

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, September 6, 2012 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management:
  - A. Financial Report
  - B. Public Official Bond for Property Assessor
  - C. Employer Group Waiver Plan
5. General Fund Budget Amendments:
  - A. Election Commission
  - B. County Clerk
  - C. Correctional Work Center
  - D. Health Department
  - E. Fire & Rescue
  - F. Sheriff's Department
6. Special Purpose Fund Budget Amendments
7. Acceptance of Christy-Houston Foundation Grant and Related Budget Amendment
8. General Purpose School Fund Budget Amendments
9. Authorize Funding for Circuit Court Computer System
10. Authorize Funding for Midland-Fosterville Fire Department
11. Grant Contracts with Tennessee Department of Children's Services
12. Authorize Grant Application for Fire & Rescue Department
13. Request from Juvenile Detention to Submit Federal Grant Application
14. Request from Pet Adoption & Welfare Services Director to Submit a PetSmart Charities Grant Application
15. Resolution for Facsimile Signature for Rutherford County Payroll Account at SunTrust Bank
16. Resolution for Facsimile Signature for Rutherford County Trustee Warrant Account at First Tennessee Bank
17. 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 August 9, 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 Report for the months ending August 31, 2012
4. Risk Management:
  - A. The Risk Management Director will be presenting the monthly Risk Management Financial Report.
  - B. The Risk Management Director has been notified that the Public Official Bond for the Assessor of Property has been increased from \$10,000 to \$50,000. Therefore, the amount of the Assessor's bond that was approved last month needs to be increased.
  - C. The Risk Management Director will be providing information regarding the Employer Group Waiver Plan.
5. **General Fund Budget Amendments:**
  - A. The Election Registrar will be requesting approval of the following budget transfer to provide sufficient funding for Legal Notices:

From: 101-51500-709 – Data Processing Equipment -	\$1,500
To: 101-51500-332 – Legal Notices -	\$1,500

- B. The County Clerk will be requesting approval of the following budget amendment to provide funding from the Data Processing Restricted Account to purchase computers:

From: 101-34515 – Restricted for Finance -	\$1,500
To: 101-52500-709 – Data Processing Equipment -	\$1,500

- C. The Correctional Work Center Superintendent will be requesting approval of the following budget transfer to provide funding to purchase laptop computers for the medical system for inmates:

From: 101-54220-499 – Other Supplies/Materials -	\$2,475
To: 101-54220-709 – Data Processing Equipment -	\$2,475

- D. The Health Department Director will be requesting approval of the following budget amendment to recognize revenue received from a donation from the Rutherford County and Stones River Medical Alliance and to appropriate the donation for travel and training:

Increase Revenue: 101-44570 – Contributions/Gifts -	\$1,165
Increase Expend.: 101-55110-355 – Travel -	\$1,165

- E. The County Fire Chief will be requesting approval of the following budget amendment to provide funding for 2,500 gallon water tanks to be installed on two trucks being donated by the Solid Waste Department. The Public Safety Committee also authorized the Fire Chief to accept the trucks and bid the water tanks:

From: 101-39000 – Unassigned Fund Balance -	\$55,000
To: 101-54320-790 – Other Equipment -	\$55,000

- F. The Sheriff's Department will be requesting approval of the following budget amendment from the Unassigned Fund Balance to replace two chillers at \$268,365 and two hot water converter/storage tanks at \$124,980:

From: 101-39000 – Unassigned Fund Balance -	\$393,345
To: 101-54210-707 – Jail/Building Improvements -	\$393,345

Explanation of Agenda Items (cont'd)

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 to be appropriated for In-Service Training and the confidential account:

Increase Revenue:	121-47700 – Asset Forfeiture Funds -	\$15,902
Increase Expend.:	121-54110-196 – In-Service Training -	\$10,000
	121-54110-319 – Confidential Enforcement -	\$ 5,902

7. The County Mayor will be advising the committee that the Directors of the Christy-Houston Foundation approved a grant request in the amount of \$389,000 with \$264,000 for the replacement of 12 cardiac monitors for 12 frontline ambulances and \$125,000 to help build a fire station for the Fosterville/Midland area. Approval of the following budget amendment for the Ambulance Service will be requested to appropriate the grant funds for the cardiac monitors:

Increase Revenue:	118-48130 – Contributions -	\$264,000
Increase Expend.:	118-55130-735 – Health Equipment -	\$264,000

8. The Director of Schools will be requesting approval of the following budget amendments. On July 19, 2012, the School Board approved a General Purpose School Budget Amendment in order to fund the purchase of Schoolstation's Evaluate software in order to support principals and better facilitate the teacher evaluation process and costs \$799 per school. The program will be linked to RCS teacher in-service opportunities for prescriptive purposes. The amendment is within major function and transfers \$35,955 from the equipment line, account 72410-701, to account 72410-399, other contract services, in order to fund the first year costs of Schoolstation Evaluate Software.

Secondly, the Director of Schools will be requesting approval of a budget amendment covering \$98,816 in insurance recovery revenue from last October's hail storm and uses \$20,000 to complete roof repairs and increases the budget for building and contents insurance and vehicle insurance by \$78,816. The \$78,816 will be used to replenish the School Board's portion of the county's self-insurance fund.

9. At the August 9 Budget Committee meeting, the Circuit Court Clerk addressed the committee regarding a request for a new Circuit Court Clerk Case Management System. Mrs. Bohling requested an earmark of \$868,037.65 to purchase the New Dawn System, which was the lowest bid. Information was provided to the committee illustrating capital lease options 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 advised the entire project could be funded up front since the fund balance came in better than anticipated. Another option would be to fund a portion of the project from the reserve for capital (Development Tax); or funding could be provided through one of the capital lease options.

A motion was made and unanimously approved 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.

10. Mayor Burgess advised the Property Management Committee that the Midland-Fosterville Volunteer Fire Department building was bid and although the bids came in high, were accepted. With value engineering, a little over \$38,000 was taken out. The County appropriated \$130,000 from the Development Tax Fund and the Volunteer Fire Department contributed \$20,000. The Christy Houston Foundation has donated \$125,000 toward the project, which leaves the project \$86,000 short. \$65,648 is available in the Rutherford County Fire Department project and \$19,787 is available in the jail remediation project.

Explanation of Agenda Items (cont'd)

The Property Management Committee voted unanimously by roll call vote to approve the transfer of \$65,648 in the Rutherford County Fire Department building and \$19,787 in the jail remediation project from the Development Tax to the Midland-Fosterville Volunteer Fire Department project, and additionally authorized the execution of the Lease Agreement with the Volunteer Fire Department.

11. The Finance Director will be requesting approval of a Grant Contract with the Tennessee Department of Children's Services for the provision of Community Intervention Services (Teen Trax) for the period beginning July 1, 2012 and ending on June 30, 2013 in the amount of \$46,448; and also to approve a Grant Contract with the Tennessee Department of Children's Services for the provision of Custody Prevention Services (Teen Learning) in the amount of \$417,696. No local matching funds are required.

12. Approval of and acceptance, if awarded, will be requested for a Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application for the Fire and Rescue Department for a 100% federally funded two-year staffing grant for the purpose of hiring four full-time firefighters, 24 hours per day, 7 days per week at a pay grade 5 with an annual salary between \$31,140 and \$33,430 with Rutherford County not being required to commit beyond the two-year contract. Additionally, approval and acceptance of a four-year 100% federally funded grant application to be used for the purpose of hiring a recruitment and retention coordinator to help recruit and retain Rutherford County's volunteer force, with the pay grade and annual salary to be the same as the firefighter positions. Additionally, if awarded, the grant proceeds would also be used to provide four-year long-term disability and life insurance policies for all volunteer firefighters.

This grant application was previously approved in February, 2012, but was not awarded. The Fire Chief desires to re-apply for the grant.

13. The Juvenile Detention Center Director will be requesting approval to apply for, and authorize the County Mayor to accept subject to being awarded, a \$100,000 Federal Title I Neglected and Delinquent Program Grant through the Tennessee Alliance for Children & Families. No local matching funds will be required. The money will be used for, but not limited to, educational programming, drug and alcohol counseling, career counseling, specialized curriculum, assessments, and supplies and materials. The grant money can also be used for additional educational personnel.

14. The PAWS Director advised the Public Safety Committee that he had been working on a grant proposal with PetSmart Charities in the amount of \$70,260 with no cost to the County. Mr. Gregory advised the grant proposal targeted pit bulls and he hoped to spay or neuter 1,450 pit bulls at no cost to the owner regardless of income including a microchip using current staff. Mr. Gregory advised the grant proposal had to be breed specific and he chose pit bulls because one out of every five dogs coming into the shelter were pit or pit related and this could be tracked to see if this number of spay or neuters had a result.

The Public Safety Committee voted unanimously by acclamation to approve the application for the PetSmart Charities grant in the amount of \$70,260 and execution of the same if awarded.

15. The Finance Director will be requesting approval of a Resolution for facsimile signature for the Rutherford County Payroll Account at SunTrust Bank subject to the appointment of the Chairman of the Board for the Board of Education.

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17. Other Business