

# County Officials E-News

Promoting better county government through direct assistance  
to county officials and their associations.

## CTAS Welcomes New Staff

### John Rose Joins as New Criminal Justice Consultant

John Rose joined CTAS on November 1 as our new Criminal Justice Consultant. He will be taking over for Terry Hazard, who recently retired.

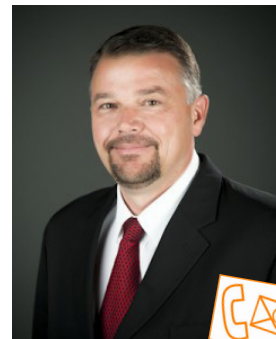
John has an extensive background in law enforcement including 18 years of sworn law enforcement experience. John has taught many classes on various law enforcement topics

including active shooter situations, ethics, forensic science and counter terrorism. He has been an adjunct faculty member at East Tennessee State University and associate professor of Criminal Justice at Walters State Community College.

Prior to his training career, John was a police officer in New Jersey and Kingsport, TN. He has also worked for

the Sullivan County Sheriff's Office in several roles since 1995, where he is currently a Reserve Deputy Sheriff. John earned a Masters of Arts in Criminal Justice and Criminology in 2006, a Bachelor of Science in Criminal Justice in 1984, and an Associate of Science in Law Enforcement in 1982, all from East Tennessee State University.

Welcome, John!



Call John!  
(423) 956-1200  
[john.rose@tennessee.edu](mailto:john.rose@tennessee.edu)

### Kaley Walker Becomes New County Government Consultant for Southern East TN Region



Call Kaley!  
(865) 898-9321  
[kaley.walker@tennessee.edu](mailto:kaley.walker@tennessee.edu)

Kaley Walker joined CTAS on November 1 as our new Region 2 County Government Consultant. She will be taking over for Wesley Robertson, who recently moved to our Region 6 area serving northern middle Tennessee.

Kaley joins us from Rhea County where she was the Finance Director. She brings extensive experience in accounting,

budgeting, and auditing. Prior to her position with Rhea County, Kaley was the Roane County Finance Director and had previously worked in the private sector as an accountant and financial analyst.

Kaley is a Certified Government Financial Manager and a graduate of Leadership Roane County and the Naifeh Center. She

holds a bachelor of arts degree in Communications from Michigan State University and an MBA in Finance from Walsh College.

We are happy to have Kaley join our staff and know you are eager to meet her. She will be visiting counties soon to introduce herself.

Welcome, Kaley!

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**Disaster Logistics  
Presentation from TCSA  
2017 Fall Conference  
View Now!**



## Notice of Intent to Issue Second Round Funding: Tennessee Natural Gas and Propane Vehicle Grant Program



TDEC's Office of Energy Programs (TDEC OEP) is pleased to release this Notice of Intent to issue a second round of funding under the Tennessee Natural Gas and Propane Vehicle Grant Program. The program assists public, non-profit, and private Tennessee-based fleets with the investment in and purchase of natural gas or propane-powered vehicles.

The second round of the program, managed by TDEC OEP, is limited to one application per grantee, per location. Applications may address a variety of eligible vehicle types and uses.

### Funding:

- \$1,700,000 will be available under this competitive funding opportunity.
- Each grant will provide up to 70% of the incremental purchase cost of eligible vehicles, with a maximum grant of \$25,000 for each eligible vehicle.
- The maximum amount

that may be awarded to a grantee shall not exceed \$250,000.

### Eligibility:

- A project must propose to receive funding for a minimum of one vehicle.
- Eligible vehicles must either (1) be purchased new, from an original equipment manufacturer (OEM) or OEM-authorized dealer or (2) be converted to run on natural gas or propane through an EPA-certified, after-market conversion.
- Vehicles must be registered within the State of Tennessee, unless the vehicle is to receive International Registration Plan (IRP) apportioned registration. In the case of the latter, the entity applying for a grant must submit a letter, certifying the percentage of time that the vehicle is expected to operate within the State of Tennessee.
- Eligible vehicles include dedicated compressed natural gas vehicles, dedicated liquefied natural gas vehicles, and dedicated propane-powered vehicles. Natural gas or propane-powered bi-fuel vehicles, or vehicles that are capable of operating on gasoline or diesel in addition to natural gas or propane, shall be eligible for emergency response vehicles only. (All bi-fuel vehicles will be required to utilize either natural gas or propane for no less than 75% of the vehicle's fuel use for a period of no less than five years. The grant amount available to bi-fuel vehicles will be 75% that of dedicated vehicles. Bi-fuel vehicles will therefore only be eligible to receive no more than 52.5% of the conversion or incremental purchase cost, up to \$25,000 for each eligible vehicle.)
- Light, medium, and heavy-duty vehicles will be considered eligible, as there will be no gross vehicle weight restrictions or requirements.
- Applicants must intend to maintain operations in Tennessee for a minimum of six years.

***Application forms for the second round of the Tennessee Natural Gas and Propane Vehicle Grant Program are expected to be released in the coming months.***

For more information about this program, or about other TDEC sustainable transportation efforts, contact Alexa Voytek at [Alexa.Voytek@tn.gov](mailto:Alexa.Voytek@tn.gov) or 615-532-0238.

For more information about other available TDEC grant opportunities, please visit the TDEC website at <http://tn.gov/environment/section/grants>.

## Turn November into “Update Your W-4 Month” in Your Office



The Internal Revenue Service (IRS) stipulates that revised W-4 forms can be made effective the first payroll period beginning 30 or more days after you receive the employee's form. Some employees may wait too late in the year to submit their revised W-4, thereby causing the change to become effective after the first of the next year. To assist your employees in submitting their revised W-4s in time to be effective from January 1 of the following year, turn November into “Update Your W-4 Month” in your office.

### How to encourage employees

The first step is to clearly explain the W-4 revision process and timeline. Tell employees when revised W-4s take effect and why they cannot wait to submit the

revised forms if they want the updated withholding to be effective on January 1 of the following year.

**Submitting their revised W-4 forms in November will ensure your employee's changes will be effective for the first payroll period of the following year.**

### Updates to withholding that require a revised form

Employees are required to submit a revised W-4 within 10 days of any change that reduces their withholding allowances or changes the employee's marital status from married to single. Employees may not remember this requirement when these life changes occur, so it is helpful to remind them regularly.

The following changes may trigger a withholding adjustment:

- *Lifestyle changes* — marriage, divorce,

birth, adoption, loss of dependency exemption, purchase of a new home;

- *Wage income changes* — spouse starts or stop working;
- *Changes in other income* — interest, dividends, capital gains, self-employment income, IRA distributions, and;
- *Deduction changes* — IRA contributions, student loan interest, alimony, medical expenses, taxes, interest payments, gifts to charity, job-related expenses, education tax credits.

Also note that employees who claimed withholding exemption for 2017 *must* also file a revised W-4 by February 15 to continue the exemption for 2018.

For more information, please visit the IRS website <https://www.irs.gov/forms-pubs/about-form-w4> or call 1-800-638-8437.

## Social Security Wage Base Increased for 2018

The Social Security Administration has announced the taxable wage base for 2018. It will increase to \$128,700 for 2018, up from \$127,200 for 2017. This tax increase will be reflected in the amount of FICA tax deducted next year from the pay of employees earning more than the 2017 wage base. This

increase means that for highly paid employees, an additional \$1,500 of wages will be subject to Social Security tax next year. That translates into a maximum tax of \$7,979.40 for both the employee and employer – a total tax of \$15,958.80.

Employees are subject to an earnings test if they retire

before the “normal retirement age” (e.g., 66 years old for employees born in 1943-1954) and claim Social Security benefits. They lose \$1 of Social Security benefits for every \$2 of wages and other earnings in excess of a threshold amount. In 2018, the threshold amount is \$17,040, up from \$16,920 in 2017.



## Per Diem Rates for 2017-2018 Announced

The General Services Administration has released the FY 2017 federal per diem rates for the continental United States ("CONUS rates"). For the Tennessee rates, please see the table below.

For more information on these per diem rates, please visit the General Services Administration's website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Primary Destination <sup>(1, 2)</sup>	County <sup>(3, 4)</sup>	Max lodging by Month (excluding taxes)	M&IE <sup>(5)</sup>
Standard Rate	Applies for all locations without specified rates	\$93	\$51
Brentwood/Franklin	Williamson	\$127	\$59
Chattanooga	Hamilton	\$103	\$64
Knoxville	Knox	\$98	\$59
Memphis	Shelby	\$117	\$59
Nashville	Davidson	\$170 <sup>(6)</sup>	\$59

### Footnotes:

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.
6. The Max Lodging for Nashville-Davidson County will be \$162 for months of July and August 2018.

## County Spotlight Loudon County

County Seat: Loudon  
2010 Population: 48,556  
County Government Consultant:  
Kaley Walker  
[kaley.walker@tennessee.edu](mailto:kaley.walker@tennessee.edu)

Loudon County was formed on May 27, 1870, from portions of Roane, Monroe and Blount counties. Originally, it was named Christiana County, but a few days later the name was changed to Loudon in honor of nearby colonial-era Fort

Loudoun. The fort was named for John Campbell, 4th Earl of Loudoun and a commander of British forces during the French and Indian Wars.

One of the earliest American settlements in what is now Loudon County was a river port and ferry known as Morganton, once located on the banks of the Little Tennessee River near modern Greenback. Morganton thrived during the early 19th century, but declined with the rise of the railroad in the latter half of the century. The town's



Loudon County Courthouse

remnants were inundated by Tellico Lake in the 1970s.



## RENEWAL CONFERENCE

**(Certified Public Administrators Only)**  
**2017 COCTP Renewal Conference**  
**16 Recertification Credits**  
**Current Certified Public Administrators ONLY**

The annual COCTP Renewal Conference with sessions on leadership and management will be held at the Drury Plaza Hotel (1874 W. McEwen Dr., Franklin, TN 37067).

Sessions start on Wednesday November 29, 2017 at 1:00 p.m. and end on Friday December 1, 2017 at 12:00 p.m.

- Session 1 Wednesday November 29th 1:00 p.m. - 5:00 p.m.
- Session 2 Thursday November 30th 8:00 a.m. - 12:00 p.m.
- Session 3 Thursday November 30th 1:00 p.m. - 5:00 p.m.
- Session 4 Friday December 1st 8:00 a.m. - 12:00 p.m.

[Click on this link for a registration form.](#) Fill out and fax to CTAS Training at 615-253-2033. You may also scan and email the registration form to [ctas.training@tennessee.edu](mailto:ctas.training@tennessee.edu).

There will be other exciting training opportunities available for Spring 2018!



**County Technical Assistance Service**  
**INSTITUTE FOR PUBLIC SERVICE**

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