

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee  
**FROM:** Joyce Ealy, Chairman  
**TIME:** Thursday, April 4, 2013 – 5:30 P.M.  
**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management Report
  - A. Insurance Financial Report
5. Conservation Board Update on Financial Status
6. General Fund Budget Amendments:
  - A. Election Commission
  - B. Board of Equalization/Property Assessor
  - C. Information Technology/Geographic Information Systems
  - D. Drug Court
  - E. Correctional Work Center
    - a. Budget Amendment
    - b. Mental Health Facility Grant Application
  - F. Juvenile Detention
  - G. Fire & Rescue
  - H. Emergency Management
  - I. Pet Adoption & Welfare Services
  - J. Restricted for Capital
  - K. Sheriff's Department/Jail (3)
    - a. Budget Amendments (3)
    - b. Request to Submit Grant Application for Domestic Violence Position
7. Solid Waste/Sanitation Fund Budget Amendment
8. Ambulance Service Fund Budget Amendments
9. Highway Fund Budget Amendments
10. General Debt Service Fund Budget Amendments
11. Resolution to Request Unclaimed Balance of Accounts Remitted to State Treasury Under Unclaimed Property Act
12. Report from Industrial Development Board
13. 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 March 7, 2013 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 March 31, 2013
4. Risk Management Report:
  - A. The Insurance Director will be presenting the monthly Insurance Financial Report.
5. Jim Estes, Chairman of the Conservation Board has requested to address the committee.
6. **General Fund Budget Amendments:**
  - A. The Election Administrator will be requesting approval of the following budget amendments to provide additional funding for travel and data processing equipment contingent upon approval by the Election Commission:

From: 101-51500-332 – Legal Notices -	\$1,000
To: 101-51500-355 – Travel -	\$1,000

From: 101-51500-192 – Election Commission -	\$3,000
101-51500-307 – Communications -	2,500
101-51500-334 – Maintenance Agreements -	500
101-51500-349 – Printing, Stationery & Forms -	4,000

To: 101-51500-709 – Data Processing Equipment - \$10,000

- B. The Property Assessor will be requesting approval of the following budget amendment to provide funding for furniture, fixtures and office equipment:

From: 101-51210-308 – Board of Equalization/Consultants -	\$2,000
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To: 101-52300-711 – Property Assessor/Furniture & Fixtures -	\$1,000
101-52300-719 – Property Assessor/Office Equipment -	\$1,000

- C. The Information Technology Director will be requesting approval of the following budget amendments to transfer funds into the Communications Account to cover the cost of temporary data circuit cost redundancies and increased internet capacity; and to transfer funds into Data Processing Services to cover the cost of services required for Exchange migration and other Microsoft Office Services:

From: 101-52600-709 – OIT/Data Processing Equipment -	\$30,000
To: 101-52600-307 – OIT/Communications -	\$30,000

From: 101-51760-709 – GIS/Data Processing Equipment -	\$81,000
To: 101-52600-317 – OIT/Data Processing Services -	\$81,000

- D. The Drug Court Coordinator will be requesting approval of the following budget amendment to provide sufficient funding for the Other Supplies & Materials Account using available funds in the Office Equipment Account and increasing the estimate for DUI Treatment Fines that are collected by the General Sessions Court. The DUI Treatment Fines have traditionally been used as offsetting revenue for the Drug Court Program:

From: 101-53330-719 – Office Equipment -	\$ 321
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Increase Revenue: 101-42380 – DUI Treatment Fines/General -	5,000
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Increase Expend.: 101-53330-499 – Other Supplies/Materials -	5,321
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- E. The Correctional Work Center Superintendent will be requesting approval of the following budget amendment to provide sufficient funding to complete the fiscal year for In-Service Training, Maintenance & Repair Buildings, Maintenance & Repairs

Explanation of Agenda Items (cont'd)

Equipment, Law Enforcement Supplies, Other Supplies & Materials, Office Supplies and Dues & Memberships:

From: 101-54220-399 – Other Contracted Services -	\$26,050
To: 101-54220-196 – In-Service Training -	\$ 3,000
101-54220-335 – Maint./Repair Buildings -	5,000
101-54220-336 – Maint./Repair Equipment -	5,000
101-54220-431 – Law Enforcement Supplies -	5,000
101-54220-499 – Other Supplies/Materials -	5,000
101-54220-435 – Office Supplies -	3,000
101-54220-320 – Dues/Memberships -	50

At the Public Safety Committee meeting on February 25, the Correctional Work Center Superintendent requested that the Volunteer Behavioral Health staff be authorized to write a mental health facility grant. The Volunteer Behavioral Health staff wants to partner with the work center to provide one full-time employee to make mental health classes available to inmates and employees. The grant is an 80%/20% match with part or all of the 20% being in-kind, which can include but is not limited to office space, computer use, classroom space and materials. The Public Works Committee voted unanimously to authorize the grant application.

- F. The Juvenile Detention Center Director will be requesting approval of the following budget transfer to provide sufficient funding for the In-Service Training Account:

From: 101-54240-499 – Other Supplies & Materials -	\$ 200
To: 101-54240-196 – In-Service Training -	\$ 200

The Juvenile Detention Center Director will also be requesting approval of the following budget amendment to provide sufficient funding to payment accumulated compensatory time for an employee who has left employment:

From: 101-54240-164 – Attendants -	\$ 150
To: 101-54240-187 – Overtime Pay -	\$ 150

- G. The County Fire Chief will be requesting approval of the following budget amendment to request to appropriate donations received by the Rutherford County Fire & Rescue Department for Other Supplies and Materials:

Increase Revenue: 101-44570 – Contributions & Gifts -	\$ 425
Increase Expend.: 101-54320-499 – Other Supplies/Mat. -	\$ 425

- H. The Emergency Management Interim Director will be requesting approval of the following budget amendment to provide adequate funding for electricity to complete the fiscal year:

From: 101-54430-399 – Other Contracted Services -	\$3,200
To: 101-54430-415 – Electricity -	\$3,200

- I. The PAWS Director will be requesting approval of the following budget amendment to provide sufficient funding for the Part-Time Personnel and the Overtime Pay to complete the fiscal year:

From: 101-55120-164 – Attendants -	\$15,000
101-55120-186 – Longevity Pay -	250
To: 101-55120-169 – Part Time Personnel -	\$10,000
101-55120-187 – Overtime Pay -	5,250

Explanation of Agenda Items (cont'd)

- J. A refund of \$1,298 has been received from the contractor on the Jail Kitchen Expansion and Renovation Project due to a savings. A portion of the funding was provided from the Development Tax Reserve. The Finance Director will be requesting approval of the following budget amendment to place the refund back into the Reserve for Capital Account:

Increase Revenue:	101-44170 – Miscellaneous Refunds -	\$1,298
Increase Reserve for Capital Projects:	101-34585 -	\$1,298

- K. The Sheriff's Department will be requesting approval of the following budget amendments to transfer within the Sheriff's Department budget for Maintenance and Repairs of Equipment; to recognize revenue from State Farm's Celebrate My Drive donation to be appropriated for Other Supplies and Materials; and to transfer \$25,000 from the Sheriff's Department budget and \$25,000 from the Detention budget to the Food Supplies Account:

From:	101-54110-719 – Sheriff's Dept./Office Equipment -	\$5,750
To:	101-54110-336 – Sheriff's Dept./Maint./Repair Equip. -	\$5,750

Increase Revenue:	101-44570 – Contributions/Gifts -	\$2,500
Increase Expend.:	101-54110-499 – Other Supplies/Mat. -	\$2,500

From:	101-54110-194 – Sheriff's Dept./Jury Expenses -	\$25,000
	101-54210-354 – Jail/Prisoner Transportation -	25,000

To:	101-54210-422 – Jail/Food Supplies -	\$50,000
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The Sheriff's Department will also be requesting approval to apply for a two-year 75% grant to provide funding for the Domestic Violence position.

7. The Solid Waste Director will be requesting approval of the following budget transfer to provide sufficient funding for Maintenance and Repair Vehicles:

From:	116-55732-733 – Solid Waste Equipment -	\$20,000
To:	116-55732-338 – Maint./Repair Vehicles -	\$20,000

8. The Ambulance Service Director will be requesting approval of the following budget amendments to provide additional funding for the Refund Account using additional revenue from Patient Charges; and to request additional funding for the Gasoline Account to be provided from the ending fund balance:

Increase Revenue:	118-43120 – Patient Charges -	\$ 5,000
Increase Expend.:	118-55130-509 – Refunds -	\$ 5,000

From:	118-34730 – Assigned for Public Health/Welfare -	\$40,000
To:	118-55130-425 – Gasoline -	\$40,000

9. The Road Superintendent will be requesting approval of the following budget amendments to purchase a new Trachoe to replace the Caterpillar Wheeled Excavator for the Public Works Department and to provide additional funding for the Employee Insurance in the Public Works Department due to changes made during open enrollment utilizing the Reserve Account for the Public Works Department. Both amendments will be contingent upon Road Board approval and the Public Works Committee approval:

From:	131-34650 – Committed for Highway/Public Works -	\$300,000
To:	131-65000-790 – Other Equipment -	\$300,000

From:	131-34650 – Committed for Highway/Public Works -	\$ 12,200
To:	131-65000-205 – Employee/Dependent Insurance -	\$ 12,200

Explanation of Agenda Items (cont'd)

10. The Finance Director will be requesting approval of the following budget amendments reflecting the changes necessary to amend revenue for bond proceeds and premiums received and amend appropriations for the underwriter's discount, other debt issuance charges, other debt service, and interest on bonds to record the refunding debt issue:

Increase Revenue:	151-49400 – Refunding Debt Issued -	\$65,700,000
	151-49410 – Premiums on Debt Sold -	5,401,891

Increase Expend.:	151-82310-605 – Underwriter's Discount/Gen -	\$ 16,484
	151-82330-605 – Underwriter's Discount/Ed -	91,168
	151-99300-699 – Other Debt Service -	72,249,052
	151-82310-606 - Other Debt Charges/Gen -	31,409
	151-82330-606 – Other Debt Charges/Ed. -	183,591

From:	151-82210-603 – Interest on Bonds/General -	\$ 204,157
	151-82230-603 – Interest on Bonds/Education -	1,265,656

11. The Finance Director will request approval of a Resolution requesting the unclaimed balance of accounts remitted to the Tennessee State Treasurer under the Unclaimed Property Act.
12. At the March 7 Budget Committee meeting, Commissioner Shafer requested a report from the Industrial Development Board as to the number of tax abatement properties and if the companies were abiding by the requirements of the agreements. A written report will be presented for the use and information of the committee.
13. Other Business.