

MINUTES
OF
PUTNAM COUNTY COMMISSION
DECEMBER 16, 2013

Prepared by:

Wayne Nabors
Putnam County Clerk
121 S Dixie Avenue
Cookeville, TN 38501

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on December 16, 2013 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding the Chairman, Chris Savage and County Clerk, Wayne Nabors.

The Chairman, Chris Savage called the meeting to order.

The Chairman recognized Commissioner Ron Williamson for the Invocation.

The Chairman recognized Commissioner John Ludwig to lead the Pledge to the Flag of the United States of America.

The Chairman asked the Commissioners to signify their presence at the meeting and the following were present:

PRESENT:

Scott Ebersole	Eris Bryant
Tom Short	Sue Neal
David Gentry	Jonathan Williams
Ron Williamson	Daryl Blair
John Ludwig	Kevin Maynard
Anna Ruth Burroughs	Kim Bradford
Terry Randolph	Jim Martin
Chris Savage	Bob Duncan
Reggie Shanks	Marsha Bowman
Joe Trobaugh	Steve Pierce
Mike Medley	Mike Atwood
	Cathy Reel

ABSENT:

Jerry Ford

The Clerk announced that twenty-three (23) were present and one (1) absent. Therefore, the Chairman declared a quorum.

MOTION RE: APPROVE THE AGENDA

(SEE ATTACHED)

AGENDA

PUTNAM COUNTY

BOARD OF COMMISSIONERS

Monthly Awards will be presented at 5:45 PM

Regular Monthly Session
Monday, December 16, 2013 6:00PM

Presiding: Honorable Chris Savage
Commission Chairman

1. Call to Order - Sheriff David Andrews
2. Invocation *District 4*
3. Pledge to the Flag of the United States of America *District 4*
4. Roll Call - County Clerk Wayne Nabors
5. Approval of the Agenda
6. Approval of the Minutes of Previous Meeting
7. Unfinished Business and Action Thereon by the Board
 - A. Report of Standing Committees
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - a. Consider Jerry Swift or Carol Vinson for the Fair Board Committee
 - B. Report of Special Committees
 - C. Other Unfinished Business
8. New Business and Action Thereon by the Board
 - A. Report of Standing Committees
 1. Planning Committee
 - a. Recommends approval for the City of Cookeville to put a sign at the Patton House Museum which states "Welcome to Cookeville, Putnam County Tennessee".

- b. Recommends the following be appointed to sub committee to further study vehicle policy relating to IRS issues:

Jonathan Williams
Jim Martin
Ron Williamson
Kim Bradford
Cathy Reel

2. Fiscal Review Committee

- a. Recommends approval to enter into a contract with Gottlieb & Wertz, Inc. for Juvenile Case Management Software (QUEST) for the amount of \$115,000, and further recommend the county enter into a contract with the State of Tennessee Administrative Office of the Courts as the recipient for the amount of \$20,000 to be used toward the Juvenile Case Management Software.
- b. Recommends approval of budget amendments to the General Purpose School Fund as presented.
- c. Recommends to delete the amendment to the Personnel Policy (March 1998), in regards to the Travel Reimbursement Rate Schedule. Putnam County will now go by the State of Tennessee in regards to one day travel for meals. Meals will only be reimbursed by per diem rate for overnight stay.
- d. Recommends approval for Kim Blaylock to ^{plan} move forward and negotiate and hire an Engineer/Architect to design a site for a centralized fueling station with funding of negotiated price to be paid 50% by County General and 50% from the Board of Education.
- e. Recommends approval for County Executive Kim Blaylock to move forward to hire an Electrical Inspector.
- f. Recommends approval to make Putnam County Emergency Management Agency a County Department within County General and approval the Interlocal Agreement between the City of Cookeville and Putnam County which the City will contribute \$25,400 per year for services provided by PCEMA.

3. Nominating Committee

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

1. Discussion of CTAS doing a benefit study on the Bridge Plan.

9. Announcements and Statements

10. Adjourn

MOTION RE: AMEND THE AGENDA TO MOVE ITEM E-1 OTHER NEW BUSINESS: DISCUSSION OF CTAS DOING A BENEFIT STUDY ON THE BRIDGE PLAN TO ITEM 8-A

Commissioner Scott Ebersole moved and Commissioner Steve Pierce seconded the motion to amend the Agenda to move Item E-1 Other New Business: Discussion of CTAS doing a Benefit Study on the Bridge Plan to Item 8-A.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the amended motion. The motion carried.

MOTION RE: APPROVE AGENDA AS AMENDED

Commissioner Eris Bryant moved and Commissioner Reggie Shanks seconded the motion to approve the Agenda as amended.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion to approve the Agenda as amended. The motion carried.

MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING

Commissioner Kevin Maynard moved and Commissioner Eris Bryant seconded the motion to approve the Minutes of the November 18, 2013 meeting of the Putnam County Board of Commissioners.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion to approve the Minutes of the November 18, 2013 meeting of the Putnam County Board of Commissioners. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE: No unfinished business.

FISCAL REVIEW COMMITTEE: No unfinished business.

NOMINATING COMMITTEE:

CONSIDER JERRY SWIFT OR CAROL VINSON FOR THE FAIR BOARD COMMITTEE

The Chairman read a letter from the Fair Board.

The Chairman asked the Commissioners to vote for Jerry Swift or Carol Vinson as the remaining Fair Board Member. The Commissioners voted as follows:

Scott Ebersole: Swift
Tom Short: Swift
Bob Duncan: Swift
Jim Martin: Vinson
David Gentry: Vinson
John Ludwig: Vinson
Ron Williamson: Swift
Anna Ruth Burroughs: Vinson
Terry Randolph: Swift
Reggie Shanks: Swift
Chris Savage: Swift
Michael Medley: Vinson
Joe Trobaugh: Vinson
Eris Bryant: Vinson
Sue Neal: Swift
Daryl Blair: Swift
Jonathan Williams: Swift
Kevin Maynard: Vinson
Kim Bradford: Swift
Steve Pierce: Swift
Marsha Bowman: Vinson
Cathy Reel: Swift
Mike Atwood: Swift

Jerry Ford: Absent

The Clerk announced fourteen (14) voted for Swift, nine (9) voted for Vinson, and one (1) absent. Swift is elected as the remaining Fair Board Member.

REPORT OF SPECIAL COMMITTEES:

HEAR FROM AUDIT COMMITTEE: Report given

HEAR FROM PERSONNEL POLICY COMMITTEE: Report given

HEAR FROM THE SPORTS COMMITTEE: Report given

HEAR FROM LAND & FACILITIES COMMITTEE: not needed at this time

HEAR FROM TAX FREEZE COMMITTEE: Report given

OTHER UNFINISHED BUSINESS: None

NEW BUSINESS AND ACTION THEREON BY THE BOARD

OTHER NEW BUSINESS:

DISCUSSION OF CTAS DOING A BENEFIT STUDY ON THE BRIDGE PLAN

The Commissioners discussed CTAS doing a benefit study on the Bridge Plan

MOTION RE: THE COUNTY COMMISSION AUTHORIZES CTAS TO DO A STUDY ON THE BRIDGE PLAN WITH BENEFITS AND COST INVOLVED

Commissioner Bob Duncan moved and Commissioner Eris Bryant seconded the motion to authorize CTAS to do a study on the Bridge Plan with benefits and cost involved.

The Chairman asked for discussion on the motion. The Commissioners discussed the motion.

The Chairman asked for a voice vote on the motion to authorize CTAS to do a study on the Bridge Plan with benefits and cost involved. The motion carried.

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE:

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL FOR THE CITY OF COOKEVILLE TO PUT A SIGN AT THE PATTON HOUSE MUSEUM WHICH STATES "WELCOME TO COOKEVILLE, PUTNAM COUNTY, TENNESSEE"

Commissioner Eris Bryant moved and Commissioner Kim Bradford seconded the motion to approve the City of Cookeville to put a sign at the Patton House Museum which states "Welcome to Cookeville, Putnam County, Tennessee."

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners for a voice vote on the motion. The motion carried.

**MOTION RE: PLANNING COMMITTEE RECOMMENDS THE FOLLOWING BE APPOINTED TO SUB COMMITTEE TO FURTHER STUDY VEHICLE POLICY RELATING TO IRS ISSUES: JONATHAN WILLIAMS
JIM MARTIN
RON WILLIAMSON
KIM BRADFORD
CATHY REEL**

Commissioner Jonathan Williams moved and Commissioner Kevin Maynard seconded the motion to appoint Jonathan Williams, Jim Martin, Ron Williamson, Kim Bradford, and Cathy Reel to a sub-committee to further study vehicle policy relating to IRS issues.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners for a voice vote on the motion to appoint Jonathan Williams, Jim Martin, Ron Williamson, Kim Bradford, and Cathy Reel to a sub-committee to further study vehicle policy relating to IRS issues. The motion carried.

FISCAL REVIEW COMMITTEE

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL TO ENTER INTO A CONTRACT WITH GOTTLIEB & WERTZ, INC. FOR JUVENILE CASE MANAGEMENT SOFTWARE (QUEST) FOR THE AMOUNT OF \$115,000, AND FURTHER RECOMMEND THE COUNTY ENTER INTO A CONTRACT WITH THE STATE OF TENNESSEE ADMINISTRATIVE OFFICE OF THE COURTS AS THE RECIPIENT FOR THE AMOUNT OF \$20,000 TO BE USED TOWARD THE JUVENILE CASE MANAGEMENT SOFTWARE

Commissioner Scott Ebersole moved and Commissioner Daryl Blair seconded the motion to approve to enter into a contract with Gottlieb & Wertz, Inc. for Juvenile Case Management Software (QUEST) for the amount of \$115,000, and further recommend the county enter into a contract with the State of Tennessee Administrative Office of the Courts as the recipient for the amount of \$20,000 to be used toward the Juvenile Case Management Software.

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The Chairman asked for discussion on the motion to approve to enter into a contract with Gottlieb & Wertz, Inc. for Juvenile Case Management Software (QUEST) for the amount of \$115,000, and further recommend the county enter into a contract with the State of Tennessee Administrative Office of the Courts as the recipient for the amount of \$20,000 to be used toward the Juvenile Case Management Software. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Scott Ebersole
Tom Short
David Gentry
Ron Williamson
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Reggie Shanks
Joe Trobaugh
Mike Medley

Eris Bryant
Sue Neal
Jonathan Williams
Daryl Blair
Kevin Maynard
Kim Bradford
Jim Martin
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

ABSENT:

Jerry Ford

The Clerk announced twenty-three (23) voted for, zero (0) voted against, zero (0) abstained and one (1) absent. The motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE GENERAL PURPOSE SCHOOL FUND AS PRESENTED

Commissioner Scott Ebersole moved and Commissioner Kim Bradford seconded the motion to approve the Budget Amendments to the General Purpose School Fund as presented.

(SEE ATTACHED)

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Department of Education

Putnam County

Mr. Jerry Boyd, Director of Schools

Board of Education
Dr. Janet Moore, Chair
Eric Brown, Vice-Chair

1400 East Spring Street
Cookeville, Tennessee 38506-4313
Phone (931) 526-9777
FAX (931) 372-0391

Board Members
Kim Cravens
Dawn Fry
Jerry Maynard
David McCormick

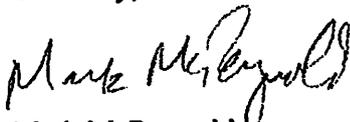
December 3, 2013

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of a budget amendment to the General Purpose School Fund, as submitted.

Sincerely,



Mark McReynolds
Putnam County Board of Education

Enclosures:

- To better expend Special Education funds to meet the needs of children on IEP's.

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: December 2013

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	141	71200-171	Speech Pathologist	356,373.00		9,000.00	347,373.00
2	141	71200-312	Contracted Service	66,000.00		30,000.00	36,000.00
3	141	71200-429	Instructional Supplies and Materials	43,000.00		1,850.00	41,150.00
4	141	72120-189-01605	Other Salaries and Wages	172,266.00	35,500.00		207,766.00
5	141	72120-201-01605	Social Security	10,681.00	1,400.00		12,081.00
6	141	72120-204-01605	State Retirement	17,623.00	3,620.00		21,243.00
7	141	72120-212-01605	Employer Medicare Liability	2,498.00	330.00		2,828.00
							-
							-
							-
							-
							-
							-
				668,441.00	40,850.00	40,850.00	668,441.00

Explanation: To better expend Special Education funds to meet the needs of children on IEP's.

Requested by:  Recommended for Approval: _____
 Sheri Roberson Supervisor Official / Department Head

Reviewed by: 
 Finance Director

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____

Action by County Commission: Approved Not Approved Date: _____

The Chairman asked for discussion on the motion to approve the Budget Amendments to the General Purpose School Fund as presented. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Scott Ebersole	Eris Bryant
Tom Short	Sue Neal
David Gentry	Jonathan Williams
Ron Williamson	Daryl Blair
John Ludwig	Kevin Maynard
Anna Ruth Burroughs	Kim Bradford
Terry Randolph	Jim Martin
Chris Savage	Bob Duncan
Reggie Shanks	Marsha Bowman
Joe Trobaugh	Steve Pierce
Mike Medley	Mike Atwood
	Cathy Reel

ABSENT:

Jerry Ford

The Clerk announced twenty-three (23) voted for, zero (0) voted against, zero (0) abstained and one (1) absent. The motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL TO DELETE THE AMENDMENT TO THE PERSONNEL POLICY (MARCH 1998) IN REGARDS TO THE TRAVEL REIMBURSEMENT RATE SCHEDULE. PUTNAM COUNTY WILL NOW GO BY THE STATE OF TENNESSEE IN REGARDS TO ONE DAY TRAVEL FOR MEALS. MEALS WILL ONLY BE REIMBURSED BY PER DIEM RATE FOR OVERNIGHT STAY

Commissioner Scott Ebersole moved and Commissioner Kevin Maynard seconded the motion to approve to delete the amendment to the Personnel Policy (March 1998), in regards to the Travel Reimbursement Rate Schedule. Putnam County will now go by the State of Tennessee in regards to one day travel for meals. Meals will only be reimbursed by per diem rate for overnight stay.

(SEE ATTACHED)

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Passed 3/16/98

**TRAVEL REIMBURSEMENT RATE
SCHEDULE FOR
PUTNAM COUNTY**

This is to amend the present standing reimbursement rate.

CHANGES UNDER LODGING LEVEL I CITIES

Hotel/Motel will be reimbursed based on the conference rate. State rates should always be first choice with the exception of when a motel is not packaged with a workshop or conference and a motel is chosen for safety and security reasons.

LODGING LEVEL II STATES AND CITIES

Hotel/Motel state rates remain the same unless there is a conference rate, then the conference rate will be honored.

LODGING LEVEL III & IV CITIES

Hotel/Motel state rates remain the same unless there is a conference rate, then the conference rate will be honored.

MEALS PER DAY

Per day - Remains the Same

Breakfast - Will be paid if it is an overnight stay OR you leave your resident County BEFORE 5:59 AM.

Lunch - Will be paid if you are away from your resident County at 1:30PM.

Dinner - Will be paid if you are away from your resident County OR arrive back home after 8:00 PM.

REIMBURSEMENT RATES FOR IN-STATE TRAVEL

Remains the same as Lodging I,II,III or IV. The same rules apply for in-state as out-of-state.

TRAVEL ADVANCES

Travel Advances are permitted with an itinerary of the trip with time leaving, destination, time return and any other itemized expenses expected.

Department of Finance and Administration
Policy 8 - Comprehensive Travel Regulations
(Revised August, 2012)

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 and the accompanying Reimbursement Rate Schedule.
2. When traveling, state employees should be as 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. It is the responsibility of the employee to be familiar with and adhere to established state travel policies. Deliberate disregard of these regulations while traveling on state business or filing of an intentionally misleading or fraudulent travel claim is grounds for disciplinary action including termination of employment.
3. The Commissioner of Finance & Administration will establish and maintain the maximum rates of reimbursement.

Travel Authorization

4. Travel may not be undertaken unless it is authorized in advance by proper authority. Approved state 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. When completing an Edison travel authorization, the destination should always be entered under "default location," to ensure appropriate work-flow for the authorization form.
5. The department head is authorized to approve all travel for state business, including meeting expenses, registration fees for conferences or seminars, etc. The Department head is responsible for determining the most cost effective means of meeting the State's business objective considering the use of state meeting rooms, park convention centers, video conferencing, etc.
6. The Commissioner of Finance and Administration, through the Division of Accounts, shall approve exceptions to the travel policy. Department heads are authorized to

approve any necessary travel by a non-state employee. Such travel should be conducted and reimbursed in accordance with these Travel Regulations. Department heads are authorized to approve occasional exceptions to lodging and meal rates when necessity requires and reasonable alternatives are not available (i.e. lodging unavailable at CONUS rates).

7. Approval for out-of-state employee travel is processed through the Edison Travel Authorization workflow. Once approved by the department head, Executive Branch Travel Authorizations for out-of-state travel will be routed to the Department of Finance and Administration for review and approval. During periods of extreme budget stress, additional executive level review may occur.

8. The Commissioner of Finance and Administration retains the authority to change the approval process as circumstances require.

9. If an employee travels into another state and back in the same day and such travel is less than fifty (50) miles one way, such travel will be considered in-state for approval and reimbursement purposes.

Official Station

10. 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 work station closest to an employee's residence should be designated as the official station for employees with multiple work stations. If an employee works predominantly 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. Under unusual situations, the department head may designate other locations as the employee's official station.

11. 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.

12. In the event that an employee is temporarily reassigned to a work location other than his 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.

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Reimbursement Procedures

13. Submission of an expense report by an employee or his proxy initiates the travel reimbursement process with approvals handled electronically through the Edison role-mapping structure. Employees must authorize the set-up of a proxy in Edison prior to the submission of an initial expense claim by a proxy. Proxy-submitted travel claims must include the attached paper version of the travel claim, signed and dated by the employee, along with appropriate receipts.

14. Employees should submit claims for reimbursement through the Edison system as soon as possible following completion of travel. Employees on regular travel status should consider filing an expense report weekly or biweekly. Departments and agencies should review expense reports as rapidly as possible to ensure prompt payment to their employees. In accordance with Internal Revenue Service guidance (IRS Publication 463), reimbursement paid sixty (60) days after the date of travel may be considered as taxable income.

Corporate Charge Cards

15. Employees who routinely travel on state business and meet the eligibility requirements may apply for a corporate charge card through their department's fiscal office. Charges made on these charge cards are the liability of the employee.

Travel Advances

16. Travel advances are available only under extraordinary circumstances. Advances are subject to the approval of the Division of Accounts and will be allowed (a) only if the employee can justify extraordinary circumstances that warrant an advance (for example, an employee is ineligible for a corporate travel card), and (b) the employee has provided Accounts with a payroll deduction authorization form which will allow the state to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit an expense report.

17. The amount of the travel advance will be based on eighty percent (80%) of the total estimated cost of travel. Advances will not be issued for less than one hundred dollars (\$100). Immediately upon return the employee must submit an expense report regardless of whether he/she owes advance moneys back to the state or is due additional reimbursement.

Honorariums

18. For those employees who receive honorariums for appearing at meetings while on official state business, the employee may, at his/her option, accept the honorarium as full

payment for travel expenses including airfare, or choose to surrender the honorarium to the State, and be reimbursed in accordance with established travel policy.

Air Travel

19. Departments may set their own policy as to how their employees may make reservations for air travel: either through the state travel agency designated by the Department of Finance and Administration, directly through an on-line booking service, or through either option at the choice of the employee. Advantage of discount fares and advance booking should be taken whenever practical, and fares should not exceed the regular tourist or coach fares offered the general public for both domestic and international flights. Reservations made through the state travel agency offer employees the benefit of 1-800 service for after-hour changes, automatic departmental billing for airfare charges, management of unused tickets, and common carrier insurance. When making reservations directly through an on-line booking service, a print-out of the booking must accompany the employee's expense claim. Employees who have unused tickets that were booked on-line should inform their departmental fiscal office and make use of such tickets if additional travel is required.

Taxi Fares - Airport Transportation

20. Reasonable taxi fares are allowed from airports. It is expected that bus, limousine or light rail service to or from airports will be used when available and practical. In traveling between hotels or other lodging and meeting or conference sites, reasonable taxi fares will be allowed. No receipt is required for reimbursement of reasonable taxi fares.

State Contracted Vehicles and Rental Cars

21. The Department of General Services may provide a contract or contracts providing vehicles to state employees. Employees are expected to make use of these contracts when available, and to follow guidance provided by the Department of General Services for the use of these vehicles and for the payment of fuel, maintenance, and repairs. State owned and state-contracted vehicles should be used only for official business. Only properly authorized State of Tennessee employees may operate a State vehicle or state-contracted vehicle, and employees must possess a valid driver's license for the type of vehicle being operated. Employees should follow the instructions provided with the vehicle in the event of breakdown, emergency repairs, etc. Reimbursement for such expenses will be made when necessary and must be accompanied by proper receipt itemizing the services.

22. Car rental for out-of-state travel can be made through contracts with the Department of General Services or through the State Travel Agency. Reservations made through the General Services contract can ensure travelers of any negotiated rates. Car rental should be used only when necessary, i.e. when other forms of transportation such as hotel shuttle service are inconvenient, expensive, or not available. Charges for insurance for rental

automobiles are not reimbursable costs. The State is self-insured for certain liability through the Department of Treasury, Division of Claims Administration. Charges for car rental and fuel receipts should be scanned and attached to the Edison Expense report for reimbursement.

Travel - Personally-Owned Automobile

23. 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.

24. Reimbursement for the use of personally owned cars is at the standard mileage rate. Reasonable tolls and ferry fees will be allowed when necessary; no receipt is required for reimbursement.

25. Only mileage on official state business may be claimed for reimbursement. Reasonable vicinity mileage will be allowed. The Edison system will automatically calculate point to point mileage. If the point to point mileage calculation by Edison appears incorrect or excessive, employees may make changes to the expense report in accordance with procedures established by the Division of Accounts.

26. Procedures for calculating mileage are based on the fact that the State 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 lesser 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.

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Parking

27. Charges for routine parking while on travel status will be reimbursed. Receipts are required if the parking charge exceeds the allowance stated in the rate schedule. Charges for routine parking at the official work station will not be reimbursed. Long-term airport parking is reimbursed at the standard rate offered by the airport's long-term or economy parking facility.

28. If travel is by air the employee will be reimbursed for the lesser of: (a) the allowable mileage reimbursement for one round trip and long-term airport parking; or (b) the cost of one round trip taxi fare from the employee's official work station (or residence on weekends/evenings). The employee may also be allowed the appropriate mileage reimbursement for two round trips from home when driven by a friend or relative, at the employee's option.

Promotional Materials and Airline Baggage Fees

29. Fees for the handling of promotional materials or equipment will be allowed up to the maximum indicated in the Reimbursement Rate Schedule. Airline baggage fees for up to two (2) bags will be reimbursed.

Lodging

30. The employee will be reimbursed for actual lodging costs plus tax incurred up to the applicable maximum amounts as indicated on the Reimbursement Rate Schedule. This schedule includes state parks. Lodging receipts are required and must itemize room charges and taxes by date. If a convention rate exceeds the maximum reimbursement rate and is documented by a convention brochure or registration form, a higher reimbursement rate will be allowed. Miscellaneous lodging expenses such as energy or utility surcharges are fully reimbursable and should be added to the lodging cost, in manner similar to local hotel or sales taxes.

31. The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U.S. General Services Administration for federal employees within the continental United States (CONUS). The CONUS list, available on the General Services Administration web site, contains a standard reimbursement rate for lodging and meals and incidentals, and several pages of exceptions. Most destinations for out-of-state travel fall within the list of exceptions.

32. If a room is shared with other than a state employee, actual costs subject to the applicable maximum rate in the reimbursement rate schedule apply. In the event of double occupancy for state employees on official travel, both employees should attach an explanation to his/her travel claim detailing dates and other employees with whom the room was shared. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charges may be allowable for each employee.

Per Diem Rates for Meals and Incidentals

33. The maximum per diem rates include a fixed allowance for meals and incidental expenses (M & I). The M & I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls to home, etc. Reimbursement is made only when overnight travel is required. Generally, the applicable maximum per diem rate for each calendar day of travel shall be determined by the location of lodging for the traveler.

34. The per diem rates for meals and incidentals are established on the Reimbursement Rate Schedule. The M & I rates for out-of-state travel are the same as those for federal employees, and are available on the General Services Administration's web site. As with lodging, there is a standard rate for the continental United States (CONUS), and a list of exceptions. Please note that these rates may change effective October 1 of each year.

35. Reimbursement for meals and incidentals for the day of departure shall be three-fourths of the appropriate M & I rate (either the in-state rate or CONUS rate for out-of-state travel) at the rate prescribed for the lodging location. Reimbursement for M & I for the day of return shall be three-fourths of the M & I rate applicable to the preceding calendar day. Note that the Edison System defaults to the standard CONUS meal rate for a day, and the employee must enter the three-fourths rate for the day of departure and day of return. To assist in this calculation, the following table lists partial per diem rates for meals and incidentals for in-state and out-of-state travel.

**Per Diem Rates -
Three-Fourths Calculations**

\$46	\$34.50
51	38.25
56	42.00
61	45.75
66	49.50
71	53.25

36. Employees who receive maintenance in the form of meals provided by their employing agency at their official work station shall be eligible for reimbursement if they are away from their official work station on state business and do not receive the maintenance meal.

37. Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted. While on travel status if more than a single full

meal is provided as part of a state-sponsored training session or conference, the employee should deduct the cost of those meals from the per diem for that day, using the schedule provided below. This also applies to the day of departure and the day of return. In those instances where all meals are provided, only the incidental rate should be claimed. For non-state sponsored training or conferences the employee is not required to deduct from the per diem the cost of a meal or meals provided through a conference fee.

**In-State and Out-of-State
Meals & Incidentals - Allocated By Meal**

Per Diem	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5

Non-Standard Shift Hours

38. Employees who are scheduled to work nonstandard shifts (official work hours begin before 7:00 a.m. or end after 5:30 p.m.) and are eligible for meal reimbursement shall be reimbursed at one-third (1/3) of the daily M & I rate for each reimbursable meal. Total reimbursement is limited to the full day M & I allowance listed in the Reimbursement Rate Schedule.

Extended Travel

39. Extended travel status applies to those employees on continuous travel for a period of more than two (2) weeks. Employees on extended travel status may elect to rent an apartment rather than live in a motel or hotel. While this option is left to the discretion of the employee and the employing department, department head approval is required prior to renting an apartment. The monthly rental allowance shall include rental furniture and payment of utilities, and shall not exceed the standard CONUS rate for thirty (30) days.

40. Employees on extended travel status working in-state are authorized to travel to and from his/her home station once a week at the mileage rate for personal vehicles. Those employees on extended travel status working out-of-state are authorized to take one trip to the home station by common carrier once every two (2) weeks. Employees authorized to use personal automobiles in out-of-state travel may be reimbursed at the personal mileage rate. The employee may also be reimbursed for local transportation to conduct state business.

Telecommunications Costs While on Travel Status

41. Local phone calls, fax charges and long distance calls for state business will be reimbursed. Employees must provide a statement furnishing the date, name and location called for long distance calls and fax charges. Hotel Internet access charges may be reimbursed when approved in advance and when it is anticipated the employee will be working from a hotel room on official state business.

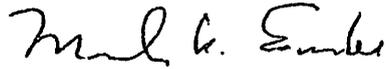
42. Department heads may authorize an employee to use his personal cellular phone in conducting state business. Authorized employees shall be reimbursed for any additional cost incurred in using their personal cellular phones on official business. An itemized statement indicating the date, name, location, and cost of each call plus a billing statement indicating that additional cost was incurred above the standard monthly charge is required for reimbursement. In some instances employees may be able to obtain lower cellular rates by purchasing a package that offers lower per minute rates for a higher threshold of minutes per month. Reimbursement is acceptable for such billing packages subject to review by fiscal officers. In such situations, the state would typically reimburse the employee for a portion of the monthly package used for business calls.

Exceptions

43. The Commissioner of Finance and Administration 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 state travel. Approved exceptions other than those for individual trips shall be maintained in a central file by the Department of Finance and Administration. Policy exceptions, which have state-wide implications, shall be approved through established procedures in accordance with the provisions of T.C.A. § 4-3-1008(3).

Statutory Authority

44. In accordance with the provisions of T.C.A. § 4-3-1008(3), these travel regulations, effective when signed, supersede and rescind all previous promulgated travel regulations and shall remain in effect until subsequently modified or rescinded.

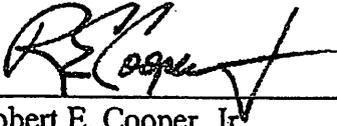


Mark A. Emkes, Commissioner
Department of Finance and Administration.

8/20/12

Date

APPROVED:



Robert E. Cooper, Jr.
Attorney General and Reporter

8-24-12

Date

Department of Finance and Administration
Standard Reimbursement Rates
Lodging Revised October 1, 2013
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate Effective August 1, 2011	\$	0.47/ mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.tennessee.gov/finance/> Click on Division of Accounts; then scroll to Policy Development where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at: <http://intranet.tn.gov/finance/home.html> Then go to "Employee Info" and "travel"

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

In-State Travel Reimbursement Rates

In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of \$83.00 and \$46.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville)	122	66	49.50
Shelby (Memphis)	99	61	45.75
Williamson (Brentwood/Franklin)	102	56	42.00
Hamilton (Chattanooga)	95	56	42.00
Knox (Knoxville)	90	56	42.00
Anderson (Oak Ridge)	88	46	34.50

In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.



 Larry B. Martin, Commissioner
 Department of Finance and Administration

9/11/13

 Date

Department of Finance and Administration
Standard Reimbursement Rates
Lodging and Meals Revised October 1, 2011
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate Effective August 1, 2011	\$	0.47/ mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.tennessee.gov/finance/> Click on Division of Accounts; then scroll to Policy Development where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at: <http://intranet.tn.gov/finance/home.html> Then go to "Employee Info" and "travel"

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

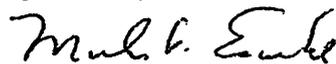
In-State Travel Reimbursement Rates

In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of \$77.00 and \$46.00 for meals and incidentals should be used for all in-state locations not listed below.

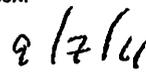
Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville)	107	66	49.50
Shelby (Memphis)	93	61	45.75
Williamson (Brentwood/Franklin)	97	56	42.00
Hamilton (Chattanooga)	94	56	42.00
Knox (Knoxville)	86	56	42.00
Anderson (Oak Ridge)	91	46	34.50

In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.

Signature is on file with the Division of Accounts, Department of Finance and Administration.



Mark A. Emkes, Commissioner
 Department of Finance and Administration



Date

Department of Finance and Administration
Department Head and Board Member - Travel Reimbursement Rate Schedule
Lodging Revised October 1, 2013
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate effective August 1, 2011	\$	0.47/mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

Out-of-State Reimbursement Rates

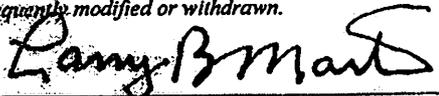
Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.tennessee.gov/finance/> Click on Division of Accounts; then scroll to Policy Development where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at: <http://intranet.tn.gov/finance/home.html> Go to "Employee Info" and click on "Travel"
 Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

Department Head and Board Member - In-State Travel Reimbursement Rates

In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of \$93.00 and \$46.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville)	132	66	49.50
Shelby (Memphis)	109	61	45.75
Williamson (Brentwood/Franklin)	112	56	42.00
Hamilton (Chattanooga)	105	56	42.00
Knox (Knoxville)	100	56	42.00
Anderson (Oak Ridge)	98	46	34.50

In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.



 Larry B. Martin, Commissioner
 Department of Finance and Administration

9/11/13
 Date

Department of Finance and Administration
Department Head and Board Member - Travel Reimbursement Rate Schedule
Lodging and Meals Revised October 1, 2011
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate effective August 1, 2011	\$	0.47/mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.tennessee.gov/finance/> Click on Division of Accounts; then scroll to Policy Development where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at: <http://intranet.tn.gov/finance/home.html> Go to "Employee Info" and click on "Travel"
 Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

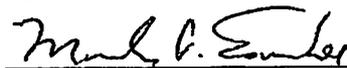
Department Head and Board Member - In-State Travel Reimbursement Rates

In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of \$87.00 and \$46.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville)	117	66	49.50
Shelby (Memphis)	103	61	45.75
Williamson (Brentwood/Franklin)	107	56	42.00
Hamilton (Chattanooga)	104	56	42.00
Knox (Knoxville)	96	56	42.00
Anderson (Oak Ridge)	101	46	34.50

In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.

Signature is on file with the Division of Accounts, Department of Finance & Administration.



 Mark A. Emkes, Commissioner
 Department of Finance and Administration

9/2/11

 Date

**The Department of Finance and Administration
Special Travel Regulation One
Travel to Promote the State of Tennessee**

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. The Commissioner of the Department of Agriculture, the Commissioner of the Department of Economic and Community Development and the Commissioner of the Department of Tourist Development may authorize a special travel status that will allow the reimbursement of expenses incurred to promote the State of Tennessee.
2. This may include expenses incurred by an employee in traveling with a prospect or when the employee is involved in a business activity directly related to the department's mission during which the employee is required to dine with or accompany a prospect's representative, or those persons who can make a direct contribution to the marketing, promotion, or economic development of the State.
3. Covered expenses may also include costs incurred at the official station of an employee at a time when the employee is working with a prospect or when the employee is involved in a business activity directly related to the department's mission.
4. Covered expenses may also include entertainment expenses for business and community leaders for the purpose of state business. These include but are not limited to meals, refreshments, hors' d'oeuvres, floral arrangements, and gratuities provided by a hotel, motel caterer, or other establishment providing similar services.
5. The determination of such expenses shall be made by the Commissioner of the respective department.
6. Business class airfare is permitted for travel to another continent when the traveler is expected to work on the day of arrival.
7. Expenses or travel incurred to promote the State of Tennessee are not subject to the limits established in the Reimbursement Rate Schedule. Reimbursement for exception expenses shall be allowed only if authorized in advance by proper authority. Receipts are required for all expenses reimbursed under this specific regulation. Reimbursements for exception expenses are limited to the time during which appropriate business activities occur. Meetings when state employees are working together exclusively do not qualify under this special regulation.
8. State officials engaged in business activities to promote the State should be mindful in these situations of their obligations under Tennessee State ethics laws.

Statutory Authority

9. In accordance with the provisions of T.C.A. § 4-3-1008(3), this travel exception, effective when signed, supersedes and rescinds all previously promulgated exceptions of this title and shall remain in effect until subsequently modified or rescinded.

Mark A. Emkes

Mark A. Emkes, Commissioner
Department of Finance and Administration

8/20/12

Date

APPROVED:

Robert E. Cooper, Jr.

Robert E. Cooper, Jr.
Attorney General and Reporter

8-24-12

Date

The Department of Finance and Administration
Special Travel Regulation Two
Travel in the Company of the Governor

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Employees traveling in the company of the Governor or those persons directed in writing by the Governor to represent that office are hereby granted special travel status. Expenses or travel incurred shall not be subject to the limits set forth in the Reimbursement Rate Schedule.
2. This travel regulation shall not apply to normal daily expenses incurred at official duty stations unless accompanying the Governor to official meetings, luncheons, conventions, conferences, etc.
3. Expenses shall include all costs incurred by the Governor and any others traveling as members of the Governor's official party except for those costs of a purely personal nature such as laundry, valet service, theater, recreation, etc.
4. Each employee shall submit a claim for reimbursement detailing individual expense. When group expenses occur, the security personnel assigned to the Governor may claim reimbursement for the total group and identify on the claim persons incurring such expense.
5. In accordance with the provisions of TCA -4-3-1008(3), this travel exception, effective August 1, 1998, supersedes and rescinds all previous promulgated exceptions regarding travel in the company of the Governor, and shall remain in effect until subsequently modified or rescinded.

The Department of Finance and Administration
Special Travel Regulation Three
Travel by Department Heads

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Special Travel status is authorized for department heads, for state employees traveling in the company of department heads, or state employees representing a department head.
2. The Commissioner of Finance and Administration in consultation with the Comptroller of the Treasury shall designate persons as department heads for the purpose of traveling under the provisions of this regulation.
3. In addition, the following persons may, in consultation with the Comptroller of the Treasury, designate persons to travel under the provisions of this regulation: the Attorney General, the Chairpersons of the Senate and House Finance, Ways and Means Committees, the Chairpersons of the Fiscal Review Committee, and the Chief Justice of the Supreme Court.
4. The Commissioner of Finance and Administration has established a separate schedule for the maximum rate of reimbursement for department heads to accompany this regulation.
5. First class travel on common carrier shall be allowed at the option of the department head when accompanying others not employed by the State who are traveling in first class accommodations.
6. Department heads are authorized to hold group breakfasts, luncheons, or dinners for business purposes. Such events should be occasioned by a meeting of long duration or by circumstances where it is more feasible to provide such meals than to recess the meeting. Expenses incurred under this regulation may be reimbursed to the sponsoring department head or charged directly to the department. Expenses for meals for employees occasioned by meetings called by the department head are allowed. A receipt or other satisfactory evidence of payment is required for reimbursement.
7. Department heads are authorized to receive reimbursement of meals and related costs when acting as hosts to guests of the State or other official business functions. Department heads may be reimbursed for the actual expenses incurred. Authority granted by this item may be delegated by the department head to members of the department head's staff provided it is in writing and accompanies any claim for reimbursement, along with appropriate receipts. The propriety of such expenses shall be left solely to the discretion of the department head.

Statutory Authority

8. In accordance with the provisions of TCA § 4-3-1008 (3), this travel exception, effective when signed, supersedes and rescinds all previous promulgated travel exceptions concerning travel by department heads and shall remain in effect until subsequently modified or rescinded.

Mark A. Emkes

Mark. A. Emkes, Commissioner
Department of Finance and Administration

8/20/12

Date

APPROVED:

Robert E. Cooper, Jr.

Robert E. Cooper, Jr.
Attorney General and Reporter

8-24-12

Date

The Department of Finance and Administration
Special Travel Regulation Four
Travel by Board and Commission Members

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Special travel status is authorized for members of Boards, Authorities, Commissions or Committees of the Executive Branch, and when designated, by the appropriate authority through law, rule, regulation, and/or policy, to those of the Judicial and Legislative Branches (excluding elected officials of the Judicial and Legislative Branches). The provisions of this travel status are also applicable to non-state members.
2. The Commissioner of Finance and Administration has established a maximum of reimbursement authorized by this special travel regulation for board and commission members.
3. Members of boards and commissions are eligible for reimbursement regardless of any per diem paid to said member unless stated otherwise in law, rule, regulation and/or policy.
4. Reimbursement for all travel shall be claimed in accordance with the Comprehensive Travel Regulations.
5. To comply with the provisions of TCA 4-3-1—8(3), departments should report quarterly out-of-state travel by board and commission members to the Department of Finance and Administration, Budget Office.
6. In accordance with the provisions of TCA 4-3-1008(3), these travel regulations, effective August 1, 1998, supersede and rescind all previous promulgated travel exceptions concerning board and commission members, and shall remain in effect until subsequently modified or rescinded.

**The Department of Finance and Administration
Special Travel Regulation Five
Pilot and Air Crew Travel**

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Persons serving as pilot, co-pilot or crew member, including maintenance personnel serving in any of these capacities, on state-owned or leased aircraft used for the purpose of transporting passengers on state business are granted travel authorization without regard to the provisions Sections 4 through 6 of the Comprehensive Travel Regulations.
2. Expenses or travel incurred under this provision are not subject to the reimbursement limits set forth in the Reimbursement Rate Schedule.
3. Reimbursement for these expenses shall be limited to the time during which the state duties are being performed and shall not apply to other travel. Receipts or other satisfactory evidence of payment are required for reimbursement.
4. Employees shall be considered on travel status one hour before actual takeoff and one hour after actual landing.
5. In addition to overnight lodging costs, lodging shall be allowed when it is necessary for crew members to wait for passengers, or when due to excessive hours of work crew members need a location to obtain rest.
6. In accordance with the provisions of TCA 4-3-1008(3), these travel regulations, effective August 1, 1998, supersede and rescind all previous promulgated travel exceptions concerning pilot and air crew travel, and shall remain in effect until subsequently modified or rescinded.

The Chairman asked for discussion on the motion to approve to delete the amendment to the Personnel Policy (March 1998), in regards to the Travel Reimbursement Rate Schedule. Putnam County will now go by the State of Tennessee in regards to one day travel for meals. Meals will only be reimbursed by per diem rate for overnight stay. The Commissioners discussed the motion.

The Chairman asked the Commissioners for a voice vote on the motion. The motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR KIM BLAYLOCK TO MOVE FORWARD AND NEGOTIATE AND HIRE AN ENGINEER / ARCHITECT TO DESIGN A PLAN FOR A CENTRALIZED FUELING STATION WITH FUNDING OF NEGOTIATED PRICE TO BE PAID 50% BY COUNTY GENERAL AND 50% FROM THE BOARD OF EDUCATION

Commissioner Scott Ebersole moved and Commissioner Jim Martin seconded the motion to approve the County Executive, Kim Blaylock to move forward and negotiate and hire an Engineer / Architect to design a plan for a centralized fueling station with funding of negotiated price to be paid 50% by County General and 50% from the Board of Education.

The Chairman asked for discussion on motion. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Scott Ebersole
Tom Short
David Gentry
Ron Williamson
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Reggie Shanks
Joe Trobaugh
Mike Medley

Eris Bryant
Sue Neal
Jonathan Williams
Daryl Blair
Kevin Maynard
Kim Bradford
Jim Martin
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

ABSENT:

Jerry Ford

The Clerk announced twenty-three (23) voted for, zero (0) voted against, zero (0) abstained, and one (1) absent. The motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR COUNTY EXECUTIVE KIM BLAYLOCK TO MOVE FORWARD TO HIRE AN ELECTRICAL INSPECTOR

Commissioner Eris Bryant moved and Commissioner Jim Martin seconded the motion to approve County Executive Kim Blaylock to move forward and hire an Electrical Inspector.

(SEE ATTACHED)

Kim Blaylock

From: Kim Blaylock <kblaylock@putnamco.org>
Sent: Thursday, December 05, 2013 4:44 PM
To: 'countycommission@putnamco.org'
Subject: Electric Inspector
Attachments: ElectircInsp.xlsx

Attached is estimated budget for an electric inspector. Theresa went back through the permits got a new number on revenue if all the cities and others opted out that could. Not to say they would or would not, new number assumes they would. If they all did, it wouldn't be enough to cover it. However, the idea would be that the electric inspector would attain other certifications and leave no need for the vacant inspector position that is already in the budget.

37

Salary	34,500
FICA	2,639
Retirement	3,529
Insurance	10,929 *
Books	1,200
Certification	1,500
Fuel	<u>2,500</u>
Total	56,797
Original Estimated Revenue	57,800
Estimate if all cities, etc.opt out	37,700
Vacant Inspector position already in budget	30,250

*Assumes most expensive plan. Lowest plan would be 5,251.

The Chairman asked for discussion on the motion to approve County Executive Kim Blaylock to move forward and hire an Electrical Inspector. The Commissioners discussed the motion.

Jeff Littrell from the City of Cookeville speaks to the Commission.

MOTION RE: AMEND THE MOTION TO REMOVE ELECTRICAL INSPECTOR FROM WAGES AND SALARIES AND PUT MONIES BACK IN FUND BALANCE

Commissioner Steve Pierce moved and Commissioner Sue Neal seconded the amended motion to remove Electrical Inspector from Wages and Salaries and put monies back in Fund Balance.

The Chairman asked for discussion on the amended motion. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the amended motion to remove Electrical Inspector from Wages and Salaries and put monies back in Fund Balance. The Commissioners voted as follows:

FOR:

Scott Ebersole
Tom Short
Ron Williamson
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Reggie Shanks
Joe Trobaugh
Mike Medley

Sue Neal
Jonathan Williams
Kim Bradford
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

AGAINST:

David Gentry

Eris Bryant
Daryl Blair
Kevin Maynard
Jim Martin

ABSENT:

Jerry Ford

The Clerk announced eighteen (18) voted for, five (5) voted against, zero (0) abstained, and one (1) absent. The motion carried.

The Chairman asked the Commissioners to vote on the motion as amended. The Commissioners voted as follows:

FOR:

Scott Ebersole
Tom Short
Ron Williamson
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Reggie Shanks
Joe Trobaugh
Mike Medley

Sue Neal
Jonathan Williams
Kevin Maynard
Kim Bradford
Jim Martin
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

AGAINST:

David Gentry
John Ludwig

Eris Bryant
Daryl Blair

ABSENT:

Jerry Ford

The Clerk announced eighteen (19) voted for, four (4) voted against, zero (0) abstained, and one (1) absent. The motion carried.

MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL TO MAKE PUTNAM COUNTY EMERGENCY MANAGEMENT AGENCY A COUNTY DEPARTMENT WITHIN COUNTY GENERAL AND APPROVE THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF COOKEVILLE AND PUTNAM COUNTY WHICH THE CITY WILL CONTRIBUTE \$25,400 PER YEAR FOR SERVICES PROVIDED BY PCEMA

Commissioner Scott Ebersole moved and Commissioner Daryl Blair seconded the motion to approve making Putnam County Emergency Management Agency a County Department within County General and approve the Interlocal Agreement between the City of Cookeville and Putnam County which the City will contribute \$25,400 per year for services provided by PCEMA.

(SEE ATTACHED)

40

INTERLOCAL AGREEMENT

This Agreement is made this _____ day of _____, 2013, between **PUTNAM COUNTY, TENNESSEE** ("County") and the **CITY OF COOKEVILLE, TENNESSEE** (the "City").

WHEREAS, the City and County jointly adopted a resolution establishing the Putnam County Civil Defense Organization which can be found at Quarterly Minute Book #9, page 49 Of the Putnam County Commission minutes ; and

WHEREAS, the City and County amended the aforementioned resolution to rename the Cookeville-Putnam County Civil Defense Organization to the Cookeville-Putnam County Emergency Management Agency in 1996; and,

WHEREAS, the agreement between the City and County is codified in ordinance number 096-09-22 in the ordinances for the City; and

WHEREAS, the City and County find the need to repeal the aforementioned resolutions and ordinance.

In consideration of the mutual covenants hereinafter set forth, the Parties agree as follows:

ARTICLE I

The name of the Cookeville-Putnam County Emergency Management Agency shall henceforth be known as The Putnam County Emergency Management Agency.

ARTICLE II

The Putnam County Emergency Management Agency shall be a division of the County, solely under the control and responsibility of Putnam County, Tennessee.

ARTICLE III

The City shall pay to the County the amount of \$25,400.00 per year for services provided to the City by the Putnam County Emergency Management Agency.

ARTICLE IV

This Agreement shall be in effect for a term of twenty-five years, commencing on the day that the foregoing agreement is approved by both parties. This Agreement shall continue in force after the expiration of the initial term, upon the same conditions, for a successive term or terms, unless the County or the City gives notice of cancellation to either party not less than 30 days prior to the date of expiration of such successive term.

ARTICLE V

Section 5.01 Addresses and Notices. The address of each Party for all purposes shall be the address set forth on the last page of this Agreement, or such other address of which the other Party has received written notice. Any notice, demand, or request required or permitted to be given or made hereunder shall be in writing and shall be deemed given or made when delivered or sent by certified or registered mail, return receipt requested, to such Party at such address.

Section 5.02 Titles and Captions. All articles or section titles or captions in this Agreement are for convenience only. They shall not be deemed part of this Agreement and in no way define, limit, extend, or describe the scope or intent of any provisions hereof.

Section 5.03 Further Action. The Parties shall execute and deliver all documents, provide all information, and take or forbear from all such action as may be necessary or appropriate to achieve the purpose of this Agreement.

Section 5.04 Applicable Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Tennessee.

Section 5.05 Amendment. This Agreement may be modified or amended only with the written approval of all Parties.

Section 5.06 Counterparts. This Agreement may be executed in counterparts and shall constitute one Agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the original or the same counterpart. Each Party shall become bound by this Agreement immediately upon affixing its signature hereto, independently of the signature of any other Party.

IN WITNESS WHEREOF, the Parties (by their duly authorized officers) have executed this Agreement on the _____ day of _____, 2013.

In Witness Whereof the Parties have
executed this Agreement.
Putnam County, Tennessee

By: _____
Kim Blaylock, County Executive

Approved by the County Commission on
the _____ day of _____, 2013.

City of Cookeville, Tennessee

By:

Mayor

Approved by the City Council on
the _____ day of _____, 2013.

RESOLUTION

**A RESOLUTION TO REPEAL
ACTIONS REGARDING THE
PUTNAM COUNTY CIVIL
DEFENSE ORGANIZATION**

**RESOLUTION NO. R13-12-11
REQUESTED BY: PUTNAM CO.
PREPARED BY: JIM SHIPLEY
APPROVED AS TO FORM &
CORRECTNESS:**

(City Attorney)

ADOPTED: _____

MINUTE BOOK _____ **PAGE** _____

WHEREAS, the City of Cookeville and Putnam County jointly adopted by city ordinance and county resolution established the Putnam County Civil Defense Organization which can be found at Quarterly Minute Book #9, Pages 49 & 50 (Jan. 1968) of the Putnam County Commission & Minute Book #18, Page 13 (3-7-68) of the Cookeville City Council; and

WHEREAS, the City of Cookeville and Putnam County amended the aforementioned to change the name from Cookeville-Putnam County Civil Defense Organization to the Cookeville-Putnam County Emergency Management Agency in Nov. 1996; and

WHEREAS, the agreement between the City of Cookeville and Putnam County is codified in ordinance #O96-09-22 in the ordinances for the City of Cookeville, Tennessee; and

WHEREAS, the City of Cookeville and Putnam County find the need to repeal the aforementioned resolutions and ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the Cookeville City Council of Cookeville, TN, that:

The name of the Cookeville-Putnam County Emergency Management Agency shall henceforth be known as The Putnam County Emergency Management Agency.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the actions mentioned above are hereby repealed.

NOW, THEREFORE, BE IT FURTHER RESOLVED, henceforth, the Putnam County Emergency Management Agency shall be a division of Putnam County, solely under the control of Putnam County, Tennessee.

NOW, THEREFORE, BE IT FURTHER RESOLVED, Putnam County shall enter into an Interlocal agreement with the City of Cookeville regarding the cities funding of the Putnam County Emergency Management Agency. Pursuant to said Interlocal Agreement, the City of Cookeville shall continue to provide funding to Putnam County for the operation of the Putnam County Emergency Management Agency in an amount as stated in the aforementioned Interlocal Agreement. Said Interlocal Agreement is attached hereto and hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED, this Resolution shall be effective upon its passage and approval, the public welfare requiring it.

RESOLUTION

Adopted this the _____ day of _____, 2013.

Matt Swallows, Mayor

ATTEST:

Cathy McClain, City Clerk

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The Chairman asked for discussion on the motion to make Putnam County Emergency Management Agency a County Department within County General and approve the Interlocal Agreement between the City of Cookeville and Putnam County which the City will contribute \$25,400 per year for services provided by PCEMA. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Scott Ebersole
Tom Short
David Gentry
Ron Williamson
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Joe Trobaugh
Mike Medley

Eris Bryant
Sue Neal
Jonathan Williams
Daryl Blair
Kevin Maynard
Kim Bradford
Jim Martin
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

AGAINST:

Reggie Shanks

ABSENT:

Jerry Ford

The Clerk announced twenty-two (22) voted for, one (1) voted against, zero (0) abstained, and one (1) absent. The motion carried.

NOMINATING COMMITTEE:

REPORT OF SPECIAL COMMITTEES

RESOLUTIONS

ELECTION OF NOTARIES

Commissioner Mike Atwood moved and Commissioner Eris Bryant seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

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PUTNAM COUNTY CLERK
WAYNE NABORS COUNTY CLERK
P.O. BOX 220
COOKEVILLE TN 38503
Telephone 931-526-7106
Fax 931-372-8201

Notaries to be elected December 16, 2013

NANCY C BYERS	SHAWN MCGLOTHLIN
RANDY B DALTON	DEBORAH MYERS
TAMMY ENGLAND	SHANNON PADGETT
SANDRA K FREEMAN	BARBARA A PALMER
BRENDA GENTRY	DONNA ROBINSON
JERRY W JOLLEY	LINDA WHITAKER
MARGARET LANGFORD	JEANNE T WINNARD
TONYA MICHELLE MCBRIDE	

The Chairman asked for discussion on the motion to approve the Election of Notaries. There was none.

The Chairman asked the Commissioners to vote on the motion to approve the Election of Notaries. The Commissioners voted as follows:

FOR:

Scott Ebersole	Eris Bryant
Tom Short	Sue Neal
David Gentry	Jonathan Williams
Ron Williamson	Daryl Blair
John Ludwig	Kevin Maynard
Anna Ruth Burroughs	Kim Bradford
Terry Randolph	Jim Martin
Chris Savage	Bob Duncan
Reggie Shanks	Marsha Bowman
Joe Trobaugh	Steve Pierce
Mike Medley	Mike Atwood
	Cathy Reel

ABSENT:

Jerry Ford

The Clerk announced twenty-three (23) voted for, zero (0) voted against, zero (0) abstained, and one (1) absent. The motion carried.

OTHER NEW BUSINESS

ANNOUNCEMENTS AND STATEMENTS

EMPLOYEE OF THE MONTH: NONE

CITIZEN OF THE MONTH: BEN HERREN & THE UPPERMAN HIGH SCHOOL FOOTBALL TEAM

(SEE ATTACHED)

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CITIZENS OF THE MONTH FOR DECEMBER 2013

COACH BEN HERREN
&
THE UPPERMAN HIGH SCHOOL FOOTBALL TEAM

This is the 3rd year for Coach Herren as head football coach of the Upperman High School football team.

The first time that Upperman went to the semi-finals, coach Herren was a player on the team.

This is now the 2nd time to the semi finals.

The team set a school record for wins with a season of 13-1.

They were close to breaking some state records and Conner York did break national records for touchdowns in a season and yards for a single game (711 yards).

They were 3rd in the state for scoring averaging 50 points a game.

Coach Herren says this was a great year and he plans on being there next year for another great season.

MOTION RE: ADJOURN

Commissioner Mike Medley moved and Commissioner Kevin Maynard seconded the motion to Adjourn.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners for a voice vote on the motion. The motion carried.

PLANNING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: December 4, 2013

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, December 9, 2013, at 6:00 PM in the County Commission Chambers at the Courthouse.

1. Discuss having a "Welcome to Cookeville" sign at the Patton House.
2. Consider site plan for countywide fueling depot.
3. Consider vehicle policy for compliance with the IRS audit.
4. Any other business that needs to be reviewed by the Planning Committee.

PLANNING COMMITTEE MINUTES

December 9, 2013

Prepared by Deborah Francis

Jim Martin Present
Tom Short Absent
Reggie Shanks Present
Ronald Williamson Present
Anna Ruth Burroughs Present
Cathy Reel Present

Eris Bryant Present
Kim Bradford Present
Marsha Bowman Present
Jonathan Williams Present
David Gentry Present
Joe Trobaugh Present

Item #1 *Discussion of "Welcome to Cookeville" sign at the Patton House Museum.*

Motion: Recommends approval for the City of Cookeville put a sign at the Patton House saying, "Welcome to Cookeville, Putnam County Tennessee".

Made By: Williamson
Seconded: Bradford

VOICE VOTE

APPROVED

Item #2 *Countywide fueling depot*

Motion: Recommends to proceed with plans for a Countywide Fueling Depot and begin with hiring a engineer to develop site plan.

Made By: Williamson
Seconded: Bradford

VOICE VOTE

APPROVED

Item #3 *Discussion about IRS audit concerning vehicle usage*

Motion: Recommends to appoint a sub committee to further study the Vehicle policy relating to IRS issues.

Made By: Martin
Seconded: Bradford

VOICE VOTE

APPROVED

Johnathan Williams appointed the following for the sub committee:

*Jonathan Williams
Jim Martin
Ron Williamson
Kim Bradford
Kathy Reel*

Item #4 *Any other business*

NONE

ADJOURNED

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FISCAL REVIEW AGENDA

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: December 4, 2013

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, December 9, 2013, at 5:30 PM in the County Commission Chambers at the Courthouse.

1. Hear from Greg Bowman on update on the software for Juvenile Court.
2. Consider budget amendments to the General Purpose School Fund.
3. Discuss amending the Personnel Policy for the Travel Reimbursement rate for 1 day travel per IRS recommendation.
4. Discuss funding for countywide fueling depot. (on Planning also)
5. Hear an update from Kim Blaylock on the Electric Inspector position.
6. Update from Kim Blaylock making Putnam County Emergency Management Agency a County Department
7. Any other business that needs to be reviewed by the Fiscal Review Committee.

THERE WILL BE NO NOMINATING COMMITTEE MEETING FOR DECEMBER

Item #4 Fueling Depot

Motion: Recommends approval for Kim Blaylock to move forward to negotiate and hire a Engineer/Architect to design a site for a centralized fueling station with funding from negotiated price to be paid 50% by County and 50% from Board of Education.

Made By: Randolph
Seconded: Neal

VOICE VOTE

APPROVED

Item #5 Electric Inspector position

Motion: Recommends approval for Kim Blaylock to move forward on hiring an Electric Inspector.

Made By: Neal
Seconded: Blair

VOICE VOTE

APPROVED

Item #6 PCEMA - making a County Department

Motion: Recommends approval to make Putnam County Emergency Management Agency a county department within County General and approve interlocal agreement between the City of Cookeville and Putnam County which the City of Cookeville will contribute \$25,400 per year for services provided by PCEMA.

Made By: Neal
Seconded: Blair

VOICE VOTE

APPROVED

**Item #7 Any other business
NONE**

ADJOURNED

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