

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, November 8, 2012 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management Report
5. General Fund Budget Amendments:
 - A. Election Commission
 - B. Juvenile Detention
 - C. Pet Adoption & Welfare Services
 - D. Sheriff's Department (8)
6. Special Purpose Fund Budget Amendments (2)
7. Resolution Changing Petty Cash Custodian for Planning Department
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 October 4, 2012 Budget Committee meeting 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 month ending October 31, 2012
4. Risk Management Report:
 - A. The Insurance Director will be presenting the monthly Insurance Financial Report.
5. **General Fund Budget Amendments:**
 - A. The Election Administrator will be requesting approval of the following budget amendment to provide sufficient funding for the Overtime Pay and related benefits. Two employees have reached their maximum accumulation of compensatory time, and overtime must be paid. This amendment will provide funding to get through the Presidential Election:

From: 101-39000 – Unassigned Fund Balance -	\$6,030
To: 101-51500-187 – Overtime Pay -	\$5,000
101-51500-201 – Social Security -	310
101-51500-204 – State Retirement -	640
101-51500-212 – Employer Medicare -	80

- B. At the meeting on September 13, the County Commission approved a Resolution authorizing a Title I Neglected and Delinquent Program Grant application through the Tennessee Alliance for Children and Families for the Juvenile Detention Center. The Juvenile Detention Center has been notified of a grant award in the amount of \$132,618 for the period of October 1, 2012 through September 30, 2013. The Juvenile Detention Center Director will be requesting approval of the following budget amendment recognizing the revenue to be received from the grant this fiscal year and appropriating the revenue for Other Salaries and Wages and the related benefits for a Title I Coordinator/Life Skills Specialist, and also for maintenance of equipment, contracted services, supplies and materials, equipment, and training:

Increase Revenue:	101-47141 – Title I Grants -	\$110,902
Increase Expend.:	101-54240-189 – Other Salaries/Wages -	25,820
	101-54240-201 – Social Security -	1,610
	101-54240-204 – State Retirement -	3,280
	101-54240-205 – Employee Insurance -	30
	101-54240-209 – Disability Insurance -	50
	101-54240-336 – Maint./Repair Equip. -	3,000
	101-54240-399 – Other Contracted Svc. -	1,950
	101-54240-429 – Instructional Supp. -	33,999
	101-54240-499 – Other Supp./Mat. -	30,950
	101-54240-599 – Other Charges -	10,213

- C. The Pet Adoption & Welfare Services Director will be requesting approval of the following budget amendment requesting an appropriation from the PAWS Reserve Account (revenue received from donations) to purchase a computer and printer, adoption/rescue trailer and decals for the trailer:

From: 101-34630 - - PAWS – Restricted for Public Health And Welfare -	\$35,000
To: 101-55120-709 – Data Processing Equipment -	\$ 2,500
101-55120-790 – Other Equipment -	32,500

PAWS has been awarded a grant from the Petsmart Charities in the amount of \$70,030 and an Animal Friendly Grant from the State Department of Health in the

Explanation of Agenda Items (cont'd)

amount of \$3,975. The PAWS Director will be requesting approval of the following budget amendments recognizing the revenue to be received from the grants and appropriating the Petsmart Charities grant award for Part-Time Personnel and the related benefits, advertising, and drugs and medical supplies. The grant award for the Animal Friendly Grant will go toward veterinary services:

Increase Revenue:	101-48130 – Contributions -	\$70,030
Increase Expend.:	101-55120-169 – Part Time Personnel -	\$10,218
	101-55120-201 – Social Security -	634
	101-55120-212 – Employer Medicare -	148
	101-55120-302 – Advertising -	1,500
	101-55120-413 – Drugs/Medical Supp. -	57,530
Increase Revenue:	101-46980 – Other State Grants -	\$ 3,975
Increase Expend.:	101-55120-357 – Veterinary Svc. -	3,975

- D. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from the Cold Case Conference to be appropriated for In-Service Training; recognizing revenue from the sale of materials and supplies to be appropriated for the 911 Memorial and Office Supplies; recognizing revenue from the sale of recycled materials to be appropriated for motor vehicles and maintenance and repair of the building:

Increase Revenue:	101-48130 – Contributions -	\$20,450
Increase Expend.:	101-54110-196 – In-Service Trn. -	\$20,450
Increase Revenue:	101-44130 – Sale of Materials -	\$ 1,029
Increase Expend.:	101-54110-435 – Office Supplies -	\$ 745
	101-54110-399 – Other Charges -	284
Increase Revenue:	101-44145 – Sale of Recycled Mat. -	\$ 6,310
Increase Expend.:	101-54110-718 – Motor Vehicles -	\$ 6,147
	101-54210-335 – Maint/Rep Bldg -	163

The Sheriff's Department will be requesting approval of the following budget amendments recognizing revenue from Insurance Recovery to replace vehicles and recognizing revenue from the Governor's Highway Safety Grant to be appropriated for Overtime Pay and the related benefits, law enforcement supplies, law enforcement equipment, data processing equipment and vehicle parts:

Increase Revenue:	101- 49700 – Insurance Recovery -	\$28,119
Increase Expend.:	101-54110-718 – Motor Vehicles -	\$28,119
Increase Revenue:	101-47590 – Other Fed Through State -	\$74,942
Increase Expend.:	101-54110-187 – Overtime Pay -	\$26,654
	101-54110-201 – Social Sec. -	1,653
	101-54110-204 – State Retirement -	3,369
	101-54110-212 – Employer Med. -	386
	101-54110-431 – Law Enf Supp -	1,650
	101-54110-716 – Law Enf Equip -	9,250
	101-54110-709 – Data Proc Equip -	29,780
	101-54110-453 – Vehicle Parts -	2,200

The Sheriff's Department will be requesting approval of the following budget amendments transferring funds within the budget from Data Processing

Explanation of Agenda Items (cont'd)

Equipment to Data Processing Repairs; transferring funds from the Jail Building Improvements Account to the Sheriff's Department Data Processing Services Account to purchase Correct Tek Medical Software for Employee Health Services; recognizing revenue from donations to be appropriated for Other Contracted Services, Other Supplies and Materials, and Other Charges for both the Sheriff's Department and Jail:

From: 101-54210-709 – Jail Data Processing Equip. - \$15,000
To: 101-54210-336 – Jail Maint/Repair Equip. - \$15,000

From: 101-54210-707 – Jail Building Improvements - \$26,100
To: 101-54110-317 – Sheriff Data Processing Svc. - \$26,100

Increase Revenue: 101-44570 – Contributions/Gifts - \$ 1,648

Increase Expend.: 101-54110-399 – Other Contr Svc - \$ 998
101-54110-499 – Other Supp/Mat - 50
101-54110-599 – Other Charges - 500
101-54210-499 – Jail Other Charges - 100

6. The Sheriff's Department will be requesting approval of the following Special Purpose (DEA) Fund budget amendments to provide funding from the Special Purpose fund balance for confidential payments and motor vehicles; and to recognize revenue from asset forfeitures to be appropriated for in-service training:

From: 121-34525 – Restricted for Public Safety - \$40,000

To: 121-54110-319 – Confidential Enforcement - \$15,000
121-54110-718 – Motor Vehicles - 25,000

Increase Revenue: 121-47700 – Asset Forfeiture Funds - \$ 395
Increase Expend.: 121-54110-196 – In-Service Training - \$ 395

7. A Resolution will be presented for approval requesting to change the petty cash custodian in the Planning Department.
8. Other Business