

JEFFERSON COUNTY, TENNESSEE
2021-2022
GENERAL FUND 101 - AMENDMENT #13
June 2022

FUND BALANCE TOTAL	-	7,500.00
RESERVE BALANCE TOTAL	-	600.00

Budget Com. App'd: _____
County Com. App'd: _____

Item #	1	Jefferson City Public Library / Reserves		Debit	Credit
		34535	JC Restricted for Social, Cultural, & Rec. Serv.-Jefferson City Library	-	600.00
		56500	429 JC Instructional Supplies and Materials	+	600.00
			Total		600.00 600.00
Budgeting reserves on expenditure line for summer reading materials.					

Item #	2	Circuit Court Clerk		Debit	Credit
		39000	Fund Balance	-	7,500.00
		53100	194 Jury and Witness Expense Line	+	7,500.00
			Total		7,500.00 7,500.00
The COVID pandemic shut down the court system by order of the Supreme Court. When the Supreme Court opened jury trials back up, attorneys flooded the system to get their cases heard. This increase is specific to one jury trial that a sequester was demanded on Tuesday, May 31, 2022. This includes hotel stay for the jury for 2 days (estimated) and provide lunch and dinner.					

Item #	3	Register of Deeds		Debit	Credit
		45580	Register of Deeds Revenue	+	6,000.00
		51600	317 Data Processing Services	+	6,000.00
			Total		6,000.00 6,000.00
Increasing revenue and expenditure line for Data Processing Service to BIS April, May, & June Invoices for Scanning Documents.					

Item #	4	Sheriff's Department		Debit	Credit
		49700	Insurance Recovery	+	9,740.80
		54110	338 Maintenance and Repair Services-Vehicles	+	9,740.80
		44530	Sale of Equipment	+	4,797.50
		54110	718 Motor Vehicles	+	4,797.50
			Total		9,740.80 9,740.80
Revenue from sale of vehicle by GovDeals Inventory ID #48, Asset # 889-2014 Ford Explorer VIN# 1FMSK8AR0EGB02517 & Insurance recovery less \$500.00 deductible of damaged vehicle Asset #918 2017 Ford Explorer VIN# 1FMSK8AR6HGA88983.					

Item #	5	Parrott-Wood Library		Debit	Credit
		44990	SP Other Local Revenues	+	1,500.00
		56500	599 SP Other Charges	+	1,500.00
			Total		1,500.00 1,500.00
Budgeting "Save the Children" summer reading grant for June-August 2022.					

Item #	6	Homeland Security Grants		Debit	Credit
		47235	Homeland Security Grants	+	15,546.00
		54710	790 Other Equipment	+	15,546.00
			Total		15,546.00 15,546.00
Increase in revenue & expenditure for purchase of Task Force vests.					

Item #

7

<i>County General Fund 101 Year-End</i>			Debit	Credit
51100	191	County Commission-Board and Committee Members Fee	+	2,000.00
51100	331	County Commission-Legal Services	-	2,000.00
51500	162	Election Commission-Clerical Personnel	+	1,900.00
51500	355	Election Commission-Travel	-	1,900.00
51800	166	County Buildings-Custodial Personnel	+	6,400.00
51800	599	County Buildings-Other Charges	-	1,680.00
51800	167	County Buildings-Maintenance Personnel	-	1,000.00
51800	187	County Buildings-Overtime Pay	-	1,300.00
51800	335	County Buildings-Maintenance & Repair Services-Buildings	-	2,420.00
51810	105	Maintenance Garage- Supervisor / Director	+	150.00
51810	142	Maintenance Garage-Mechanics	-	150.00
51810	435	Maintenance Garage-Vehicle Parts	+	4,520.10
51810	207	Maintenance Garage-Medical Insurance	-	4,520.10
52100	105	Accounting and Budgeting- Supervisor / Director	+	3,350.00
52100	189	Accounting and Budgeting- Other Salaries & Wages	+	14,700.00
52100	106	Accounting and Budgeting-Deputies	-	13,550.00
52100	169	Accounting and Budgeting- Part-Time Personnel	-	4,500.00
52300	101	Property Assessor's Office-County Official / Administrative Officer	+	1.00
52300	135	Property Assessor's Office-Assessment Personnel	+	500.00
52300	711	Property Assessor's Office-Furniture and Fixtures	-	501.00
53500	112	Juvenile Court-Youth Service Officer	+	200.00
53500	355	Juvenile Court-Travel	-	200.00
54110	169	Sheriff's Department-Part-Time Personnel	+	50,000.00
54110	187	Sheriff's Department-Overtime Pay	+	60,000.00
54110	196	Sheriff's Department-In-Service Training	+	16,748.45
54110	106	Sheriff's Department-Deputies	-	126,748.45
54210	165	Jail-Cafeteria Personnel	+	50.00
54210	187	Jail-Overtime Pay	+	20,000.00
54210	160	Jail-Guards	-	20,050.00
54210	454	Jail-Water and Sewer	+	6,000.00
54220	454	Workhouse-Water and Sewer	-	6,000.00
54220	160	Workhouse-Guards	+	1,000.00
54220	187	Workhouse-Overtime Pay	+	7,000.00
54210	160	Jail-Guards	-	8,000.00
55120	189	Rabies and Animal Control-Other Salaries & Wages	+	100.00
55120	196	Rabies and Animal Control-In-Service Training	-	100.00
55130	187	Ambulance/Emergency Medical Services-Overtime Pay	+	110,000.00
55130	164	Ambulance/Emergency Medical Services-Attendants	-	110,000.00
57500	161	Soil Conservation-Secretaries	+	200.00
57500	320	Soil Conservation- Dues and Memberships	-	100.00
57500	355	Soil Conservation- Travel	-	100.00
Total				
			304,819.55	304,819.55

Moving funds to cover in preparation for fiscal year 2021-2022 year-end.

JEFFERSON COUNTY, TENNESSEE
 2021-2022
 SANITATION FUND 116 - AMENDMENT #4
 June 2022

FUND BALANCE TOTAL	-	0.00
RESERVE BALANCE TOTAL	+	0.00

Budget Com. App'd: _____
 County Com. App'd: _____

Item #	1	<i>Jefferson County Sanitation</i>	Debit	Credit
		55731 204 Social Security	+	11,740.00
		55731 510 Trustee's Commission	+	1,500.00
		55731 733 Solid Waste Equipment	-	13,240.00
		Total		13,240.00 13,240.00
Moving funds to cover Trustee's Commission and Social Security for Year-End.				

JEFFERSON COUNTY, TENNESSEE
2021-2022
SPECIAL REVENUE FUND 127 - AMENDMENT #5
June 2022

FUND BALANCE TOTAL	-	0.00
RESERVE BALANCE TOTAL	-	0.00

Budget Com. App'd: _____
County Com. App'd: _____

Item #	1	American Rescue Plan Act Grant	Debit	Credit
		58831 454 Water & Sewer (Category 5.11)	-	250,000.00
		58831 399 Other Contracted Services (Medical Clinic)	+	250,000.00
		Total	250,000.00	250,000.00
Increasing Medical Clinic expenditure line to budget a total of \$700,000 for the medical clinic, which is an estimate to support the clinic for two years. This will leave around a 30% match for TDEC, which 10% is minimum.				

Item #	2	American Rescue Plan Act Grant	Debit	Credit
		58831 316 Contributions	-	274,347.00
		58831 454 Water & Sewer (Category 5.11)	-	85,875.00
		58831 718 Vehicles	+	350,000.00
		58831 790 Other Equipment (EMS)	+	10,222.00
		Total	360,222.00	360,222.00
Budgeting vehicles (EMS - 1 vehicle \$30,000, 1 ambulance \$150,000 & Sheriff Dept 5 cars \$170,000) as well as EMS Equipment for 22/23 budget				

Recap below of American Rescue Plan Act Grant #1 / Capital Projects ARPA #1 if budget amendment approved above.

American Rescue Plan Act Grant #1 / Capital Projects ARPA Grant #1			Budget
58831	169	Admin - Part-time Personnel (Category 7.1)	250,000.00
58831	201	Admin - Social Security (Category 7.1)	15,500.00
58831	206	Admin - Life Insurance (Category 7.1)	360.00
58831	207	Admin - Medical Insurance (Category 7.1)	15,500.00
58831	208	Admin - Dental/Vision (Category 7.1)	912.00
58831	210	Admin - Unemployment (Category 7.1)	2,500.00
58831	212	Admin - Medicare (Category 7.1)	3,625.00
58831	599	Administrative Expenditures (Category 7.1)	30,154.00
58831	316	Contributions - Non-Profits (Category 2.10)	542,117.00
58831	399	Other Contracted Services - Medical Clinic (1.4/1.7)	700,000.00
58831	452	Utilities - Broadband (Category 5.16)	1,000,000.00
58831	454	Water & Sewer (Category 5.11)	1,664,125.00
58831	718	Vehicles - EMS Vehicle (1), Ambulance (1) Sheriff Cars (5)	350,000.00
58831	790	Other Equipment - EMS	10,222.00
91401	706	Building Construction - Election/Co Clerk Office (1.4/1.7)	4,000,000.00
91401	706	Building Construction - Board of Education (1.7)	2,000,000.00
Total			10,585,015.00

JEFFERSON COUNTY, TENNESSEE
 2021-2022
 HIGHWAY FUND 131 - AMENDMENT #7
 June 2022

FUND BALANCE TOTAL - 0.00
 RESERVE BALANCE TOTAL - 0.00

Budget Com. App'd: _____
 County Com. App'd: _____

Item # 1

<i>Highway / Public Works</i>			Debit	Credit
61000	191	Administration-Board and Committee Members Fees	+	300.00
61000	719	Administration- Office Equipment	-	300.00
63100	187	Operation & Maintenance of Equipment-Overtime Pay	+	20,000.00
63100	499	Operation & Maintenance of Equipment-Other Supplies and	-	20,000.00
65000	510	Other Charges-Trustee's Commission	+	8,000.00
66000	513	Employee Benefits-Workman's Compensation Insurance	-	8,000.00
Total				
			28,300.00	28,300.00

Moving funds to prepare for year-end.

JEFFERSON COUNTY, TENNESSEE
2021-2022
LANDFILL FUND 207 - AMENDMENT #6
June 2022

FUND BALANCE TOTAL	-	35,000.00
RESERVE BALANCE TOTAL	+	0.00

Budget Com. App'd: _____
 County Com. App'd: _____

Item #	1	Landfill Operation & Maintenance	Debit	Credit
		55754 169 Part-Time Personnel	+	5,000.00
		55754 189 Other Salaries & Wages	-	5,000.00
		55754 510 Trustee's Commission	+	4,000.00
		55754 733 Solid Waste Equipment	-	4,000.00
		Total		9,000.00 9,000.00
Moving funds to cover Trustee's Commission and for year-end.				

Item #	2	Landfill Operation & Maintenance / Fund Balance	Debit	Credit
		39000 Fund Balance	-	35,000.00
		55754 412 Diesel Fuel	+	35,000.00
		Total		35,000.00 35,000.00
Moving funds for increased cost of fuel.				

JEFFERSON COUNTY SCHOOLS
General Purpose Funds 141
Budget Amendment #14
Thursday, May 5, 2022

RESERVE BALANCE TOTAL

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School Board Approved: 5/5/2022
 Budget Com. Approved: _____
 Co. Com Approved: _____

1.	Special Education Program	Debit	Credit
	47143 Special Education Grants to states +	2,046.08	
	71200 499 Other Supplies and Materials +		2,046.08
		2,046.08	2,046.08
	High Cost Reimbursement funds for transportation of student with disabilities to TN School for the Deaf		
2.	Regular Instruction	Debit	Credit
	71100 116 Teachers -	7,000.00	
	71100 399 Other Contracted Services +		7,000.00
		7,000.00	7,000.00
	Coaching supplements were budgeted in teacher pay line, a few coaches are not BOE employees		
3.	Regular Instruction	Debit	Credit
	72210 399 020 Other Contracted Services -	3,000.00	
	72210 189 020 Other Salaries and Wages +		2,456.70
	72210 201 020 Social Security +		186.00
	72210 204 020 State Retirement +		313.80
	72210 212 020 Employer Medicare Liability +		43.50
		3,000.00	3,000.00
	Supplemental pay for Niswonger CER compensation		
4.	Other Student Support	Debit	Credit
	72130 399 260 Other Contracted Services -	3,000.00	
	72130 499 260 Other Supplies and Materials +		3,000.00
		3,000.00	3,000.00
	Project Diabetes grant funds to purchase camp t-shirts, refreshments and prizes		
5.	Transportation	Debit	Credit
	72710 338 Maintenance and Repair Services - Vehicles -	10,000.00	
	72710 453 Vehicle Parts +		10,000.00
		10,000.00	10,000.00
	Needed to increase funds required to purchase parts for repairs		

JEFFERSON COUNTY SCHOOLS
 General Purpose Funds 141
 Budget Amendment #14
 Thursday, May 5, 2022

RESERVE BALANCE TOTAL

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School Board Approved: 5/5/2022
 Budget Com. Approved: _____
 Co. Com Approved: _____

	Regular Instruction-Summer Learning Camp				Debit	Credit
6.	71100	116	328	Teachers	+	9,800.00
	71100	201	328	Social Security	+	607.60
	71100	204	328	State Retirement	+	1,025.08
	71100	212	328	Employer Medicare Liability	+	142.10
	71100	599	328	Other Charges	+	1,000.00
	73100	165	328	Cafeteria Personnel	-	12,574.78
						12,574.78
						12,574.78
To add teacher positions for special needs students for summer learning camp and for parent communication materials.						

	Regular Instruction - Bridge Camp				Debit	Credit
7.	71100	429	329	Instructional Supplies	+	5,000.00
	73100	165	329	Cafeteria Personnel	-	5,000.00
						5,000.00
						5,000.00
To purchase additional instructional supplies for Bridge Camp						

JEFFERSON COUNTY SCHOOLS
Fund 141 - General Purpose Funds
Budget Amendment #15
Thursday, May 5, 2022

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School Board Approved: 5/5/2022
 Budget Com. Approved: _____
 Co. Com Approved: _____

Item 1

			Debit	Credit
Board of Education				
72310 331	Legal Services	-	3,500.00	
72520 399	Other Contracted Services	+		3,500.00
Total			3,500.00	3,500.00
To provide funds for fingerprinting of employees to comply with state guidance on background reporting.				

JEFFERSON COUNTY SCHOOLS
Fund 141 - General Purpose Funds
Budget Amendment #16
Thursday, May 5, 2022

FUND BALANCE TOTAL	-	\$1,400,000.00
RESERVE BALANCE TOTAL	-	

School Board Approved: 5/5/2022
 Budget Com. Approved: _____
 Co. Com Approved: _____

			Debit	Credit
Item 1	Capital Projects			
	39000	Undesignated Fund Balance	-	1,400,000.00
	76100 706	PEC Construction - Piedmont Elementary	+	1,400,000.00
		Total	1,400,000.00	1,400,000.00
A motion approved by School Board on 5.5.22 to provide funds to complete PES renovation.				

JEFFERSON COUNTY SCHOOLS
Fund 141 - General Purpose Funds
Budget Amendment #17
Thursday, June 2, 2022

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School Board Approved: 6/2/22
Budget Com. Approved: _____
Co. Com Approved: _____

Item 1	Early Childhood Education				Debit	Credit
	73400	189		Other Salaries and Wages	-	400.00
	73400	355		Travel	-	118.55
	73400	524		Staff Development	-	513.00
	73400	599		Other Charges	-	613.75
	73400	429		Instructional Supplies	+	1,645.30
				Total	1,645.30	1,645.30

To expend all grant funds and purchase additional instructional supplies for all Pre-K teachers.

Item 2	Office of Superintendent				Debit	Credit
	72320	435		Office Supplies	-	3,000.00
	72320	399		Other Contracted Services	+	3,000.00
				Total	3,000.00	3,000.00

To cover copier charges through June 30, 2022

Item 3	Career and Technical Education Program				Debit	Credit
	72230	399	300	Other Contracted Services	-	1,000.00
	72230	355	300	Travel	+	1,000.00
				Total	1,000.00	1,000.00

Add funds for fuel, parking, and meal reimbursements for National CTSO competitions

Item 4	Regular Instruction				Debit	Credit
	48130		042	Revenue -Niswonger Strong Start	+	7,668.00
	71100	189	042	Other Wages and Salaries	+	7,100.00
	71100	201	042	Social Security	+	440.20
	71100	212	042	Employer Medicare	+	102.95
	71100	204	042	State Retirement	+	24.85
	71100	195	015	Certified Subs	-	742.66
	71100	204	042	State Retirement	+	742.66
				Total	8,410.66	8,410.66

Niswonger Strong Start grant with a portion of retirement costs paid by JCBOE

current policy

Jefferson County Government			
Monitoring: Review: Annually	Travel Policy	Policy # 2.1	Issued Date:
			Issued Date:

The intent of this policy is to make uniform provision for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or without the County boundaries in the performance of their duties and in the interest of County affairs.

Policy Administration - The respective department heads are responsible for the administration of the provisions of this policy. Department heads are authorized to approve travel reimbursements for the employees under their supervision except where otherwise stated.

A. General Policy

1. Travel -Jefferson County recognizes that employees and officials are required to travel both within and without the State of Tennessee for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government. It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of official County business are not acceptable under this standard, and travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.
2. Mileage Allowance —The amount authorized to be paid on a per-mile basis for travel by privately owned vehicle will be determined and/or revised as part of the annual budget ordinance as necessary.
3. Meal Reimbursement Rates — Reimbursement for the cost of meals in connection with County business shall be at the following rates: breakfast \$8.00, lunch \$12.00, and dinner \$25.00. Reimbursement is on a per-meal

basis rather than an amount to be reimbursed per day. Itemized receipts must be turned in for reimbursement. Tips are considered to be included in the above meal reimbursement rates. Meal reimbursements will only be made for trips with overnight travel.

4. Trip Sheet — A form provided for the traveler to fill out upon completion of a specific trip, or trips, within a given time period prescribed by the department head. This form lists all mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable. Receipts for lodging, meals, registration, and private or public transportation are to be attached to and made a part of the trip sheet. For taxis, airport shuttles, and buses, receipts may not be available or provided; therefore, attach, if possible. The trip sheet must be approved by the department head. Before being presented to the Finance Office for reimbursement, the trip sheet must bear the approving signature of the appropriate department head and the requesting employee.
5. Transportation Cost of Employee — Payment of mileage allowance or actual cost of public transportation as applicable. If rental vehicles are used for both business and non-business purposes, reimbursement to the county for the nonbusiness portion will apply.

B. Authorized Travel Modes

1. County-owned Vehicle — This method of transportation is to be used whenever a county vehicle is available. The department head may authorize reimbursement to the employee for exact operation expenses, in circumstances where direct credit charges cannot be made to the county and county gas, etc., is not available.
2. Private owned Vehicle — When no county vehicle is available, this mode may be used if specifically authorized by the appropriate department head. Reimbursement for operation expense shall be limited to the mileage allowance.
3. Transportation by Common Carrier — Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier, if multiple carriers exist, and documentation that the lowest fare available was used must be submitted on the trip sheet.
4. Rental Vehicles — Reimbursement of rental vehicle expenses will not be authorized without prior approval by the Finance Director or County Manager. If approved, the rented vehicle should be secured at the lowest practical cost.

c. Travel Destination

1. Local Travel — County employees, who by the normal nature of their duties, are required to travel regularly within the county and are individually authorized by the appropriate department head, are eligible for reimbursement of transportation expense. Meals are not eligible for reimbursement if there is no overnight travel.
2. Lodging — Reimbursement of lodging expenses incurred in counties contiguous to Jefferson County will not be authorized without prior approval by the Finance Director or County Manager. If more than one employee occupies the same hotel room, the total lodging expense should be reported on only one employee's trip sheet. When another person, who is not an employee, occupies the same hotel room with an employee on an authorized trip, the employee must pay the difference between the single and double room rates. To receive reimbursement for lodging expenses, an itemized hotel bill must be attached to the trip sheet.
3. Registration Cost — Registration costs should be paid directly by the County. When an employee personally pays a registration fee, a receipt for payment should be obtained and is preferable to a canceled check for reimbursement purposes. Additional registration costs for recreational and entertainment activities will not be paid by the County. Meal functions are not included in this requirement, and are eligible for payment by the County in lieu of the meal reimbursement payment.
4. Out-of-State Travel — Out-of-state travel begins when the employee leaves the State and remains in effect until the employee returns to the State. Out-of-state travel requests by employees and department heads must be approved by the Finance Director or County Manager.
5. Credit Card — Employees and officials authorized to use a County credit card may elect to use them instead of reimbursement; however, meals are still subject to the meal rates listed in Section III. C. of the Policy and are only reimbursable for trips with overnight travel. Itemized receipts for Jefferson County Travel Policy expenditures must be submitted with the credit card bill to the Finance Office in order for the expenditures to be approved.
6. Travel with Others - When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately-owned vehicles. Travel with representatives of other government units is encouraged whenever possible.

7. **Commuting** — No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her office.
8. **Other Costs** - Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate to the travel, are reimbursable upon submission of appropriate documentation of the same. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.
9. **Telephone Calls** — Employees are not allowed to charge long distance telephone calls to the County for calls of a personal nature, except as stated below. All long-distance calls that are to be paid by the County are those made pursuant to the employee conducting official County business. An employee traveling to a location outside the local calling area is allowed one (1) "safe arrival" call upon arriving at the destination. Additionally, employees may properly be reimbursed for emergency calls approved by the Department Head. An example of such is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

D. Extraordinary Travel

Extraordinary travel or cost In instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the county, the Finance Director or County Manager may approve reimbursement of actual cost beyond the maximums stated herein. However, the terms of reimbursement must be determined before the travel occurs or before the cost is incurred. The Finance Director or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

E. Travel Expenses not addressed by this Policy

Any travel expenses falling outside the realm of this policy must be approved by the Finance Director or County Manager.

F. Travel Procedure

1. A Travel/Expense Form with supporting receipts will be submitted to the Department Head for approval. After approval by the Department Head, the form should be forwarded to the Finance Department.

2. The Finance Department will determine that the Travel/Expense Form and receipts have been properly approved, that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by the Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.
3. Trip Cancellation — When an employee cancels an approved trip and the County has paid airfare, registration and other related fees or issued a travel advance, a memo must be sent to the Finance Department explaining the cancellation.
4. The following items are not reimbursable:
 - Any miscellaneous expense not supported by a receipt
 - Meals included in registration
 - Meals for trips that do not include overnight travel
 - Travel to and from work place
 - Souvenirs from the trip
 - Items purchased to be used as door prizes or raffle items
 - Non-employee expense
 - Alcoholic beverages
 - Movie rental
 - Any traffic fines

This list is not all-inclusive. The Finance Director or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

Updated Policy

Jefferson County Government			
Monitoring: Review: Annually	Travel Policy	Policy # 2.1	Issued Date:
			Revised Date: 06/2022

The intent of this policy is to make uniform provision for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or without the County boundaries in the performance of their duties and in the interest of County affairs.

Policy Administration - The respective department heads are responsible for the administration of the provisions of this policy. Department heads are authorized to approve travel reimbursements for the employees under their supervision except where otherwise stated.

A. General Policy

1. Travel — Jefferson County recognizes that employees and officials are required to travel both within and without the State of Tennessee for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government. It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of official County business are not acceptable under this standard, and travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

2. Mileage Allowance —The amount authorized to be paid on a per-mile basis for travel by privately owned vehicle will be reimbursed at the rate established each year by the Internal Revenue Service. Total miles driven and the rate per mile must be identified on the expense reimbursement request. Current and past mileage reimbursement rate can be found on the IRS website at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

3. Meal Reimbursement Rates — Reimbursement for the cost of meals in connection with County business shall be reimbursed at the per Diem Rate as described by the U.S. General Services Administration. These rates are identified by major city. First and last day of approved travel reimbursement amounts are also identified. Overview, highlights and frequently asked questions may be found on the U.S. General Services Administration website at <https://www.gsa.gov/travel>.
4. Trip Sheet — A form provided for the traveler to fill out upon completion of a specific trip, or trips, within a given time period prescribed by the department head. This form lists all mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable. Receipts for lodging, meals, registration, and private or public transportation are to be attached to and made a part of the trip sheet. For taxis, airport shuttles, and buses, receipts may not be available or provided; therefore, attach, if possible. The trip sheet must be approved by the department head. Before being presented to the Finance Office for reimbursement, the trip sheet must bear the approving signature of the appropriate department head and the requesting employee.
5. Transportation Cost of Employee — Payment of mileage allowance or actual cost of public transportation as applicable. If rental vehicles are used for both business and non-business purposes, reimbursement to the county for the nonbusiness portion will apply.

B. Authorized Travel Modes

1. County-owned Vehicle — This method of transportation is to be used whenever a county vehicle is available. The department head may authorize reimbursement to the employee for exact operation expenses, in circumstances where direct credit charges cannot be made to the county and county gas, etc., is not available.
2. Private owned Vehicle — When no county vehicle is available, this mode may be used if specifically authorized by the appropriate department head. Reimbursement for operation expense shall be limited to the mileage allowance.
3. Transportation by Common Carrier — Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier, if multiple carriers exist, and documentation that the lowest fare available was used must be submitted on the trip sheet.

4. Rental Vehicles — Reimbursement of rental vehicle expenses will not be authorized without prior approval by the Finance Director or County Manager. If approved, the rented vehicle should be secured at the lowest practical cost.

c. Travel Destination

1. Local Travel — County employees, who by the normal nature of their duties, are required to travel regularly within the county and are individually authorized by the appropriate department head, are eligible for reimbursement of transportation expense. Meal reimbursement will be determined based on the length of the travel and per Section A. 3.
2. Lodging — Reimbursement of lodging expenses incurred in counties contiguous to Jefferson County will not be authorized without prior approval by the Finance Director or County Manager. If more than one employee occupies the same hotel room, the total lodging expense should be reported on only one employee's trip sheet. When another person, who is not an employee, occupies the same hotel room with an employee on an authorized trip, the employee must pay the difference between the single and double room rates. To receive reimbursement for lodging expenses, an itemized hotel bill must be attached to the trip sheet.
3. Registration Cost — Registration costs should be paid directly by the County. When an employee personally pays a registration fee, a receipt for payment should be obtained and is preferable to a canceled check for reimbursement purposes. Additional registration costs for recreational and entertainment activities will not be paid by the County. Meal functions are not included in this requirement and are eligible for payment by the County in lieu of the meal reimbursement payment.
4. Out-of-State Travel — Out-of-state travel begins when the employee leaves the State and remains in effect until the employee returns to the State. Out-of-state travel requests by employees and department heads must be approved by the Finance Director or County Manager.
5. Credit Card — Employees and officials authorized to use a County credit card may elect to use them instead of reimbursement; however, meals are still subject to the meal rates listed in Section A. 3. of the Policy. Itemized receipts for Jefferson County Travel Policy expenditures must be submitted with the credit card bill to the Finance Office for the expenditures to be approved.

6. Travel with Others - When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately-owned vehicles. Travel with representatives of other government units is encouraged whenever possible.
7. Commuting — No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her office.
8. Other Costs - Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate to the travel, are reimbursable upon submission of appropriate documentation of the same. The Finance Director or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

[9. Removed]

D. Extraordinary Travel

Extraordinary travel or cost in instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the county, the Finance Director or County Manager may approve reimbursement of actual cost beyond the maximums stated herein. However, the terms of reimbursement must be determined before the travel occurs or before the cost is incurred. The Finance Director or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

E. Travel Expenses not addressed by this Policy

Any travel expenses falling outside the realm of this policy must be approved by the Finance Director or County Manager.

F. Travel Procedure

1. A Travel/Expense Form with supporting receipts will be submitted to the Department Head for approval. After approval by the Department Head, the form should be forwarded to the Finance Department.
2. The Finance Department will determine that the Travel/Expense Form and receipts have been properly approved, that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by the Policy. If an error in the reimbursement request is found,

the requesting party will be informed, and the error will be corrected before payment is made.

3. Trip Cancellation — When an employee cancels an approved trip and the County has paid airfare, registration and other related fees or issued a travel advance, a memo must be sent to the Finance Department explaining the cancellation.
4. The following items are not reimbursable:
 - Any miscellaneous expense not supported by a receipt
 - Meals included in registration
 - Travel to and from workplace
 - Souvenirs from the trip
 - Items purchased to be used as door prizes or raffle items
 - Non-employee expense
 - Alcoholic beverages
 - Movie rental
 - Any traffic fines

This list is not all-inclusive. The Finance Director or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

current showing revisions

Jefferson County Government			
Monitoring:	Bids and Quotations	Policy #	Issued Date:
Review: Annually		3.2	01/15/08
			Revised Date:
			? / ? 2019

1. All purchases of supplies, materials, equipment, and contractual services in excess of ~~thirty twenty five~~ thousand dollars (\$~~30,000~~25,000) shall be based on competitive bids as established by T.C.A. 5-21-1209(a) and 12-3-1212. Any vendor contract in excess of \$100,000 must be reviewed by legal counsel. These bids shall be solicited by advertisement in a newspaper of general circulation in the local area. However, said newspaper advertisement may be waived by the purchasing agent in an emergency. ~~The purchasing agent shall advertise for all bids and quotations.~~ Newspaper ads must appear two (2) times and bid openings must be no earlier than five (5) days after the first ad appears in the newspaper.
2. All bids must be submitted in sealed envelopes, addressed to the Jefferson County Finance Department and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified, and all bidders and other persons shall be invited to be present.
3. The lowest and best bid shall be accepted, provided the purchasing agent reserves the right to reject any and all bids or any part of any bid and , if applicable, to accept that bid which is best evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. Any bid not—sealed and/or not properly labeled will not be accepted. Faxes and E-mail documents will not be accepted.
4. The bidder to whom the award is given may be required to enter into a written contract.
5. Suppliers may request to have their names added to mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.
6. The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.
7. Contracts for professional services such as attorneys, architects, engineers, and financial advisors cannot be competitively bid. However, the cost for professional services should be solicited and the cost of such service should be considered in awarding a contract for professional services.

8. Any Governmental entity may purchase supplies, materials, equipment and insurance, without the necessity of public bidding, if such is purchased through a plan authorized and approved by any organization of governmental entities representing cities and counties.

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9. A Bid bond equal to 10% of the bid is required on all construction bids as described in T.C.A. 62-6-129. This requirement should be included in the bid advertisement.

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10. A Payment bond equal to 100% of a construction contract is required on all contracts above \$100,000 as described in T.C.A. 12-4-201. This requirement should be included in the bid advertisement.

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11. A Performance bond equal to 100% of a contract is required on all construction contracts above \$100,000. Contract with contractor should not be signed until the performance bond is received from the Surety Company.

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12. A Retainage account, not to exceed 5% of the contract, is required on all construction projects above \$500,000 as described in T.C.A. 66-324-104. This should be established by the contractor when the contract is signed.

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13. Certain contractor license information must be placed on the outside of the bid envelope for construction projects. When the amount of the bid exceeds \$25,000, the name, license number, expiration date and license classification of the contractors applying for the prime contract and for electrical, plumbing, heating, ventilation and air conditions contracts. In addition, when the cost of masonry portion of the construction project exceeds \$100,000, the masonry name, license number, expiration date and license classification must be placed on the outside of the bid envelope.

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8.14. Bid documents must reference T.C.A. 62.6-119 informing bidders that it is necessary for the bidder to provide evidence of complains with the provision described in T.C.A. 62-6-119.

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updated

Jefferson County Government			
Monitoring:	Bids and Quotations	Policy # 3.2	Issued Date: 01/15/08
Review: Annually			Revised Date: 06/2022

1. All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five thousand dollars (\$25,000) shall be based on competitive bids as established by T.C.A. 5-21-1209(a) and 12-3-1212. Any vendor contract in excess of \$100,000 must be reviewed by legal counsel. These bids shall be solicited by advertisement in a newspaper of general circulation in the local area. However, said newspaper advertisement may be waived by the purchasing agent in an emergency. Newspaper ads must appear two (2) times and bid openings must be no earlier than five (5) days after the first ad appears in the newspaper.
2. All bids must be submitted in sealed envelopes, addressed to the Jefferson County Finance Department and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified, and all bidders and other persons shall be invited to be present.
3. The lowest and best bid shall be accepted, provided the purchasing agent reserves the right to reject any and all bids or any part of any bid and, if applicable, to accept that bid which is best evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. Any bid not sealed and/or not properly labeled will not be accepted. Faxes and E-mail documents will not be accepted.
4. The bidder to whom the award is given may be required to enter into a written contract.
5. Suppliers may request to have their names added to mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.
6. The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.
7. Contracts for professional services such as attorneys, architects, engineers, and financial advisors cannot be competitively bid. However, the cost for professional services should be solicited and the cost of such service should be considered in awarding a contract for professional services.
8. Any Governmental entity may purchase supplies, materials, equipment, and insurance, without the necessity of public bidding, if such is purchased through a plan authorized

and approved by any organization of governmental entities representing cities and counties.

9. A Bid bond equal to 10% of the bid is required on all construction bids as described in T.C.A. 62-6-129. This requirement should be included in the bid advertisement.
10. A Payment bond equal to 100% of a construction contract is required on all contracts above \$100,000 as described in T.C.A. 12-4-201. This requirement should be included in the bid advertisement.
11. A Performance bond equal to 100% of a contract is required on all construction contracts above \$100,000. Contract with contractor should not be signed until the performance bond is received from the Surety Company.
12. A Retainage account, not to exceed 5% of the contract, is required on all construction projects above \$500,000 as described in T.C.A. 66-324-104. This should be established by the contractor when the contract is signed.
13. Certain contractor license information must be placed on the outside of the bid envelope for construction projects. When the amount of the bid exceeds \$25,000, the name, license number, expiration date and license classification of the contractors applying for the prime contract and for electrical, plumbing, heating, ventilation, and air conditions contracts. In addition, when the cost of masonry portion of the construction project exceeds \$100,000, the masonry name, license number, expiration date and license classification must be placed on the outside of the bid envelope.
14. Bid documents must reference T.C.A. 62.6-119 informing bidders that it is necessary for the bidder to provide evidence of compliance with the provision described in T.C.A. 62-6-119.
15. For all purchases over the amount of \$10,000 but not exceeding \$24,999, three (3) competitive quotes are required.

June 2, 2022

Non-Profit Fiscal Recovery and Assistance Program

Mayor Potts,

On January 18, 2022, Jefferson County Commission approved \$810,000 of the Jefferson County, TN American Rescue Plan funds for Non-Profit Organizations in Jefferson County.

On February 3, 2022 a Solicitation for Request for proposal was issued and published in the Standard Banner.

Ten (10) requests were received from Jefferson County 501(c)(3) Non-Profits Organizations.

A committee reviewed these requests and propose the following amounts be rewarded.

Non-Profit Organization	Amount Requested	Committee Recommendation
Boys & Girls Club of Dumplin Valley	\$60,000	\$60,000
Dandridge Municipal Library	\$60,000	\$60,000
Dandridge Senior Center	\$22,283	\$22,283
Friends of White Pine Fire Department	\$63,000	\$60,000
Habitat for Humanity	\$60,000	\$60,000
Jefferson County EMS Training Center	\$26,000	\$26,000
Jefferson County Senior Centers, Inc.	\$83,723	\$60,000
New Market Fire & Rescue	\$47,000	\$47,000
Penultimate Development	\$60,000	\$60,000
Westcare	\$60,000	\$60,000
Total	\$542,006	\$515,283

If approved by Jefferson County Commission, each Non-Profit organization awarded funds will be required to sign a contract with Jefferson County as a sub-recipient of these federal funds and must comply with 2 CFR Part 200 Uniform Administrative Requirements for Federal Awards.

Respectfully,



Langdon Potts

ARPA Grant Administration