

MEETING NOTICE

TO: Budget, Finance & Investment Committee
FROM: Robert Peay, Chairman
TIME: Thursday, February 7, 2019 – 5:30 P.M.
PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes of January 10, 2019
Consideration of the following:
2. Investment Report
3. Fund Condition Report
4. Risk Management Financial Report
5. Risk Management Committee Recommendations
6. Emergency Management Performance Grant for Emergency Management
7. Homeland Security Grant and Related General Fund Budget Amendment for
Emergency Management
8. General Fund Budget Transfer for Property Assessor
9. General Fund Budget Amendment for Sheriff's Office
10. Agreement with City of Murfreesboro for Prisoner Processing
11. Special Purpose Fund Budget Amendment
12. General Fund Budget Amendment for Recovery Court
13. Child Support Enforcement Grant Amendment for Juvenile Court
14. General Fund Budget Amendment for Agriculture Extension
15. General Fund Budget Amendments for Fire Rescue
16. General Fund Budget Amendment for Employee Insurance
17. General Fund Budget Amendment for Risk Management
18. General Fund Budget Amendment for Courthouse Renovations
19. General Fund Budget Amendment for Archives Addition Design Cost
20. General Fund Budget Amendment for Judicial Building Renovation
21. Solid Waste PIO Position Salary Adjustment
22. Other Business

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**To also include items that may be forwarded by Public Works
Committee or any other committee after agenda is distributed.**

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cc: Commissioners
Bill Ketron
Josh McCreary
Teb Batey
Steve Sandlin
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the January 10, 2019 Budget Committee meeting will be presented for approval.
2. Teb Batey will present the monthly Investment Report for January, 2019.
3. Lisa Nolen will present the Fund Condition Report for the month ending January 31, 2019.
4. Lois Miller will present the monthly Risk Management Financial Report for the use and information of the committee for January, 2019.
5. Lois Miller will present the recommendations of the Risk Management Committee for:
 - A. Broker of record & third-party administrator for property and casualty and OJI
 - B. OSHA safety inspections
6. Tharrel Kast will present the Emergency Management Performance Grant with the Tennessee Emergency Management Agency for training, exercises, planning, management & administration and equipment. The grant is for the period of October 1, 2017 to June 30, 2019. The grant is for \$69,350 and requires a match of \$69,350. The revenue and matching portion have been budgeted for 2018-19.
7. Tharrel Kast will present the 2018 Homeland Security Grant with the Tennessee Emergency Management Agency for training, exercises, planning, and equipment. The grant is for the period of September 1, 2018 to April 30, 2021. The grant is for \$94,645 and does not require a match. The following budget amendment will recognize the revenue and appropriate the funds:

Increase Revenue:	101-47235	Homeland Sec. Grant	\$94,645
Increase Expend.:	101-54430-790-18HML	Other Equipment-Homeland Sec.	\$94,645

8. Rob Mitchell will be requesting approval of a General Fund budget transfer to fund additional part-time pay:

Increase Expend.:	101-52300-169	Part-time Personnel	\$3,000
Decrease Expend.:	101-52300-187	Overtime Pay	\$3,000

9. Mike Fitzhugh will be requesting approval of a General Fund budget amendment to recognize funds from insurance recovery and appropriate the funds for a new vehicle:

Increase Revenue:	101-49700	Insurance Recovery	\$68,628
Increase Expend.:	101-54110-718	Motor Vehicles	\$68,628

10. Mike Fitzhugh will be presenting an agreement with the City of Murfreesboro to govern the processing of prisoners arrested by the City in order to comply with State statutes and to improve their efficiency and coordination. The agreement provides for an annual payment of \$25,000 for the acquisition, maintenance and operation of an electronic fingerprinting system. The agreement is for a term of three years and may be renewed and extended for additional three year terms.

11. Mike Fitzhugh will be requesting approval of a Special Purpose Fund budget amendment to appropriate funds to confidential expenditures from restricted fund balance:

Increase Expend.:	101-54110-319	Confidential	\$15,000
Decrease:	101-34525	Restricted Fund Bal.	\$15,000

12. Trey King will present a General Fund budget amendment to recognize revenue from the SAMHSA grant for the 2018-19 fiscal year and the 2017-18 carryover funds and to appropriate the funds:

Increase Revenue:	101-47990	Other Direct Fed. Rev.	\$39,500
Increase Expend.:	101-53330-169-SAMHS	Part-Time Personnel	\$17,000
	101-53330-196-SAMHS	In-service Training	\$7,000
	101-53330-201-SAMHS	Social Sec.	\$1,054
	101-53330-212-SAMHS	Medicare	\$247
	101-53330-310-SAMHS	Cont.	\$7,715

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|--|---------------------------------------|---------|
| | w/Other Public Agencies | |
| | 101-53330-334-SAMHS Maint. Agreements | \$600 |
| | 101-53330-524-SAMHS Staff Dev. | \$5,884 |
13. An amendment to grant contract 58179 with the Tennessee Department of Human Services for child support services will be presented. This amendment extends the contract for one year until June 30, 2020, increases the maximum liability to the State by \$46,830 and requires additional matching funds of \$24,125 from the County.
14. Anthony Tuggle will present a General Fund budget amendment to provide funding for carpet replacement in the USDA meeting room:
- | | | |
|-------------------|---|---------|
| Increase Expend.: | 101-57100-499 Other Supp. & Mat. | \$5,000 |
| Decrease: | 101-34640- -AGRI Committed for Ag & Natural Resources | \$5,000 |
15. Larry Farley will present two General Fund budget amendments and a transfer:
- To fund additional gasoline expense from the pooled account.
- | | | |
|-------------------|------------------------|---------|
| Increase Expend.: | 101-54320-425 Gasoline | \$3,600 |
| Decrease Expend.: | 101-58900-425 Gasoline | \$3,600 |
- To recognize funds from the sale of equipment and appropriate.
- | | | |
|-------------------|-----------------------------------|----------|
| Increase Revenue: | 101-44530 Sale of Equipment | \$6,935 |
| Increase Expend.: | 101-54320-320 Dues & Membership | \$100 |
| | 101-54320-322 Eval. & Testing | \$6,835 |
| Increase Expend.: | 101-54320-169 Part-time Personnel | \$15,000 |
| Decrease Expend.: | 101-54320-189 Other Sal. & Wages | \$15,000 |
16. Lisa Nolen will present a General Fund budget amendment to adjust the employee and dependent insurance accounts for various departments for changes that took place during open enrollment:
- | | | |
|-------------------|-----------------------------------|----------|
| Increase Expend.: | 101-52300-205 Emp. & Depend. Ins. | \$9,000 |
| Decrease Expend.: | 101-52310-205 Emp. & Depend. Ins. | \$9,000 |
| Increase Expend.: | 101-54510-205 Emp. & Depend. Ins. | \$11,000 |
| | 101-57500-205 Emp. & Depend. Ins. | \$50 |
| Decrease Expend.: | 101-58600-205 Emp. & Depend. Ins. | \$11,050 |
17. Lisa Nolen will present a General Fund budget amendment to provide additional funding for the payout of accumulated leave for an exiting employee and to provide funds for the crossover of positions to ensure continuity of service:
- | | | |
|-------------------|-----------------------------------|---------|
| Increase Revenue: | 101-49800 Transfers In | \$5,970 |
| Increase Expend.: | 101-51920-105 Supervisor/Director | \$5,260 |
| | 101-51920-201 Social Security | \$330 |
| | 101-51920-204 Pension | \$300 |
| | 101-51920-212 Employer Medicare | \$80 |
18. Mayor Ketron will present a General Fund budget amendment to fund architectural and engineering fees for renovations to the courthouse:
- | | | |
|-------------------|------------------------------------|----------|
| Increase Expend.: | 101-51300-321 Engineering Services | \$40,000 |
| Decrease: | 101-39000 Unassigned Fund Bal. | \$40,000 |
19. Mayor Ketron will present a General Fund budget amendment to fund architectural and engineering fees for the addition to the Archives building:
- | | | |
|-------------------|-------------------------------------|-----------|
| Increase Revenue: | 101-40285 Development Tax | \$124,000 |
| Increase Expend.: | 101-99100-590 Trans. to Other Funds | \$124,000 |

20. Mayor Ketron will present a General Fund budget amendment to add funding for owners representation to the renovation of the former judicial building project. The funds will come from the development tax restricted fund balance and be transferred to the General Capital Projects Fund with the following amendment:

Increase Expend.:	101-99100-590	Trans. to Other Funds	\$56,000
Decrease:	101-34585	Restricted for Capital	\$56,000

21. Mayor Ketron will present a change to the grade for the PIO position in Solid Waste.
22. Other Business