

BUDGET, FINANCE & INVESTMENT COMMITTEE

August 9, 2012

5:30 P.M.

Courthouse

MINUTES:

<u>Members Present:</u>	<u>Others Present:</u>	<u>Others Present:</u>	<u>Others Present:</u>
Comm. Charlie Baum	Ernest Burgess	Wilkie Buchanan	Ellen Scudder
Comm. Joe Frank Jernigan	Heather Dawbarn	Walker Burford	Elaine Short
Comm. Robert Peay, Jr.	Laura Bohling	Joe Russell	
Comm. Steve Sandlin	Robert Arnold	Michael Gregory	
Comm. Doug Shafer	Lisa Nolen	Jeff Sandvig	
Comm. Joyce Ealy, Chrm.	Melissa Stinson	Ronald Scudder	

Chairman Ealy presided and called the meeting to order with Comm. Will Jordan being absent.

APPROVE MINUTES:

The minutes of the June 27 Budget, Finance & Investment Committee meeting were presented for approval.

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the minutes as presented.

The motion passed unanimously by acclamation.

INVESTMENT REPORT:

Chairman Ealy advised that there was only one investment bid for \$5 million that had taken place in July with \$1 million being invested for one year at 50 basis points and \$4 million being invested for six months at 20 basis points.

The LGIP interest rate for the month was .13%.

Comm. Jernigan moved, seconded by Comm. Peay to approve the Investment Report as presented.

The motion passed unanimously by acclamation.

FUND CONDITION REPORTS:

Finance Director Lisa Nolen presented the monthly Fund Condition Reports for the months ending June 30, 2012 and July 31, 2012.

Beginning with the June 30th Fund Condition Report, the Finance Director advised that the Development Tax collections for the 2011-12 Fiscal Year totaled \$2,051,250 compared to \$865,500 for the previous Fiscal Year. She also advised that the sales tax collections increased over all by 7.27% over the prior year.

The Finance Director reviewed the fund cash balances, which totaled \$186,753,064 at the end of June with \$152,169,888 being operating funds, and \$34,583,176 being borrowed funds. This compared to June 30, 2011 when the total fund cash balances were \$146,731,716 with operating funds being \$144,781,581 and borrowed funds being \$1,950,135.

Mrs. Nolen advised that at the end of the year \$2,973,838 was not spent in the General Fund. Of that amount \$1,158,325 related to salary and benefits that were not spent, \$899,654 in contracted services were not spent, \$359,815 in supplies and materials were not spent, \$107,124 in other charges were not spent, and \$448,920 in capital expenses were not spent.

Regarding the amount of money remaining in the General Fund that was not spent, Comm. Peay asked if there was any money for any particular department included in the remaining balance that departments would be expecting back at the first of the new fiscal year.

The Finance Director explained that the only money that should go back to a department would be grant-related funds; however, grant-related funds were included in the 2012-13 budget during the budget process, such as Homeland Security Grants and the HOME Grant.

Comm. Peay asked how unspent donations were handled, such as for PAWS or for the Sheriff's Department. He asked if those funds were rolled forward.

The Finance Director advised that those funds were not automatically re-budgeted. She stated that some money was budgeted into the appropriations for the next year. She stated that there would be some money in the unassigned fund balance that would not be re-appropriated except through an amendment.

Comm. Peay stated that if there were some large amounts in the unassigned fund balance that were earmarked for certain departments the committee needed to be aware of it.

The Finance Director stated that there were no large sums of money in the unassigned fund balance, and any large sums of money would have been accounted for during the budget process or the year-end close.

Comm. Shafer asked if money designated for a certain department ever appeared in the Unassigned Fund Balance until it was appropriated to the department.

The Finance Director advised that the Finance Department tried very hard to restrict or commit the funds that they were aware of. She stated that the Sheriff's Department might have some donations that might not have been restricted.

The Finance Director distributed an estimated change in fund balance reflecting a beginning fund balance at July 1, 2012 in the General Fund of \$18,740,148. The beginning fund balance for the General Purpose School Fund was \$21,654,992. On a budgetary basis the estimated ending fund balance at June 30, 2013 for the General Fund was \$14,901,886 or 19.6%. The estimated ending fund balance at June 30, 2013 for the General Purpose School Fund was \$12,402,236 or 4.4%. The estimated ending fund balance at June 30, 2013 for the General Debt Service Fund was \$31,406,338 or 75.4%. The estimated ending fund balance at June 30, 2013 for the Central Cafeteria Fund was \$4,937,368 or 27.4%. The fund balance in the Cafeteria Fund should not exceed 25%. Therefore the School Board will be required to file a plan with the state explaining how they will spend the money.

The Finance Director reviewed the Fund Condition Report for the month ending July 31, 2012 advising that the Development Tax collections for the month were \$118,500 compared to \$112,500 for July of the previous year.

The Finance Director advised that the sales tax collections for the month were 9.7% higher than July of last year.

The Finance Director reviewed the fund cash balances as of the end of July, which totaled \$175,132,182 with operating funds being \$141,438,914 and borrowed funds being \$33,693,268. This compared to the same period last year when the total cash balances were \$139,480,751 with operating funds being \$122,566,171 and borrowed funds being \$16,914,580.

Comm. Jernigan moved, seconded by Comm. Baum to approve the Fund Condition Reports for the months ending June 30, 2012 and July 31, 2012 as presented.

The motion passed unanimously by acclamation.

INSURANCE FINANCIAL REPORTS:

Mrs. Melissa Stinson, Risk Management Director, presented the Insurance Financial Reports for the months of June and July, 2012. At the end of June, the cost per employee per month for the medical, dental and vision was \$726.96 compared to \$770.67 for the prior year. When including

the on-site medical costs, the cost per month was \$762.15 compared to \$820.32 for the prior year. The trend at the end of the year was 10.6% above the prior year.

For the month of July, the cost per employee per month for the medical, dental and vision was \$918.84 compared to \$773.71 for the prior year. When including the on-site medical costs, the cost per month was \$955.92 compared to \$791.34 for the prior year. This represented an increase of 20.8% over the prior year; however, Mrs. Stinson advised it was early in the year, and she expected the trend to decrease as the year moved forward.

Regarding the On-the-Job Injury Plan, at the end of June the year-to-date claims cost was \$535,792.26 compared to \$972,976.98 for the prior year.

For the month of July, the OJI claims cost was \$74,775.16 compared to \$62,887.82 for the prior year.

Mrs. Stinson provided information from Select Actuarial Services estimating the projected ultimate losses for July 1, 2012 through June 30, 2013 at \$586,000. If the county had remained with the Worker's Compensation Plan, the estimated losses would be \$2,049,000.

She advised that the county continued to have 19 open workers' compensation claims.

Following review, Comm. Sandlin moved seconded by Comm. Peay to approve the Insurance Financial Reports as presented.

The motion passed unanimously by acclamation.

PUBLIC OFFICIALS' STATUTORY BONDS FOR PROPERTY ASSESSOR AND HIGHWAY SUPERINTENDENT:

Mrs. Stinson requested approval of the Public Officials' Statutory Bonds for the Property Assessor and the Highway Superintendent. The current amount of the bond for the Road Superintendent was \$100,000, and the current amount of the bond for the Assessor of Property was \$10,000.

Comm. Sandlin moved, seconded by Comm. Shafer to approve the Public Officials' Statutory Bonds for the Property Assessor at \$10,000 and the Road Superintendent at \$100,000.

The motion passed unanimously by acclamation.

GENERAL FUND BUDGET AMENDMENTS

RISK MANAGEMENT:

The Finance Director requested approval of the following budget amendments for the Risk Management Department to provide additional funding for the Building & Contents Insurance to add the fire departments to the coverage, 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

Mrs. Nolen advised that the reserve officers at the Sheriff's Department were much like the volunteer firefighters and required the same liability coverage.

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the budget amendment for the Risk Management Department as requested.

Comm. Shafer asked what duties the reserve officers performed.

Sheriff Arnold stated that he could empower reserve deputies to ride with officers on patrol. Sheriff Arnold explained that the reserve deputies go through training, and they are issued weapons. The reserve officers must volunteer at least 20 hours per month, they must go through the citizens academy, and 15 weeks of basic training the same as regular officers, and they perform these duties on their own time.

Following discussion, the motion to approve the budget amendment for the Risk Management Department amending \$8,430 from Account 101-39000, Unassigned Fund Balance, with \$3,030 to Account 101-51920-502, Building and Contents Insurance, and \$5,400 to Account 101-51920-506, Liability Insurance, passed unanimously by roll call vote.

REGISTER OF DEEDS:

Mrs. Heather Dawbarn, Register of Deeds, Wilkie Buchanan, Information Technology Project Manager, and Walker Burford, Records Management Analyst, addressed the committee regarding the records management initiative being undertaken by the Register of Deeds Office.

Mrs. Dawbarn advised that she received permission from the state to begin the records management duties at the end of May and did not have enough information to present the request during the budget process. She requested approval of the following budget amendment to purchase equipment, services, and supplies for the new Records Management duties. All monies requested will be derived from the Register of Deeds Electronic Data Processing reserve, which is restricted for electronic data processing and does not come from the General Fund:

From:	101-34510 -- RDEP – Restricted for General Government-Deeds -	\$230,500
To:	101-51600-317 – Data Processing Services -	\$ 66,000
	101-51600-411 – Data Processing Supplies -	4,500
	101-51600-709 – Data Processing Equipment -	160,000

Mrs. Dawbarn advised that the purchase of the equipment would allow her office to perform back-scanning and microfilming for, not only her office, but for other offices in the county that have a desire or a need for that to be done. She stated that the county should receive a good return on the investment, and that she was working with the State Archives Department. She advised that the State was very excited that Rutherford County was undertaking this endeavor. She advised that she was also working with the County Records Commission and John Lodl at the County Archives Department. She advised that scanning and microfilming the records should free up a lot of space.

Mrs. Dawbarn advised that last year she hired an outside vendor to back-scan approximately 85% of the Register of Deeds records. She stated that it was a very expensive process. The 15% of the records that have not been scanned are larger books, and the equipment cost to back-scan and microfilm the larger books would be very expensive. She stated that she wanted to find out from other offices if they also had large books that needed to be scanned. Depending on the level or volume of the larger formatted books, the equipment with that capability might need to be purchased. If there is not a large volume, an outside provider might be hired to scan those books.

Mrs. Dawbarn explained that her office collected a two dollar fee on every document that could only be used for data processing expenditures. The money has accumulated into a large sum of money, which was in excess of what her office needed. She contacted Senator Ketron and Representative Carr to get the law changed to allow the Register of Deeds Office to take on the duties of records management for other offices in the county. She stated that other offices did not have the finances or the resources to purchase the equipment and scan the records. Mrs. Dawbarn explained that her office had the funds. She stated that the project would also save on labor costs as it was much easier to retrieve an electronic document as opposed to searching through boxes.

Mrs. Dawbarn estimated that it would take several years to get all of the county's old records back-scanned. She stated that this would be a huge project. She also advised that this project could potentially provide a revenue stream.

Mayor Burgess stated that when the project was up and running, Mrs. Dawbarn would be charging the other departments to back-scan their documents, and there would need to be funding in the other departments' budgets to pay for the scanning and microfilming.

Mrs. Dawbarn stated that the money from the other departments would probably be used to purchase the film and other supplies. She stated that she believed the money in the EDP Fund would be enough to get her through the first couple of years.

Following discussion, Comm. Jernigan moved, seconded by Comm. Shafer to approve the request from the Register of Deeds to amend \$230,500 from Account 101-34510 – RDEP, Restricted for General Government – Deeds, with \$66,000 to Account 101-51600-317, Data Processing Services, \$4,500 to Account 101-51600-411, Data Processing Supplies, and \$160,000 to Account 101-51600-709, Data Processing Equipment, to purchase equipment and supplies for the new Records Management duties.

The motion passed unanimously by roll call vote.

PET ADOPTION AND WELFARE SERVICES:

Mr. Michael Gregory, PAWS Director, was present to request 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

Comm. Sandlin moved, seconded by Comm. Shafer to approve the budget transfer as requested transferring \$6,000 from Account 101-55120-189, Other Salaries and Wages, to Account 101-55120-357, Veterinary Services.

The motion passed unanimously by roll call vote.

Mr. Gregory advised that a new veterinarian had accepted the position and would be starting on Monday, October 8.

TRANSFERS OUT:

The Finance Director advised that the county had received funding from E-911 and from the Assistance to Firefighters Grant through Homeland Security for the county's public safety communications project. The project, which includes adding a microwave system to five towers in the county, will enhance the communication capability for all public safety agencies. Both grants are reimbursable, meaning the agencies provide their funding to the county after expenditures have been made. She requested approval of the following budget amendment to provide funding of \$200,000 from the General Fund to the General Capital Projects Fund to provide cash flow for the project. After the project is complete, the monies will be returned to the General Fund:

From: 101-39000 – Unassigned Fund Balance -	\$200,000
To: 101-99100-590 – Transfers to Other Funds -	\$200,000

Comm. Peay moved, seconded by Comm. Sandlin to approve the budget amendment as requested amending \$200,000 from Account 101-39000, Unassigned Fund Balance, to Account 101-99100-590, Transfers to Other Funds, to provide cash flow for the public safety communications project until grant funds from E-911 and the Assistance to Firefighters Grant is received.

The motion passed unanimously by roll call vote.

Mrs. Nolen advised that even though approval was granted for a \$200,000 amendment, she might only transfer \$100,000 at this time, and only transfer the remaining \$100,000 if needed.

SHERIFF'S DEPARTMENT/JAIL:

Sheriff Robert Arnold and Chief Deputy Joe Russell requested approval of the following budget amendments to recognize revenue from the Sale of Equipment from GovDeals into Law Enforcement Supplies; to amend funds from the Unassigned Fund Balance for donations from last fiscal year; and to amend funds from the 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 Supplies -	\$3,062
From:	101-39000 – Unassigned Fund Balance -	\$6,100
To:	101-54110-399 – Other Contracted Services -	\$6,100
From:	101-39000 – Unassigned Fund Balance -	\$27,000
To:	101-54110-196 – In-Service Training -	\$27,000

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendments for the Sheriff's Department as requested increasing Revenue Account 101-44530, Sale of Equipment, by \$3,062 and increasing Expenditure Account 101-54110-431, Law Enforcement Equipment, by \$3,062; amending \$6,100 from Account 101-39000, Unassigned Fund Balance, to Account 101-54110-399, Other Contracted Services; and amending \$27,000 from Account 101-39000, Unassigned Fund Balance, to Account 101-54110-196, In-Service Training.

The motion passed unanimously by roll call vote.

The Finance Director advised that she was requesting that a cost center be attached to expenditure accounts relating to any grant funds to make the expenses easier to track. She also requested that the Sheriff's Department provide a breakdown of the projects that totaled \$6,100.

The Finance Director requested approval of the following budget amendment to correct the evaluations of six lieutenant positions in the Sheriff's Department and the Jail:

From:	101-39000 – Unassigned Fund Balance -	\$11,014
To:	101-54110-110 – Sheriff's Dept./Lieutenants -	\$ 7,420
	101-54110-201 – Sheriff's Dept./Social Security -	460
	101-54110-204 – Sheriff's Dept./State Retirement -	942
	101-54110-212 – Sheriff's Dept./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

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendments for the Sheriff's Department and Jail as requested to correct the evaluations of six lieutenant positions amending \$11,014 from Account 101-39000, Unassigned Fund Balance, with \$7,420 to Account 101-54110-110, Sheriff's Department Lieutenants, \$460 to Account 101-54110-201, Social Security, \$942 to Account 101-54110-204, State Retirement, \$108 to Account 101-54110-212, Employer Medicare, \$1,730 to Account 101-54210-110, Jail Lieutenants, \$108 to Account 101-54210-201, Social Security, \$220 to Account 101-54210-204, State Retirement, and \$26 to Account 101-54210-212, Employer Medicare.

The motion passed unanimously by roll call vote.

SPECIAL PURPOSE (DEA) FUND BUDGET AMENDMENTS:

Chief Deputy Russell requested approval of the following budget amendment to appropriate asset forfeiture funds received in June in the amount of \$589 for In-Service Training:

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

Chief Deputy Russell also requested 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 Account for confidential expenses:

From: 121-54110-429 – Instructional Supplies/Materials -	\$ 5,000
121-54110-338 – Maint./Repair 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 Enforcement -	\$10,000

Comm. Sandlin moved, seconded by Comm. Shafer to approve the Special Purpose Fund budget amendments as requested amending \$589 from Account 121-34525, Restricted for Public Safety, to Account 121-54110-196, In-Service Training; transferring \$5,000 from Account 121-54110-429, Instructional Supplies and Materials, \$1,000 from Account 121-54110-338, Maintenance and Repair Vehicles, and \$2,329 from Account 121-54110-718, Motor Vehicles, with a total of \$8,329 to Account 121-54110-196, In-Service Training; and amending \$10,000 from Account 121-34525, Restricted for Public Safety, to Account 121-54110-319, Confidential Enforcement.

The motion passed unanimously by roll call vote.

DRUG CONTROL FUND BUDGET AMENDMENT:

Chief Deputy Russell next requested approval of the following Drug Control Fund budget amendment to recognize revenue received from donations for the K-9 Unit to be used for Animal Food and Supplies:

Increase Revenue: 122-44570 – Contributions & Gifts -	\$2,625
Increase Expend.: 122-54150-401 – Animal Food & Supplies -	\$2,625

Comm. Sandlin moved, seconded by Comm. Peay to approve the budget amendment for the Drug Control Fund as requested increasing Revenue Account 122-44570, Contributions and Gifts, by \$2,625 and increasing Expenditure Account 122-54150-401, Animal Food and Supplies, by \$2,625.

The motion passed unanimously by roll call vote.

SOLID WASTE/SANITATION FUND BUDGET AMENDMENT

CONVENIENCE CENTERS/LITTER GRANT:

The Finance Director requested approval of the following Solid Waste/Sanitation Fund budget amendment to correct the salary for the part-time employee in the Litter Grant Department:

From: 116-55732-167 – Convenience Center/Maintenance Personnel -	\$ 300
116-55732-201 – Social Security -	20
116-55732-212 – Employer Medicare -	5

To:	116-55720-169 – Litter Grant/Part-Time Personnel -	\$ 300
	116-55720-201 – Social Security -	20
	116-55720-212 – Employer Medicare -	5

Comm. Peay moved, seconded by Comm. Sandlin to approve the budget amendment for the Solid Waste/Sanitation Fund as requested amending \$300 from Account 116-55732-167, Convenience Centers Maintenance Personnel, \$20 from Account 116-55732-201, Convenience Centers Social Security, \$5 from Account 116-55732-212, Convenience Centers Employer Medicare; with \$300 to Account 116-55720-169, Litter Grant Part Time Personnel, \$20 to Account 116-55720-201, Litter Grant Social Security, and \$5 to Account 116-55720-212, Employer Medicare.

The motion passed unanimously by roll call vote.

REQUEST FROM CIRCUIT COURT CLERK:

Mrs. Laura Bohling, Circuit Court Clerk, and Mr. Wilkie Buchanan, Information Technology, addressed the committee regarding a request for a new Circuit Court Clerk Case Management System. Mrs. Bohling explained that her office had been researching and studying a new Case Management Project for the past 18 months. Part of the process was hiring Mr. Buchanan as the project manager. She advised that she was requesting an earmark of funds to purchase the system. She advised that three vendors had been identified that were GSA approved. The highest bid was \$1,385,527, and originally she was going to request an earmark for those funds. However, after studying the data, the functional requirements, and the surveys from the users who attended the presentations, the lowest vendor was being recommended at a cost of \$868,037.65.

Mayor Burgess asked Mrs. Bohling about the scoring and ranking of the vendors, noting that vendor 3 had a higher score and ranking than vendor 2. He asked Mrs. Bohling if she was completely comfortable with vendor 2.

Mrs. Bohling explained that vendor 2 received a lower score, because it did not have an integrated jury management system, which made their overall score lower. One of the advantages of vendor 2 was the fact that they were very focused on case management. She stated that they were not trying to be everything, and that made her more comfortable with the kind of service that they would provide on the case management, specifically for audit issues. She advised that the vendor was currently being used by the state's DA Conference, and that 29 of the 31 DA Conferences used the software.

Mr. Buchanan advised that an installation of the software was currently underway in Putnam County.

Mrs. Bohling advised that by the time installation would be underway in Rutherford County, the vendor would have already done a lot of the work for Putnam County. She explained that her office would have the capability to create their own interfaces between departments and would not have to rely on the vendor to come back and link to other offices. OIT will be able to use their skills to create the interfaces and share data. This will also create a cost savings for the county, because with the current vendor, six other departments were purchasing the right to view the data that had already been created. That amounted to approximately \$40,000 that would be saved with the new system. The maintenance cost with the new vendor would be reduced from the current \$80,000 to \$65,535 in the Circuit Court budget, and \$40,000 would be eliminated completely. Mrs. Bohling advised that there would also be a savings on the cost of office supplies, because they currently still used 15 dot matrix printers and two-part carbon forms.

Comm. Sandlin questioned the additional cost of \$60,398 for vendor 2.

Mrs. Bohling advised that the additional cost of \$60,398 would be for the jury management system.

Comm. Sandlin stated that the quote for the Jury Management System would need to be included in the proposal.

Mr. Buchanan advised that he did have a quote for the Jury Management System.

Mrs. Bohling advised that part of the unanticipated expense of \$78,912 would be the cost for the data transfer from the current vendor's software into the new software. She stated that would be a challenging process.

Mr. Buchanan explained that some of the fields in the software over time had been used for multiple items. He stated that there would be a lot of cleanup that would have to be performed to get pristine data going forward.

Mrs. Bohling explained that Mr. Buchanan had put together a focus group comprised of people in the community, attorneys, the judiciary, clerks in the office, members from the Sheriff's Department, and the Judicial Commissioners who all had an opportunity to review the system and see what was being proposed.

Comm. Sandlin asked what the anticipated life expectancy of the system would be.

Mr. Buchanan advised that the selected vendor was New Dawn and they were a rock-solid company with a great reputation. He stated that he hoped the vendor would last for the next 20 years.

Mayor Burgess stated that the company was strong enough to continually provide updates that would help the clerk's office to grow as things changed.

It was noted that the maintenance costs would not begin until the system was ready to go "live" and everyone was satisfied. Mrs. Bohling stated that the goal for the system to be up and running was 18 months.

Chairman Ealy asked Mrs. Bohling what she was requesting from the committee.

Mrs. Bohling advised that she would need approved funding before she could begin the process.

Information was provided to the committee illustrating capital lease options for the New Dawn Technologies with one option being four annual payments with an interest rate of 3.9% including a \$40,000 discount. The second option would finance the New Dawn system with five annual payments at 3.9% interest including a \$50,000 discount.

The Finance Director asked the committee if they would want to fund the entire project up front since the ending fund balance came in better than anticipated. Another option would be to fund a portion of the project from the reserve for capital. If the committee decided to fund the project with one of the capital lease options, funding would need to be appropriated for the first year's payment.

Mrs. Bohling advised if one of the capital lease options was chosen, there would be no maintenance cost until the final payment was made.

Mayor Burgess asked if one of the financing options was chosen could it be paid off at any time without penalty.

Mrs. Bohling stated that she would have to find that out.

Mayor Burgess asked about the timeframe as to when the county would need to make a decision.

Mrs. Bohling stated that as soon as she knew how the system would be funded, she could begin the project.

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the concept of purchasing the New Dawn Technologies Case Management System for the Circuit Court Clerk with the item to be placed on the September Budget Committee Agenda with a firm cost to be presented along with funding options.

The motion passed unanimously by acclamation.

FACSIMILE SIGNATURE RESOLUTIONS:

Chairman Ealy presented proposed Resolutions for Facsimile Signature for the Rutherford County Payroll Account at SunTrust Bank and the Trustee Warrant Account at First Tennessee Bank removing the signature of James M. Williams, Road Superintendent, and adding the signature of Gregory A. Brooks.

Comm. Shafer moved, seconded by Comm. Peay to approve the Resolutions for Facsimile Signature for the Rutherford County Payroll Account at SunTrust Bank and the Trustee Warrant Account at First Tennessee Bank as presented removing the signature of James M. Williams, Road Superintendent, and adding the signature of Gregory A. Brooks.

The motion passed unanimously by acclamation.

ADJOURNMENT:

There being no further business to be presented at this time, Chairman Ealy declared the meeting adjourned at 6:55 P.M.

Elaine Short, Secretary