

This is to certify that these minutes were approved by
Hamblen County Legislative Body on

June 22, 2000 .

Herbert Harville
Herbert Harville, Chairman

Linda Wilder
Linda Wilder, Hamblen County Clerk

BE IT REMEMBERED that the Legislative Body Session for Hamblen County, Tennessee met at its regular monthly meeting on May 18, 2000 at 5:00 p.m. in the Hamblen County Courthouse with the Honorable Herbert Harville presiding.

The Legislative Body Session was opened by Sheriff Otto Purkey.

Invocation was given by County Executive David Purkey.

Upon roll call the following members were present:

Larry Baker	Herbert Harville
Maudie Briggs	Bud Jones
Eldridge Bryant	Willie Osborne
Guy Collins	Bobby Reinhardt
Lyle Doty	Tony Sizemore
Doyle Fullington	Joe Spooone
Donald Gray	Frank Parker

APPROVAL OF MINUTES

Motion by Joe Spooone, seconded by Guy Collins that the minutes of the previous meeting be approved.

Voting for: all

Voting against: none

BEER BOARD PERMITS

Motion by Larry Baker, seconded by Maudie Briggs to approve a beer permit for Debora C. Winstead, Sam's Market & Deli.

Voting for: all EXCEPT Eldridge Bryant and Doyle Fullington.

Motion by Larry Baker, seconded by Maudie Briggs to approve a beer application for Terry Lee Hensley, Cherokee Bait & Tackle.

Voting for: all EXCEPT Eldridge Bryant and Doyle Fullington

NOTARIES AND BONDSMEN

Motion by Tony Sizemore, seconded by Guy Collins that the following notaries and their bondsmen be approved.

Voting for: all

Voting against: none

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC

As CLERK OF THE COUNTY OF Hamblen, Tennessee,

I HEREBY CERTIFY TO THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF NOTARY PUBLIC DURING THE May, 2000 MEETING OF THE GOVERNING BODY:

NAME (PRINT OR TYPE)	HOME ADDRESS AND PHONE (INCLUDE ZIP AND AREA CODES)	BUSINESS ADDRESS AND PHONE (INCLUDE ZIP AND AREA CODES)
1 Rebecca J. Eldridge United States Fidelity & Guaranty Company	837 Thorps Chapel Rd. Rogersville, TN 37857 423-235-7309	929 W. First North St. Morristown, TN 37814 423-587-6870
2 Karen H. Coffey Bible Ins. Agency	4382 Danbury Drive Morristown, TN 37813 423-581-5060	726 McFarland Ave. Morristown, TN 37814 423-586-2302 Ext. 3901
3 Lynn M. Crantford State Farm Ins.	6016 Woodcrest Dr. Morristown, TN 37814 423-586-8686	2755 W. Andrew Johnson Hwy. Morristown, TN 37814 423-586-1252
4 Eddie R. Davis Risk Management	678 Witt Rd. Morristown, TN 37813 423-581-6229	407 W. Fifth North St. Morristown, TN 37814 423-586-7740
5 Teresa J. Howard Greeneville Ins. Agency	5549 Old Stage Rd. Morristown, TN 37814 423-581-3737	435 W. First North St. Morristown, TN 37814 423-581-8668
6 Joel A. Hice Greeneville Ins. Agency	3447 Mountain View Lane Baneberry, TN 37890 865-674-0509	435 W. First North St. Morristown, TN 37814 423-581-8668
7 Betty Morrisett Greeneville Ins. Agency	3659 Nena Cr. Morristown, TN 37814 423-587-3638	435 W. First North St. Morristown, TN 37814 423-581-8668
8 Amy Susanne Lovin Greeneville Ins. Agency	4456 Whitecliff St. Morristown, TN 37813 423-587-1469	435 W. First North St. Morristown, TN 37814 423-581-8668
9 Philda Johnson Wisecarver Ernie Horner Lynn Dawson	PO Box 3433 Morristown, TN 37815 423-581-5863	PO Box 687 Morristown, TN 37815 423-586-5650
10 Chad E. Dugger State Farm Ins.	2854 Three Springs Rd. Whitesburg, TN 37891 423-235-0073	3395 E. Andrew Johnson Hwy. Morristown, TN 37814 423-587-5900
11 Melissa E. Coffey State Farm Ins.	4280 Kidwell Ridge Rd. Morristown, TN 37814 423-587-5636	2755 W. Andrew Johnson Hwy. Morristown, TN 37814 423-586-1252
12 Kimberly A. Seals Masengill - McCrary - Gregg Ins. Co.	303 N. Fairmont Ave. Morristown, TN 37814 423-587-3585	PO Box 1956 Morristown, TN 37816 423-586-3474
13 Danny M. Hryhorchuk Masengill - McCrary - Gregg Ins. Co.	3176 Bent Creek Rd. Russellville, TN 37860 423-587-3585	PO Box 1956 Morristown, TN 37816 423-586-3474
14 Rachel Leigh Kowalsky Masengill - McCrary - Gregg Ins. Co.	2247 Silver City Rd. Russellville, TN 37860 423-581-8148	175 W. Main St. Morristown, TN 37814 423-586-3474
15 Janice G. Greene Otis Cantwell Alan Greene	1699 Windchase Drive Talbot, TN 37877 865-475-5531	PO Box 1757 Morristown, TN 37816 423-587-0638
16 Shamon W. Greene Otis Cantwell Alan Greene	1699 Windchase Drive Talbot, TN 37877 865-475-5531	PO Box 1757 Morristown, TN 37816 423-587-0638
17 Jimmy D. Gibson Stephen L. Bales Tammy C. Gibson	2306 N. Economy Rd. Morristown, TN 37814 423-587-0871	1639 W. Morris Blvd. Morristown, TN 37813 423-581-8060
18 Tammy Collins Gibson Stephen L. Bales Jimmy D. Gibson	2306 N. Economy Rd. Morristown, TN 37814 423-587-0871	1639 West Morris Blvd. Morristown, TN 37813 423-581-8060
19 Victoria A. Cranford Kelley Hinsley Rhonda Holt	1355 Monteverdi Ct. Morristown, TN 37814 423-587-8506	200 E. First North St. Morristown, TN 37814 423-587-1131

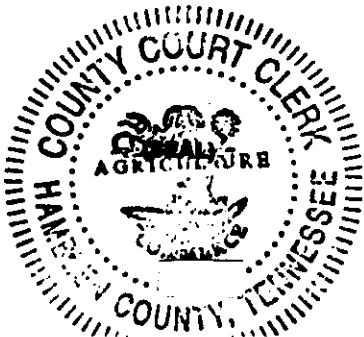
Linda Wilder/m.s.

SIGNATURE

CLERK OF THE COUNTY OF Hamblen, Tennessee

April 19, 2000

DATE

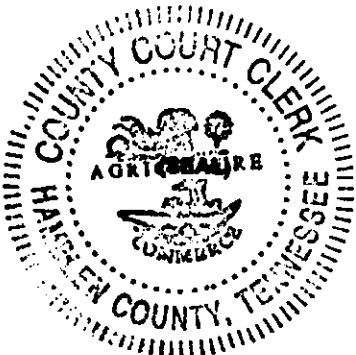


CERTIFICATE OF ELECTION OF NOTARIES PUBLIC

As CLERK OF THE COUNTY OF Hamblen, TENNESSEE,

I HEREBY CERTIFY TO THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF NOTARY PUBLIC DURING THE May, 19 2000 MEETING OF THE GOVERNING BODY:

NAME (PRINT OR TYPE)	HOME ADDRESS AND PHONE (INCLUDE ZIP AND AREA CODES)	BUSINESS ADDRESS AND PHONE (INCLUDE ZIP AND AREA CODES)
1 Teri K. Knauf Kelley Hinsley Rhonda Holt	6640 Bow Trail Talbott, TN 37877 423-587-9733	200 E. First North St. Morristown, TN 37814 423-587-1131
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		



Linda Wilder / m.s.
SIGNATURE

CLERK OF THE COUNTY OF Hamblen, TENNESSEE

5-16-00
DATE

BILLS

Motion by Willie Osborne, seconded by Tony Sizemore that the following bills be approved and paid.

Voting for: all

Voting against: none

BILLS RECOMMENDED FOR PAYMENT - MAY 18, 2000

GENERAL FUND

Acme Printing	WP	31.00	Harville Hardware	CH	154.92
Adrain Hale Pest Control	HD	19.00	Holston Electric	HC	118.90
	CH	84.00	Holston Pediatric	HC	86.00
	JC	38.00	Institutional Distributors	THF	91.77
AppServ	JC	250.00	Jimmy's Auto Parts	PC	23.34
American Bldg. & Fence	JC	225.00	Jean Dyer-Harrison	HC	100.00
Alpha Outdoor	JC	3.80	Katom	HD	131.76
Appalachian Electric	HC	214.36	Kinser, John	ME	1,600.00
Bradleys	MALL	22.26	Knoxville Blue Print	REAPP	194.64
Bullzeye Fire Extinguisher	HD	30.00	Laboratory Corp.	HC	43.50
Business Informaiton Sys.	RD	208.08	Letter Shop	CE	42.50
Capps, Cantwell, Capps	HC	3,563.80		CNC	64.00
Citizen Tribune	CE	218.96	Lexis Publishing	CRC	28.94
	EC	21.08		CM	28.94
Claiborne Co. Hospital	HC	219.00	Lowes	CH	138.40
Clean-Tech Janitorial	MALL	300.22	McCarter Communications	WP	35.00
Crockett, David	HC	415.00	Medical Group of Greene.	HC	10.00
Comptroller of the Treasury	A	211.89	Microvote Corp.	EC	1,500.00
Crescent Ctr. Car Wash	PC	19.00	Moore	CM	159.92
	CH	43.50	M-H Hospital	HC	39.10
	JC	10.50	M'town Chevrolet	PC	264.43
Custom Printing	CE	180.00	Otis Elevator	CH	308.73
	RD	22.90	Paper Supply	INV	2,365.50
Ballew, Dick	JC	230.00	Park Med Ambulatory	HC	144.00
Door Store	JC	85.00	Pet Dairy	THF	33.83
E TN Regional Juv. Serv.	Juv	1,810.00	Quill	HD	209.22
ETMG dba GSC	HC	26.60	Radio Communications	CH	100.00
Evans Office Supply	CNC	54.08	Reaves, Ilene	HC	3.68
	CRC	49.44	Rental Uniforms	CH	142.80
	A	147.56		JC	53.60
	JUV	9.28	Sherwin Williams	HD	52.37
	CE	369.17	Shred-It	HD	35.00
	T	4.11	Simplex Recorder	JC	1,541.00
	CM	52.70	Softtech	JUV	1,200.00
	RD	68.18	Suntrust Bank	CRC	25.60
	MALL	353.22	Tax Management	REAPP	20,000.00
	EC	38.99	Town & Country Lock	CH	10.25
	REAPP	358.42		JC	18.75
ETHCO	HC	450.00	UPS	HC	26.75
Food City	HC	19.20		CNC	10.00
	HD	26.34	Ward Printing	EC	38.00
	THF	163.35		CRC	118.00
Greeneville Radiology	HC	43.00	Wal-Mart	HC	684.35
Hart Information	RD	379.88		CNC	16.96
				MALL	43.86
				JC	308.55

BILLS RECOMMENDED FOR PAYMENT - MAY 18, 2000

Western Sizzlin Steak House	CRC	182.15	Western Medical Enter.	<u>335.78</u>
Wimberley, Lawson, Seale	HC	<u>186.00</u>		
TOTAL		43,531.06	TOTAL	38,921.37

SHERIFF'S DEPT.

Acme Printing	325.00
Automotive Car Colors	561.40
Bible Insurance	50.00
Buffalo Trail Western Wear	119.00
Cherokee Health Systems	590.00
Crescent Car Wash	539.98
Doctor's Hospital Pharmacy	1,221.07
Doka, Steve	160.00
Douthat, Marsha	2,916.66
East Ridge Uniforms	522.85
Evans Office Supply	223.00
Emergency Coverage	473.00
Federal Express	17.37
Flowers Bakery	755.36
Free Service Tires	203.29
Gall's	399.20
Hale Brothers	9,357.13
Hamblen Radiology	599.00
Institutional Distributors	5,565.78
Jimmy's Auto Parts	78.91
Katom	451.66
Landmark International	81.19
M & S Sales	349.95
M & M Micro Systems	1,000.00
Marlin Mfg.	523.65
Mathis	1,268.00
McCarter Communications	79.50
McNeil & Lindsey	40.00
M-H Hospital	681.45
National Lock Repair	2,879.35
Pet Dairy	721.45
Radio Communications	100.00
Sirchie	420.43
Signs Now	33.50
Triangle Pacific	200.00
Tricor	1,314.00
Walters State	2,569.00
Wal-Mart	1,194.46

GARBAGE DEPT

BP Oil	1,265.28
Commercial Billing	64.95
Five Rivers Hydraulics	694.80
Fleet Pride	370.37
H.C.-M'town Solid Waste	57,739.00
Hamblen Farmers Coop	1,261.10
Jimmy's Auto Parts	86.24
Kenworth of TN	272.00
Mastermanns	242.76
Momar	76.30
Recycling & Co.	6,730.00
Rogers Petroleum	1,807.85
Speedwell Starter	55.00
Tractor Supply	79.99
Unifirst	385.59
Wal-Mart	47.32
Wright Supply	<u>32.54</u>

TOTAL	71,211.09
--------------	------------------

5-18-00

RESOLUTION

A RESOLUTION TO AMEND THE ZONING MAP OF
HAMBLLEN COUNTY, TENNESSEE BY REZONING PARCEL
030.00, TAX MAP 017, OF THE RONNIE LAMB PROPERTY
LOCATED AT 3436 BRIGHTS PIKE

WHEREAS, The Hamblen County Planning Commission heard the
request to amend the zoning map from R-1 to C-1 on Parcel 030.00, owned
by Ronnie Lamb;

WHEREAS, The Hamblen County Planning Commission does hereby
recommend for the rezoning request;

NOW, THEREFORE, BE IT RESOLVED that the Hamblen County
Board of Commissioners does hereby approve the rezoning and map
amendment from R-1 to C-1 according to the attached map.

Motion was made by Joe Spooone
seconded by Willie Osborne.

Voting For:

ALL

Voting Against:

NONE

Chairman

Willie Osborne
County Clerk

David W. Anderson
County Executive

DATE:

5/22/00

CHEROKEE PARK/TRAP CLUB

Motion by Maudie Briggs, seconded by Eldridge Bryant to begin the process to abolish the conservation board. This will require at least 30 days and a notice will be run in the newspaper. The chairman of the county commission will appoint a group of commissioners to oversee the duties of the conservation board until the process is complete.

Voting for

Voting against

Larry Baker
Maudie Briggs
Eldridge Bryant
Guy Collins
Lyle Doty
Doyle Fullington
Donald Gray
Herbert Harville
Bud Jones
Willie Osborne
Bobby Reinhardt
Joe Spooone

Tony Sizemore
Frank Parker

APPEAL DECISION OF PLANNING COMMISSION

Motion by Maudie Briggs, seconded by Eldridge Bryant to uphold the decision of the planning commission to deny a rezoning request for the Steve Anderson property on Spencer Hale Rd.

Voting for: all

Voting against: none

REAPPRAISAL PLAN-5 YEAR CYCLE

Motion by Tony Sizemore, seconded by Frank Parker that the following 5 year reappraisal plan be approved as recommended by property assessor Jim Hipshire.

Voting for: all

Voting against: none



STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
DIVISION OF PROPERTY ASSESSMENTS

James K. Polk State Office Building, Suite 1400

505 Deaderick Street

Nashville, Tennessee 37243-0277

Phone (615) 741-2837

FAX (615) 741-3888

February 15, 2000

MEMORANDUM

TO: Assessors of Property

FROM: Tom Fleming, CAE TF/AL
Director

SUBJECT: Submission of Reappraisal Plans -Five (5) year cycle

Your request for a (5) year reappraisal cycle for your county has been received. It is now necessary for you to submit a memorandum of understanding and a plan of reappraisal for approval by the State Board of Equalization pursuant to T.C.A. 67-5-1601. Enclosed is your memorandum of understanding and reappraisal plan forms and procedures. The Regional Appraisal Supervisor in your area is delivering these documents to you in order to answer any questions you may have and offer any assistance needed in completing them. Your Regional Appraisal Supervisor is available for any additional assistance you may require.

When complete, the plan should be submitted to your county commission for approval. A signed copy of the plan, including the memorandum of understanding, and a signed resolution by the county commission, should be submitted to the Division of Property Assessments, attention Betty Williams, no later than May 1, 2000. The division will present your plan to the State Board of Equalization for consideration at the first available meeting following division approval of the plan. Payments of the state reappraisal grant will be payable quarterly in advance but will not commence until your plan is approved. Your county is scheduled to begin the review cycle July 1, 2000.

Thank you for your continued cooperation. My staff and I look forward to working with you as you undertake your responsibilities. Should questions arise, feel free to contact me.

TF:bw

Attachments

c: Betty Williams
Area Appraisal Managers
Regional Appraisal Supervisors
County Executive

01/04/2000

State of Tennessee - Division of Property Assessments
FY 2000-2001 COUNTY BUDGET ESTIMATE
HAMBLEN COUNTY

These amounts represent estimated revenues and expenditures for property assessment administration for the period July 1, 2000 through June 30, 2001. They do not represent the total amount of the budget of the Assessor of Property, but rather amounts to be received from and paid to the state.

Cycle: 5 year reappraisal cycle
Last reappraisal: 2000
Next reappraisal: 2005

I. REVENUE FROM STATE

A. PROPOSED REAPPRAISAL GRANT

27,720 real property parcels at last tax billing multiplied by \$0.62 per parcel **\$17,186**

***NOTE* REAPPRAISAL GRANT AMOUNTS ARE SUBJECT TO AVAILABLE STATE FUNDING**

II. EXPENDITURES

A. DATA PROCESSING CHARGES

1. Annual data processing maintenance (CAAS and NAL/Tax Billing processing)
30,674 projected total parcels multiplied by \$0.41 per parcel **\$12,576**

2. Reappraisal data processing (additional processing for review and revaluation)
28,274 projected real property parcels multiplied by \$0.19 per parcel **\$5,372**

B. MAP UPDATE AND REPRODUCTION

1. Normal map updating with blue line copies **\$0**
2. Mini map sets (cost per set) **\$0**

ESTIMATE.FRX

ASSESSOR'S BUDGET ITEMS

NORMAL OFFICE BUDGET

1. County Official/Administrative Officer
2. Assistant(s)
3. Secretary(s)
4. Clerical Personnel
5. Temporary/Part-time Personnel
6. Other Salaries and Wages
7. Contract Services
8. Communication
9. Dues and Memberships
10. Recording and Court Costs
11. Office Equipment
12. Maintenance and Repair Services
(Office Equipment)
13. Office Supplies
14. Equipment Rental
15. Data Processing Services
16. Postal Charges
17. Training
18. Travel
19. Auto Expense/Mileage
20. Drafting Expense
21. Advertising
22. Bond Premiums
23. Other

REAPPRAISAL BUDGET

1. Salaries
2. Benefits
3. Travel
4. Data Processing
5. Postage
6. Printing
7. Office Supplies
8. Contract Services
9. Office Equipment
10. Office Space
11. Training
12. Auto Expense
13. Other

INSTRUCTIONS FOR COMPLETING THE REAPPRAISAL PLAN

Reappraisal File Review

1. Prior to completing the Plan for Reappraisal, the Assessor must complete the Reappraisal File Review. The Reappraisal File Review is a review of all phases of the valuation process and will enable the Assessor to identify specific items that need attention during the Visual Inspection Cycle and the Revaluation portions of the program. This review should also consist of a discussion of the monitoring results to insure that all items of importance are addressed. Those counties that are not on the state's computer assisted appraisal system are encouraged to develop similar file edit and analysis capabilities and may omit any specific items on the Reappraisal File Review from that does not pertain to the computer system being used in their county.
2. A completed copy of the Reappraisal File Review will be used as reference when completing the Plan for Reappraisal. It will be most helpful as organizational information, helping to insure consistency when more than one reviewer is being used.

Visual Inspection Cycle

1. The County will obtain a parcel distribution report or similar report for counties not on the state's computer assisted appraisal system.
2. Determine total real property parcel count in county and divide by the number of years in the visual inspection cycle.
3. Determine number of maps in county at each scale.
4. Establish, from parcel distribution report, the breakdown by classification of parcels to be inspected annually.

5. Post total parcel count by classification to a county index map. Totals will include parcels from all scale maps to be inspected lying within the 1" = 400' maps. Larger counties with congested index maps can substitute a listing for this information.
6. Determine the geographic areas (of the county) that will yield the parcels for each year of the visual inspection.
7. Determine the number of parcels in each classification (urban, rural, commercial/industrial, exempt and other parcels) that can be inspected daily.
8. Estimate the number of personnel required to complete the annual inspection.
9. Complete the visual inspection cycle forms provided by the Division of Property Assessments.
10. Estimate the total budget requirements for each fiscal year of the visual inspection plan.
11. The visual inspection cycle plan must include a narrative plan which details each phase of the inspection cycle. The narrative plan will include an explanation of the following:
 - a. Personnel needs
 - b. Office space and equipment needs
 - c. Training necessary for staff
 - d. Geographic areas of responsibility assigned to inspection personnel
 - e. Production rates
 - f. Map maintenance
 - g. Quality assurance methods
12. The county is required to report on the work accomplished during the visual inspection cycle. The report will be on a form supplied by the Division of Property Assessments and submitted quarterly.

B. Modification of Responsibility

Due to level of expertise, number of staff members and resources available to the Assessor of Property, there may be a need to modify areas of responsibility in the Memorandum of Understanding. The purpose of the modification of responsibility is to provide latitude between the assessor and the division regarding the identified areas of responsibility. The following are specific modifications to this agreement that will be mutually beneficial for both parties and allow for better utilization of resources during the revaluation program:

County personnell will be responsible for review of all 100 ft.,
400 ft, and commercial properties.

III. Accuracy of Program

The Assessor will prepare a Final Value Report that will give an overview of the reappraisal program and support the value indications. The accuracy of the reappraisal program shall be determined by a review of the supporting documentation for the following: base rate development; land valuation; the application of market adjustments; the market area delineation codes analysis; rural land sales analysis; small tract analysis; the identification and valuation of unique properties; the completeness of the sales file; the quality of records developed for appeal defense; the results of the statistical analysis; the resolution of the data quality reports; and the property characteristic data.

IV. Computer Appraisal System

In the event the assessor of property chooses to change the current computer appraisal system, information regarding the new system and a detailed plan of implementation must be included with the reappraisal plan for approval by the State Board of Equalization.

V. Failure to Comply

It is the expressed intent of this Memorandum of Understanding to provide the County and the Division of Property Assessments with a clear understanding of the responsibility of each party in regard to the completion of the next reappraisal program. It is the intent of the Division of Property Assessments to take whatever action necessary to ensure the accurate and timely completion of the reappraisal program. Failure on the part of the county on any of the items agreed to herein shall result in the reporting of said failure to the State Board of Equalization for appropriate action.

It is with full understanding that we accept the conditions identified in this Memorandum of Understanding and accept responsibility to accomplish all items identified herein. We recognize that failure on the part of the county legislative body or the Assessor of Property to complete the agreed to requirements will result in the action identified herein.

David Purkey
County Executive

Signature

04/24/2000
Date

Jim Hipshire
County Assessor of Property

Signature

04/24/2000
Date

Reg. Appraisal Supervisor
Div of Property Assessments

Robert M. Green
Signature

5/3/01
Date

Area Appraisal Manager
Div. of Property Assessments

Signature

 / /
Date

Tom Fleming, CAE, Director
Div of Property Assessments

Signature

 / /
Date

Revaluation

1. The Assessor will develop a revaluation plan that insures the revaluation of all taxable real property in the county.

2. The revaluation plan will include a narrative plan of completion which details each of the following:
 - a. Personnel needs.
 - b. Office space and equipment
 - c. Use of aerial photographs
 - d. Assistance by the Division of Property Assessments
 - e. Development of sales file
 - f. Area Codes
 - g. Improvement Valuation
 - (1) Base rate development
 - (2) Analysis
 - (3) Special Buildings and Extra Features valuation
 - (4) Use of income and expense information
 - (5) Quality assurance method
 - h. Land Valuation
 - (1) Rural land schedules
 - (2) Residential and Small Tracts
 - (3) Commercial and Industrial
 - (4) Quality Assurance method
 - i. Mineral and Leasehold Valuation
 - j. Valuation Analysis
 - (1) Detailed analysis
 - (2) Final Value
 - k. Update of ownership information
 - l. New construction
 - m. Final value meeting with DPA
 - n. Hearings

3. The revaluation plan will also include the completion of a Reappraisal Phase Delineation Schedule which will provide specific information relating to completion schedule, phase responsibility, and production. Completion of the Reappraisal Phase Delineation Schedule is critical in determining the resources necessary to complete the revaluation in a timely and accurate manner.

4. The revaluation plan will also include a Personnel Allocation Chart which identifies the project director and the required personnel for the various project phases. The personnel allocation chart may be revised at a later date to include names of specific individuals, however, it must be completed and submitted with the revaluation plan identifying each required position.

5. The revaluation plan will also include the total budget requirements of the assessor's office including the additional cost as a result of Public Chapter 495, Public Acts of 1989, and action taken by the appropriated legislative body. The budget information will be shown separately (Assessor's Office Budget and Reappraisal Budget) and also include a copy of the assessor's previous year's budget. The items to be listed are shown in the Reappraisal Plan (Form and Procedures) and identified as "Assessor Budget Items".

6. Once the Plan for Reappraisal is completed, the original and three copies will be submitted to the Division of Property Assessments.

ASSESSOR'S FILE STATUS

The Assessor's File Status is a guide to assist the assessor in reviewing all existing records that have an effect on the valuation process. A file review may be conducted at any time, however, a complete detailed review of the appraisal file should be conducted prior to the startup of a reappraisal program. All members of the assessor's staff should be involved in a file review. The date of the review and the status of each item should be recorded in order to determine needed changes or corrections and any problem areas that may need special attention during reappraisal. This information will also be used when planning and organizing the reappraisal program and assigning work activities. When available, staff members of the Division of Property Assessments will assist in completing the file review.

c. Rural Land Schedule	_____
d. Land Codes & Redefines	_____
e. Adjustments	_____
(1) Size	_____
(2) Location	_____
(3) Flood	_____
(4) Condition	_____
2. Small Tracts	current
a. Small Tract Schedule	_____
b. Land Codes	_____
c. Adjustments	_____
3. Residential Land	current
a. Residential Land Schedules	_____
b. Land Codes	_____
c. Adjustments	_____
4. Commercial/Industrial Land	current
a. Commercial/Industrial Land Schedules	_____
b. Land Codes	_____
c. Adjustments	_____
F. SPECIAL PROPERTIES	current
1. Commercial/Industrial	_____
2. Minerals	_____
3. Leaseholds	_____
4. Exempts	_____
G. CONSTRUCTION CODES	_____
H. CITIES IN MORE THAN ONE COUNTY	_____
I. CITY/COUNTY SPLITS	_____

REAPPRAISAL ORGANIZATIONAL MEETING

The success of every reappraisal program begins with good planning and organizing. After determining the status of the appraisal file, the assessor must conduct an organizational meeting to evaluate current resources, reappraisal requirements and personnel assignments. The meeting date, personnel assignments, office arrangements and other decisions should be recorded. When available, staff members of the Division of Property Assessments will assist in conducting the reappraisal organization meeting.

REAPPRAISAL ORGANIZATION MEETING

DATE 04 / 24 /2000

COMMENTS

A. REVIEW ASSESSOR'S STAFF

1. Appraisal Experience

20 years combination

2. Training Requirements

per State Board

B. REAPPRAISAL PERSONNEL ASSIGNMENTS

1. Administrator

2. Clerks

Suzanne Smith

3. Appraisers

Jack Hawkins

a. Rural

Jack Hawkins

b. Residential

Jack Hawkins

c. Commercial/Industrial

Jack Hawkins

4. DPA Assistance

As needed/when available

5. Other

C. ESTABLISH BEG. & COMPLETION DATES

1. Date to Copy Reappraisal File

To be determined at a later date.

2. Notice Mailing Date

To be determined at a later date.

3. Hearing Dates

To be determined at a later date.

D. REAPPRAISAL OFFICE REQUIREMENTS

1. Location

adequate

2. Computers

adequate

3. Phone

adequate

4. Furniture and Copy Machine

adequate

5. Supplies/Materials

adequate

a. Forms and Questionnaires

adequate

(1) Sales Verification

adequate

(2) Income and Expense

adequate

(3) Leasehold

adequate

(4) Labels

adequate

(5) Constant Data

adequate

b. Maps (zoning, index, street, etc.)

adequate

MEMORANDUM OF UNDERSTANDING

between

H A M B L E N County and The Division of Property Assessments

DATE: April 24, 2000

TO: JIM HIPSHIRE, Assessor of Property

DAVID PURKEY, County Executive

RE: H A M B L E N County 2005 Year Reappraisal Program

FROM: State of Tennessee
Division of Property Assessments
Tom Fleming, CAE, Assistant to the Comptroller for Assessments

The purpose of this Memorandum of Understanding is to clarify the areas of responsibility for all parties involved in the reappraisal of HAMBLEEN County. It is intended to express the requirements needed to successfully complete reappraisal and to define the extent of involvement expected of the State of Tennessee, Division of Property Assessments. A reappraisal program is defined as the updating of all values in the county by analyzing current information and establishing new tables, models, schedules, rates and depreciation.

TCA 67-5-1601 provides for Assessors of Property to have the option to reappraise either on a 6-year cycle with an update of values in the third year or to reappraise on a 4 or 5 year cycle with no updates. TCA 67-5-1601 (d) requires the Division of Property Assessments to provide technical assistance to counties during the year of reappraisal. The resources available to the Division of Property Assessments enables them to provide technical assistance to counties during the reappraisal year, however, the amount of division involvement will be determined by the workload resulting from all counties that are scheduled for reappraisal during each year.

The amount of Division of Property Assessments involvement must be determined and clearly understood prior to the county producing a plan for reappraisal. The Assessor of Property will prepare a Plan for Reappraisal that accomplishes reappraisal in accordance with standards and procedures prescribed by the Division of Property Assessments. The Plan for Reappraisal must include all specific items identified in this Memorandum of Understanding.

I. County Responsibility

(These items will be the county's responsibility unless specifically identified as being performed by the Division of Property Assessments.) The Assessor of Property will be responsible for ensuring that all phases of the reappraisal program are conducted in accordance with Division of Property Assessment's policies and procedures relating to property valuation, sales verification, appeal defense and statistical standards. The county must resolve data quality reports, provide accurate property characteristics, provide adequate data entry, demonstrate its ability to organize and manage a program, provide adequate staffing and provide financial support. The following is an overview of the process and can be used in conjunction with manuals developed by the Division of Property Assessments. The manuals should be used for more specific information on each of the topics identified.

A. Property Valuation: All types of property will be valued following standard procedures.

1. Residential - Residential properties will be valued by determining the proper base rate for each residential improvement type in the jurisdiction. The base rates will be developed using sale properties with recently constructed improvements whenever possible to reduce the difficulties of estimating depreciation and to increase the accuracy of the land values. The base rate analysis will consider the new depreciation that will automatically be calculated when the year of reappraisal changes. The Assessor of Property shall retain all base rate analyses for appeal purposes. Appropriate depreciation and/or effective age will be used to adjust groups of parcels identified as having unique market consideration. When additional depreciation or effective age changes are used to adjust values, market analysis must be retained to support the adjustments. Individual property characteristics will not be improperly altered to effect acceptable analysis results. Extra Features and Special Buildings will be valued using standard abbreviations and updated cost tables. The cost tables will be developed from the local market when possible, and the Assessor

of Property will retain all necessary supporting documentation for review and appeal purposes. Residential land will be valued using accepted appraisal practices and available computer techniques. All residential market area delineation codes will be reviewed to determine their accuracy, and the necessary action will be taken to correct any changes indicated by the market since the last reappraisal program.

2. **Rural Land** - Rural land will be valued using standard rural land valuation procedures. Rural sales will be located and verified to determine if they meet the requirements of a valid transaction. All rural sales will be reviewed by the Assessor of Property or a staff member with either the buyer, seller or agent to determine the conditions of the sale and if any adjustments are needed. A rural land sales verification form will be completed on all rural sales. These forms will be separated into Qualified and Disqualified sales and maintained in the Assessor of Property's office for review and use in appeals. All rural land will be valued using the rural land tables. Appropriate sales analysis must be conducted to produce a rural land schedule and also to determine all factors affecting value. Areas of the county that cannot be valued using the base rural land schedule will be valued using the rural land schedule adjusted to the appropriate level of value. Land grade maps will be used to determine the appropriate land grade for each parcel. The land grade maps, if not already available, will be constructed by using all available SCS soil survey information. All maps will be updated to reflect the most current base features such as wooded areas and areas that have been cleared since the last reappraisal program. It is appropriate to use home sites on all rural tracts where a home site exists. The Rural Land Procedures Manual published by the Division of Property Assessments will be followed in the valuation of all rural land. All rural market area delineation codes will be reviewed to insure they conform to current market conditions.

3. **Commercial/Industrial Property** - All commercial and industrial property shall be valued using standard valuation procedures. The listing of commercial and industrial properties will be reviewed for accuracy. All commercial property will be reviewed to determine if valuation by the income approach is the most appropriate method. In these instances, it will be necessary to gather sufficient income and expense data to calculate an indication of value by the income approach. All the completed income and expense forms will be retained for review and appeal purposes. All income data must be analyzed by making comparisons with like properties such as comparing offices to offices, warehouses to warehouses, and restaurants to restaurants. All commercial sales will be

verified to determine if any special circumstances such as personal property or unusual financing are included. Commercial and industrial base rates will be developed for each type of commercial and industrial improvement in the jurisdiction. This is typically accomplished using a combination of local information and a professional cost service. All industrial properties shall be revalued using the most appropriate method, typically the cost approach. All commercial and industrial land will be revalued using the most appropriate method such as front foot price, square foot price or unit, and all pertinent information such as zoning will be indicated on the land valuation maps. All analyses and sales information used to determine the commercial and industrial land values will be retained by the Assessor of Property for review and appeal purposes. All commercial and industrial market area delineation codes will be verified to determine if they need to be revised due to changes in the market. All commercial and industrial property will be valued following the Commercial and Industrial Valuation Manual prepared by the Division of Property Assessments.

4. **Small Tracts** - Land that does not qualify as a farm and is not part of an organized development is considered a small tract. It is typically valued as an individual unit and priced per unit or per acre. A total countywide small tract analysis must be accomplished in order to determine reasonable values. After the analysis has been accomplished and a pricing guide developed, the existing small tracts are to be reviewed to determine consistency. After making any needed adjustments to improve consistency, the small tracts will be revalued using accepted appraisal practices and any appropriate computer techniques. The Assessor of Property should maintain all analyses and sales information used in the valuation of small tracts for review and appeal purposes. All market area delineation codes that have an effect on the valuation of small tracts will be reviewed to determine accuracy, and any adjustments needed will be made.

5. **Unique Properties** - Usually, unique properties will exist in a county that will require special treatment. These can be lake properties, mobile homes, large industrial complexes, mineral interest, leasehold interest, etc. The Plan for Reappraisal will address these properties and explain how they will be valued.

B. Sales Verification: A major element in the success of a reappraisal program is the completeness and accuracy of the sales file. The Division of Property Assessments has published the Property Assessor's Procedures for Sales Data Collection and Verification.

These procedures will be followed to ensure the desired accuracy. Any attempt to influence the results of the analysis by inaccurate sales verification must be avoided. The quality of the analysis depends on the accuracy of the sales file and every effort should be made to ensure this accuracy. The Assessor of Property will maintain sufficient records on the verification of sales for review and appeal purposes.

C. **Appeal Defense:** Any reappraisal program must have the necessary data and information to defend the appraisals. The Assessor of Property and staff must have the ability to present the value-supporting data in a manner that provides the property owners and appeal boards with the information necessary to understand how and why the value conclusions were determined. The Assessor of Property and staff will resist making unnecessary changes just to satisfy the property owner when the appraisal is correct. All elements of the valuation process must consider the appeal process. An effort must be made to maintain sufficient data to defend the values, and this data includes the following: Base Rate Analysis; Sales Analysis; Cost Information; Land Valuation Information; Adjustments to Sales; Income and Expense Information; and any other information that will be useful in the appeal process.

D. **Statistical Standards for Reappraisal:** The Division of Property Assessments has developed statistical standards for evaluating the results of reappraisal programs. The reappraisal program should be completed with these standards as the goal. Failure to meet these standards provides indications that the reappraisal program may be flawed and unacceptable. The standards apply to property by its statutory classification such as residential, commercial, industrial and farm. Within each classification, properties may be further stratified based on a detailed analysis of the information available. The data used to produce the analysis must be accurate and uninfluenced by personal desires to attain a certain goal. The discovery of inaccurate data that has an influence on the results of the statistical analysis will be considered in the overall evaluation of the program. If the results of the statistical analysis fail to meet the standards, said results will be reported to the State Board of Equalization for appropriate action.

E. **Data Quality Reports:** The Data Quality Reports include edits that enable the assessor to identify data problems. Since the success of a reappraisal program is determined by the accuracy of the data, each county must resolve all errors found on the Data Quality Reports.

Typically, this information is produced from the Assessor of Property's computer file and analyzed locally. The ability to produce this information locally requires certain computer skills. Counties not on the State's Computer Assisted Appraisal System will develop similar capabilities and produce and use these types of reports to resolve all erroneous data.

F. Data Entry: A reappraisal increases the amount of data entry because of changes and adjustments to the file, especially where extensive field reviews are required. Any plan for reappraisal must consider this additional data entry workload, identify detailed expected production levels, produce a completion schedule and provide for terminals and sufficiently trained personnel.

G. Organization and Management: The completion of a successful reappraisal program is dependent upon the ability of the Assessor of Property to organize the work activities and to manage the employees.

1. The initial indication of the Assessor of Property's ability is the Plan for Reappraisal. If the Assessor of Property can properly complete a Plan for Reappraisal that considers all aspects of the program, it is likely the Assessor has the necessary organization skills. In addition to the normal items of real property associated with reappraisal, the Assessor of Property's plan shall include a program of discovery, data collection, analysis and valuation for any assessable leasehold or mineral properties in the county. The Plan for Reappraisal shall include a detailed schedule showing the beginning and ending dates of each phase of the program, the personnel responsible for each phase and the man months necessary for the completion of each phase. The Plan for Reappraisal will contain a plan for notifying property owners of the new assessed values and providing them the opportunity to appeal such values.

2. The Assessor of Property will also need to consider the normal maintenance that is the daily occurrence in the assessor's office. New construction continues, deeds are recorded and the public continues to make inquiries. This work must proceed and the organization of the Assessor of Property's office must consider these items as well as the reappraisal. The plan for reappraisal must include a section on maintenance that provides specific information such as a completion schedule for all map and ownership maintenance and a completion schedule for collecting data and valuing all new

construction. This information must also include the specific names of the employees that will perform these tasks.

3. After the Assessor of Property has properly organized the office and planned for all aspects of reappraisal while continuing to perform normal maintenance, the Assessor must manage the staff and resources. The management includes making personnel assignments and determining which phase of the program should be completed next, as well as overseeing and supervising the quality and quantity of the work being performed. The Assessor of Property will develop and maintain production reports and quality control reports to ensure that the program is completed accurately and on time.

H. Staffing: The Plan for Reappraisal shall contain a staffing plan that provides for adequate reappraisal staff, sufficient review and clerical staff to accomplish the necessary work with regard to the on-site review. The Plan for Reappraisal must be specific in identifying the personnel necessary for each phase of the reappraisal as well as all other phases of the normal maintenance work accomplished by the Assessor of Property's office.

1. The Assessor of Property shall assume the responsibilities and duties of the reappraisal manager or employ a qualified reappraisal manager having previous experience in directly related programs. The qualifications of the reappraisal manager shall be included in the Plan for Reappraisal and submitted to the Division of Property Assessments for approval.

2. The Plan for Reappraisal shall include the training and experience levels of all employees that will be involved in the reappraisal program. The qualifications of the employees will be determined by the courses and seminars they have attended as well as the amount of their reappraisal experience.

I. Approval for 4-Year and 5-Year Cycles: The Assessor of Property in any county that plans a 4 or 5-year reappraisal program must have approval by resolution from the county legislative body. The Plan for Reappraisal prepared by the Assessor of Property must be submitted for review to the county executive and the county legislative body. The county legislative body must provide the funding to accomplish the reappraisal program as outlined in the Plan for Reappraisal. It shall also be understood that reappraisal on a 4 or 5-year cycle does not entitle the county to any additional state funds beyond those determined for a 6-year reappraisal cycle.

7

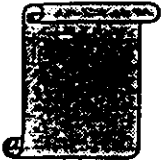
II. State Division of Property Assessments' Responsibility:

TCA 67-5-1601 (d)(1)(B)(3) provides that all work (accomplished by the Assessor of Property) is subject to the supervision and approval of the director of the Division of Property Assessments. The Division of Property Assessments is required to supervise and direct all reappraisal and revaluation programs. The Division of Property Assessment's statutory responsibility is to (1) provide technical assistance and (2) ensure the accuracy of the reappraisal program. All counties conducting reappraisal programs accept the condition of limited involvement from the Division of Property Assessments and also agree to maintain records and provide sufficient data and reports to enable the Division of Property Assessments to evaluate the quality of the reappraisal program.

A. Technical Assistance: Technical assistance is provided to a county by experienced staff members of the Division of Property Assessments. The technical assistance to be provided by the Division of Property Assessments will be determined considering available resources and existing workload of county reappraisal programs scheduled during each year.

TECHNICAL ASSISTANCE TO THE ASSESSOR MAY INVOLVE THE FOLLOWING ACTIVITIES:

- Residential Base Rate Development
- Residential Analysis (V & I)
- EFSB Cost Tables Development
- Rural Land Schedule Development
- Home-Site Analysis
- Commercial & Industrial Base Rate Development
- Income & Expense Analysis
- Commercial Market Analysis
- Unique Industrial Properties Appraisal
- Small Tract Sales Analysis
- Small Tract Pricing Guide Development
- Sales Adjustments Determination
- Sales Verification Instruction
- Unique Properties Appeal Preparation
- Data Preparation for Appeals Defense
- Overall Statistical Results Review
- Data Quality Reports Production
- Assessable Mineral Interest Valuation
- Assessable Leasehold Interest Valuation
- On-The-Job Training for Assessor's Staff
- Market Area Delineation Codes Review



HAMBLEN COUNTY REAPPRAISAL PLAN

5 - YEAR
REAPPRAISAL PLAN

H A M B L E N COUNTY

SUBMISSION DATE April 24, 2000

ASSESSOR OF PROPERTY

JAMES R. HIPSHIRE

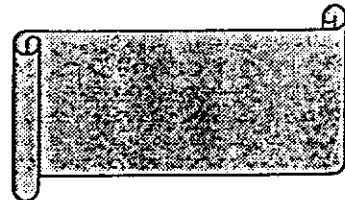


TABLE OF CONTENTS

SECTION I

Visual Inspection

Daily Production Requirements 4

First Inspection year of cycle..... 5

Second Inspection year of cycle..... 6

Third Inspection year of cycle..... 7

Fourth Inspection year of cycle (5 and 6-year cycles)..... 8

Fifth Inspection year of cycle (6-year cycles)..... 9

Narrative Information regarding Inspection Plan..... 10

SECTION II

Revaluation

Revaluation Year Data 11

Narrative Information regarding Revaluation 12

Phase Delineation Chart Descriptions 15

Assessor's Phase Delineation Chart 19

DPA Phase Delineation Chart..... 21

Personnel Assignment..... 22

Assessor's Monthly Personnel Requirements Chart..... 23

DPA Monthly Personnel Requirements Chart..... 24

Signature Page..... 25

ATTACHMENTS

(To Be Submitted With Completed Plan)

- County Summary Sheet
- County Index Map(s) Showing Inspection Cycle
- Fiscal Year Budget Requirements Breakdowns
- Resolution of Legislative Body

TABLE OF CONTENTS

SECTION I

Visual Inspection

Daily Production Requirements 4

First Inspection year of cycle..... 5

Second Inspection year of cycle..... 6

Third Inspection year of cycle..... 7

Fourth Inspection year of cycle (5 and 6-year cycles)..... 8

Fifth Inspection year of cycle (6-year cycles)..... 9

Narrative Information regarding Inspection Plan..... 10

SECTION II

Revaluation

Revaluation Year Data 11

Narrative Information regarding Revaluation 12

Phase Delineation Chart Descriptions 15

Assessor's Phase Delineation Chart 19

DPA Phase Delineation Chart..... 21

Personnel Assignment..... 22

Assessor's Monthly Personnel Requirements Chart..... 23

DPA Monthly Personnel Requirements Chart..... 24

Signature Page..... 25

ATTACHMENTS

(To Be Submitted With Completed Plan)

- County Summary Sheet
- County Index Map(s) Showing Inspection Cycle
- Fiscal Year Budget Requirements Breakdowns
- Resolution of Legislative Body

SECTION I

4 -YEAR VISUAL INSPECTION CYCLE

COUNTY HAMBLEN

REVALUATION YEAR 2005

CYCLE BEGINNING DATE 7-1-2000 ASSESSOR Jim Hipshire

COUNTY SUMMARY

(Attach Parcel Distribution Report Summary Sheet)

TOTAL PARCELS	URBAN 1'=50' & 100' MAPS	<u>19,257</u>	(Except C//Other)
(Projected)	RURAL 1'=400' MAPS	<u>8,164</u>	(Except C//Other)
	COMMERCIAL/INDUSTRIAL	<u>2,653</u>	(Total)
	ALL OTHER	<u>800</u>	(Total)
TOTAL PARCELS		<u>30,874</u>	
(County Wide Projected through Revaluation Year)			

TOTAL MAPS	1" = 50'	<u>3</u>
	1' = 100'	<u>220</u>
	1" = 400'	<u>58</u>
	Other Scale ()	<u>0</u>

ESTIMATED TOTAL TRANSFERS PER YEAR	<u>2000</u>
ESTIMATED NUMBER OF SPLIT TRANSFERS	<u>300</u>

SCHEDULED MAP MAINTENANCE

Daily X Monthly _____ Annual _____
Other (Specify) _____

DAILY PRODUCTION REQUIREMENTS FOR INSPECTION
(Number of Parcels Reviewed Per Person Per Day)

URBAN	<u>24</u>
RURAL	<u>10</u>
COMM./INDUSTRIAL	<u>3</u>
OTHER PARCELS	<u>1</u>

TOTAL NUMBER OF PARCELS PER INSPECTION YEAR

YEAR 1 <u>7852</u>	YEAR 2 <u>7889</u>
YEAR 3 <u>7630</u>	YEAR 4 <u>7549</u>
YEAR 5 <u> </u>	

ESTIMATED NUMBER OF INSPECTION PERSONNEL REQUIRED 1

ESTIMATED NUMBER OF CLERICAL PERSONNEL REQUIRED 1

SCHEDULED REPORTING PERIOD
QUARTERLY X

ATTACH COUNTY WIDE INDEX MAP SHOWING INSPECTION CYCLE AREAS BY YEAR

FIRST INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 4202 RURAL 3193 COMM/IND 325 OTHER 132 TOTAL 7852

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 22 RURAL 39 COMM/IND 12 OTHER 17 TOTAL 25

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps 3, 5, 6, 7, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 26, & 27

1" = 100' Maps 90, 10L, 10M, 11I, 11N, 11P, 12B, 12G, 13o, 13P, 15E, 160, 17D, 17E, 17F, 17I, 17J, 17K, 17L, 17M, 17N, 17O, 17P, 18A, 18B, 18C, 18I, 18J, 18K, 18L, 18M, 18N, 18O, 18P, 19A, 19G, 19H, 19I, 24C, 24D, 24F, 24G, 24H, 24J, 24K, 24L, 24M, 24N, 26G, 26H, 26J, 26N, 26O, 27B, 27J, 27K, 27P.

1" = 50' Maps

Other

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%

BUDGET REQUIREMENTS TO COMPLETE VISUAL INSPECTION CYCLE FOR FISCAL YEAR 2000-2001 \$ 55,054

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- 1. Salaries (Individual) 2. Benefits 3. Travel 4. Data Processing 5. Postage 6. Printing 7. Office Supplies 8. Training 9. Other

**BUDGET REQUIREMENTS
2000-2001**

Salaries	\$38,682
Benefits	8,121
Date Processing	5,352
Other Costs	2,899
Total	\$55,054

SECOND INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 3617 RURAL 3586 COMM/IND 469 OTHER 218 TOTAL 7890

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 19 RURAL 44 COMM/IND 18 OTHER 27 TOTAL 26

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps 25, 28, 29, 35, 36, 37, 43, 44, 45, 47, 48, 49, 50, 51, 52, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 66, 67

1" = 100' Maps 35A, 35B, 35C, 35D, 35G, 35L, 35N, 35O, 36I, 43B, 43C, 43H, 43J, 43N, 47A, 47C, 47D, 47E, 47F, 47G, 47H, 47I, 47J, 47K, 47L, 47N, 47-0, 47P, 48A, 48B, 48E, 48G, 48H, 48N, 49D, 49J, 49K, 49L, 50B, 50D, 50G, 50J, 50M, 50N, 50O, 50P, 51A, 51N, 51O, 54A, 54B, 54C, 54E, 54F, 54G, 54H, 55B, 55H, 57B, 57I, 57J, 58I.

Other

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 26

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5 RURAL 5 COMM/IND 5 OTHER 5 TOTAL 5%

BUDGET REQUIREMENTS TO COMPLETE VISUAL INSPECTION CYCLE FOR FISCAL YEAR 2001-2002 \$ 56,684

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- 1. Salaries (Individual) 2. Benefits 3. Travel 4. Data Processing 5. Postage 6. Printing 7. Office Supplies 8. Training 9. Other

**BUDGET REQUIREMENTS
2001-2002**

Salaries	\$40,035
Benefits	8,398
Date Processing	5,352
Other Costs	2,899
Total	\$56,684

THIRD INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 5475 RURAL 1220 COMM/IND 809 OTHER 126 TOTAL 7630

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 28 RURAL 15 COMM/IND 30 OTHER 16 TOTAL 25

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps 31, 32, 38, 39, 40, 41, 42, 46, 53

1" = 100' Maps 32E, 32I, 32J, 32K, 32M, 32N, 32O, 38I, 39E, 39F, 39I, 39J, 39K, 39L, 39M, 39N, 39O, 40A, 40B, 40C, 40D, 40E, 40F, 40G, 40H, 40I, 40J, 40K, 40L, 40O, 40P, 41A, 41B, 41C, 41D, 41E, 41F, 41G, 41H, 41L, 42A, 42B, 42C, 42F, 42G, 42H, 42I, 42J, 42K, 42M, 42O, 42P, 46D, 46F, 46K, 53C, 53F

Other

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5 RURAL 5 COMM/IND 5 OTHER 5 TOTAL 5%

BUDGET REQUIREMENTS TO COMPLETE VISUAL INSPECTION CYCLE FOR FISCAL YEAR 2002-2003 \$58,381

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- 1. Salaries (Individual) 2. Benefits 3. Travel 4. Data Processing 5. Postage 6. Printing 7. Office Supplies 8. Training 9. Other

FOURTH INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 5906 RURAL 172 COMM/IND 1129 OTHER 342 TOTAL 7549

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 31 RURAL 2 COMM/IND 43 OTHER 43 TOTAL 24

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps 33 & 34

1" = 100' Maps 25A, 25B, 25C, 25D, 25E, 25F, 25G, 25H, 25I, 25J, 25K, 25M, 25N, 25O, 25P, 33A, 33B, 33C, 33D, 33E, 33F, 33G, 33I, 33J, 33K, 33L, 33M, 33N, 33O, 33P, 34A, 34B, 34C, 34D, 34E, 34F, 34G, 34H, 34I, 34J, 34K, 34L, 34M, 34N, 34O, 34P

1" = 50' Maps 33MB, 34ID, 34PA

Other

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 24

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5 RURAL 5 COMM/IND 5 OTHER 5 TOTAL 5%

BUDGET REQUIREMENTS TO COMPLETE VISUAL INSPECTION CYCLE FOR FISCAL YEAR 2003-2004 \$60,145

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- 1. Salaries (Individual) 2. Benefits 3. Travel 4. Data Processing 5. Postage 6. Printing 7. Office Supplies 8. Training 9. Other

NARRATIVE INFORMATION --- VISUAL INSPECTION

(Attach Additional Sheets If Needed.)

A. Personnel Needs Current personnel are adequate to complete the visual inspection cycle.

B. Office and Equipment Needs adequate

C. Training Planned and Needed for Staff Will request training as needed.

D. Geographic Areas of Responsibility Assigned to Inspection Personnel Each field person will be responsible for all rural, residential and commercial. Problem areas will be discussed with the assessor.

E. Production Rates Rates are adequate to complete inspection phase.

F. Map Maintenance Schedule and Explanations All map maintenance and deed work is completed daily.

G. Quality Assurance Efforts Planned Assessor will insure a quality program throughout inspection of field work.

H. Other _____

SECTION II

REVALUATION YEAR OF CYCLE

	REVALUATION YEAR	<u>2005</u>	
TOTAL PARCELS (Projected)	URBAN (1" = 100' Maps)	<u>19,257</u>	(Except Comm/Ind)
	RURAL (1" = 400' Maps)	<u>8,164</u>	(Except Comm/Ind)
	Commercial/Industrial	<u>2,653</u>	(All Maps)
	OTHER	<u>800</u>	
	TOTAL	<u>30,874</u>	

BUDGET REQUIREMENTS TO COMPLETE REVALUATION PROGRAM FOR FISCAL
 YEAR 2004-2005 \$ 65,452

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- | | |
|--------------------------|--------------------|
| 1. Salaries (Individual) | 6. Printing |
| 2. Benefits | 7. Office Supplies |
| 3. Travel | 8. Training |
| 4. Data Processing | 9. Other |
| 5. Postage | |

NARRATIVE INFORMATION – REVALUATION YEAR

(Attach Additional Sheets If Needed)

- A. Personnel Needs Current personnel are adequate.
-
- B. Office Space and Equipment Needs (Space for State Personnel Providing Assistance)
Adequate
-
- C. Use of Aerial Photographs Currently they do not have any. There are no plans to purchase any.
-
- D. Assistance Request of Division of Property Assessments Limited assistance will be available. It will be restricted to preliminary and final analysis only.
-
- E. Development of Sales File Sales will be worked and verified in accordance with DPA procedures for collection and verification. Sales analysis will be requested when necessary.
-
- F. Area Codes Area codes in Hamblen County were re-evaluated during the 2000 revaluation. Any further adjustments will be evaluated if necessary.
-
- G. Improvement Valuation
1. Base Rate Development Assistance will be provided by the DPA.

 2. Analysis As needed by the DPA.

 3. Special Building & Extra Feature Valuation Assistance will be provided by the DPA.

 4. Collection & Use of Income & Expense Information Assessor's personnel is adequate to complete this phase.
-

**REQUIREMENTS
2002-2003**

Salaries	\$41,443
Benefits	8,687
Date Processing	5,352
Other Costs	2,899
Total	\$58,381

**REQUIREMENTS
2003-2004**

Salaries	\$42,907
Benefits	8,987
Date Processing	5,352
Other Costs	2,899
Total	\$60,145

**REQUIREMENTS
2004-2005**

Salaries	\$44,430
Benefits	10,044
Date Processing	5,874
Other Costs	2,899
Phones	2,205
Total	\$65,452

REVALUATION PHASE DELINEATION CHART DESCRIPTIONS

A. ADMINISTRATION

1. Planning/Organizing - The time an administrator spends in establishing goals, policies and procedures and organizing the work activities for a timely completion of each reappraisal phase.
2. Directing/Controlling - The time an administrator spends in guiding a supervising personnel responsible for the accomplishment of the clerical and appraisal activities necessary to complete each phase.

B. CLERICAL

1. File Cleanup - Time required in the correction of file reports such as incorrect land codes, improvement types, property types, etc.
2. Acreage Correlation - Time required to compare acreage amounts on the property record card with the tax maps and to correct any discrepancies.
3. Inspection Corrections - Time required to make corrections to properties reviewed during the inspection cycle.
4. Data Entry - Time required to key changes and corrections.
5. Processing/Screening - Time required to process and examine all data prior to data entry and to edit completed data upon return from data processing
6. Acreage Grid - Time required to calculate the acreage of each land grade on tracts that may be eligible for greenbelt.
7. Other - Time required to perform other clerical duties necessary to the successful completion of the reappraisal program.

C. PRELIMINARY ANALYSIS OF FILE

1. Area Codes - Time required to review the current area code assignments and determine the need for any changes or corrections.
2. Improvement Types - Time required to review the current improvement types used and to determine any needed changes, corrections or additions.
3. Extra Features/Special Buildings - Time required to review the current status of the extra features as special buildings and to determine any needed changes, corrections or additions.

4. Small Tracts - Time required to review the current small tract listings for accuracy and consistency, and to review the methods used to establish values and to determine any needed changes or corrections.
5. Rural Land - Time required to review the current rural land listings for accuracy and consistency, and to review the methods used to establish values and to determine any needed changes or corrections.
6. Income and Expense - Time required to review the commercial properties and to determine the methods and forms to be used in the collection of income and expense information.
7. Sales File Cleanup - Time required to review the status of the sales file using sales reports and deed inventories. The sales file should be up-to-date and listed correctly.
8. Override Properties - Time required to review the listing of properties that have an override code. Delete all override codes making any needed changes or corrections.

D. LAND VALUATION

1. Urban - Time required to analyze vacant and improved sales to determine appropriate units of comparison, to establish base lot values, front foot and square foot values as well as units buildable. Urban parcels are located on 1" - 100' or larger scaled maps.
2. Commercial/Industrial - Time required to analyze vacant and improved sales and to determine appropriate units of comparison as well as establish base front foot, square foot and acreage values.
3. Rural - Time required to analyze vacant and improved sales of 15 acres or greater and to determine a preliminary rural land schedule. Rural land listings should be changed or corrected as needed.
4. Small Tracts - Time required to analyze vacant and improved sales of parcels less than 15 acres on rural maps and to establish a small tract pricing guide. Small tract listings should be changed or corrected as needed.

E. IMPROVEMENT VALUATION

1. Base Rates - Time required to develop tentative market base rates for all improvement types, utilizing sales of particular properties or in absence of sales an approved cost index service.
2. Factors - Time required to determine the use, if any, of base rate factors or land factors.

3. Effective Ages - Time required to review the condition factors (effective ages) of all improvements and to adjust those improvements due to the change in the base year for depreciation calculations.
4. Extra Features/Special Buildings - Time required to develop and/or to update extra features and special buildings rates and depreciation tables.

F. SPECIAL PROPERTIES VALUATION

1. Commercial/Industrial - Time required to appraise special purpose properties such as large industrials, golf courses or recreational facilities.
2. Minerals - Time required to collect data and to appraise mineral interests.
3. Leaseholds - Time required to analyze the leases on fee exempt properties and to value leasehold interests.
4. Exempt Properties - Time required to review and to compare the approved exemption applications with a current exempt properties listing, and to determine any changes that may alter the exemptions status of the properties.
5. Other - Time required to value other unique or complex properties that need additional resources for appraisal.

G. ASSESSOR FILE MAINTENANCE

1. New Construction - Time required to measure and list all new construction completed prior to the reappraisal date.
2. Mapping Splits - Time required for map maintenance during year prior to reappraisal.
3. Treelines/Land Grades - Time required to update tree lines and land grade changes on the tax maps and to correct the resulting land grade listing for the property.
4. Sales File - Time required to maintain an up-to-date-sales file during the year prior to the reappraisal date.

H. FINAL VALUATION REVIEW

1. Urban - Final determination of values for residential properties located on 1" = 100' or larger scaled maps.
2. Rural - Final determination of values for residential/farm properties located on 1" = 400' maps.
3. Use Schedule - Final review of the use schedule calculations and the greenbelt parcels listing.
4. Commercial/Industrial - Final determination of values on commercial and industrial properties on all maps.

5. Final Value Meeting - Meeting with the State Division of Property Assessments to review all phases of the completed reappraisal program for accuracy and completion. Appraisal change reports and all analysis reports should be reviewed to determine needed changes or corrections.

6. Final Analysis - Interpreting final sales analysis prior to printing assessment change notices and property record cards. Compiling pertinent appraisal tables, schedules, manuals and maps for future reference.

I. **INFORMAL HEARINGS**

1. Urban - Estimate the number of parcels that will be reviewed during the assessor's hearings.

2. Rural - Estimate the number of parcels that will be reviewed during the assessor's hearings.

3. Commercial/Industrial and Special Properties - Estimate the number of parcels that will be reviewed during the assessor's hearings.

4. Clerical - Maintaining files and appointment logs and processing appraisal changes including data entry.

5. Field Checks - Field reviews due to informal hearings.

J. **FORMAL HEARINGS**

1. County Board of Equalization - Appraisal and clerical personnel required to assist the County Board of Equalization during the reappraisal year.

ASSESSOR'S REAPPRAISAL PHASE DELINEATION CHART

PHASE (Reappraisal Activity)	UNITS # of Maps or Parcels	DAILY PRODUCTION RATE	BEG DATE	COMP DATE	TOTAL MAN MONTHS	PERSONNEL (Man Mos / Time)
A. ADMINISTRATION						
1. Planning/Organizing			7-1-2004	10-1-2004	2	2
2. Directing/Controlling			7-1-2004	10-1-2004	2	2
B. CLERICAL						
1. File Cleanup (work all cleanup reports)			7-1-2004	10-1-2004	1	1
2. Acreage Correlation			7-1-2004	10-1-2004	1	1
3. Inspect. Cycle Corrections			7-1-2004	10-1-2004	1	1
4. Data Entry			7-1-2004	10-1-2004	1	1
5. Processing/Screening (data change returns)			7-1-2004	10-1-2004	1	1
6. Acreage Grid			7-1-2004	10-1-2004	1	1
7. Other			7-1-2004	10-1-2004	1	1
C. PRELIMINARY ANALYSIS OF FILE						
1. Area Codes (Review/Correct)			8-1-2004	9-1-2004	1	1
2. Imp. Types (Review)			8-1-2004	9-1-2004	1	1
3. Extra Features/Special Bid (analysis /calculation)			8-1-2004	9-1-2004	1	1
4. Small Tracts (Review accuracy/consistency)			8-1-2004	9-1-2004	1	1
5. Rural Land (Review/establish schedule)			8-1-2004	9-1-2004	1	1
6. Income & Expense (Methods & Forms)			8-1-2004	9-1-2004	1	1
7. Sales File Cleanup			8-1-2004	9-1-2004	1	1
8. Override Properties			8-1-2004	9-1-2004	1	1
D. LAND VALUATION						
1. Urban (50' & 100' Maps)	19,257	300	7-1-2004	9-1-2004		
2. Comm/Ind	2,412	200	7-1-2004	10-1-2004		
3. Rural (400' Maps)	7,422	100	7-1-2004	9-1-2004		
4. Small Tract						
E. IMPROVEMENT VALUATION						
1. Base Rates	30,874		10-1-2004	12-1-2004	2	2
2. Factors	30,874		10-1-2004	12-1-2004		2
3. Effective Ages	30,874		10-1-2004	12-1-2004		2
4. XFSB	30,874		10-1-2004	12-1-2004		2

HAMBLEN COUNTY REAPPRAISAL PLAN

PHASE (Reappraisal Activity)	UNITS # of Maps or Parcels	DAILY PRODUCTION RATE	BEG DATE	COMP DATE	TOTAL MAN MONTHS	PERSONNEL (Man Mos / Time)
F. SPECIAL PROPERTIES						
1. Comm/Ind	2,412		10-1-2004	1-1-2005	3	3
2. Minerals			10-1-2004	1-1-2005		3
3. Leaseholds			10-1-2004	1-1-2005		3
4. Exempt Properties			10-1-2004	1-1-2005		3
5. Other			10-1-2004	1-1-2005		3
G. ASSESSOR FILE MAINTENANCE						
1. New Construction						
2. Mapping Splits						
3. Treelines/Land Grades						
4. Sales File						
H. FINAL VALUATION REVIEW						
1. Urban				2-1-2005		1
2. Rural				2-1-2005		1
3. Use Schedule				2-1-2005		1
4. Comm/Ind				2-1-2005		1
5. Final Value Meeting				2-1-2005		1
6. Final Analysis				2-1-2005		1
I. INFORMAL HEARINGS						
1. Urban (estimate)			3-15-2005	4-1-2005		
2. Rural (estimate)			3-15-2005	4-1-2005		
3. Comm/Ind & Special Properties			3-15-2005	4-1-2005		
4. Clerical (data entry, filing, etc.)			3-15-2005	4-1-2005		
5. Field Checks						
J. FORMAL HEARINGS						
1. County Bd of Equalization			6-1-2005	6-15-2005		

TOTAL ADMINISTRATIVE PERSONNEL REQUIRED (Sum of Phases A) 2

TOTAL CLERICAL PERSONNEL REQUIRED (sum of Phase B) 1

TOTAL APPRAISAL PERSONNEL REQUIRED (Sum of Phase C through J) 2

DIVISION OF PROPERTY ASSESSMENTS ASSISTANCE
REVALUATION PHASE DELINEATION CHART

PHASE (Reappraisal Activity)	BEG DATE	COMP DATE	TOTAL MAN MONTHS	PERSONNEL Man Mos. / Time
A. ADMINISTRATION ASSISTANCE				
1. Planning/Organizing	4-1-2004	5-1-2004	1	1
2. Directing/Controlling	4-1-2004	5-1-2004	1	1
B. PRELIMINARY ANALYSIS OF FILE				
1. Area Codes (Review/Correct)	7-1-2004	8-1-2004	1	1
2. Improvement Types (Review)	7-1-2004	8-1-2004	1	1
3. Extra Features/Special Bldg. (Review)	7-1-2004	8-1-2004	1	1
4. Small Tracts (Review Accuracy/consistency)	7-1-2004	8-1-2004	1	1
5. Rural Land (Review/Establish Schedule)	7-1-2004	8-1-2004	1	1
6. Income & Expense (Methods & Forms)	7-1-2004	8-1-2004	1	1
7. Sales File Cleanup	7-1-2004	8-1-2004	1	1
8. Over Ride Properties	7-1-2004	8-1-2004	1	1
C. LAND VALUATION ASSISTANCE				
1. Urban (50' & 100' Maps)	6-1-2004	10-1-2004		
2. Commercial and Industrial	6-1-2004	10-1-2004		
3. Rural (400' Maps)	6-1-2004	10-1-2004		
4. Small Tracts	6-1-2004	10-1-2004		
D. IMPROVEMENT VALUATION ASSISTANCE				
1. Base Rates	5-1-2004	10-1-2004		
2. Factors	5-1-2004	10-1-2004		
3. Effective Ages	5-1-2004	10-1-2004		
4. Extra Features & Special Buildings	5-1-2004	10-1-2004		
E. SPECIAL PROPERTIES VALUATION ASSISTANCE				
1. Commercial/Industrial	12-1-2004	1-1-2005		
2. Minerals	12-1-2004	1-1-2005		
3. Leaseholds	12-1-2004	1-1-2005		
4. Exempt Properties	12-1-2004	1-1-2005		
5. Other	12-1-2004	1-1-2005		
F. FINAL VALUATION REVIEW ASSISTANCE				
1. Urban	1-1-2005	2-15-2005		
2. Rural	1-1-2005	2-15-2005		
3. Use Schedule	1-1-2005	2-15-2005		
4. Commercial/Industrial	1-1-2005	2-15-2005		
5. Final Value Meeting	1-1-2005	2-15-2005		
6. Final Analysis	1-1-2005	2-15-2005		
G. INFORMAL HEARINGS ASSISTANCE				
1. Organizational Assistance	3-15-2005	4-1-2005		
2. Technical Support	3-15-2005	4-1-2005		
H. OTHER ACTIVITIES				

TOTAL DPA PERSONNEL REQUIRED _____

ASSESSOR'S PERSONNEL ASSIGNMENT

(Attach additional sheets if necessary)

1. Position Field Person Name Leslie Williams
Phase Responsibility field
Appraisal Experience and Training 8 months

2. Position Clerk Name Suzanne Smith
Phase Responsibility clerical
Appraisal Experience and Training 20 years clerical; 9 months appraisal

3. Position _____ Name _____
Phase Responsibility _____
Appraisal Experience and Training _____

4. Position _____ Name _____
Phase Responsibility _____
Appraisal Experience and Training _____

5. Position _____ Name _____
Phase Responsibility _____
Appraisal Experience and Training _____

6. Position _____ Name _____
Phase Responsibility _____
Appraisal Experience and Training _____

7. Position _____ Name _____
Phase Responsibility _____
Appraisal Experience and Training _____

8. Position _____ Name _____
Phase Responsibility _____
Appraisal Experience and Training _____

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING
A CONTINUOUS FIVE (5) YEAR REAPPRAISAL CYCLE**

WHEREAS, Tennessee Code Annotated Section 67-5-1601 establishes a general six (6) year reappraisal for updating and equalizing property values for every county in Tennessee for property tax purposes, and

WHEREAS, a six (6) year reappraisal program consists of an on-site review of each parcel of real property over a five-year period followed by revaluation of all such property in the year following completion of the review period and includes a current value updating during the third year of the review cycle and sales ratio studies during the second and fifth years of the review cycle, and

WHEREAS, Chapter 318 of the 1997 Public Acts provides upon the approval of the assessor and upon the adoption by majority approval vote of the county legislative body, the reappraisal program may be completed by a continuous five (5) year cycle comprised of an on-site review of each real property over a four (4) year period followed by revaluation of all such property in the year following completion of the review period, and

WHEREAS, the county legislative body of HAMBLEN County understands that by approving such a five (5) year reappraisal cycle a sales ratio study will be conducted during the second and fourth years of the review cycle and the centrally assessed properties and commercial/industrial tangible personal property will be equalized by the sales ratio adopted by the State Board of Equalization;

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of HAMBLEN County, meeting in _____ session on this the _____ day of _____, that:

PURSUANT to Tennessee Code Annotated Section 67-5-1601, as amended by Chapter 318 of the 1997 Public Acts, reappraisal shall be accomplished in HAMBLEN County by a continuous five (5) year cycle beginning July 1, 2000, comprised of an on-site review of each parcel of real property over a four (4) year period followed by revaluation of all such property for tax year 2005.

Adopted this _____ day of _____.

APPROVED:

County Executive David Purkey

ATTEST:

County Clerk Linda Wilder

(Chart depicting the ASSESSOR'S MONTHLY PERSONNEL REQUIREMENTS)

Insert Data from Excel

(Chart depicting the DPA'S MONTHLY PERSONNEL REQUIREMENTS)

Insert Data from Excel

HAMBLEN COUNTY REAPPRAISAL PLAN

TOTAL REAPPRAISAL PLAN BUDGET REQUIREMENTS
(All Years Totaled)

\$295,716

This Plan is hereby submitted for Reappraisal of H A M B L E N County as required by TCA 67-5-1601.

ASSESSOR OF PROPERTY (Signature)
Jmaes R. Hipshire

DATE _____

REVIEWED BY:

COUNTY EXECUTIVE (Signature)
David Purkey

DATE _____

RESOLUTION BY COUNTY COMMISSION:
(required for 4 or 5 year cycle)

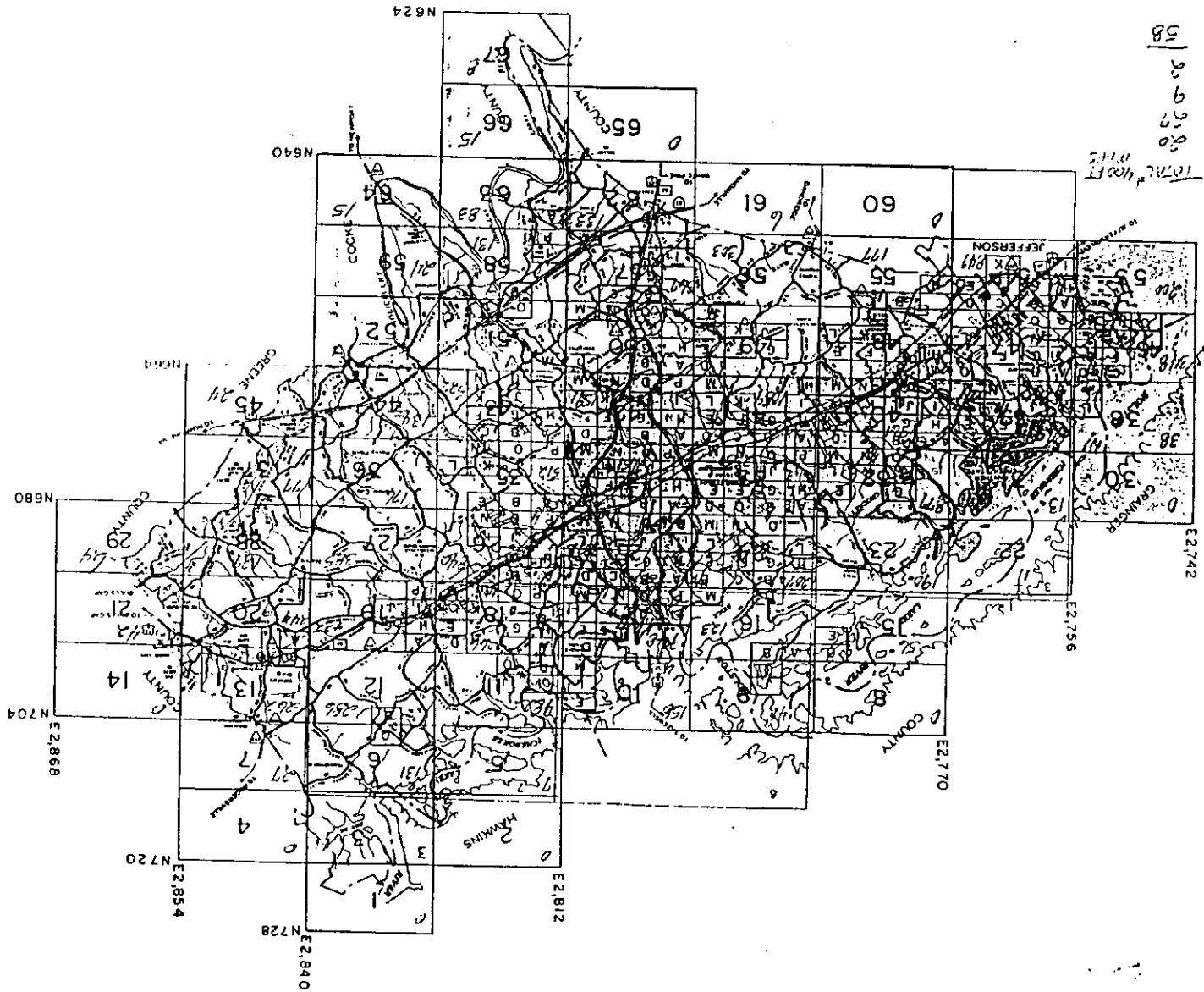
APPROVED _____ (Attach Copy of Resolution)

DISAPPROVED _____

CHAIRMAN, COUNTY COMMISSION (Signature)

DATE _____

DATE SUBMITTED TO STATE BOARD OF EQUALIZATION: _____



Revised

Year 1. 7852	20
Year 2. 1890	57
Year 3. 1630	9
Year 4. 7549	2
<u>20921</u>	<u>58</u>

TOTAL ACRES

HL

TRANSFER OF MONEY-CAPITAL IMPROVEMENTS FUND

Motion by Larry Baker, seconded by Eldridge Bryant that \$30,000 that is currently budgeted in the General Fund within the Reappraisal budget be transferred into the Capital Improvements Fund.

Voting for: all

Voting against: none

PURCHASING COMMITTEE REPORT

Motion by Bud Jones, seconded by Larry Baker to approve the following purchases:

1. Accept the best bid of \$799.99 from Office Max to purchase a Cannon pc980 copy machine for the Agriculture Extension Office.
2. Accept the low bid of \$9130. from Evans Office Supply to purchase a Ricoh 450e copy machine for the Circuit Court Clerk Office.
3. Accept the low bid of \$695. from Business Machines Company for a Muratec F-65 fax machine for the Clerk & Master's office.

Voting for: all

Voting against: none

AUDIT-INVESTMENT

Motion by Willie Osborne, seconded by Maudie Briggs that the county accept the banking proposal from Suntrust Bank for a period of 3 years with an option to renew for 2 more years.

Voting for: all

Voting against: none

KOREAN WAR MONUMENT

Motion by Bobby Reinhardt, seconded by Guy Collins to erect a Korean War monument on the courthouse lawn with the names of a unit from Hamblen County.

Voting for: all

Voting against: none

BUDGET AMENDMENTS-GENERAL FUND

Motion by Maudie Briggs, seconded by Frank Parker that the following budget amendments be approved.

Voting for: all

Voting against: none

[]

76

[] 5-18-00

PLANNING COMMISSION ORGANIZATION

Motion by Maudie Briggs, seconded by Willie Osborne that the director of planning commission be appointed by the County Commission and be answerable to the County Executive on a day to day operational basis. The commission voted to introduce a private act as soon as possible to effect these changes.

Voting for: all except Lyle Doty and Joe Spoone who voted NO.

COUNTY EMPLOYEES COMP TIME

Motion by Maudie Briggs, seconded by Willie Osborne to pay off all exempt employees during the first pay period after May 18, 2000 clearing their record of any accumulated comp time. This amount is \$25,515. Any non exempt employee will be required to expend any accumulated comp time hours before January 1, 2001. Any comp time accumulated beginning the first pay period after May 18, 2000 will be taken or paid out on pay period to pay period basis.

Voting for: all except Lyle Doty and Joe Spoone who voted NO.

SALARY STUDY BID

Motion by Maudie Briggs, seconded by Willie Osborne to accept the salary study bid from Akins Public Strategies, Inc. in the amount of \$30,000.

Voting for: all except Lyle Doty and Joe Spoone who voted NO.

RESOLUTION-GROWTH MANAGEMENT PLAN

Motion by Willie Osborne, seconded by Doyle Fullington to accept the following growth management plan.

Voting for

Larry Baker
Maudie Briggs
Eldridge Bryant
Doyle Fullington
Bud Jones
Willie Osborne

Voting against

Guy Collins
Lyle Doty
Donald Gray
Herbert Harville
Bobby Reinhardt
Tony Sizemore
Joe Spoone
Frank Parker

**RESOLUTION NO. _____
A Resolution Recommending the Adoption of a
Twenty Year Growth Plan for Hamblen County
and the City of Morristown.**

WHEREAS, the General Assembly enacted Public Act 1101 of 1998 providing for the orderly growth of cities and counties; and

WHEREAS, it is the responsibility of each county to identify territory outside of the existing municipal boundaries and the municipal urban growth boundary that is reasonably compact yet sufficiently large enough to accommodate residential and nonresidential growth projected to occur during the next twenty years; and

WHEREAS, the county planned growth areas shall identify territory that is reasonably likely to experience growth over the next twenty years, based upon history, economic and population trends, and topographical characteristics; and

WHEREAS, the county planned growth areas reflect the county's duty to manage natural resources and to manage and control urban growth, taking into account the impact to agriculture, forests, recreation and wildlife; and

WHEREAS, it is the responsibility of each county to identify territory outside of the urban growth boundary and planned growth areas that is to be preserved over the next twenty years as agricultural, forest, recreation, or wildlife management areas, or for uses other than high-density development; and

WHEREAS, the county rural areas reflect the county's duty to manage growth and natural resources in a way that reasonably minimizes detrimental impact to agricultural, forest, recreation, and wildlife management areas; and

WHEREAS, the Hamblen County Planning Commission conducted a public hearing on the proposed planned growth areas and rural areas on August 2, 1999 and the Hamblen County Commission conducted a public hearing on October, 21, 1999 as required by the Act; and

WHEREAS, it is the responsibility of each municipality to identify territory contiguous to the existing boundaries of the municipality that is reasonably compact yet sufficiently large enough to accommodate residential and nonresidential growth projected to occur during the next twenty years; and

WHEREAS, each municipality is to identify territory in which the municipality is able and prepared to efficiently and effectively provide urban services; and

WHEREAS, the urban growth boundary shall reflect the municipality's duty to facilitate full development of resources within the current boundaries of the municipality and to manage and control urban expansion outside of current boundaries, taking into account the impact to agricultural lands, forests, recreational areas and wildlife management areas; and

WHEREAS, the required information regarding the current land use was collected and other information concerning the provision of urban services within the proposed urban growth boundary was provided and submitted to the Hamblen County Coordinating Committee; and

WHEREAS, the City of Morristown conducted two public hearings on the proposed urban growth boundary on October 12, 1999, and November 2, 1999, as required by the Act; and

WHEREAS, the Hamblen County Coordinating Committee conducted two public hearings on November 18, 1999 and December 9, 1999 as required by the Act, in addition to conducting several other public meetings to discuss and prepare the Twenty Year Growth Plan for Hamblen County and the City of Morristown; and

WHEREAS, the Hamblen County Coordinating Committee approved a twenty-year growth plan on May 1, 2000 depicting an urban growth boundary, planned growth areas and rural areas of Hamblen County and the City of Morristown, shown herewith as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED by the Hamblen County Commission as follows:

Section I. The Twenty Year Growth Plan for Hamblen County and the City of Morristown, Tennessee dated May 1, 2000, as approved by the Hamblen County Coordinating Committee, shown herewith as Exhibit A, is hereby adopted.

Section II. Copies of the Twenty Year Growth Plan for Hamblen County and the City of Morristown be submitted to the Local Government Planning Advisory Committee for review.

Section III. This Resolution shall become effective on the date of its passage.

82

5-18-00

**Executive Summary
City of Morristown and
Hamblen County Growth Boundary Plan
Under Tennessee Public Chapter 1101**

The Hamblen County Coordinating Committee developed a countywide growth plan based on a 20-year projection of growth and land use, using a variety of measures, which divides Hamblen County into three types of areas (see Map Exhibit A):

- 1) **Urban Growth Boundaries (UGB)** – the municipality and contiguous territory where high-density residential, commercial, and industrial growth is expected, or where the municipality is better able than other municipalities to provide urban services.
- 2) **Planned growth Areas (PGA)** – territory outside municipalities where high or moderate density commercial, industrial, and residential growth is projected.
- 3) **Rural Areas (RA)** – territory not in a UGB or a PGA and that is to be preserved as agricultural lands, forest, recreational areas, and wildlife management areas or for uses other than high-density commercial, industrial, or residential development.

Hamblen County and the City of Morristown have jointly worked together to formulate and present to the Hamblen County Coordinating Committee the City's UGB and the County's PGA and RA as shown in Map Exhibit A.

Urban Growth Boundary Determination

Through documentation and public presentations, it has been shown that the City of Morristown's UGB includes territory:

- that is reasonably compact but large enough to accommodate 20 years of growth;
- that is contiguous to the existing municipal boundaries;
- that is reasonably likely to experience growth over the next 20 years, based upon history, economic and population trends, and topographical areas;
- where the City of Morristown is in the best position to efficiently and effectively provide urban services;

—

—

—

- that reflects the City of Morristown's duty to fully develop, to the extent possible, the area within the current boundaries, while controlling and managing growth outside those boundaries, taking into account the impact on agriculture, forests, recreation and wildlife.

The City of Morristown considered the following factors and conducted the following tasks in the development of the City's UGB:

- developed and reported population growth projections in conjunction with the City's historical growth, both in reference to land mass and population increases;
- determined and reported the costs and projected costs of core infrastructure, urban services, and public facilities necessary to fully develop the resources within the City's current boundaries, as well as the cost of expanding these into the territory proposed for inclusion within the City's UGB;
- determined and reported on the need for additional land suitable for high density industrial, commercial, and residential development, after taking into account areas within current municipal boundaries that can be used, reused, or redeveloped to meet such needs;
- examined and reported on agricultural areas, forests, recreational areas, and wildlife management areas under consideration for inclusion in the UGB, and on the likely long-term impact of urban expansion in such areas.

The City of Morristown conducted two (2) public hearings with at least 15 days advance notice in a newspaper of general circulation in the City before formally proposing the City's UGB to the Hamblen County Coordinating Committee. The public hearings were conducted on October 12, 1999 and on November 2, 1999.

Planned Growth Area Determination

Through documentation and public presentations, it has been shown that Hamblen County's Planned Growth Area includes territory:

- that is reasonably compact yet sufficiently large to accommodate residential and nonresidential growth projected to occur during the next (20) years;
- that is not within the existing boundaries of any municipality or within the City's UGB;

—

—

—

5. Quality Assurance Efforts The assessor will make sure that a quality revlauation is performed in Hamblen County.

H. Land Valuation

1. Rural Land & Use Value DPA assistnace on rural land schedule and use value schedule only. Assessor will be responsible to supply a set of 400 ft maps with rural land delineation.

2. Residential/Small Tract Assistance from DPA. Assessor's office will be responsible for transferring prices and information from maps to cards.

3. Commercial & Industrial DPA personnel will assist if available.

4. Quality Control As the sales file is compiled, analysis will be performed.

I. Mineral and/or Leaseholds Assistance from DPA. No mineral or leaseholds at this time.

J. Valuation Analysis

1. Detailed Analysis All analysis necessary for the quality completion of the revaluation will be requested and evaluated.

2. Final Value Correlation Correlation will be performed by assessor's staff.

K. Updating of Ownership Information Will be current through Dec. 31, 2004.

L. New Construction Will be current through statute through Dec 31, 2004.

M. Final Value Meeting Meeting with assessor and staff directly involved with the revaluation.

—

—

—

N. Hearings (Formal and Informal) Based on 6% of total parcels, approximately 1850 appeals can be expected. DPA will assist with phone calls for one week. Location will be determined at time of reappraisal.

O. Computer Appraisal System:

1. Do you currently use the State of Tennessee Computer Assisted Appraisal System (CAAS)? Yes No If No, name of system currently in use.

2. Do you plan to change to another computer system during the reappraisal cycle covered in this plan? Yes No

If Yes, detailed information must be included that defines the computer system and explains the county's plan of implementation.

—

—

—

- that is reasonably likely to experience growth over the next 20 years, based upon history, economic and population trends, and topographical characteristics;
- that reflects Hamblen County's duty to manage natural resources and to manage and control urban growth, taking into account the impact on agriculture, forests, recreation, and wildlife.

Hamblen County considered the following factors and conducted the following tasks in the development of the County's PGA:

- developed and reported population growth projections in conjunction with the University of Tennessee;
- determined and projected costs of providing core infrastructure, urban services, and public facilities in the area;
- determined and reported on the need for additional land suitable for higher density development;
- determined and reported on the likelihood that the territory will eventually be annexed to the City of Morristown under commercial and/or industrial development scenarios;
- examined and reported on agricultural, forest, recreation, and wildlife management areas within the territory proposed for inclusion within the PGA.

Hamblen County conducted two (2) public hearings with at least 15 days advance notice in a newspaper of general circulation in the County before formally proposing the County's PGA to the Hamblen County Coordinating Committee. Hamblen County's public hearings were conducted on August 2, 1999 and on October 21, 1999.

Rural Area Determination

Through documentation and public presentations, it has been shown that Hamblen County's Rural Area includes territory:

- that is not within an urban growth boundary or a planned growth area;
- that is to be preserved over the next 20 years as agricultural, forest, recreation, or wildlife management areas, or for uses other than high-density development;



- that reflects the county's duty to manage growth and natural resources in a way that reasonably minimizes detrimental impact to agricultural, forest, recreation, and wildlife management areas.

Hamblen County conducted two (2) public hearings with at least 15 days advance notice in a newspaper of general circulation in the County before formally proposing the County's RA to the Hamblen County Coordinating Committee. Hamblen County's public hearings were conducted on August 2, 1999 and on October 21, 1999.

Hamblen County Coordinating Committee Process

The Hamblen County Coordinating Committee held two public hearings with a least 15 days advance notice in a newspaper of general circulation in the County. Those public hearings were held on November 18, 1999 and on December 9, 1999. After the hearings, the Coordinating Committee submitted its recommended growth plan to both the City of Morristown and Hamblen County. The Hamblen County Coordinating Committee adopted the Growth Boundary Plan on May 1, 2000. The City of Morristown adopted the final growth plan on _____. Hamblen County adopted the final growth plan on _____.



TN CONSOLIDATED RETIREMENT CONTRIBUTION RATE

Motion by Bud Jones, seconded by Willie Osborne to approve the following TN consolidated retirement contribution rate.

Voting for: all

Voting against: none



**TENNESSEE CONSOLIDATED RETIREMENT SYSTEM
BIENNIAL VALUATION As Of July 1, 1999
ALL IMPROVEMENTS**

Reference Codes
800.71 838.70 838.71
860.50 860.71 860.72
860.73 860.74 872.20

HAMBLEN CO COURTHOUSE
860.70

Actuarial Balance Sheet			
Assets		Liabilities	
Present Assets at Market Value:		Present Value of:	
Employee Assets	\$4,622,446	Basic Benefits Payable to:	
Employer Assets	17,279,129	Retired Employees	\$4,564,344
		Active Employees	16,083,357
		Inactive Employees	1,371,852
Present Value of Prospective Contributions Payable by:		Cost of Living Benefits Payable to:	
Employees	3,561,533	Retired Employees	1,815,383
Employer Normal	1,623,755	Active Employees	3,900,182
Supplemental Liability	835,394	Inactive Employees	187,139
Total	\$27,922,257	Total	\$27,922,257

Membership					
Active		Inactive		Retired	
Number	528	Number	192	Number	199
Annual Salary	\$9,729,567			Annual Benefit	\$604,244

Recommended Employer Contribution Rates	
Normal	2.37 %
Supplemental Liability Amortization*	0.88
Cost of Administration	0.18
Total	3.43 %

* Based on 17-Year Amortization of Supplemental Liability

NOTE: The present value of vested benefits computed in accordance with Opinion #8 of the Accounting Principles Board is \$17,105,543. The present value of accrued benefits, whether or not vested, is \$17,983,951.

L

L

L

✓

February 18, 2000
Page 2

Also, enclosed are definitions of benefit improvements which are optional and a listing of those benefit improvements currently being allowed by your entity are also enclosed. An acknowledgement form is enclosed which should be completed and returned to our office in lieu of the resolution. Communication with the TCRS will be crucial when the decision of your political subdivision is final.

The July 1, 1999 biennial valuation will be the main focus of discussion at the TCRS employer seminars being held in April across the state. A memorandum outlining the time, location and dates of these seminars will soon be forwarded to your office. It is highly recommended a representative from your office attend.

If you have any questions concerning this actuarial valuation, please call John Holloway or Roger Amos at (615) 741-1971.

EH/am

Enclosures

- Actuarial Balance Sheet, current provisions
- Actuarial Balance Sheet, same provisions as state and teacher
- Resolution
- Definition of all available Optional Provisions
- List of Optional Provisions currently authorized by your entity
- Acknowledgement form

TR-8350

91

5-18-00



QUARTERLY REPORTS

Motion by Larry Baker, seconded by Guy Collins that the quarterly reports of the County Executive, Trustee, Schools, Garbage Collection, Road Department, and Sheriff's Self Insurance be approved and filed.

Voting for: all

Voting against: none

EXIT 8 LAWSUIT

Motion by Frank Parker, seconded by Guy Collins to pursue the lawsuit concerning the sales tax issue and exit 8.

Voting for

Voting against

Larry Baker
Eldridge Bryant
Guy Collins
Lyle Doty
Donald Gray
Herbert Harville
Bobby Reinhardt
Tony Sizemore
Joe Spoone
Frank Parker

Maudie Briggs
Doyle Fullington
Bud Jones
Willie Osborne

THEREUPON, MEETING ADJOURNED.

