

APPENDIX - III PROGRAM PLAN BUDGET

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that Greene County has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves loss of consciousness, a fatality, broken bones, severed body member, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor or the administrative head of the accident within seventy-two (72) hours after the accident occurred (four (4) hours in the event of accidents involving a fatality or the hospitalization of three (3) or more employees).

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan. This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

Greene County Tennessee

Attachment "B"

DEPARTMENT	DEPT. HEAD	ADDRESS	PHONE	EMPLOYEES
Agriculture Extension	Milton Orr	204 N. Cutler st. Suite 105	423-798-1710	2
		Greeneville, TN. 37745		
Assessor of Property	Chuck Jeffers	204 N. Cutler St. Suite 222	423-798-1738	13
		Greeneville. TN. 37745		
Attorney	Roger Woolsey	204 N. Cutler St. Suite 120	423-798-1779	2
		Greeneville, TN. 37745		
Accounts & Budget	Mary Shelton	204 N. Cutler St. Suite 202	423-798-1703	6
		Greeneville, TN. 37745		
Building Commissioner	Tim Tweed	129 Charles St. Suite 2	423-798-1724	4
		Greeneville, TN. 37743		
Chancery Court Clerk	Kaye Armstrong	101 N. Main St.	423-798-1742	7
		Greeneville, TN. 37743		
Circuit Court Clerk	Pam Venerable	101 N. Main St.	423-798-1760	17
		Greeneville, TN. 37743		
County Court Clerk	David Thompson	204 N. Cutler St. Suite 200	423-798-1708	12
		Greeneville, TN. 37745		
County Mayor	Alan Broyles	204 N. Cutler St. Suite 206	423-798-1766	2
		Greeneville, TN. 37745		
District Attorney General	Berkley Bell	124 Austin St	423-787-1450	7
		Greeneville, TN.37743		
Election Commission	Donna Burgner	215 N. Main St. Suite 1	423-798-1715	19
		Greeneville, TN. 37745		
Emergency Management	Bill Brown	310 S. Main St	423-798-1729	4
		Greeneville, TN. 37743		
Emergency Medical Services	Robert Sayne	815 W. Summer Street	423-798-1720	6
		Greeneville, TN.		
Health Department	Rebecca English	810 W. Church St	423-798-1749	25
		Greeneville, TN. 37743		
Highway Department	David Weems	795 Hal Henard Road	423-798-1747	89
		Greeneville, TN. 37744		
Jail	Neal Matthews	118 1/2 Depot St	423-798-1802	64
		Greeneville, TN. 37743		
Sheriff DOT		815 W. Summer Street	423-798-1806	2
		Greeneville, TN. 37743		
Work House		817 West Summer Street	423-798-1802	20
		Greeneville, TN. 37743		
Purchasing	Diane Swatzell	204 N. Cutler St. Suite 209	423-798-1700	2
		Greeneville, TN. 37745		
Register of Deeds	Joy Rader	204 N. Cutler St. Suite 215	423-798-1726	7
		Greeneville, TN. 37745		

Director of Schools	Dr. Vicki Kirk	910 West Summer St.	423-639-4194	28
		Greeneville, TN. 37745		
County School Garage	Clark Justice	940 West Summer Street	423-639-1511	12
		Greeneville, TN. 37743		
Sessions Court	Ken Bailey	101 S. Main St.	423-798-1735	4
		Greeneville, TN. 37743		
Sheriff	Steve Burns	116 Depot St.	423-798-1800	92
		Greeneville, TN. 37743		
Soil Conservation	Mike McElroy	214 N. Coolidge St.	423-638-4771	2
		Greeneville, TN. 37745		
Solid Waste	Hubert Metcalf	795 Hal Henard Rd	423-798-1794	16
		Greeneville, TN. 37743		
Trustee	Dan Walker	204 N. Cutler St. Suite 216	423-798-1705	8
		Greeneville, TN. 37745		
Veterans	Steve Alexander	101 Longview Drive	423-798-1707	2
		Greeneville, TN. 37745		
Circuit Judge	John Wilson	101 N. Main St.	423-639-1731	1
		Greeneville, TN. 37743		
Animal Control	Justin House	990 Hal Henard Road	423-798-1777	4
		Greeneville, TN. 37743		
Clear Springs Conv. Center	Tim Armstrong	3065 Clear Springs Road	423-257-6960	3
		Limestone, TN. 37681		
Hal Henard Conv. Center	Tim Armstrong	815 Hal Henard Road	423-798-1796	3
		Greeneville, TN. 37743		
Walkertown Conv. Center	Tim Armstrong	1250 Walkertown Road	423-798-1789	3
		Afton, TN. 37616		
Greystone Conv. Center	Tim Armstrong	3160 Greystone Road	423-798-1723	3
		Greeneville, TN. 37743		
Sunnyside Conv. Center	Tim Armstrong	550 Sunnyside Road	423-798-1797	3
		Greeneville, TN. 37743		
Cross Anchor Conv. Center	Tim Armstrong	421 Old Baileyton Road	423-234-0644	3
		Greeneville, TN. 37745		
St. James Conv. Center	Tim Armstrong	15 St. James Road	423-798-1790	3
		Greeneville, TN. 37743		
Baileyton Conv. Center	Tim Armstrong	58 Boulder Loop	423-234-9292	3
		Greeneville, TN. 37745		
Romeo Conv. Center	Tim Armstrong	11065 Lonesome Pine Trail	423-422-7067	3
		Greeneville, TN. 37745		
West Greene Conv. Center	Tim Armstrong	715 Midway Road	423-422-6583	3
		Mosheim, TN. 37818		
Orebank Conv. Center	Tim Armstrong	125 Orebank Road	423-798-1798	3
		Greeneville, TN. 37743		
Afton Conv. Center	Tim Armstrong	95 American Road	423-798-1791	3

		Afton, TN. 37616		
Horse Creek Conv. Center	Tim Armstrong	80 Williamson Road	423-257-4197	3
		Chuckey, TN. 37616		
South Greene Conv. Center	Tim Armstrong	6825 Asheville Hwy	423-798-1799	3
		Greeneville, TN. 37743		
West Pines Conv. Center	Tim Armstrong	3430 West Pines Road	423-234-8232	3
		Greeneville, TN. 37745		
McDonald Conv. Center	Tim Armstrong	8190 McDonald Road	423-235-0452	3
		Mohawk, TN. 37810		
Debusk Conv. Center	Tim Armstrong	10 Amity Road		1
		Greeneville, TN 37743	423-798-1792	
Baileyton School	George Frye	6535 Horton Hwy	423-234-6411	46
		Greeneville, TN. 37743		
Camp Creek School	Bill Ripley	2941 Camp Creek Road	423-798-2644	48
		Greeneville, TN. 37743		
Chuckey School	Katherine McCoy	1605 Chuckey Hwy.	423-257-2108	59
		Chuckey, TN. 37641		
Chuckey-Doak High School	Mike Garland	365 Ripley Island Road	423-798-2636	66
		Afton, TN. 37616		
Chuckey-Doak Middle School	Amy Brooks	120 Chuckey-Doad Road	423-787-2038	49
		Afton, TN. 37616		
Debusk School	Diann Musgrove	740 Debusk Road	423-638-7233	49
		Greeneville, TN. 37743		
Doak School	Jennifer Teague	70 West St.	423-638-3197	81
		Greeneville, TN. 37743		
Glenwood School	Gerald Miller	3860 Warrensburg Road	423-638-7120	37
		Greeneville, TN. 37743		
McDonald School	LeAnn Myers	8120 McDonald Road	423-235-5406	48
		Mohawk, TN. 37810		
Mosheim School	Kristi Wallin	297 West Street	423-422-4123	131
		Mosheim, TN. 37818		
Nolachuckey School	Chris Malone	565 Nolachuckey Road	423-639-7731	42
		Greeneville, TN. 37743		
North Greene High School	David McClain	4675 Old Baileyton Road	423-234-1752	44
		Greeneville, TN. 37743		
Ottway School	Tim Shelton	2705 Ottway Road	423-234-8511	36
		Greeneville, TN. 37743		
South Greene High School	Cindy Bowman	7469 Asheville Hwy	423-636-3790	54
		Greeneville, TN. 37743		
West Greene High School	Julia Lamons	275 West Greene Drive	423-422-4061	69
		Mosheim, TN. 37818		
West Pine School	Tim Harrison	3600 West Pines road	423-234-8022	37
		Greeneville, TN. 37745		

Central Services	Clark Justice	940 West Summer Street	423-638-1678	30
		Greeneville, TN. 37743		
Education Center	Angelo Botta	993 Hal Henard Road	423-798-2646	41
		Greeneville, TN. 37743		
Technology Center	Jason Patrick	932 West Summer Street	423-798-2620	9
		Greeneville, TN. 37743		
911	Jerry Bird	111 Union Street	423-638-8663	10
		Greeneville, TN. 37743		
EMS #1 Mosheim	Robert Sayne	95 West Greene Drive	423-422-6188	2
		Mosheim, TN. 37818		
EMS # 4 Baileyton	Robert Sayne	6530 Horton Hwy	423-234-1352	2
		Greeneville, TN. 37745		
EMS # 2,3,5	Robert Sayne	1020 Coolidge Street	423-798-1780	8
		Greeneville, TN. 37743		
EMS # 6 Afton	Robert Sayne	465 Edens Road	423-798-1532	2
		Afton, TN. 37616		
Total Employees				1528

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

A motion was made by Commissioner Holt and seconded by Commissioner Greenway to approve a resolution to establish an updated Occupational Safety and Health Program plan, devise rules and regulations, and to provide for a Safety Director and the implementation of such plan. Mayor Broyles called for the Commissioners to vote on their keypads. The following vote was taken: Commissioners Bird, Bowers, Carter, Crum, Dabbs, Greenway, Hensley, Holt, Kiker, King, Malone, McAmis, Moss, Quillen, Rollins, Sams, Sauceman, Seay, and Waddle voted yes. Commissioners Hopson and White were absent. The vote was 19 – aye; 0 – nay; 2 – absent. The Commissioners voted in favor of the motion to approve the resolution.

A RESOLUTION OF THE GREENE COUNTY LEGISLATIVE BODY FIXING
THE TAX LEVY IN GREENE COUNTY, TENNESSEE
FOR THE YEAR BEGINNING JULY 1, 2013

SECTION 1. BE IT RESOLVED that the Greene County Commissioners of Greene County, Tennessee, assembled in called session on this 30th day of August, 2013, that the combined property tax rate for Greene County Tennessee for the year beginning July 1, 2013, shall be \$1.6613 (inside) and \$1.8731 (outside), on each \$100.00 of taxable property, which is to provide revenue for each of the following funds and otherwise conform to the following levies:

FUND	RATE
General	\$0.5992
Highway	0.1549
General Purpose School	0.7753
General Debt Service	0.0403
Self Insurance	0.0275
Solid Waste	0.0641
Total Inside	\$1.6613
Education Debt Service	\$0.2118
Total Outside	\$1.8731

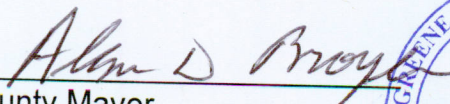
SECTION 2. BE IT FURTHER RESOLVED that there is hereby levied a gross receipts tax as provided by law. The proceeds of the gross receipts tax herein levied shall accrue to the General Fund.

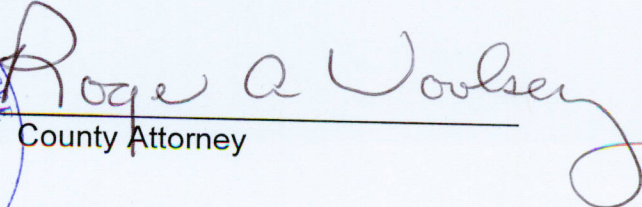
SECTION 3. BE IT FURTHER RESOLVED, that all resolutions of the Board of Commissioners of Greene County, Tennessee, which are in conflict with this resolution are hereby repealed.

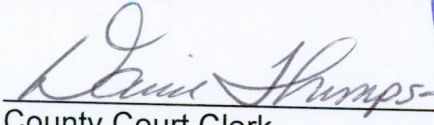
SECTION 4. BE IT FURTHER RESOLVED, that the Wheel Tax shall be divided between General Debt Service and Highway Funds equally.


SECTION 5. BE IT FURTHER RESOLVED, that this resolution take effect from and after its passage, the public welfare requiring it. This resolution shall be spread upon the minutes of the Board of County Commissioners.

Passed this 30th day of August, 2013.


County Mayor


County Attorney


County Court Clerk


The Budget & Finance Committee
Sponsors

D. A RESOLUTION OF THE GREENE COUNTY LEGISLATIVE BODY FIXING
THE TAX LEVY IN GREENE COUNTY, TENNESSEE FOR THE YEAR
BEGINNING JULY 1, 2013

A motion was made by Commissioner Bird and seconded by Commissioner Seay to approve a resolution of the Greene County Legislative Body fixing the tax levy in Greene County, Tennessee for the year beginning July 1, 2013. Mayor Broyles called for the Commissioners to vote on their keypads. The following vote was taken: Commissioners Bird, Bowers, Carter, Crum, Greenway, Hensley, Holt, King, Malone, Rollins, Sams, and Seay, voted yes. Commissioners McAmis, Quillen, Waddle, Moss, Dabbs, and Kiker voted no. Commissioner Sauceman abstained. Commissioners Hopson and White were absent. The vote was 12 – aye; 6 – nay; 1 – abstain; 2 – absent. The Commissioners voted in favor of the motion to approve the resolution.

**A RESOLUTION MAKING APPROPRIATIONS FOR THE VARIOUS FUNDS,
DEPARTMENTS, INSTITUTIONS, OFFICES AND AGENCIES OF GREENE
COUNTY, TENNESSEE, FOR THE FISCAL YEAR BEGINNING JULY 1, 2013
AND ENDING JUNE 30, 2014**

SECTION 1. BE IT RESOLVED by the Board of County Commissioners of Greene County, Tennessee, assembled in a reconvened session on the 30th day of August, 2013 that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of Greene County, Tennessee, for the capital outlay, and for meeting the payment of principal and interest on the County's debt maturing during the fiscal year beginning July 1, 2013, and ending June 30, 2014, according to the following schedule.

General Fund

General Government

County Commission	\$ 46,704
County Mayor	189,853
County Attorney	153,332
Election Commission	341,850
Register of Deeds	327,213
Planning	75,371
Codes Compliance	10,500
GIS System	23,649
County Buildings	275,570

Finance

Accounting and Budgeting	361,975
Purchasing	115,452
Property Assessor	544,182
Reappraisal Program	10,105
County Trustee	289,236
County Clerk	488,832

Administration of Justice

Circuit Court	699,351
General Sessions Court	316,579
Sessions Drug Court	10,000
Chancery Court	322,230
Juvenile Court	194,509
District Attorney General	5,390
Probate Court	45,213
Other Administration of Justice	9,100
Court Room Security	183,459

<u>Public Safety</u>	
Sheriff's Department	4,405,814
Special Patrols	221,398
Sexual Offender Registry	2,638
Jail	5,174,316
Juvenile Services	112,000
Emergency Management Agency	138,689
Rescue Squad	4,900
Disaster Relief	120,000
Hazardous Material Team	13,545
Inspection & Regulation	163,559
County Coroner/Medical Examiner	136,501
Other Public Safety	8,000
<u>Public Health & Welfare</u>	
Local Health Center	550,150
Rabies & Animal Control	152,189
Emergency Medical Services	3,155,880
Alcohol and Drug Program	11,989
Local Health Services-DGA Grant	430,400
Appropriation to State	67,000
Waste Pickup	91,764
<u>Social, Cultural, and Recreational</u>	
Libraries	83,622
<u>Agriculture and Natural Resources</u>	
Agricultural Extension Service	126,288
Forests Service	-
Soil Conservation	91,565
<u>Other General Government</u>	
Tourism	83,631
Industrial Development	83,631
Airport	-
Veteran's Services	77,218
Other Charges	8,551
Contributions to Other Agencies	111,948
Miscellaneous	215,250
<u>Other Uses</u>	
Operating Transfers	100,000
Total General Fund	\$ 20,982,091

Solid Waste Sanitation Fund:	
Sanitation Management	\$ 1,088,662
Waste Pickup	483,923
Convenience Centers	440,534
Transfer Stations	59,162
Total Solid Waste Sanitation Fund	<u>\$ 2,072,281</u>
Worker's Compensation & Liability Fund	
Risk Management	\$ 1,426,088
Transfer Out	\$ 3,540
Total Worker's Compensation & Liability Fund	<u>\$ 1,429,628</u>
Drug Control Fund	
Sheriff's Department	\$ 66,000
Total Drug Control Fund	<u>\$ 66,000</u>
Highway/Public Works Fund	
Administration	\$ 240,865
Highway & Bridge Maintenance	3,715,442
Operation & Maintenance of Equip.	1,143,410
Asphalt Plant Operations	1,244,772
Other Charges	199,795
Capital Outlay	345,000
Total Highway Fund	<u>\$ 6,889,284</u>
General Debt Service Fund	
General Government - Principal	\$ 515,000
Highway and Streets -Principal	\$ 740,000
General Government - Interest	283,678
Highway and Streets - Interest	199,224
General Government - Other	30,700
Total General Debt Service Fund	<u>\$ 1,768,602</u>
Education Debt Service Fund	
Education Debt Service	\$ 2,698,927
Total Education Debt Service Fund	<u>\$ 2,698,927</u>
Economic Development Fund	
Social, Cultural and Recreational Programs	\$ 121,760
Total Economic Development Fund	<u>\$ 121,760</u>

General Purpose School Fund

Regular Instruction Program	\$ 23,472,144
Special Education Program	3,043,824
Vocational Education Program	1,552,914
Attendance	133,929
Health Services	405,786
Other Student Support	1,096,686
Regular Instruction Program	2,002,484
Special Education Program	355,643
Vocational Education Program	102,529
Board of Education	1,256,020
Office of the Director	366,440
Office of the Principal	3,128,312
Fiscal Services	245,039
Operation of Plant	3,294,214
Maintenance of Plant	784,086
Transportation	2,663,897
Central and Other	39,042
Community Services	180,994
Early Childhood Education	1,686,782
Regular Capital Outlay	5,000
Transfers to Primary Government	250,000

Total General Purpose School Fund

\$ 46,065,765

Central Cafeteria Fund

Food Service

\$ 4,395,837

Total Central Cafeteria Fund

\$ 4,395,837

BE IT FURTHER RESOLVED, that the budget for the School Federal Projects Fund shall be the budgets approved for separate projects within the fund by the Greene County Board of Education.

SECTION 2. BE IT FURTHER RESOLVED, that there are also hereby appropriated certain portions of the commissions and fees for collecting taxes and licenses and for administering other funds which the Trustee, County Clerk, Circuit Court Clerk, Clerk and Master, Register of Deeds, and the Sheriff and their officially authorized deputies and assistants may severally be entitled to receive under State Laws heretofore or hereafter enacted. Expenditures out of commissions, and/or fees collected by the Trustee, County Clerk, Circuit Court Clerk, Clerk and Master, Register and the Sheriff may be made for such purposes and in such amounts as may be authorized by existing law or by valid order of any court having power to make such appropriations. Any excess commissions and/or fees collected over and above the expenditures duly and conclusively authorized shall be paid over to the Trustee and converted into the General Fund as provided by law.

BE IT FURTHER RESOLVED, that if any fee officials, as enumerated in Section 8-22-101, T.C.A., operate under provisions of Section 8-22-104, T.C.A., provisions of the preceding paragraph shall not apply to those particular officials.

SECTION 3. BE IT FURTHER RESOLVED, that any amendment to the budget shall be approved as provided in Section 5-9-407, T.C.A. One copy of each amendment shall be filed with the County Clerk, one copy with the Chairman of the Budget Committee, and one copy with each divisional or departmental head concerned. The reason(s) for each transfer shall be clearly stated; however, this section shall in no case whatsoever be construed as authorizing transfer from one fund to another, but shall apply solely to transfers within a certain fund.

SECTION 4. BE IT FURTHER RESOLVED, that any appropriations made by this resolution, which cover the same purpose for which a specific appropriation is made by statute is made in lieu of but not in addition to said statutory appropriation. The salary, wages, or remuneration of each officer, employee, or agent of the County shall not be in excess of the amounts authorized by existing law or as set forth in the estimate of expenditures which accompanies this resolution. Provided, however, that appropriations for such salaries, wages or other remuneration hereby authorized shall in no case be construed as permitting expenditures for an office, agency, institution, division or department of the County in excess of the appropriation made herein for such office, agency, institution, division or department of the County. Such appropriation shall constitute the limit to the expenditures of any office, agency, institution, division or department for the fiscal year ending June 30, 2013. The aggregate expenditures for any item of appropriation shall in no instance be more than the amount herein appropriated for such item.

SECTION 5. BE IT FURTHER RESOLVED, that any resolution which may hereafter be presented to the Board of County Commissioners providing for appropriations in addition to those made by this Budget Appropriation Resolution shall specifically provide sufficient revenue or other funds, actually to be provided during the fiscal year in which the expenditure is to be made, to meet such additional appropriation. Said appropriating resolution shall be submitted to and approved by the State Director of Local Finance after its adoption as provided by Section 9-21-403, Tennessee Code Annotated.