

**AGENDA**  
**GREENE COUNTY LEGISLATIVE BODY**  
**Monday, September 19, 2016**  
**6:00 P.M.**

The Greene County Commission will meet at the Greene County Courthouse on Monday, September 19, 2016 beginning at 6:00 p.m. in the Criminal Courtroom (Top Floor) in the Courthouse.

**Call to Order**

- \*Invocation - Commissioner Jason Cobble
- \*Pledge to Flag - Danny Ricker
- \*Roll Call

**Public Hearing**

- Joel Hauser
- Chris Taylor

**Proclamations**

- National Surgical Technology Week
- Suicide Prevention Awareness Month

Nomination and approval of Chairman of County Legislative Body

Nomination and approval of Chairman-Pro-Tem of Legislative Body

**Approval of Prior Minutes**

**Reports**

- Reports from Solid Waste Dept.
- Chancery Court and Chancery Court Probate Division Annual Financial Report
- Committee minutes

**Election of Notaries**

**Old Business**

**Resolutions**

- A. A resolution to amend the FYE June 30, 2017 Capital Projects fund by \$270,817 approving repairs at the Greene County Courthouse
- B. A resolution to request that our elected representatives in the Tennessee General Assembly sponsor and support legislation to include qualifying members of a governmental entity's Emergency Medical Services under the provisions of Tennessee Code Annotated, Sections 8-36-205-213 including but not limited to a mandatory retirement age for certain qualifying EMS employee and the payment of the supplemental bridge benefit to those qualifying employees
- C. A resolution to amend the Greene County general fund budget to transfer \$31,064 from medical personnel in the jail to other contracted services and transfer \$3,329 in salaries & benefits in the jail to the Sheriff's Department to cover an unbudgeted wage rate increase due to a promotion for the FYE June 30, 2017
- D. A resolution to budget donations totaling \$2,500 from Greene County community to the Sheriff's Department for the care of the K-9 unit animals for the FYE June 30, 2017
- E. A resolution to amend the general fund budget \$24,978 for amounts not included in the original appropriation resolution for the fiscal year ending June 30, 2017
- F. A resolution to transfer \$233,276 in restricted funds committed for public safety capital outlay to the Sheriff's Department for purchase of equipment for FYE June 30, 2017
- G. A resolution to establish a budget for general capital projects Fund 171 for all revenues and expenditures for the fiscal year ending June 30, 2017

- H. A resolution of the Greene County Legislative body authorizing the appropriation of \$25,000 from the general fund unassigned fund balance for the ThreeStar Competitive Enhancement Grant from the Tennessee Department of Economic and Community Development to benefit the Correctional Career Pathways: A Journey to Hope Program
- I. A resolution authorizing an increase of Highway fund revenues for the fiscal year ending June 30, 2017
- J. A resolution to appoint members to the various Greene County Committees
- K. A resolution to approve comprehensive travel regulations for elected officials, department heads, and employees of Greene County Government

Other Business

Adjournment

Closing Prayer - Commissioner Wade McAmis



GREENE COUNTY GOVERNMENT  
2017 HOLIDAY CLOSURE SCHEDULE

SATURDAY  
CLOSING

NEW YEAR'S DAY	MONDAY, JANUARY 2, 2017 ----- DEC. 31
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 16, 2017 ---- JAN. 14
<b>*COMMISSION MEETING WILL BE HELD ON TUESDAY, JANUARY 17, 2017</b>	
PRESIDENT'S DAY	MONDAY, FEBRUARY 20, 2017 -- FEB. 18
<b>*COMMISSION MEETING WILL BE HELD ON TUESDAY, FEBRUARY 21, 2017</b>	
GOOD FRIDAY	FRIDAY, APRIL 14, 2017 ----- APR. 15
MEMORIAL DAY	MONDAY, MAY 29, 2017 ----- MAY 27
INDEPENDENCE DAY	TUESDAY, JULY 4, 2017
LABOR DAY	MONDAY, SEPTEMBER 4, 2017 -- SEPT. 2
VETERANS DAY	FRIDAY, NOVEMBER 10, 2017---- NOV. 11
THANKSGIVING	THURSDAY, NOVEMBER 23, 2017 FRIDAY, NOVEMBER 24, 2017 ---- NOV. 25
CHRISTMAS	MONDAY, DECEMBER 25, 2017 --- DEC. 23 TUESDAY, DECEMBER 26, 2017

*Updated as of 8/10/16*

**PROCLAMATION FOR  
SUICIDE PREVENTION AWARENESS MONTH**

WHEREAS, suicide is one of the most disruptive and tragic events a family and community can experience, with more than 950 lives lost in Tennessee each year and an estimated 8-25 attempted suicides for each suicide death; and

WHEREAS, suicide is the 10<sup>th</sup> leading cause of all deaths in Tennessee and the second leading cause of death among people from the age of 15 to 24 (source; Tennessee Department of Health); and

WHEREAS, Tennessee veterans, active-duty military personnel, and National Guardsmen face a disproportionate risk as compared to the general population of Tennessee, with more dying from suicide than combat; and

WHEREAS, public awareness of this terrifying problem is the key to preventing further suffering and loss of life; and the risk for human self-destruction can be reduced through awareness, education and treatment; and as the highest risk for suicide is among the survivors of those who died by suicide or those who have attempted suicide; and

WHEREAS, suicide prevention has been declared a national priority by the President and Congress; and Tennessee declares suicide prevention as a state priority and the legislature, in partnership with TSPN, implements the Tennessee Strategy for Suicide Prevention based on the National Strategy for Suicide Prevention; and

WHEREAS, Tennessee is a national leader in the effort to prevent suicide, being one of the first states to develop a suicide prevention and evaluation plan covering the lifespan; and

WHEREAS, the Governor of Tennessee has appointed a Suicide Prevention Network Advisory Council to coordinate the implementation of the Tennessee Strategy for Suicide Prevention; and

WHEREAS, the Tennessee Suicide Prevention Network is a grassroots collaboration of Tennesseans and organizations working to eliminate the stigma of suicide, educate the community about the warning signs of suicide, and ultimately reduce the rate of suicide in our state; and

WHEREAS, the Tennessee Suicide Prevention Network is also committed to excellence in suicide prevention, intervention, and postvention; now

in Greene County, Tennessee, and urge all citizens to work to prevent suicide and to raise awareness and tolerance around all people affected by this tragedy.

*THEREFORE, I, David Crum, by virtue of the authority vested in me as Mayor of Greene County, Tennessee do hereby proclaim the month of September, 2016 as*

**“SUICIDE PREVENTION AWARENESS MONTH”**

in Greene County, Tennessee, and urge all citizens to work to prevent suicide and to raise awareness and tolerance around all people affected by this tragedy.

\_\_\_\_\_  
Mayor of Greene County

\_\_\_\_\_  
Date



## A PROCLAMATION FOR NATIONAL SURGICAL TECHNOLOGY WEEK

**WHEREAS**, for over 60 years, surgical technology has grown to meet the ever-increasing demand for well-educated, highly-skilled and versatile surgical technologists; and

**WHEREAS**, surgical technologists are entrusted with the lives and well-being of patients and provide a critical service during surgical procedures; and

**WHEREAS**, over 90,000 surgical technologists nationwide are an integral part of the surgical team committed to providing the highest quality of surgical care to patients; and

**WHEREAS**, surgical technologists are responsible for the application of sterile and aseptic technique in the operating room, ensuring that equipment functions properly and facilitating safe and effective conduct during invasive surgical procedures; and

**WHEREAS**, surgical technologists strive to prevent life-threatening surgical site infections and maximize patient safety; and

**WHEREAS**, Certified Surgical Technologists graduate from an accredited program and receive certification conferred by the National Board of Surgical Technology and Surgical Assisting based upon passage of the national examination; and

**WHEREAS**, the surgical technologist's motto "Aeger Primo, the patient first" reflects total commitment to patient safety and advocacy;

**NOW THEREFORE**, I, David Crum, Greene County Mayor, do hereby proclaim the third week of September 2016 as National Surgical Technology Week in Greene County and urge all my fellow citizens to join me in acknowledging the important role of surgical technologists in the care and recovery of their patients

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County Mayor

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Date



# CERTIFICATE OF ELECTION OF NOTARIES PUBLIC

AS A CLERK OF THE COUNTY OF GREENE, TENNESSEE I HEREBY CERTIFY TO  
THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF  
NOTARY PUBLIC DURING THE SEPTEMBER 19, 2016 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. NECOLE KIMBERLY BROWN	250 SNAKE RD MOSHIE TN 37818	423-620-8175	3634 E ANDREW JOHNSON HWY GREENEVILLE TN 37745	423-639-6131	CONSUMER CREDIT UNION RL INSURANCE COMPANY
2. SHARON K CAMPBELL	1200 MILBURNTON RD LIMESTONE TN 37681	423 787 2087	301 BOHANNON AVE GREENEVILLE TN 37745	423 787 2087	
3. MANDY D CASTEEL	1074 W VANN RD GREENEVILLE TN 37743	470-9851	705 PROFESSIONAL DR STE 2 GREENEVILLE TN 37745	636-1800	
4. PATRICIA H DAUGHERTY	P.O. BOX 2293 GREENEVILLE TN 37744	423-426-8075	810 WEST CHURCH STREET GREENEVILLE TN 37745	423-798-1757	PATRICIA H. DAUGHERTY
5. ANGELA ANTOINETTE DINGUS	155 LAKE DRIVE GREENEVILLE TN 37745	423-470-2288	90 STANLEY LANE GREENEVILLE TN 37743	423-639-9449	
6. JUSTIN FLETCHER	249 JENNIFER ST GREENEVILLE TN 37745	525-6629	249 JENNIFER STREET GREENEVILLE TN 37745	525-9929	
7. ANDREA D HILL	5870 JONES BRIDGE ROAD GREENEVILLE TN 37743	423-620-5156	403 BOHANNON AVE GREENEVILLE TN 37743	423-620-5156	BRUCE W. CASTLE
8. HERBERT W HUGHES	655 DOAK HENSLEY RD AFTON TN 37618	423-620-0184	195 TUSCULUM BY PASS GREENEVILLE TN 37745	639-2305	
9. LYNDA LEA OVERHOLT	704 WEST SUMMER STREET GREENEVILLE TN 37743	423 620 0893	4850 E ANDREW JOHNSON HWY GREENEVILLE TN 37745	423 787 6800	YES
10. STEPHANIE RAMSEY	63 BAILEYTON MAIN ST GREENEVILLE TN 37745	423-470-1157	124 N MAIN GREENEVILLE TN 37743	423 783 1401	
11. BARBARA MULLINS TILSON	4250 VAN HILL ROAD GREENEVILLE TN 37745	423-272-5207	6530 HORTON HWY GREENEVILLE TN 37745	423-272-5207	
12. CYNTHIA LYNN WISECARVER	4000 N MOHAWK RD MOHAWK TN 37810	423-312-6405	4050 N MOHAWK RD MOHAWK TN 37810	423-235-5587	
13. FELICIA DAWN YOKLEY	219 RADFORD DR GREENEVILLE TN 37743	423-552-5949	3634 E. ANDREW JOHNSON HWY GREENEVILLE TN 37745	423-639-6131	CONSUMER CREDIT UNION



SIGNATURE

CLERK OF THE COUNTY OF GREENE, TENNESSEE

9/11/16

DATE

**A RESOLUTION TO AMEND THE FYE JUNE 30, 2017 CAPITAL PROJECTS FUND BY  
\$270,817 APPROVING REPAIRS AT THE GREENE COUNTY COURTHOUSE**

WHEREAS, the Greene County Courthouse has significant issues with leaks in the roof and corresponding damages to the soffit, guttering, and brick; and

WHEREAS, in March, 2016 the Greene County Legislative Body appointed a committee of county commissioners to meet and work with A. Dave Wright, Architect to evaluate the damages and needed repairs for the courthouse, to seek bid proposals for the repairs and renovations to the courthouse, and to make a recommendation to Greene County Legislative Body as to the repairs that need to be made at the courthouse and the costs of those repairs; and

WHEREAS, this committee and A. Dave Wright, Architect had several meetings, reviewed the scope of the work that was needed to make those repairs to the courthouse, has requested bids from contractors to perform the needed repairs, and has accepted bids from two contractors to do the necessary repairs subject to the approval of the Greene County Legislature Body; and

WHEREAS, the committee has recommended that the County accept the proposal from Morristown Roofing Co. Inc. of \$234,345.00 to replace/repair the courthouse roof, soffit, and guttering and accept the proposal of Hite Construction of \$36,472.00 for brick removal, repair and replacement at the courthouse to be paid from the Capital Projects Fund at a total project cost of \$270,817.00; and

NOW THEREFORE, BE IT RESOLVED by the Greene County Legislature Body meeting in regular session on the 19<sup>th</sup> day of September, 2016, a quorum being present and a majority voting in the affirmative that upon the recommendation of the Committee, that Greene County accept the proposal from Morristown Roofing Co. Inc. of \$234,345.00 to replace/repair the courthouse roof, soffit, and guttering and accept the proposal of Hite

**Roger A. Woolsey**  
County Attorney  
204 N. Cutler St.  
Suite 120  
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Phone: 423/798-1779  
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Construction of \$36,472.00 for brick removal, repair and replacement at the courthouse at a total project cost of \$270,817.00 and authorize the County Mayor to so act to accept the proposals and contract with the companies to perform the work.

BE IT FURTHER RESOLVED the Greene County Capital Projects Fund be amended as follows:

**DECREASE IN BUDGETED FUND BALANCE**

39000	Unassigned Fund Balance	\$	270,817
<b>Total Decrease to Fund Balance</b>		<b>\$</b>	<b>270,817</b>

**INCREASE IN BUDGETED APPROPRIATIONS**

91190	Other General Government Projects		
706	Building Construction	\$	270,817
<b>Total Increase in Appropriations</b>		<b>\$</b>	<b>270,817</b>

**Roger A. Woolsey**  
**County Attorney**  
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Courthouse Committee  
Sponsors

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

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

Roger A. Woolsey  
County Attorney

**A RESOLUTION TO REQUEST THAT OUR ELECTED REPRESENTATIVES IN THE TENNESSEE GENERAL ASSEMBLY SPONSOR AND SUPPORT LEGISLATION TO INCLUDE QUALIFYING MEMBERS OF A GOVERNMENTAL ENTITY'S EMERGENCY MEDICAL SERVICES UNDER THE PROVISIONS OF TENNESSEE CODE ANNOTATED, SECTIONS 8-36-205- 213 INCLUDING BUT NOT LIMITED TO A MANDATORY RETIREMENT AGE FOR CERTAIN QUALIFYING EMS EMPLOYEES AND THE PAYMENT OF THE SUPPLEMENTAL BRIDGE BENEFITS TO THOSE QUALIFYING EMPLOYEES.**

**WHEREAS**, *Tennessee Code Annotated*, Section 8-36-205 provides that any political subdivision participating in the Tennessee Consolidated Retirement System may establish a mandatory retirement age requirement for all its firefighters and police officer (law enforcement officers) and for all its employees who have been transferred from the position of a firefighter or police officer to a supervisory or administrative position within the political subdivision's police (sheriff) or fire department; and

**WHEREAS**, many counties and cities have established an emergency medical services department or authority to provide emergency and non-emergency ambulance services as well as other related services to its citizens; and

**WHEREAS**, Emergency Medical Technicians (EMT) and Paramedics along with law enforcement officers and firefighters are all vital components of a public safety system serving the citizens under sometimes dangerous, stressful, and physically demanding circumstances; and

**WHEREAS**, under the current legislation, EMT's and Paramedics are excluded from the mandates and benefits available to other public safety employees under *Tennessee Code Annotated*, Sections 8-36-205 through 213; and

**WHEREAS**, Emergency Medical Service employees are often unable to work until such time as they are 100% vested under the Tennessee Retirement System due to repetitive strains and injuries sustained through years of lifting patients, carrying patients multiple times each day over, around and through various obstacles and terrains; and

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B.

**WHEREAS**, based on the foregoing, the Greene County Legislative Body requests that our State Legislators sponsor and support legislation that would include and designate qualifying EMS employees (in the same fashion as firefighters and police officers) as Group 2 members pursuant to T.C.A. 8-35-105, be subject to the mandatory retirement provisions pursuant to Tennessee Code Annotated, Section 8-36-205, grant to those employees the supplemental bridge benefits pursuant to Tennessee Code Annotated, Section 8-36-211, and to allow those employees who have creditable service in a Group 2 position to be covered by such mandatory retirement age requirement to retire with those service retirement benefits pursuant to Tennessee Code Annotated, Section 8-36-201 et seq.; and

**NOW, THEREFORE BE IT RESOLVED** by the Greene County Legislative Body meeting in regular session on the 19<sup>th</sup> day of September, 2016, a quorum being present and a majority voting in the affirmative that a request be made to the State Legislators representing Greene County to sponsor and support legislation that would include and designate qualifying EMS employees (in the same fashion as firefighters and police officers) as Group 2 members pursuant to T.C.A. 8-35-105, mandate that those qualifying employees be subject to the mandatory retirement provisions pursuant to Tennessee Code Annotated, Section 8-36-205, grant to those employees the supplemental bridge benefits pursuant to Tennessee Code Annotated, Section 8-36-211, and to allow those employees who have creditable service in a Group 2 position to be covered by such mandatory retirement age requirement to retire with those service retirement benefits pursuant to Tennessee Code Annotated, Section 8-36-201 et seq.

**BE IT FURTHER RESOLVED**, that the County Clerk forward a copy of this Resolution to Our Senator and State Representatives asking for their assistance and support seeking legislation that would include and designate qualifying EMS employees (in the same fashion as firefighters and police officers) as Group 2 members pursuant to T.C.A. State Sections 8-36-205 through 213.

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**County Attorney**  
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Sponsor

County Clerk

County Mayor

Roger C. Jolly  
County Attorney

County Attorney

**Roger A. Woolsey**

County Attorney

204 N. Cutler St.

Suite 120 ,

Greeneville, TN 37745

**Phone: 423/798-1779**

Fax: 423/798-1781

**A RESOLUTION TO AMEND THE GREENE COUNTY GENERAL FUND BUDGET TO  
TRANSFER \$31,064 FROM MEDICAL PERSONNEL IN THE JAIL TO OTHER CONTRACTED  
SERVICES AND TRANSFER \$3,329 IN SALARIES & BENEFITS IN THE JAIL TO THE  
SHERIFF'S DEPARTMENT TO COVER AN UNBUDGETED WAGE RATE INCREASE DUE TO A  
PROMOTION FOR THE FYE JUNE 30, 2017**

**WHEREAS,** the Greene County Jail desires to transfer funds from Medical Personnel to Other Contracted Services in the amount of \$31,064,

**WHEREAS,** Dr. Matthews will no longer be employed by Greene County but will be a contracted professional

**WHEREAS,** The Jail would like to transfer \$3,329 to the Sheriff's Department to cover a wage increase due to a promotion that did not get included in the original budget approved by the Greene County Legislative body on August 15, 2016

**THEREFORE,** let the Greene County General Fund budget be amended as follows:

**DECREASE IN APPROPRIATIONS**

54210 JAIL

131 Medical Personnel	\$ 31,711
201 Social Security	2,144
210 Unemployment	80
212 Employer Medicare	458
<b>TOTAL DECREASE IN APPROPRIATIONS</b>	<b><u>\$ 34,393</u></b>

**INCREASE IN APPROPRIATION**

54210 JAIL

399 Other Medical Personnel	\$ 31,064
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54110 SHERIFF'S DEPARTMENT

115 Sargent	\$ 2,791
201 Social Security	173
204 Pension	324
212 Employer Medicare	41
<b>TOTAL INCREASE IN APPROPRIATIONS</b>	<b><u>\$ 34,393</u></b>

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**NOW, THEREFORE;** be it resolved by the Green County Legislative Body meeting in the regular session this 19<sup>th</sup> day of September, 2016, a quorum being present and a majority voting in the affirmative, that the budget be amended as above.

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County Mayor

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Budget and Finance Committee  
Sponsor

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County Clerk

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County Attorney

*Roger C. Walsh*

**A RESOLUTION TO BUDGET DONATIONS TOTALING \$2,500 FROM  
GREENE COUNTY COMMUNITY TO THE SHERIFF'S DEPARTMENT FOR THE  
CARE OF THE K-9 UNIT ANIMALS FOR THE FYE JUNE 30, 2017**

**WHEREAS,** the Greene County community has currently contributed \$2,500 to the Sheriff's department,

**WHEREAS,** the contributions have been restricted for the care of the K-9 unit animals

**THEREFORE,** let the General Fund budget be amended to the following:

**INCREASE BUDGETED RESTRICTED FUND BALANCE**

34625	Committed for Public Safety	<u>\$ 2,500</u>
	Total increase in restricted fund balance	<u><u>\$ 2,500</u></u>

**DECREASE UNASSIGNED FUND BALANCE**

39000	Unassigned Fund Balance	<u>\$ 2,500</u>
	Total decrease in unassigned fund balance	<u><u>\$ 2,500</u></u>

**NOW, THEREFORE;** be it resolved by the Greene County Legislative Body meeting in regular session this 19<sup>th</sup> day of September, 2016, a quorum being present and a majority voting in the affirmative, that the budget be amended as above.

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

\_\_\_\_\_  
Budget and Finance  
Sponsor

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

\_\_\_\_\_  
*Roger A. Woolsey*  
County Attorney

D,

**A RESOLUTION TO AMEND THE GENERAL FUND BUDGET \$24,978 FOR  
AMOUNTS NOT INCLUDED IN THE ORIGINAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2017**

**WHEREAS,** the General Fund Appropriation resolution approved on August 15, 2016 by the Greene County Legislative body did not contain certain salary and benefit changes totaling \$24,978 and

**WHEREAS,** the General Fund Unassigned Fund Balance will be decreased by \$24,978

**THEREFORE,** let the General Fund Budget be amended as follows:

**DECREASE IN UNASSIGNED FUND BALANCE**

39000	UNASSIGNED FUND BALANCE	\$	24,978
	<b>TOTAL DECREASE IN UNASSIGNED FUND BALANCE</b>	<b>\$</b>	<b>24,978</b>

**INCREASE IN APPROPRIATIONS:**

53400	CHANCERY COURT		
169	Part-Time Personnel	\$	8,902
201	Social Security		552
204	Pension		1,692
206	Life Insurance		42
207	Medical Insurance		13,220
210	Unemployment		89
212	Employer Medicare		432
53900	OTHER ADMINISTRATION OF JUSTICE		
140	Salary Supplements	\$	42
201	Social Security		3
204	Pension		3
212	Employer Medicare		1
	<b>TOTAL INCREASE IN APPROPRIATIONS</b>	<b>\$</b>	<b>24,978</b>

E.



**NOW, THEREFORE;** be it resolved by the Greene County Legislative Body meeting in regular session this 19<sup>th</sup> day of September, 2016, a quorum being present and a majority voting in the affirmative, that the budget be amended as stated above.

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County Mayor

Budget and Finance Committee

Sponsor

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County Clerk

  
County Attorney

**RESOLUTION TO TRANSFER \$233,276 IN RESTRICTED FUNDS  
COMMITTED FOR PUBLIC SAFETY CAPITAL OUTLAY TO THE  
SHERIFF'S DEPARTMENT FOR PURCHASE OF EQUIPMENT FOR FYE  
JUNE 30, 2017**

WHEREAS, the Greene County Legislative Body created a restricted fund for the Sheriff's Department on March 16<sup>th</sup>, 2015 for the express purpose of purchasing computers, software, phones, accessories and to pay for hardwiring the Sheriff's Department for such computer system to allow deputies to prepare and file paperless reports and perform other necessary functions required of them while on patrol without the necessity of returning to the Sheriff's Department

WHEREAS, the Greene County Sheriff's Department requests the release of \$233,276 in restricted funds to purchase the authorized equipment

NOW, THEREFORE, BE IT RESOLVED, by the Greene County Legislative Body meeting in regular session on the September 19, 2016 a quorum being present and a majority voting in the affirmative, that Two Hundred Thirty Three Thousand Two Hundred Seventy Six and 00/100 Dollars (\$233,276.00) be transferred from the General Fund reserve Committed for Public Safety Capital Outlay to the Sheriff's Department to make the necessary purchase.

F.

DECREASE IN RESERVED FUND BALANCE

34625 COMMITTED TO PUBLIC SAFETY CAPITAL OUTLAY

\$ 233,276

Total decrease to budgeted restricted fund balance

\$ 233,276

INCREASE IN APPROPRIATIONS:

54110 SHERIFF'S DEPARTMENT

709 Data Processing Equipment

\$ 233,276

Total increase in appropriations

\$ 233,276

Law Enforcement Committee  
Sponsor

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

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

Roger A. Voulse  
County Attorney

**A RESOLUTION TO ESTABLISH A BUDGET  
FOR GENERAL CAPITAL PROJECTS FUND 171  
FOR ALL REVENUES AND EXPENDITURES FOR  
THE FISCAL YEAR ENDING JUNE 30, 2017**

**WHEREAS,** Greene County adopted the County Budgeting Law of 1957 per TCA 5-12-101 through 5-12-114 in years past, of which that law requires that all funds receiving tax revenues assessed to citizens of the County implement budgeted.

**WHEREAS,** The Greene County Legislative body during fiscal year ending June 30, 2015, passed an increase in the Greene County Wheel Tax rate and allocated a portion of that increase to the Greene County General Capital Projects Fund.

**THEREFORE,** let the General Capital Projects Fund Budget be amended as follows:

47590	Other Federal Grants Through State Firing - Range Project	<u>1,063,995</u>
Total increase to estimated revenues		<u>\$ 2,035,995</u>

**INCREASE IN APPROPRIATIONS:**

91110	GENERAL ADMINISTRATION PROJECTS	
399	Other Contracted Services	\$ 3,250
91190	OTHER GENERAL GOVERNMENT PROJECTS	
304	Architects - Firing Range Project	\$ 48,155
335	Maintenance & Repairs Service Vehicles	2,850
361	Permits - Firing Range Project	200
399	Other Contracted Services - Firing Range Project	2,400
510	Trustee Commission	1,200
706	Building Construction -Firing Range Project	300,000
711	Furniture and Fixtures - Firing Range Project	25,000
724	Site Development - Firing Range Project	684,190
95100	DONATED TO SCHOOLS	
799	Other Capital Outlay	<u>\$ 807,000</u>
<b>TOTAL INCREASE IN APPROPRIATIONS</b>		<u><u>\$ 1,874,245</u></u>

**NET INCREASE IN FUND BALANCE**

39000	Restricted Fund Balance	<u>\$ 161,750</u>
		<u><u>\$ 161,750</u></u>

G.

**NOW, THEREFORE;** be it resolved by the Greene County Legislative Body meeting in regular session this 19<sup>th</sup> day of September, 2016, a quorum being present and a majority voting in the affirmative, that the budget be amended as above.

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County Mayor

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County Clerk

Budget and Finance Committee

Sponsor

Roger A. Jolley  
County Attorney

**A RESOLUTION OF THE GREENE COUNTY LEGISLATIVE BODY AUTHORIZING  
THE APPROPRIATION OF \$25,000 FROM THE GENERAL FUND UNASSIGNED  
FUND BALANCE FOR THE THREESTAR COMPETITIVE ENHANCEMENT GRANT  
FROM THE TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY  
DEVELOPMENT TO BENEFIT THE CORRECTIONAL CAREER PATHWAYS: A  
JOURNEY TO HOPE PROGRAM**

**WHEREAS**, the Greene County Mayor's Office applied for and received the  
aforementioned grant, from the Tennessee Department of Economic and  
Community Development; and

**WHEREAS**, the \$25,000 must be spent first from Unassigned Fund Balance and then  
reimbursed from the grant award and

**WHEREAS**, the Jail will be acquiring a mobile training unit.

**DECREASE IN UNASSIGNED FUND BALANCE**

39000 UNASSIGNED FUND BALANCE	\$ 25,000
<b>Total Decrease in Unassigned Fund Balance</b>	<b><u>\$ 25,000</u></b>

**INCREASE IN APPROPRIATIONS**

54210 JAIL	
707 Building Improvements	\$ 25,000
<b>Total Increase in Appropriations</b>	<b><u>\$ 25,000</u></b>

**NOW, THEREFORE**; be it resolved by the Greene County Legislative Body  
meeting in regular session this 19<sup>th</sup> day of September, 2016, a quorum being  
present and a majority voting in the affirmative, that the budget be amended as  
above.

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

\_\_\_\_\_  
Law Enforcement Committee  
Sponsor

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

\_\_\_\_\_  
*Roger A. Jolley*  
County Attorney

H.

**A RESOLUTION AUTHORIZING AN INCREASE OF HIGHWAY FUND REVENUES  
FOR THE FISCAL YEAR ENDING JUNE 30, 2017**

**WHEREAS,** the Greene County Highway Fund budget each year must be equal to or greater than the prior 5 year average of certain revenues received from local sources to ensure the maximum receipt of gas tax revenues from the State, and

**WHEREAS,** during the preparation of the Greene County Highway Fund budget for FYE 2017, tax receipts collected for June 2016 came in greater than estimates used to prepare FYE 2017 revenue projections, and

**THEREFORE,** let the Highway Fund Budget be amended as follows:

**INCREASE BUDGETED REVENUE:**

40280	Mineral Severance Tax	\$	32,000
40320	Bank Excise Tax		<u>13,800</u>
<b>Total increase to estimated revenues</b>		<b>\$</b>	<b><u>45,800</u></b>

**DECREASE IN BUDGETED FUND BALANCE**

39000	Restricted Fund Balance	\$	<u>45,800</u>
<b>Total decrease to budgeted fund balance</b>		<b>\$</b>	<b><u>45,800</u></b>

**NOW, THEREFORE;** be it resolved by the Greene County Legislative Body meeting in regular session this 19<sup>th</sup> day of September, 2016, a quorum being present and a majority voting in the affirmative, that the budget be amended as above.

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

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

Budget and Finance Committee

Sponsor

Rogers A. Walsh  
County Attorney

I.

A RESOLUTION TO APPOINT MEMBERS TO THE VARIOUS GREENE  
COUNTY COMMITTEES

WHEREAS, it is necessary in the daily function of County Government to appoint members to serve on certain Greene County Committees; and

WHEREAS, in T.C.A. § 5-6-106 provides that the County Mayor shall appoint members of county boards and commissions; and

WHEREAS, such appointees shall be subject to confirmation by the County Legislative Body; and

WHEREAS, attached as Exhibit "A" to this Resolution is Greene County Mayor's appointments for the various committees subject to the approval of the Greene County Legislative Body.

NOW, THEREFORE, be it resolved, by the Greene County Legislative Body, meeting in regular session on this 19<sup>th</sup> day of September, 2016, a quorum being present and a majority voting in the affirmative, that the attached list of Greene County Committees and members be approved as presented.

THIS THE 19th DAY OF SEPTEMBER, 2016

Josh Kesterson  
Sponsor

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

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

Roger A. Woolley  
County Attorney

J.





## Greene County Committees

updated 9/19/16

## Committee Description:

## Member Names:

## Term on Committee:

**Airport Authority**

(5 year terms)

1	Carter, John	City
2	Paul Burkey - 7th District	2/21/2020
3	John Waddle	9/19/2021 County
4	Malone, Janet	City
5	White, Timer	1/20/2017

**Animal Control Committee**

1	Chris Cutshall, Director	
2	Zak Neas - 2nd District	
3	Robin Quillen - 3rd District	
4	Lyle Parton - 4th District	
5	Frank Waddell - 6th District	
6	Paul Burkey - 7th District	

**Audit Committee**

1	Beth Ann Collins	
2	Bill Moss	
3	Thomas "Tommy" Love	

**Beer Board Committee**

1	John Waddle, 6th District	
2	Paul Burkey, 7th District	
3	Frank Waddell, 6th District	

**Budget Committee**

also notify: David McLain  
Regina Nuchols  
David Weems & April

1	David Crum - Co. Mayor	
2	Danny Lowery, Budget Director	Ex Officio
3	Wade McAmis, 1st District	
4	Butch Patterson, 7th District	
5	Brad Peters, 2nd District	
6	Dale Tucker, 1st District	

**Building Code Committee**

Tim Tweed

1	Lyle Parton, 4th District	
2	Brad Peters, 2nd District	
3	Pamela Carpenter, 5th District	
4	Frank Waddell, 6th District	
5	Josh Kesterson, 6th District	
6	Robin Quillen - 3rd District	
7	White, Tim - 1st District	

**Building Code Appeals Comm.**

formed 2008

Tim Tweed

1	William Brown, EMA Director	
2	Dena Fillers	
3	Idell, Jeff, Construction	
4	Jacobs, John, Structural Engineer	
5	Parton, Lyle - 4th District	
6	Riley, Sam, Realtor	
7	White, Tim - 1st District	
8	Wright, Dave, Architech	

**Cable Franchise Committee**

1	Butch Patterson, 7th District	
2	John Waddle, 6rd District	
3	Robin Quillen, 3rd District	
4	Josh Arrowood, 2nd District	
5	Gerald Miller, 5th District	
6	Woolsey, Roger, Co. Atty.	

**Civil Service Board***serve three-year terms*

1	Payne, Douglas	2017
2	Metcalf, Ron	2018
3	Wells, Hugh	2017

**Delinquent Tax Board**

1	Zak Neas, 2nd District	
2	Robin Quillen, 3rd District	
3	Eddie Jennings, 4th District	
4	Paul Burkey - 7th District	

**Education Committee**

1	David McLain, School Director	
2	Zak Neas, 2nd District	
3	Sharron Collins, 3rd District	
4	Pamela Carpenter, 5th District	
5	Dale Tucker, 1st District	
6	Butch Patterson, 7th District	

**Emergency Medical Services**

1	Crum, David - Co. Mayor	
2	Brown, William, EMA Director	Ex Officio
3	Robin Quillen, 3rd District	
4	Daniels, W. T, City Mayor	
5	Dr. Atim Rasheed (TAK)	Current Med. Director
6	Eddie Jennings, 4th District	
7	Street, Shaun, Health Dept. Director	
8	Paxton, Keith	
9	Whitfield, Chuck, LMH	
10	Tammy Albright, TAK	

**Agriculture Extension Committee**

1	David Crum, Co. Mayor	Ex Officio
2	Dale Collette	2018
3	Jason Cobble, 3rd District	2018
4	Julie Kleinlein	2019
5	Betty Love	2018
6	Erich Winter	2017
7	Frank Waddell	2018
8	Dale Tucker	2018

**Ethics Committee**

1	Joy Rader, Register of Deeds	Elected Official
2	Josh Arrowood, 2nd District	
3	Gerald Miller, 5th District	
4	Jason Cobble, 3rd District	
5	George Clemmer, 4th District	
6	Paul Burkey - 7th District	
7	John Waddle, 6th District	
8	Tim White, 1st District	

**Board of Equalization***APPOINTED IN 2013*

1	Crum, Ray	
2	Gentry, Phil	
3	Phillipa, Wayne	
4	Pillar, Marc	
5	Wildman, Joseph, Chairman	

**Greene County Health & Safety  
(Debris Ordinance)**

(Tim Tweed)

1	Lyle Parton, 4th District	
2	Frank Waddell - 6th District	
3	Wade McAmis - 1st District	
4	Robin Quillen - 3rd District	
5	Tim White - 1st District	

**Greene County Historical  
Committee**

1	Josh Arrowood, 2nd District	
2	Massey, Tim	Historian
3	Josh Kesterson, 6th District	
4	Wade McAmis, 1st District	

**Greene County Records  
Committee**

1	Armstrong, Kay S	
2	John Waddle, 6th District	
3	Tim Massey	Historian
4	Josh Arrowood, 2nd District	
5	TBD when Librarian is hired	Librarian
6	Rader, Joy	
7	Bryant, Lori	
8	Walker, Madge	
9	Wright, Judge	

**Health Board***4 year terms*

1	*TBD*	
2	Alexander, Carmelia	2017
3	Boyes, Dr. John	2017
4	Crum, David - Co. Mayor	2017
5	Corley, Alan B., Pharmacist	2017
6	David McLain, School Director	2017
7	O'Dell, Dr. Michael J, Physician	2017
8	Shepard, Dr. Craig	2017
9	Street, Shaun, Local Health Dept. Director	2017
10	Woolsey, Doug, Veterinarian	2017
11	Zook, Dr. Kimi	2017 Ex Officio

**Investment Committee**

1	Nathan Holt - Trustee	
2	Dale Tucker, 1st District	
3	Josh Arrowood, 2nd District	
4	John Waddle, 6th District	
5	Paul Burke, 7th District	
6	George Clemmer, 4th District	

**Industrial Park Agency**

1	David Crum, Co. Mayor	
2	W.T. Daniels, City Mayor	
3	City Representative	
4	Terry Leonard	
5	Allen Jones	

**Insurance Committee**

John McInturff  
 Andrea Hillis - Tri State Claims  
 Jennifer Haman - Premise Health  
 Pam Gaut - BCBS  
 Tony Williamson - Trinity  
 Chris Poynter - Trinity  
 Krystal Justis - Insurance Clerk

1	David Crum - Co. Mayor	
2	Pat Hankins - Sheriff	
3	David McLain	
4	Roger Woolsey, Co. Atty	
5	Danny Lowery, Budget Director	
6	David Weems, Hwy, Superintendant	
7	John Waddle, 6th District	
8	Sharron Collins, 3rd District	
9	Dale Tucker, 1st District	
10	Brad Peters, 2nd District	

**Law Enforcement Committee**

1	Pat Hankins, Sheriff	
2	George Clemmer, 4th District	
3	Frank Waddell, 6th District	
4	Josh Kesterson, 6th District	
5	Sharron Collins, 3rd District	
6	Eddie Jennings, 4th District	
7	James Randolph, 7th District	
8	Robin Quillen, 3rd District	
9	Zak Neas, 2nd District	
10	Jason Cobble, 3rd District	
11	Lyle Parton, 4th District	

**Local Library Board**

3 year term

1	Bewley, Carla	1/20/2017 City
2	Hawk, Buddy	City Co-Term
3	Henbree, Beth	1/20/2018 County
4	Kidwell, Ginny	1/20/2018 City
5	Pensinger, Julia	1/19/2019 County
6	Butch Patterson, 7th District	Co-Term County
7	Bobby Holt	1/19/2019 City

**9-1-1 Representatives**

4 year terms - Sept. ea. Yr.  
 1 year term for VFAssoc.

1	Ray Adams	2019
2	William Brown	2019
3	Terry Cannon, Chief of Police	2018
4	Alan Shipley, Fire Chief TBD	2018
5	Josh Kesterson, 6th District	2018
6	Ryan Holt (1 year term)	2015
7	William Holt	2018
8	Calvin Hawkins, EMS Director	2019
9	LeRoy Tipton	2016

**9-1-1 Sign Committee**

5 members chosen by County Mayor

1	Jerry Bird	
2	John Waddle, 6th District	
3	Paul Burkey - 7th District	
4	Josh Kesterson, 6th District	
5	Danny Ricker	

**Personnel Policies Committee**

Mayor Crum - Ex. Officio

1	Brad Peters, 2nd District	
2	Dale Tucker, 1st District	
3	Tim Shelton, 5th District	
4	Robin Quillen, 3rd District	
5	Eddie Jennings, 4th District	
6	Frank Waddell, 6th District	
7	Butch Patterson, 7th District	

<b>Planning Commission</b> <i>(Serve four-year terms)</i> Advising: Amy Tweed Tim Tweed  Roger Woolsey David Crum, Co. Mayor	1	Lyle Parton, 4th District	Co-Term
	2	Gwen Lilley	2018
	3	Frank Waddell - 6th District	Co-Term
	4	Stevi King	2018
	5	Gary Rector	2020
	6	Edwin Remine	2020
	7	TBD	
	8	Phillip Ottinger	2018
	9	Sam Riley	2018

<b>Property Sales Committee</b> <i>Appointed by Co. Mayor</i>	1	Zak Neas, 2nd District	
	2	Lyle Parton, 4th District	
	3	Eddie Jennings, 4th District	

<b>Purchasing Committee</b> <i>5 members including Co. Mayor as per law</i>	1	David Crum, Co. Mayor	
	2	Frank Waddell, 6th District	
	3	Pamela Carpenter, 5th District	
	4	Lyle Parton, 4th District	
	5	Tim White, 1st District	

<b>Range Oversight Committee</b>  Also notify: Cindy Painter (WSSC)	1	David Crum, Co. Mayor	
	2	Terry Cannon, Police Chief	
	3	Pat Hankins, Sheriff	
	4	Jerry Strom, Community Representative	
	5	Cynthia Painter, WSSC	
	6	Dick Fawbush, Community Representative	
	7	James Randolph, 7th District	
	8	Tommy Whitehead, TWRA	

<b>Regional Library Board</b>	1	Booker, Rebecca	
	2	Pesinger, Julia	

<b>Regional Solid Waste</b> <i>six year terms</i>	1	Tim Armstrong, Solid Waste Director	County
	2	Benko, Mark	2019 City
	3	Reynolds, Jennifer	2020 County
	4	G'Fellers, Neil	2018 City
	5	Peters, Brad	2017 City
	6	Webster, Sarah	2017 City
	7	Hauser, Joel	2022 County
	8	Bird, Robert	2020 Tusculum
	9	Waddell, John	2021 County

<b>Road &amp; Highway Committee</b>	1	George Clemmer, 4th District	
	2	Frank Waddell, 6th District	
	3	Pamela Carpenter, 5th District	
	4	Zak Neas, 2nd District	
	5	Robin Quillen, 3rd District	
	6	Butch Patterson, 7th District	
	7	Tim White, 1st District	

**Solid Waste Committee**

1	Lyle Parton, 4th District	
2	Brad Peters, 2nd District	
3	Robin Quillen, 3rd District	
4	Wade McAmis, 1st District	
5	Frank Waddell, 6th District	
6	Pamela Carpenter, 5th District	
7	Paul Burkey - 7th District	

**Board of Zoning Appeals**

*Appointed to 5 yr. Staggered  
terms*

Advising:

Tim Tweed

Amy Tweed

1	Beth Douthat	2018
2	Maybrey G'Fellers	2018
3	John Waddle - 6th District	2019
4	Zak Neas, 2nd district	2019
5	Robert Wilhoit	2019
6	Jason Smith	2019
7	Holly Brooks	2019

**RESOLUTION TO APPROVE COMPREHENSIVE TRAVEL REGULATIONS FOR  
ELECTED OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES OF GREENE  
COUNTY GOVERNMENT**

This Resolution amends and supersedes in its entirety all Resolutions or Regulations concerning travel by Greene County Employees within all Greene County Departments.

**WHEREAS**, the Greene County Legislative Body previously had adopted a Comprehensive Travel Policy dated July 1, 2003 for reimbursement of employees for expenses incurred to carry out their assigned duties; and

**WHEREAS**, the Personnel Policies Committee for Greene County has carefully reviewed the current travel policy for County employees, office holders, department heads, and other members of County Government and desire to create an updated Comprehensive Travel Policy (attached as Exhibit "A" titled, "Greene County, Tennessee Comprehensive Travel Policy; and

**WHEREAS**, it appears that in fairness to the County and to the employees of Greene County covered under said Comprehensive Travel Policy that the proposed updated Comprehensive Travel Policy is fair and necessary to reimburse each employee for necessary travel in their service for Greene County reducing the financial burden on employees and that the approval of the updated Greene County, Tennessee Comprehensive Travel Policy is in the best interests of the citizens of Greene County.

**NOW, THEREFORE, BE IT RESOLVED** by the Greene County Legislative Body meeting in regular session on September 19, 2016, a quorum being present and a majority voting in the affirmative, that the updated Comprehensive Travel Policy (Exhibit "A") for officers and employees of County Government for Greene County, Tennessee is approved and that the approved Comprehensive Travel Policy shall be included in the personnel policy for

**Roger A. Woolsey**  
**County Attorney**  
204 N. Cutler St.  
Suite 120  
Greeneville, TN 37745  
Phone: 423/798-1779  
Fax: 423/798-1781

K.

each department of County government and spread upon the minutes of the County Legislative Body Record.

Personnel Policies Committee  
Sponsor

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

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

Roger A. Woolsey  
County Attorney

**Roger A. Woolsey**  
**County Attorney**  
204 N. Cutler St.  
Suite 120  
Greeneville, TN 37745  
Phone: 423/798-1779  
Fax: 423/798-1781





## **GREENE COUNTY, TENNESSEE**

### **COMPREHENSIVE TRAVEL POLICY AUGUST 31, 2016**

#### **INTRODUCTION**

1. It is the intent of these regulations that employees not suffer additional cost as a result of travel incurred to carry out assigned duties. Employees shall be reimbursed for such expenses subject to the limitations provided in this travel policy.
2. When traveling, county employees should be conservative as circumstances permit. The lower cost should be selected whenever practical. Reimbursement for travel will be based upon the most direct or expeditious route possible. Employees traveling by an indirect route must assume any extra expense incurred. In addition, employees should utilize county vehicles when possible and ride sharing. It is the responsibility of the employee to be familiar with and adhere to established county travel policies. Deliberate disregard of these regulations while traveling on county business or filing of an intentionally misleading or fraudulent travel claim, are ground for disciplinary action including termination of employment.
3. The County Commission will establish the County Travel Policy.

## TRAVEL AUTHORIZATION

4. Travel may not be undertaken unless it is authorized in advance by proper authority and within the department's budget. Approved county travel is the basis for reimbursement in accordance with these provisions. The employee is considered to be on official travel status, and eligible for reimbursement, at the time of departure from his/her official station or residence, whichever is applicable.
5. The department head is authorized to approve all travel for county business, including registration fees for conferences, conventions, seminars, etc. (including the cost of official banquets and/or luncheons), as long as the amounts are within their budget.

## OFFICIAL STATION

6. The department head is responsible for establishing the official station of the employee. This is typically the location from which the employee performs the major portion of his/her assigned duties. The workstation closest to an employee's residence should be designated as the official station for employees with multiple workstations. If an employee works predominately from a home residence and reports to an office or other station less than twice a week, the employee's official station should be the home residence.
7. The residence of the employee usually becomes the official station for an employee required to be on call at times other than the employee's normal working hours (i.e. nights or weekends). Employees working overtime on weekends are not normally eligible for reimbursement.
8. In the event that an employee is temporarily reassigned to a work location other than his/her usual official station, that location shall become the employee's official station. The employee will not be eligible for reimbursement unless he/she can demonstrate that by commuting to the temporary location he/she has incurred additional expense over the cost of the commute to his/her usual official station.

## REIMBURSEMENT PROCEDURES

9. Employees shall submit claims for reimbursement for travel expense no later than thirty (30) days after completion of travel. Departments and agencies can more effectively approve travel when timely claims are submitted. Departments and agencies should review and submit claims to the Department of Accounts and Budgets as rapidly as possible to ensure prompt payment to their employees. Any claims not submitted within thirty (30) days will not be honored, without the approval of the Budget and Finance Committee.
10. All written signatures on the travel claim must be original.

## TRAVEL ADVANCES

11. Travel advances are subject to the approval of the department head.

## TAXI FARES – AIRPORT TRANSPORTATION

12. Reasonable taxi fares are allowed from airports. A receipt is required for reimbursement of reasonable taxi fares.

## TRAVEL – COUNTY OWNED AUTOMOBILE

13. County owned vehicles should be used only for official business. Only properly authorized County employees may operate a Motor Vehicle. Individuals must possess a valid driver's license for the type of vehicle being operated.
14. Emergency out of pocket expenses such as gasoline, oil or other services and emergency repairs will be reimbursed but must be accompanied by proper receipt identifying the automobile and itemizing the services. Such expenditures must be of an emergency nature where immediate service is required.

## TRAVEL – PERSONALLY OWNED AUTOMOBILE

15. Department head authorization is required for the use of personally owned automobiles in the daily performance of duties. Unnecessary expenses, which result from the use of an automobile for reasons of personal convenience, will not be allowed.
16. Reimbursement for the use of personally owned cars is at IRS mileage rate. Reasonable tolls and ferry fees will be allowed when necessary; a receipt is required for reimbursement if possible.
17. Only mileage on official county business may be claimed for reimbursement. Mileage as shown by credible mapping service or Rand-McNally mapping for routes will be regarded as official. Reasonable vicinity mileage will be allowed. It is the responsibility of the traveler to provide adequate insurance to hold harmless the County for any liability from the use of a private vehicle.
18. Procedures for calculating mileage are based on the fact that the County is prohibited from reimbursing employees for normal commuting mileage.
  - a) If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination.
  - b) If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
  - c) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lessor of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination.
  - d) If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations.

## AUTOMOBILE RENTAL

19. Advance authorization from the employing department head must be secured for automobile rental; verification of insurance, whether for in-state or out-of-state travel, is required.

## PARKING

20. Charges for routine parking while on travel status will be reimbursed. Receipts are required.
21. Fines for traffic or parking violations will not be reimbursed by the County

## LODGING

22. Lodging shall be reimbursed using most current GSA Federal per diem rates, conference rate hotel, or best available as determined by department head.

## PER DIEM RATES FOR MEALS AND INCIDENTALS

23. Meals and incidentals will be considered for reimbursement using most current GSA Federal per diem rates. Receipt shall be turned in for meals. Alcoholic beverages will not be reimbursed.
24. Reimbursement for a single meal (or meals) for employees on one-day travel is not generally allowed. However, if it is infrequent in occurrence and with the department head's approval, it may be allowed. This also applies to the day of departure and the day of return.

## TELECOMMUNICATION COSTS WHILE ON TRAVEL STATUS

25. Department heads may authorize an employee to use his personal cellular phone in conducting county business. Authorized employees shall be reimbursed for any additional cost incurred in using their personal cellular phones on official business, if the funds are available in their budget. An itemized statement indicating the date, name, location, and cost of each call plus billing statement indicating that additional cost was incurred above the standard monthly charge are required for reimbursement.

## EXCEPTIONS

26. The Budget and Finance Committee, upon the recommendation of the finance director, shall have the authority to grant exception from any part or all of these rules and regulations when deemed appropriate for an employee or group of employees on official county travel. Approved exceptions other than those for individual trips shall be maintained in a central file by the Accounts and Budget Department. Policy exceptions, which have countywide implications, shall be approved by the County Commission.