

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, August 9, 2012 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes:
 - A. June 27, 2012
2. Investment Report
3. Fund Condition Reports
4. Risk Management
 - A. Financial Reports
 - B. Officials' Statutory Bonds for Property Assessor and Highway Superintendent
5. General Fund Budget Amendments:
 - A. Risk Management
 - B. Register of Deeds
 - C. Pet Adoption & Welfare Services
 - D. Sheriff's Department/Jail (4)
6. Special Purpose Fund Budget Amendments (3)
7. Request from Circuit Court Clerk
8. 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 mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
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 June 27, 2012 Budget Committee meetings will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Reports for the months ending June 30, 2012 and July 31, 2012
4. Risk Management Report:
 - A. The Insurance Director will be presenting the monthly Insurance Financial Reports for the months ending June 30, 2012 and July 31, 2012.
 - B. The Insurance Director will be requesting approval of the Officials' Statutory Bonds for the Property Assessor and Highway Superintendent

5. **General Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of the following budget amendments to provide additional funding for the Building & Contents Insurance to add on the fire departments; and to provide additional funding for the liability insurance to add coverage for the Sheriff's Department reserve officers:

From: 101-39000 – Unassigned Fund Balance - \$8,430

To: 101-51920-502 – Building & Contents Insurance - \$3,030
101-51920-506 – Liability Insurance - 5,400

- B. The Register of Deeds will be requesting approval of the following budget amendment to provide funding for equipment, services and supplies necessary for the new Records Management duties of the Register of Deeds. All monies requested will be derived from the EDP fund which is restricted for electronic data processing and does not come from the General Fund:

From: 101-34510 – RDEP - Restricted for General Gov't - \$230,500

To: 101-51600-317 – Data Processing Svc. - \$ 66,000
101-51600-411 – Data Processing Supplies - 4,500
101-51600-709 – Data Processing Equipment - 160,000

- C. The PAWS Director will be requesting approval of the following budget transfer to provide additional funding to pay for veterinary services due to the vet vacancy. Relief vets are being utilized and money will be needed to pay them:

From: 101-55120-189 – Other Salaries/Wages - \$ 6,000
To: 101-55120-357 – Veterinary Services - \$ 6,000

- D. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from the sale of equipment from GovDeals into Law Enforcement Supplies; to request funds from Unassigned Fund Balance for donations from last fiscal year; and to request funds from Unassigned Fund Balance for funds from the Tennessee Emergency Communications Board not used in previous fiscal years:

Increase Revenue: 101-44530 – Sale of Equipment - \$3,062
Increase Expend.: 101-54110-431 – Law Enforcement Supp. - \$3,062

From: 101-39000 – Unassigned Fund Balance - \$6,100
To: 101-54110-399 – Other Contracted Svc. - \$6,100

From: 101-39000 – Unassigned Fund Balance - \$27,000
To: 101-54110-196 – In-Service Training - \$27,000

The Finance Director will be requesting approval of the following budget amendment for the Sheriff's Department and Jail to correct the evaluation of six lieutenant positions:

Explanation of Agenda Items (cont'd)

From: 101-39000 – Unassigned Fund Balance -	\$11,014
To: 101-54110-110 – Sheriff/Lieutenants -	\$ 7,420
101-54110-201 – Sheriff/Social Security -	460
101-54110-204 – Sheriff/State Retirement -	942
101-54110-212 – Sheriff/Employer Medicare -	108
101-54210-110 – Jail/Lieutenants -	1,730
101-54210-201 – Jail/Social Security -	108
101-54210-204 – Jail/State Retirement -	220
101-54210-212 – Jail/Employer Medicare -	26

6. The Sheriff's Department will be requesting approval of the following budget amendments for the Special Purpose (DEA) Fund to recognize revenue for asset forfeiture funds from June to be used for In-Service Training:

From: 121-34525 – Restricted for Public Safety -	\$589
To: 121-54110-196 – In-Service Training -	\$589

The Sheriff's Department will also be requesting approval of the following budget transfers within the budget for upcoming in-service training expenses and to amend \$10,000 from the Restricted for Public Safety fund balance for the confidential fund for future expenses:

From: 121-54110-429 – Instructional Supplies & Mat. -	\$5,000
121-54110-338 – Maint./Repair of Vehicles -	1,000
121-54110-718 – Motor Vehicles -	2,329

To: 121-54110-196 – In-Service Training -	\$8,329
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From: 121-34525 – Restricted for Public Safety -	\$10,000
To: 121-54110-319 – Confidential Drug Enforcement -	\$10,000

7. The Circuit Court Clerk will be requesting an earmark of a maximum of \$1,386,000 to achieve the installation of a new Case Management System in all of the offices under the jurisdiction of the Circuit Court Clerk.
8. Other Business