for any or no reason at all.

**Termination Date** is normally the last date actually worked by an employee; however, for employers with accrued leave programs, paid leave programs, benefit continuation programs or severance pay programs which go beyond the last day worked, the termination date would be the date at which accruals, paid leave, benefit continuation or severance continuation ceases.

**Transfer** refers to moving an employee from one position, shift or department to another within the organization.

**Variable Pay** is used generally to recognize and reward employee contribution toward company productivity, profitability, team work, safety, quality, or some other metric deemed important.

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**Wage and Salary Administration** refers to procedures used for planning and administering organization-wide compensation programs for all levels of employees.

**Wage and Salary Survey** is a benchmark report consisting of market pay data for a variety of jobs conducted either on a local or nationwide basis. Used to evaluate an organization's own current pay structures and as a future compensation planning tool.

**Wage Differential** refers to differences in wage rates for similar jobs occurring either due to the location of company, hours of work, working conditions, type of product manufactured or other circumstances.

**Wage Structure** depicts the range of pay rates to be paid for each grade for various positions within the organization.

**Written Warning** in the form of documentation is given to an employee describing specific disciplinary infractions, such as inappropriate conduct, poor performance or violation of work rules/policies. Such documentation normally includes information regarding past infractions and what action will be taken if employee fails to improve.

**Zero-base Budgeting** does not use the previous year's budget or expenses in setting a new budget, since the company's circumstances and finances may have changed. When building a budget from a zero base, every expense must be justified.

**Montgomery County Government  
Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
<b>COUNTY GENERAL - FUND 101</b>			
51100 COUNTY COMMISSION	170,615	-	170,615
101-51100-00000-51-51610	33,468	3,414	36,882
101-51100-00000-51-52010	7,113	212	7,325
101-51100-00000-51-52040	4,796	489	5,285
101-51100-00000-51-52120	1,664	50	1,714
51210 BOARD OF EQUALIZATION	2,688	-	2,688
51220 BEER BOARD	1,615	-	1,615
51240 OTHER BOARDS & COMMITTEES	3,121	-	3,121
51300 COUNTY MAYOR	294,892	-	294,892
101-51300-00000-51-51610	49,608	463	50,071
101-51300-00000-51-51620	25,210	2,839	28,049
101-51300-00000-51-52010	18,351	205	18,556
101-51300-00000-51-52040	42,414	473	42,887
101-51300-00000-51-52120	4,292	48	4,340
51310 HUMAN RESOURCES	131,486	-	131,486
101-51310-00000-51-51050	82,909	774	83,683
101-51310-00000-51-51620	64,584	12	64,596
101-51310-00000-51-52010	12,102	49	12,151
101-51310-00000-51-52040	27,970	113	28,083
101-51310-00000-51-52120	2,831	11	2,842
51400 COUNTY ATTORNEY	24,000	-	24,000
51500 ELECTION COMMISSION	425,865	-	425,865
101-51500-00000-51-51620	125,798	9,464	135,262
101-51500-00000-51-51680	49,337	9,379	58,716
101-51500-00000-51-52010	17,153	1,168	18,321
101-51500-00000-51-52040	39,645	2,700	42,345
101-51500-00000-51-52120	4,012	273	4,285
51600 REGISTER OF DEEDS	285,208	-	285,208
101-51600-00000-51-51060	163,967	8,006	171,973
101-51600-00000-51-52010	15,525	496	16,021
101-51600-00000-51-52040	35,883	1,147	37,030
101-51600-00000-51-52120	3,631	116	3,747
51720 PLANNING	311,112	-	311,112
51730 BUILDING	6,189	-	6,189
101-51730-00000-51-51050	82,904	747	83,651
101-51730-00000-51-52010	5,141	46	5,187
101-51730-00000-51-52040	11,881	107	11,988

**Montgomery County Government  
Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
101-51730-00000-51-52120	1,203	11	1,214
51750 CODES COMPLIANCE	157,497	-	157,497
101-51750-00000-51-51030	239,190	12,318	251,508
101-51750-00000-51-51050	67,347	859	68,206
101-51750-00000-51-51620	74,381	6,892	81,273
101-51750-00000-51-52010	23,617	1,244	24,861
101-51750-00000-51-52040	54,586	2,876	57,462
101-51750-00000-51-52120	5,524	291	5,815
51760 GEOGRAPHICAL INFO SYSTEMS	164,005	-	164,005
51800 COUNTY BUILDINGS	821,408	-	821,408
101-51800-00000-51-51050	107,957	3,916	111,873
101-51800-00000-51-51610	35,652	2,140	37,792
101-51800-00000-51-51660	142,564	5,909	148,473
101-51800-00000-51-51670	244,269	4,004	248,273
101-51800-00000-51-52010	33,508	990	34,498
101-51800-00000-51-52040	77,445	2,288	79,733
101-51800-00000-51-52120	7,837	232	8,069
101-51800-00000-51-51690-P0001	16,484	785	17,269
101-51800-00000-51-52010-P0001	1,022	49	1,071
101-51800-00000-51-52120-P0001	240	11	251
101-51800-00000-51-51050-P0029	43,306	5,132	48,438
101-51800-00000-51-51670-P0029	99,840	2,900	102,740
101-51800-00000-51-52010-P0029	9,031	498	9,529
101-51800-00000-51-52040-P0029	20,872	1,151	22,023
101-51800-00000-51-52120-P0029	2,112	116	2,228
51810 COURTS COMPLEX	721,860	-	721,860
101-51810-00000-51-51610	35,665	2,132	37,797
101-51810-00000-51-51660	133,640	4,235	137,875
101-51810-00000-51-51670	144,124	12,776	156,900
101-51810-00000-51-52010	20,890	1,187	22,077
101-51810-00000-51-52040	48,282	2,743	51,025
101-51810-00000-51-52120	4,886	278	5,164
51900 OTHER GENERAL ADMINISTRATION	603,808	-	603,808
101-51900-00000-51-51050-P0004	51,751	750	52,501
101-51900-00000-51-52010-P0004	6,548	46	6,594
101-51900-00000-51-52040-P0004	15,133	107	15,240
101-51900-00000-51-52120-P0004	1,532	11	1,543
51910 ARCHIVES	31,277	-	31,277
101-51910-00000-51-51050	40,644	1,820	42,464
101-51910-00000-51-51620	22,423	2,499	24,922

**Montgomery County Government**  
**Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
101-51910-00000-51-51690	10,918	1,254	12,172
101-51910-00000-51-52010	4,637	346	4,983
101-51910-00000-51-52040	10,717	799	11,516
101-51910-00000-51-52120	1,085	81	1,166
52100 ACCOUNTS & BUDGETS	213,483	-	213,483
101-52100-00000-52-51190	213,530	6,995	220,525
101-52100-00000-51-51620	30,472	1,953	32,425
101-52100-00000-52-51680	-	267	267
101-52100-00000-51-52010	20,987	571	21,558
101-52100-00000-51-52040	45,839	1,321	47,160
101-52100-00000-51-52120	4,909	134	5,043
52200 PURCHASING	104,014	-	104,014
101-52200-00000-52-51010	67,347	859	68,206
101-52200-00000-52-51220	37,420	4,671	42,091
101-52200-00000-52-51620	34,216	158	34,374
101-52200-00000-51-52010	10,331	353	10,684
101-52200-00000-51-52040	23,878	815	24,693
101-52200-00000-51-52120	2,417	82	2,499
52300 PROPERTY ASSESSOR'S OFFICE	420,582	-	420,582
101-52300-00000-52-51060	490,989	7,772	498,761
101-52300-00000-51-52010	36,409	482	36,891
101-52300-00000-51-52040	84,152	1,114	85,266
101-52300-00000-51-52120	8,515	113	8,628
52400 COUNTY TRUSTEES OFFICE	240,464	-	240,464
101-52400-00000-52-51050	41,684	6,622	48,306
101-52400-00000-52-51060	103,418	7,365	110,783
101-52400-00000-52-51190	43,474	2,593	46,067
101-52400-00000-52-51690	23,564	5,711	29,275
101-52400-00000-51-52010	18,686	1,382	20,068
101-52400-00000-51-52040	43,187	3,194	46,381
101-52400-00000-51-52120	4,370	323	4,693
52500 COUNTY CLERK'S OFFICE	615,159	-	615,159
101-52500-00000-52-51050	47,653	3,140	50,793
101-52500-00000-52-51060	908,024	40,159	948,183
101-52500-00000-52-51690	65,948	1,435	67,383
101-52500-00000-51-52010	68,948	2,774	71,722
101-52500-00000-51-52040	159,358	6,410	165,768
101-52500-00000-51-52120	16,125	649	16,774
52600 INFORMATION SYSTEMS	794,979	-	794,979
101-52600-00000-52-51200	261,768	9,998	271,766

**Montgomery County Government  
Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
101-52600-00000-52-51210	209,836	7,038	216,874
101-52600-00000-52-51610	34,216	558	34,774
101-52600-00000-51-52010	36,720	1,091	37,811
101-52600-00000-51-52040	84,870	2,521	87,391
101-52600-00000-51-52120	8,588	255	8,843
52900 OTHER FINANCE	50,550	-	50,550
53100 CIRCUIT COURT	746,854	-	746,854
101-53100-00000-53-51030	86,029	11,692	97,721
101-53100-00000-53-51050	104,021	4,657	108,678
101-53100-00000-53-51060	743,455	27,359	770,814
101-53100-00000-53-51190	72,655	6,501	79,156
101-53100-00000-53-51690	58,648	2,039	60,687
101-53100-00000-51-52010	73,423	3,239	76,662
101-53100-00000-51-52040	169,702	7,487	177,189
101-53100-00000-51-52120	17,172	758	17,930
53300 GENERAL SESSIONS COURT	515,258	-	515,258
101-53300-00000-53-51610	27,644	2,839	30,483
101-53300-00000-51-52010	30,189	176	30,365
101-53300-00000-51-52040	69,774	407	70,181
101-53300-00000-51-52120	7,061	41	7,102
53330 DRUG COURT	50,000	-	50,000
53400 CHANCERY COURT	178,354	-	178,354
101-53400-00000-53-51060	239,076	13,393	252,469
101-53400-00000-51-52010	20,244	830	21,074
101-53400-00000-51-52040	46,789	1,919	48,708
101-53400-00000-51-52120	4,735	194	4,929
53500 JUVENILE COURT	567,011	-	567,011
101-53500-00000-53-51050	71,120	664	71,784
101-53500-00000-53-51110	68,516	5,907	74,423
101-53500-00000-53-51120	181,380	5,261	186,641
101-53500-00000-51-52010	22,011	734	22,745
101-53500-00000-51-52040	50,874	1,695	52,569
101-53500-00000-51-52120	5,148	172	5,320
53520 JUVENILE COURT CLERK	133,836	-	133,836
101-53520-00000-53-51050	34,924	2,565	37,489
101-53520-00000-53-51060	194,140	4,210	198,350
101-53520-00000-53-51690	18,065	1,770	19,835
101-53520-00000-51-52010	17,749	530	18,279
101-53520-00000-51-52040	41,022	1,225	42,247

**Montgomery County Government**  
**Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
101-53520-00000-51-52120	4,151	124	4,275
53600 DISTRICT ATTORNEY GENERAL	40,300	-	40,300
53610 OFFICE OF PUBLIC DEFENDER	7,725	-	7,725
53700 JUDICIAL COMMISSIONERS	64,087	-	64,087
101-53700-00000-53-51690	66,360	2,491	68,851
101-53700-00000-53-51890	104,375	3,143	107,518
101-53700-00000-51-52010	10,896	349	11,245
101-53700-00000-51-52040	17,867	807	18,674
101-53700-00000-51-52120	2,549	82	2,631
53900 OTHER ADMINISTRATION/ JUSTICE	15,360	-	15,360
101-53900-00000-53-51050-P0154	60,965	569	61,534
101-53900-00000-51-52010-P0154	3,780	35	3,815
101-53900-00000-51-52040-P0154	8,737	82	8,819
101-53900-00000-51-52120-P0154	884	8	892
53910 ADULT PROBATION SERVICES	304,553	-	304,553
101-53910-00000-53-51050	67,130	986	68,116
101-53910-00000-53-51110	205,140	7,928	213,068
101-53910-00000-53-51620	22,984	1,274	24,258
101-53910-00000-53-51890	177,651	1,856	179,507
101-53910-00000-51-52010	31,002	747	31,749
101-53910-00000-51-52040	71,654	1,726	73,380
101-53910-00000-51-52120	7,251	175	7,426
54110 SHERIFF'S DEPARTMENT	2,288,969	-	2,288,969
101-54110-00000-51-51030	82,889	4,004	86,893
101-54110-00000-51-51060	2,451,417	71,908	2,523,325
101-54110-00000-51-51080	472,825	18,378	491,203
101-54110-00000-51-51090	204,326	4,109	208,435
101-54110-00000-51-51100	255,083	2,478	257,561
101-54110-00000-51-51150	458,939	21,587	480,526
101-54110-00000-54-51620	305,656	14,584	320,240
101-54110-00000-54-51690	77,569	2,029	79,598
101-54110-00000-51-52010	288,456	8,623	297,079
101-54110-00000-51-52040	655,589	19,930	675,519
101-54110-00000-51-52120	67,462	2,017	69,479
54120 SPECIAL PATROLS	340,688	-	340,688
101-54120-00000-54-51050-00076	114,953	1,239	116,192
101-54120-00000-54-51060-00076	598,220	38,073	636,293
101-54120-00000-54-52010-00076	44,217	2,437	46,654
101-54120-00000-54-52040-00076	102,198	5,633	107,831
101-54120-00000-54-52120-00076	10,341	570	10,911

## Montgomery County Government Exhibit B

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
101-54120-00000-54-51060-05016	39,578	326	39,904
101-54120-00000-54-51080-05016	87,585	4,356	91,941
101-54120-00000-54-51150-05016	46,711	2,687	49,398
101-54120-00000-54-51620-05016	33,697	1,970	35,667
101-54120-00000-54-52010-05016	14,110	579	14,689
101-54120-00000-54-52040-05016	32,611	1,338	33,949
101-54120-00000-54-52120-05016	3,300	135	3,435
101-54120-00000-54-51080-05050	82,934	1,304	84,238
101-54120-00000-54-52010-05050	5,328	81	5,409
101-54120-00000-54-52040-05050	12,315	187	12,502
101-54120-00000-54-52120-05050	1,247	19	1,266
101-54120-00000-54-51060-05153	56,146	300	56,446
101-54120-00000-54-52010-05153	3,482	19	3,501
101-54120-00000-54-52040-05153	8,046	43	8,089
101-54120-00000-54-52120-05153	815	4	819
54160 SEXUAL OFFENDER REGISTRY	13,340	-	13,340
54210 JAIL	4,806,895	-	4,806,895
101-54210-00000-54-51030	-	952	952
101-54210-00000-54-51050	120,483	1,858	122,341
101-54210-00000-54-51060	4,031,911	170,489	4,202,400
101-54210-00000-54-51100	65,001	1,239	66,240
101-54210-00000-54-51150	457,151	30,547	487,698
101-54210-00000-54-51620	617,740	14,312	632,052
101-54210-00000-54-51670	166,088	4,489	170,577
101-54210-00000-51-52010	351,043	13,881	364,924
101-54210-00000-51-52040	811,361	32,083	843,444
101-54210-00000-51-52120	82,099	3,246	85,345
54220 WORKHOUSE	831,430	-	831,430
101-54220-00000-54-51060	619,462	19,852	639,314
101-54220-00000-54-51100	63,771	2,896	66,667
101-54220-00000-51-52010	47,286	1,410	48,696
101-54220-00000-51-52040	109,291	3,260	112,551
101-54220-00000-51-52120	11,059	330	11,389
54230 COMMUNITY CORRECTIONS	478,406	-	478,406
54240 JUVENILE SERVICES	34,485	-	34,485
101-54240-00000-54-51050-05253	44,180	2,181	46,361
101-54240-00000-54-51310-05253	37,482	350	37,832
101-54240-00000-54-52010-05253	5,063	157	5,220
101-54240-00000-54-52040-05253	11,702	363	12,065
101-54240-00000-54-52120-05253	1,185	37	1,222

**Montgomery County Government**  
**Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
54310 FIRE PREVENTION & CONTROL	220,948	-	220,948
54410 EMERGENCY MANAGEMENT	282,292	-	282,292
101-54410-00000-54-51030	46,367	476	46,843
101-54410-00000-54-51890	34,237	1,873	36,110
101-54410-00000-51-52010	12,394	146	12,540
101-54410-00000-51-52040	28,645	337	28,982
101-54410-00000-51-52120	2,899	34	2,933
54490 OTHER EMERGENCY MANAGEMENT	692,068	-	692,068
54610 COUNTY CORONER / MED EXAMINER	215,500	-	215,500
55110 HEALTH DEPARTMENT	140,037	-	140,037
101-55110-00000-55-51310	45,767	1,217	46,984
101-55110-00000-51-52010	2,838	75	2,913
101-55110-00000-51-52040	6,559	174	6,733
101-55110-00000-51-52120	664	18	682
55120 RABIES & ANIMAL CONTROL	251,368	-	251,368
101-55120-00000-55-51050	58,135	3,097	61,232
101-55120-00000-55-51620	30,472	1,565	32,037
101-55120-00000-55-51680	13,843	195	14,038
101-55120-00000-55-51890	169,312	25,189	194,501
101-55120-00000-51-52010	17,916	1,863	19,779
101-55120-00000-51-52040	41,409	4,306	45,715
101-55120-00000-51-52120	4,190	436	4,626
55130 AMBULANCE SERVICE	2,387,208	-	2,387,208
101-55130-00000-55-51030	66,032	2,736	68,768
101-55130-00000-55-51090	282,665	15,130	297,795
101-55130-00000-55-51100	384,551	14,354	398,905
101-55130-00000-55-51190	191,415	2,080	193,495
101-55130-00000-55-51310	3,519,240	141,570	3,660,810
101-55130-00000-51-51690	276,345	28,134	304,479
101-55130-00000-51-52010	307,256	12,648	319,904
101-55130-00000-51-52040	661,530	29,234	690,764
101-55130-00000-51-52120	71,859	2,958	74,817
55190 OTHER LOCAL HLTH SRVCS (WIC)	2,238,600	-	2,238,600
55310 REGIONAL MENTAL HEALTH CENTER	7,000	-	7,000
55390 APPROPRIATION TO STATE	183,912	-	183,912
55590 OTHER LOCAL WELFARE SERVICES	32,825	-	32,825
55900 OTHER PUBLIC HEALTH & WELFARE	15,000	-	15,000
56500 LIBRARIES	-	-	-
101-56500-00000-53160	1,630,891	102,071	1,732,962
56700 PARKS & FAIR BOARDS	183,558	-	183,558

**Montgomery County Government  
Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
101-56700-00000-56-51030	35,672	2,128	37,800
101-56700-00000-56-51050	62,380	621	63,001
101-56700-00000-56-51670	71,116	2,633	73,749
101-56700-00000-56-51680	44,507	607	45,114
101-56700-00000-56-51690	-	628	628
101-56700-00000-51-52010	13,248	410	13,658
101-56700-00000-51-52040	24,242	948	25,190
101-56700-00000-51-52120	3,099	96	3,195
56900 OTHER SOCIAL, CULTURAL & REC	9,688	-	9,688
57100 AGRICULTURAL EXTENSION SERVICE	349,977	-	349,977
57300 FOREST SERVICE	2,000	-	2,000
57500 SOIL CONSERVATION	32,591	-	32,591
58110 TOURISM	1,504,000	-	1,504,000
58120 INDUSTRIAL DEVELOPMENT	600,404	-	600,404
58220 AIRPORT	200,919	-	200,919
58300 VETERAN'S SERVICES	94,309	-	94,309
101-58300-00000-58-51030	117,832	13,687	131,519
101-58300-00000-58-51050	58,875	2,666	61,541
101-58300-00000-58-51610	49,900	5,302	55,202
101-58300-00000-51-52010	14,149	1,343	15,492
101-58300-00000-51-52040	32,702	3,103	35,805
101-58300-00000-51-52120	3,309	314	3,623
58400 OTHER CHARGES	1,246,178	-	1,246,178
58500 CONTRIBUTION TO OTHER AGENCIES	180,500	-	180,500
58600 EMPLOYEE BENEFITS	493,896	-	493,896
58900 MISC-CONT RESERVE	18,400	-	18,400
64000 LITTER & TRASH COLLECTION	6,374	-	6,374
101-64000-00000-64-51060	78,730	1,174	79,904
101-64000-00000-51-52010	4,882	73	4,955
101-64000-00000-51-52040	11,282	168	11,450
101-64000-00000-51-52120	1,142	17	1,159
<b>Total General Fund Expenditures</b>	<b>\$ 61,832,722.43</b>	<b>\$ 1,352,721.15</b>	<b>\$ 63,185,443.58</b>

*Increase (Decrease) in Budgeted Fund Balance* \$ (1,352,721.15)

**HIGHWAY - FUND 131**

61000 - Administration	173,808	-	173,808
131-61000-00000-61-51030	58,511	1,407	60,922

**Montgomery County Government  
Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
131-61000-00000-61-51190	38,293	2,135	41,954
131-61000-00000-61-51610	32,594	1,541	35,236
131-61000-00000-61-51620	32,594	1,505	35,173
131-61000-00000-61-52010	16,231	408	16,639
131-61000-00000-61-52040	37,515	944	38,459
131-61000-00000-61-52120	3,796	96	3,892
62000 - Highway & Bridge Maintenance	2,094,587	-	2,094,587
131-62000-00000-62-51410	382,616	11,540	394,156
131-62000-00000-62-51420	112,965	3,373	116,338
131-62000-00000-62-51440	479,170	17,387	496,557
131-62000-00000-62-51450	175,802	5,994	181,796
131-62000-00000-62-51470	499,180	13,808	512,988
131-62000-00000-62-51490	98,696	3,434	102,130
131-62000-00000-62-51680	123,707	986	124,693
131-62000-00000-62-52010	117,561	3,504	121,065
131-62000-00000-62-52040	253,989	8,100	262,089
131-62000-00000-62-52120	27,494	820	28,314
63100 - Operation & Maint of Equipment	955,480	-	955,480
131-63100-00000-63-51410	47,466	1,529	48,995
131-63100-00000-63-51420	190,237	7,122	197,359
131-63100-00000-63-52010	19,106	536	19,642
131-63100-00000-63-52040	44,158	1,240	45,398
131-63100-00000-63-52120	4,469	125	4,594
63600 - Traffic Control	271,844	-	271,844
131-63600-00000-63-51410	47,466	1,529	48,995
131-63600-00000-63-51440	66,893	2,451	69,344
131-63600-00000-63-51490	49,858	971	50,829
131-63600-00000-63-52010	10,622	307	10,929
131-63600-00000-63-52040	24,551	709	25,260
131-63600-00000-63-52120	2,485	72	2,557
65000 - Other Charges	404,679	-	404,679
66000 - Employee Benefits	60,000	-	60,000
68000 - Capital Outlay	1,614,426	-	1,614,426
82220 - Highway & Streets	7,000	-	7,000
<b>Total Highway Fund Expenditures</b>	<b>\$ 8,579,849.00</b>	<b>\$ 93,571.56</b>	<b>\$ 8,678,125.92</b>

**Increase (Decrease) in Budgeted Fund Balance**

**\$ (93,571.56)**

**Montgomery County Government  
Exhibit B**

<i>Department (major category) and account</i>	<i>2012-2013 Budget as of 10/19/2012</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
<b>RISK MANAGEMENT - FUND 266</b>			
51920 - Risk Management	425,524	-	425,524
266-51920-00000-51-51050	43,384	2,646	46,030
266-51920-00000-51-52010	4,716	164	4,880
266-51920-00000-51-52040	10,900	379	11,279
266-51920-00000-51-52120	1,103	38	1,141
<b>Total Risk Management Fund Expenditures</b>	<b>\$ 485,627.00</b>	<b>\$ 3,227.02</b>	<b>\$ 488,854.02</b>
 <i>Increase (Decrease) in Budgeted Fund Balance</i>		 <b>\$ (3,227.02)</b>	

Montgomery County New Exempt Pay Schedule

2012-2013 EXEMPT PAY SCHEDULE																		
Grade	0-5 years			5-10 YEARS			10-15 YEARS			15-20 YEARS			20-25 YEARS			25-30 YEARS		
	1.67	3.34	5.00	6.67	8.34	10.00	11.67	13.67	15.00	16.67	18.34	20.00	21.67	23.34	25.00	26.67	28.34	30.00
A	\$35,664.95	\$36,378.25	\$37,105.81	\$37,847.93	\$38,604.89	\$39,376.99	\$40,164.53	\$40,967.82	\$41,787.17	\$42,622.92	\$43,475.38	\$44,344.88	\$45,231.78	\$46,136.42	\$47,059.14	\$48,000.33	\$48,960.33	\$49,939.54
B	\$37,448.20	\$38,197.16	\$38,961.11	\$39,740.33	\$40,535.14	\$41,345.84	\$42,172.76	\$43,016.21	\$43,876.53	\$44,754.07	\$45,649.15	\$46,562.13	\$47,493.37	\$48,443.24	\$49,412.10	\$50,400.35	\$51,408.35	\$52,436.52
C	\$39,320.61	\$40,107.02	\$40,909.16	\$41,727.35	\$42,561.89	\$43,413.13	\$44,281.39	\$45,167.02	\$46,070.36	\$46,991.77	\$47,931.60	\$48,890.24	\$49,868.04	\$50,865.40	\$51,882.71	\$52,920.36	\$53,978.77	\$55,058.35
D	\$43,763.84	\$44,639.12	\$45,531.90	\$46,442.54	\$47,371.39	\$48,318.82	\$49,285.19	\$50,270.90	\$51,276.31	\$52,301.84	\$53,347.88	\$54,414.83	\$55,503.13	\$56,613.19	\$57,745.46	\$58,900.37	\$60,078.37	\$61,279.94
E	\$47,918.40	\$48,876.77	\$49,854.30	\$50,851.39	\$51,868.42	\$52,905.79	\$53,963.90	\$55,043.18	\$56,144.04	\$57,266.92	\$58,412.26	\$59,580.51	\$60,772.12	\$61,987.56	\$63,227.31	\$64,491.86	\$65,781.69	\$67,097.33
F	\$53,035.98	\$54,096.70	\$55,178.63	\$56,282.21	\$57,407.85	\$58,556.01	\$59,727.13	\$60,921.67	\$62,140.10	\$63,382.91	\$64,650.56	\$65,943.57	\$67,262.45	\$68,607.70	\$69,979.85	\$71,379.45	\$72,807.04	\$74,263.18
G	\$57,280.65	\$58,426.26	\$59,594.79	\$60,786.68	\$62,002.42	\$63,242.47	\$64,507.32	\$65,797.46	\$67,113.41	\$68,455.68	\$69,824.79	\$71,221.29	\$72,645.71	\$74,098.63	\$75,580.60	\$77,092.21	\$78,634.06	\$80,206.74
H	\$63,443.95	\$64,712.83	\$66,007.09	\$67,327.23	\$68,673.77	\$70,047.25	\$71,448.19	\$72,877.16	\$74,334.70	\$75,821.39	\$77,337.82	\$78,884.58	\$80,462.27	\$82,071.51	\$83,712.94	\$85,387.20	\$86,433.15	\$86,433.15
I	\$68,820.00	\$70,196.40	\$71,600.33	\$73,032.33	\$74,492.98	\$75,982.84	\$77,502.50	\$79,052.55	\$80,633.60	\$82,246.27	\$83,891.20	\$85,569.02	\$86,433.15	/	/	/	/	/
J	\$74,320.00	\$75,806.40	\$77,322.53	\$78,868.98	\$80,446.36	\$82,055.29	\$83,696.39	\$85,370.32	\$86,433.15	/	/	/	/	/	/	/	/	/
APP	\$86,433.15	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
EO	\$86,433.15	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/



MONTGOMERY COUNTY NEW EMS PAY SCHEDULE

Montgomery County EMS Pay Schedule 56 Hr Week

Grade 5%

Step 2.00%

Hours per Year 2920 STE

3340

Years of Service	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EMT-IV	A	\$10.75	\$10.97	\$11.18	\$11.41	\$11.64	\$11.87	\$12.11	\$12.35	\$12.60	\$12.85	\$13.10	\$13.37	\$13.63
Paramedic	B	\$11.29	\$11.51	\$11.74	\$11.98	\$12.22	\$12.46	\$12.71	\$12.97	\$13.23	\$13.49	\$13.76	\$14.03	\$14.32
	C	\$13.16	\$13.42	\$13.69	\$13.97	\$14.24	\$14.53	\$14.82	\$15.12	\$15.42	\$15.73	\$16.04	\$16.36	\$16.69
FTO	D	\$13.82	\$14.09	\$14.38	\$14.66	\$14.96	\$15.26	\$15.56	\$15.87	\$16.19	\$16.51	\$16.84	\$17.18	\$17.52
	E	\$14.51	\$14.80	\$15.10	\$15.40	\$16.02	\$16.34	\$16.67	\$17.00	\$17.34	\$17.69	\$18.04	\$18.40	\$18.77
Lieutenant	F	\$15.23	\$15.54	\$15.85	\$16.17	\$16.49	\$16.82	\$17.16	\$17.50	\$17.85	\$18.21	\$18.57	\$18.94	\$19.32
	G	\$25.69	\$26.20	\$26.72	\$27.26	\$27.80	\$28.36	\$28.93	\$29.51	\$30.10	\$30.70	\$31.31	\$31.94	\$32.58
Captain	H	\$26.97	\$27.51	\$28.06	\$28.62	\$29.19	\$29.78	\$30.37	\$30.98	\$31.60	\$32.23	\$32.88	\$33.53	\$34.20
	I	\$28.32	\$28.89	\$29.46	\$30.05	\$30.65	\$31.27	\$31.89	\$32.53	\$33.18	\$33.84	\$34.52	\$35.21	\$35.92
Assist. Chief	J	\$29.73	\$30.33	\$30.94	\$31.55	\$32.19	\$32.83	\$33.49	\$34.16	\$34.84	\$35.54	\$36.25	\$36.97	\$37.71

\*\*\*Exempt

Years of Service	Starting	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EMT-IV	A	\$35,905.00	\$36,623.10	\$37,355.56	\$38,102.67	\$38,864.73	\$39,642.02	\$40,434.86	\$41,243.56	\$42,068.43	\$42,909.80	\$43,767.99	\$44,643.35	\$45,536.22	\$46,446.95
Paramedic	B	\$37,700.25	\$38,454.26	\$39,223.34	\$40,007.81	\$40,807.96	\$41,624.12	\$42,456.60	\$43,305.74	\$44,171.85	\$45,055.29	\$45,956.39	\$46,875.52	\$47,813.03	\$48,769.29
	C	\$43,954.40	\$44,833.49	\$45,730.16	\$46,644.76	\$47,577.66	\$48,529.21	\$49,499.79	\$50,489.79	\$51,499.59	\$52,529.58	\$53,580.17	\$54,651.77	\$55,744.81	\$56,859.70
FTO	D	\$46,152.12	\$47,075.16	\$48,016.67	\$48,977.00	\$49,956.54	\$50,955.67	\$51,974.78	\$53,014.28	\$54,074.56	\$55,156.06	\$56,259.18	\$57,384.36	\$58,532.05	\$59,702.69
	E	\$48,459.73	\$49,428.92	\$50,417.50	\$51,425.85	\$52,454.37	\$53,503.45	\$54,573.52	\$55,664.99	\$56,778.29	\$57,913.86	\$59,072.14	\$60,253.58	\$61,458.65	\$62,687.82
Lieutenant	F	\$50,882.71	\$51,900.37	\$52,938.37	\$53,997.14	\$55,077.08	\$56,178.63	\$57,302.20	\$58,448.24	\$59,617.21	\$60,809.55	\$62,025.74	\$63,266.26	\$64,531.58	\$65,822.21
	G	\$53,426.85	\$54,495.38	\$55,585.29	\$56,697.00	\$57,830.94	\$58,987.56	\$60,167.31	\$61,370.65	\$62,598.07	\$63,850.03	\$65,127.03	\$66,429.57	\$67,758.16	\$69,113.32
Captain	H	\$56,098.19	\$57,220.15	\$58,364.56	\$59,531.85	\$60,722.49	\$61,936.94	\$63,175.67	\$64,439.19	\$65,727.97	\$67,042.53	\$68,383.38	\$69,751.05	\$71,146.07	\$72,568.99
	I	\$58,903.10	\$60,081.16	\$61,282.79	\$62,508.44	\$63,758.61	\$65,033.78	\$66,334.46	\$67,661.15	\$69,014.37	\$70,394.66	\$71,802.55	\$73,238.60	\$74,703.37	\$76,197.44
Assist. Chief	J	\$61,848.25	\$63,085.22	\$64,346.92	\$65,633.86	\$66,946.54	\$68,285.47	\$69,651.18	\$71,044.20	\$72,465.09	\$73,914.39	\$75,392.68	\$76,900.53	\$78,438.54	\$80,007.31

\*\*\*Exempt

MONTGOMERY COUNTY NEW SHERIFF'S OFFICE PAY SCHEDULE

Montgomery County Sheriff's Office Pay Schedule 43 Hr Week

Steps 2.00%  
Hours per year 2236

Grade	Starting	6mo	2.5 years	4.5 years	6.5 years	8.5 years	10.5 years	12.5 years	14.5 years	16.5 years	18.5 years	20.5 years	22.5 years	25 years	27.5 years	30 years
Deputy	A	\$15.32	\$15.63	\$15.94	\$16.26	\$16.58	\$16.92	\$17.25	\$17.60	\$17.95	\$18.31	\$18.67	\$19.05	\$19.43	\$19.82	\$20.21
Corporal	B	\$15.94	\$16.26	\$16.58	\$16.92	\$17.25	\$17.60	\$17.95	\$18.31	\$18.68	\$19.05	\$19.43	\$19.82	\$20.22	\$20.62	\$21.03
	C	\$16.63	\$16.96	\$17.30	\$17.65	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94
SRO	D	\$18.37	\$18.74	\$19.11	\$19.50	\$19.89	\$20.28	\$20.69	\$21.10	\$21.53	\$21.96	\$22.40	\$22.84	\$23.30	\$23.77	\$24.24
	E	\$18.68	\$19.05	\$19.43	\$19.82	\$20.22	\$20.62	\$21.04	\$21.46	\$21.89	\$22.32	\$22.77	\$23.23	\$23.69	\$24.16	\$24.65
Investigator	F	\$19.47	\$19.86	\$20.26	\$20.66	\$21.07	\$21.50	\$21.93	\$22.36	\$22.81	\$23.27	\$23.73	\$24.21	\$24.69	\$25.19	\$25.69
	G	\$20.38	\$20.79	\$21.20	\$21.63	\$22.06	\$22.50	\$22.95	\$23.41	\$23.88	\$24.36	\$24.84	\$25.34	\$25.85	\$26.36	\$26.89
Inv. Sergeant	H	\$22.34	\$22.78	\$23.24	\$23.70	\$24.18	\$24.66	\$25.15	\$25.66	\$26.17	\$26.69	\$27.23	\$27.77	\$28.33	\$28.89	\$29.47
	I	\$25.85	\$26.36	\$26.89	\$27.43	\$27.98	\$28.54	\$29.11	\$29.69	\$30.28	\$30.89	\$31.51	\$32.14	\$32.78	\$33.43	\$34.10
Captain	J	\$27.28	\$27.83	\$28.39	\$28.95	\$29.53	\$30.12	\$30.73	\$31.34	\$31.97	\$32.61	\$33.26	\$33.92	\$34.60	\$35.29	\$36.00
	K	\$28.72	\$29.30	\$29.88	\$30.48	\$31.09	\$31.71	\$32.34	\$32.99	\$33.65	\$34.32	\$35.01	\$35.71	\$36.43	\$37.15	\$37.90
Chief Deputy																\$38.66

Annual Rates for 2236 hours

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	
Deputy	A	\$34,255.52	\$34,940.63	\$35,639.44	\$36,352.23	\$37,079.28	\$37,820.86	\$38,577.28	\$39,348.82	\$40,135.80	\$40,938.52	\$41,757.29	\$42,592.43	\$43,444.28	\$44,313.17	\$45,199.43	\$46,103.42
Corporal	B	\$35,641.84	\$36,354.68	\$37,081.77	\$37,823.41	\$38,579.87	\$39,351.47	\$40,138.50	\$40,941.27	\$41,760.10	\$42,595.30	\$43,447.20	\$44,316.15	\$45,202.47	\$46,106.52	\$47,028.65	\$47,969.22
	C	\$37,184.00	\$37,927.68	\$38,686.23	\$39,459.96	\$40,249.16	\$41,054.14	\$41,875.22	\$42,712.73	\$43,566.98	\$44,438.32	\$45,327.09	\$46,233.63	\$47,158.30	\$48,101.47	\$49,063.50	\$50,044.77
SRO	D	\$41,079.68	\$41,901.27	\$42,739.30	\$43,594.09	\$44,465.97	\$45,355.29	\$46,262.39	\$47,187.64	\$48,131.39	\$49,094.02	\$50,075.90	\$51,077.42	\$52,098.97	\$53,140.95	\$54,203.77	\$55,287.84
	E	\$41,768.44	\$42,603.81	\$43,455.88	\$44,325.00	\$45,211.50	\$46,115.73	\$47,038.05	\$47,978.81	\$48,938.38	\$49,917.15	\$50,915.50	\$51,933.81	\$52,972.48	\$54,031.93	\$55,112.57	\$56,214.82
Investigator	F	\$43,534.00	\$44,404.68	\$45,292.77	\$46,198.63	\$47,122.60	\$48,065.05	\$49,026.35	\$50,006.88	\$51,007.02	\$52,027.16	\$53,067.70	\$54,129.06	\$55,211.64	\$56,315.87	\$57,442.19	\$58,591.03
	G	\$45,570.74	\$46,482.15	\$47,411.80	\$48,360.03	\$49,327.23	\$50,313.78	\$51,320.05	\$52,346.46	\$53,393.39	\$54,461.25	\$55,550.48	\$56,661.49	\$57,794.72	\$58,950.61	\$60,129.62	\$61,332.22
Inv. Sergeant	H	\$49,942.92	\$50,941.78	\$51,960.61	\$52,999.83	\$54,059.82	\$55,141.02	\$56,243.84	\$57,368.72	\$58,516.09	\$59,686.41	\$60,880.14	\$62,097.74	\$63,339.70	\$64,606.49	\$65,898.62	\$67,216.59
	I	\$57,791.27	\$58,947.10	\$60,126.04	\$61,328.56	\$62,555.13	\$63,806.23	\$65,082.36	\$66,384.00	\$67,711.68	\$69,065.92	\$70,447.24	\$71,856.18	\$73,293.30	\$74,759.17	\$76,254.35	\$77,779.44
Captain	J	\$61,007.00	\$62,227.14	\$63,471.68	\$64,741.12	\$66,035.94	\$67,356.66	\$68,703.79	\$70,077.87	\$71,479.42	\$72,909.01	\$74,367.19	\$75,854.54	\$77,371.63	\$78,919.06	\$80,497.44	\$82,107.39
	K	\$64,221.00	\$65,505.42	\$66,815.53	\$68,151.84	\$69,514.88	\$70,905.17	\$72,323.28	\$73,769.74	\$75,245.14	\$76,750.04	\$78,285.04	\$79,850.74	\$81,447.76	\$83,076.71	\$84,738.25	\$86,433.01
Chief Dep																	

MONTGOMERY COUNTY NEW PAY SCHEDULE

Montgomery County EMA Pay Schedule

TITLE	ST	GR	0-5 years			5-10 YEARS			10-15 YEARS			15-20 YEARS			20-25 YEARS			25-30 YEARS		
EMA Deputy Director	EX	A	\$47,918.40	\$48,876.77	\$49,854.30	\$50,851.39	\$51,868.42	\$52,905.79	\$53,963.90	\$55,043.18	\$56,144.04	\$57,266.92	\$58,412.26	\$59,580.51	\$60,772.12	\$61,987.56	\$63,227.31	\$64,491.86	\$65,781.69	\$67,097.33
EMA Director	EX	B	\$74,320.00	\$75,806.40	\$77,322.53	\$78,868.98	\$80,446.36	\$82,055.29	\$83,696.39	\$85,370.32	\$86,433.15	/			/			/		



**RESOLUTION TO AMEND THE BUDGETS  
OF VARIOUS FUNDS FOR FISCAL YEAR 2013  
IN CERTAIN AREAS OF REVENUES AND EXPENDITURES**

**WHEREAS**, the Director of Accounts and Budgets has performed continuing reviews of the status of funding needs and the receipts of revenues anticipated in support of the various budgets; and

**WHEREAS**, the County Commission desires to appropriate funding to these expenditure accounts from various sources including revenues, designated fund balances, and/or other sources within the funds in which those accounts operate.

**NOW THEREFORE BE IT RESOLVED**, by the Montgomery County Board of Commissioners, assembled in regular business session this 13<sup>th</sup> day of November 2012, that the budgets for various funds for FY13 be amended as to revenues and expenditures, according to the attached Account Schedule 1.

**Duly passed and approved this 13<sup>th</sup> day of November, 2012.**

Sponsor Eunne J Heston

Commissioner Joe / Aub

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

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

**Montgomery County Government**  
**Schedule 1**  
**General Fund Budget**

<b>2012-2013 Budget as of 10/19/12</b>	<b>Proposed Increase (Decrease)</b>	<b>2012-2013 Amended Budget</b>
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**ESTIMATED REVENUES**

**Local Taxes**

40110 CURRENT PROPERTY TAX	28,830,000	-	28,830,000
40120 TRUSTEE'S COLLECTIONS - PYR	900,000	-	900,000
40140 INTEREST & PENALTY	200,000	-	200,000
40161 PMTS IN LIEU OF TAXES - T.V.A.	2,500	-	2,500
40162 PMTS IN LIEU OF TAXES - UTILITY	925,000	-	925,000
40163 PMTS IN LIEU OF TAXES - OTHER	442,700	-	442,700
40220 HOTEL/MOTEL TAX	1,750,000	-	1,750,000
40250 LITIGATION TAX - GENERAL	411,000	-	411,000
40260 LITIGATION TAX-SPECIAL PURPOSE	60,000	-	60,000
40270 BUSINESS TAX	950,000	-	950,000
40320 BANK EXCISE TAX	65,000	-	65,000
40330 WHOLESALE BEER TAX	420,000	-	420,000
40350 INTERSTATE TELECOMMUNICATIONS	2,600	-	2,600
<b>Total Local Taxes</b>	<b>34,958,800</b>	<b>-</b>	<b>34,958,800</b>

**Licenses and Permits**

41120 ANIMAL REGISTRATION	22,800	-	22,800
41130 ANIMAL VACCINATION	4,000	-	4,000
41140 CABLE TV FRANCHISE	200,000	-	200,000
41520 BUILDING PERMITS	420,000	-	420,000
41540 PLUMBING PERMITS	10,000	-	10,000
41590 OTHER PERMITS	169,340	-	169,340
<b>Total Licenses and Permits</b>	<b>826,140</b>	<b>-</b>	<b>826,140</b>

**Fines, Forfeitures and Penalties**

42110 FINES	3,200	-	3,200
42120 OFFICERS COSTS	41,000	-	41,000
42141 DRUG COURT FEES	4,000	-	4,000
42150 JAIL FEES CIRCUIT COURT	26,000	-	26,000
42190 DATA ENTRY FEES -CIRCUIT COURT	14,400	-	14,400
42191 COURTROOM SECURITY - CIRCUIT	9,000	-	9,000
42192 CIRCUIT COURT VICTIMS ASSESS	6,100	-	6,100
42310 FINES	136,000	-	136,000
42311 FINES - LITTERING	500	-	500
42320 OFFICERS COSTS	183,000	-	183,000
42330 GAME & FISH FINES	1,000	-	1,000
42341 DRUG COURT FEES	15,000	-	15,000
42350 JAIL FEES GENERAL SESSIONS	220,000	-	220,000
42380 DUI TREATMENT FINES	30,000	-	30,000
42390 DATA ENTRY FEE-GENERAL SESS	52,000	-	52,000
42392 GEN SESSIONS VICTIM ASSESSMNT	63,000	-	63,000
42410 FINES	2,000	-	2,000
42420 OFFICER COSTS	5,000	-	5,000
42450 JAIL FEES	60,000	-	60,000
42460 DISTRICT ATTORNEY GENERAL FEE	1,000	-	1,000
42490 DATA ENTRY FEE-JUVENILE COURT	9,000	-	9,000
42520 OFFICERS COSTS	26,000	-	26,000
42530 DATA ENTRY FEE -CHANCERY COURT	2,000	-	2,000
42610 FINES	2,500	-	2,500
42641 DRUG COURT FEES	20,000	-	20,000
42660 DISTRICT ATTORNEY GENERAL FEES	-	-	-
42900 OTHER FINES/FORFEITURE/PENALTY	600	-	600
<b>Total Fines, Forfeitures and Penalties</b>	<b>932,300</b>	<b>-</b>	<b>932,300</b>

**Charges for Current Services**

**Montgomery County Government**  
**Schedule 1**  
**General Fund Budget**

	<b>2012-2013 Budget as of 10/19/12</b>	<b>Proposed Increase (Decrease)</b>	<b>2012-2013 Amended Budget</b>	
43120 PATIENT CHARGES	4,800,000	-	4,800,000	
43140 ZONING STUDIES	2,000	-	2,000	
43190 OTHER GENERAL SERVICE CHARGES	45,000	-	45,000	
43340 RECREATION FEES	12,000	-	12,000	
43350 COPY FEES	6,200	-	6,200	
43365 ARCHIVE AND RECORD MANAGEMENT	344,000	-	344,000	
43370 TELEPHONE COMMISSIONS	105,000	-	105,000	
43380 VENDING MACHINE COLLECTIONS	55,000	-	55,000	
43392 DATA PROCESSING FEES -REGISTER	75,000	-	75,000	
43393 PROBATION FEES	12,000	-	12,000	
43394 DATA PROCESSING FEES - SHERIFF	33,000	-	33,000	
43395 SEXUAL OFFENDER FEE - SHERIFF	13,000	-	13,000	
43396 DATA PROCESSING FEE-COUNTY CLK	13,200	-	13,200	
43990 OTHER CHARGES FOR SERVICES	86	-	86	
<b>Total Charges for Current Services</b>	<b>5,489,086</b>	<b>-</b>	<b>5,489,086</b>	
<b>Other Local Revenues</b>				
44110 INTEREST EARNED	600,000	-	600,000	
44120 LEASE/RENTALS	643,512	-	643,512	
44140 SALE OF MAPS	1,000	-	1,000	
44170 MISCELLANEOUS REFUNDS	170,276	-	170,276	
44570 CONTRIBUTIONS & GIFTS	9,688	-	9,688	
44990 OTHER LOCAL REVENUES	667,500	-	667,500	
<b>Total Other Local Revenues</b>	<b>2,091,976</b>	<b>-</b>	<b>2,091,976</b>	
<b>Fees Received from County Officials</b>				
45510 COUNTY CLERK	1,500,000	-	1,500,000	
45520 CIRCUIT COURT CLERK	882,000	-	882,000	
45540 GENERAL SESSIONS COURT CLERK	1,353,000	-	1,353,000	
45550 CLERK & MASTER	340,000	-	340,000	
45560 JUVENILE COURT CLERK	95,000	-	95,000	
45580 REGISTER	1,000,000	-	1,000,000	
45590 SHERIFF	28,000	-	28,000	
45610 TRUSTEE	2,850,000	-	2,850,000	
<b>Fees Received from County Officials</b>	<b>8,048,000</b>	<b>-</b>	<b>8,048,000</b>	
<b>State of Tennessee</b>				
46110 JUVENILE SERVICES PROGRAM	85,000	-	85,000	
<b>101-54240-00000-54-46110-G5234</b>	-	<b>70,929</b>	<b>70,929</b>	AT-RISK GRANT RENEWED
<b>101-53900-00000-53-46110-G5233</b>	-	<b>422,082</b>	<b>422,082</b>	DAY TREATMENT GRANT RENEWED
46210 LAW ENFORCEMENT TRAINING PROG	48,000	-	48,000	
43430 LITTER PROGRAM	-	-	-	
<b>101-64000-00000-64-43430</b>	-	<b>82,700</b>	<b>82,700</b>	ROADSIDE LITTER PICKUP & EDUCATION GRANT
46810 FLOOD CONTROL	330	-	330	
46830 BEER TAX	17,500	-	17,500	
46840 ALCOHOLIC BEVERAGE TAX	175,000	-	175,000	
46851 STATE REVENUE SHARING - T.V.A.	1,400,000	-	1,400,000	
46880 BOARD OF JURORS	5,000	-	5,000	
46890 PRISONER TRANSPORTATION	14,000	-	14,000	
46915 CONTRACTED PRISONER BOARDING	1,022,000	-	1,022,000	
46960 REGISTRAR'S SALARY SUPPLEMENTS	15,164	-	15,164	
46980 OTHER STATE GRANTS	2,762,381	-	2,762,381	
46990 OTHER STATE REVENUES	10,800	-	10,800	
<b>Total State of Tennessee</b>	<b>5,555,175</b>	<b>575,711</b>	<b>6,130,886</b>	
<b>Federal Revenue</b>				
47114 USDA - OTHER	9,000	-	9,000	

**Montgomery County Government**  
**Schedule 1**  
**General Fund Budget**

	<i>2012-2013 Budget as of 10/19/12</i>	<i>Proposed Increase (Decrease)</i>	<i>2012-2013 Amended Budget</i>
47220 CIVIL DEFENSE REIMBURSEMENT	68,000	-	68,000
47235 HOMELAND SECURITY GRANTS	692,068	-	692,068
47250 LAW ENFORCEMENT GRANTS	3,374	-	3,374
47590 OTHER FEDERAL THROUGH STATE	2,904	-	2,904
47990 OTHER DIRECT FEDERAL REVENUE	123,638	-	123,638
<b>Total Federal Revenue</b>	<b>898,984</b>	<b>-</b>	<b>898,984</b>
<b>Federal Revenue</b>			
48130 CONTRIBUTIONS	163,337	-	163,337
48610 DONATIONS	33,170	-	33,170
<b>Total Federal Revenue</b>	<b>196,507</b>	<b>-</b>	<b>196,507</b>
<b>Non-Revenue Sources</b>			
49800 OPERATING TRANSFERS	393,135	-	393,135
<b>101-55120-00000-55-49800</b>	15,190	8,719	23,909 ANIMAL CONTROL DONATION
<b>Total Non-Revenue Sources</b>	<b>408,325</b>	<b>8,719</b>	<b>417,044</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>59,405,293</b>	<b>584,430</b>	<b>59,989,723</b>

**Montgomery County Government**  
**Schedule 1**  
**General Fund Budget**

<b>2012-2013 Budget as of 10/19/2012</b>	<b>Proposed Increase (Decrease)</b>	<b>2012-2013 Amended Budget</b>
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51100 COUNTY COMMISSION	217,656	-	217,656	
51210 BOARD OF EQUALIZATION	2,688	-	2,688	
51220 BEER BOARD	1,615	-	1,615	
51240 OTHER BOARDS & COMMITTEES	3,121	-	3,121	
51300 COUNTY MAYOR	434,767	-	434,767	
51310 HUMAN RESOURCES	321,882	-	321,882	
51400 COUNTY ATTORNEY	24,000	-	24,000	
51500 ELECTION COMMISSION	661,810	-	661,810	
51600 REGISTER OF DEEDS	504,214	-	504,214	
51720 PLANNING	311,112	-	311,112	
51730 BUILDING	107,318	-	107,318	
51750 CODES COMPLIANCE	622,142	-	622,142	
51760 GEOGRAPHICAL INFO SYSTEMS	164,005	-	164,005	
51800 COUNTY BUILDINGS	1,663,547	-	1,663,547	
51810 COURTS COMPLEX	1,109,347	-	1,109,347	
51900 OTHER GENERAL ADMINISTRATION	678,772	-	678,772	
51910 ARCHIVES	121,701	-	121,701	
52100 ACCOUNTS & BUDGETS	529,220	-	529,220	
52200 PURCHASING	279,623	-	279,623	
52300 PROPERTY ASSESSOR'S OFFICE	1,040,647	-	1,040,647	
52400 COUNTY TRUSTEES OFFICE	518,847	-	518,847	
52500 COUNTY CLERK'S OFFICE	1,881,215	-	1,881,215	
52600 INFORMATION SYSTEMS	1,430,977	-	1,430,977	
52900 OTHER FINANCE	50,550	-	50,550	
53100 CIRCUIT COURT	2,071,959	-	2,071,959	
53300 GENERAL SESSIONS COURT	649,926	-	649,926	
53330 DRUG COURT	50,000	-	50,000	
53400 CHANCERY COURT	489,198	-	489,198	
53500 JUVENILE COURT	966,060	-	966,060	
53520 JUVENILE COURT CLERK	443,887	-	443,887	
53600 DISTRICT ATTORNEY GENERAL	40,300	-	40,300	
<b>101-53600-00000-53-55900</b>	-	<b>56,716</b>	<b>56,716.00</b>	MOVE DISTRICT ATTORNEY RESERVES TO NEW 364 FUND
<b>101-53600-00000-53-55900-P0055</b>	-	<b>40,544</b>	<b>40,544.00</b>	
53610 OFFICE OF PUBLIC DEFENDER	7,725	-	7,725	
53700 JUDICIAL COMMISSIONERS	266,134	-	266,134	
53900 OTHER ADMINISTRATION/ JUSTICE	89,726	-	89,726	
<b>101-53900-00000-53-53120-G5233</b>	-	<b>422,082</b>	<b>422,082.00</b>	DAY TREATMENT GRANT RENEWED
53910 ADULT PROBATION SERVICES	887,365	-	887,365	
54110 SHERIFF'S DEPARTMENT	7,609,180	-	7,609,180	
54120 SPECIAL PATROLS	1,638,522	-	1,638,522	
54160 SEXUAL OFFENDER REGISTRY	13,340	-	13,340	
54210 JAIL	11,509,772	-	11,509,772	
54220 WORKHOUSE	1,682,299	-	1,682,299	
54230 COMMUNITY CORRECTIONS	478,406	-	478,406	
54240 JUVENILE SERVICES	134,097	-	134,097	
<b>101-54240-00000-54-51110-G5234</b>	-	<b>16,000</b>	<b>16,000.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-51620-G5234</b>	-	<b>24,782</b>	<b>24,782.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-52010-G5234</b>	-	<b>1,536</b>	<b>1,536.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-52040-G5234</b>	-	<b>3,551</b>	<b>3,551.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-52060-G5234</b>	-	<b>38</b>	<b>38.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-52120-G5234</b>	-	<b>359</b>	<b>359.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-53070-G5234</b>	-	<b>2,000</b>	<b>2,000.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-53220-G5234</b>	-	<b>4,000</b>	<b>4,000.00</b>	AT-RISK GRANT RENEWED

**Montgomery County Government**  
**Schedule 1**  
**General Fund Budget**

	<b>2012-2013 Budget as of 10/19/2012</b>	<b>Proposed Increase (Decrease)</b>	<b>2012-2013 Amended Budget</b>	
<b>101-54240-00000-54-53300-G5234</b>	-	<b>4,596</b>	<b>4,596.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-53560-G5234</b>	-	<b>5,117</b>	<b>5,117.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-54280-G5234</b>	-	<b>2,500</b>	<b>2,500.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-54350-G5234</b>	-	<b>6,000</b>	<b>6,000.00</b>	AT-RISK GRANT RENEWED
<b>101-54240-00000-54-55130-G5234</b>	-	<b>450</b>	<b>450.00</b>	AT-RISK GRANT RENEWED
54310 FIRE PREVENTION & CONTROL	220,948	-	220,948	
54410 EMERGENCY MANAGEMENT	406,834	-	406,834	
54490 OTHER EMERGENCY MANAGEMENT	692,068	-	692,068	
54610 COUNTY CORONER / MED EXAMINER	215,500	-	215,500	
55110 HEALTH DEPARTMENT	195,865	-	195,865	
55120 RABIES & ANIMAL CONTROL	586,645	-	586,645	
<b>101-55120-00000-55-57900</b>	-	<b>8,719</b>	<b>8,719.00</b>	ANIMAL CONTROL DONATION-RADIOS
55130 AMBULANCE SERVICE	8,148,101	-	8,148,101	
55190 OTHER LOCAL HLTH SRVCS (WIC)	2,238,600	-	2,238,600	
55310 REGIONAL MENTAL HEALTH CENTER	7,000	-	7,000	
55390 APPROPRIATION TO STATE	183,912	-	183,912	
55590 OTHER LOCAL WELFARE SERVICES	32,825	-	32,825	
55900 OTHER PUBLIC HEALTH & WELFARE	15,000	-	15,000	
56500 LIBRARIES	1,630,891	-	1,630,891	
56700 PARKS & FAIR BOARDS	437,822	-	437,822	
56900 OTHER SOCIAL, CULTURAL & REC	9,688	-	9,688	
57100 AGRICULTURAL EXTENSION SERVICE	349,977	-	349,977	
57300 FOREST SERVICE	2,000	-	2,000	
57500 SOIL CONSERVATION	32,591	-	32,591	
58110 TOURISM	1,504,000	-	1,504,000	
58120 INDUSTRIAL DEVELOPMENT	600,404	-	600,404	
58220 AIRPORT	200,919	-	200,919	
58300 VETERAN'S SERVICES	371,076	-	371,076	
58400 OTHER CHARGES	1,246,178	-	1,246,178	
58500 CONTRIBUTION TO OTHER AGENCIES	180,500	-	180,500	
58600 EMPLOYEE BENEFITS	493,896	-	493,896	
58900 MISC-CONT RESERVE	18,400	-	18,400	
64000 LITTER & TRASH COLLECTION	102,410	-	102,410	
<b>101-64000-00000-64-53990</b>	-	<b>20,600</b>	<b>20,600.00</b>	ROADSIDE LITTER PICKUP & EDUCATION GRANT
<b>Total General Fund Expenditures</b>	<b>61,832,722</b>	<b>619,590</b>	<b>62,452,312</b>	

**Increase (Decrease) in Budgeted Fund Balance (35,160)**