

## MEETING NOTICE

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

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, May 9, 2013 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Recommendation Authorizing Loan to Smyrna/Rutherford County Airport Authority
5. Approval of Smyrna/Rutherford County Airport Authority 2013-14 Budget
6. General Fund Budget Amendments:
  - A. Election Commission
  - B. Planning/Engineering
  - C. County Buildings (3)
  - D. Circuit Court Clerk
  - E. Circuit Court Judges
  - F. Fire and Rescue
  - G. Emergency Management
  - H. Pet Adoption & Welfare Services/Miscellaneous
    - a. Amendment
    - b. Request to Apply for Animal Friendly Grant through the State of Tennessee
  - I. Other Public Health & Welfare
  - J. Sheriff's Department/Jail (6)
7. Ambulance Service Fund Budget Amendments (3)
8. Request to Provide Additional Funding to Install Water Sprinkler System at the Midland-Fosterville Volunteer Fire Station
9. Request to Submit a Grant Application to Christy Houston Foundation for Rescue Truck and Rescue Boat
10. Salary Supplement Agreement with Tennessee Department of Health
11. Request from Health Department to Submit Grant Application to Tennessee Department of Health
12. General Purpose School Bund Budget Amendments (6)
13. Central Cafeteria Fund Budget Amendments
14. Risk Management:
  - A. Risk Management Financial Report
  - B. 2013-2014 Renewals for Property, Casualty, and Crime Coverage
  - C. Recommendation for Life Insurance Carrier Effective January 1, 2014
  - D. Recommendation for CIGNA as Short-Term Disability Carrier
  - E. 2013-14 Stop Loss Insurance Renewal
  - F. Recommendation for Changes to Health Insurance Plan
  - G. 2014 Medical and Dental Rates
15. Approve Dead Stock Removal Service Agreement
16. Grant Contract with Tennessee Department of Human Services for Child Support Services
17. Litter Grant Proposal with Tennessee Department of Transportation

18. 2013-14 Budget Overview
19. 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 April 4, 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 April 30, 2013.
4. The Smyrna/Rutherford County Airport Authority is requesting to borrow \$2.8 million from Rutherford County for the construction of a 24,000 square foot hangar with office space, aircraft and auto parking, parking lot at terminal, underground utilities and other improvements.
5. The Smyrna/Rutherford County Airport Authority 2013-14 budget will be presented for approval.
6. **General Fund Budget Amendments:**

- A. The Election Administrator will be requesting approval of the following budget amendment to provide sufficient funding for Printing, Stationery & Forms:

From: 101-51500-435 – Office Supplies -	\$ 2,000
To: 101-51500-349 – Printing, Stationery/Forms -	\$ 2,000

- B. The Planning Director will be requesting approval of the following budget amendment to provide funding to pay out the accrued leave for an employee that will be retiring at the end of June, 2013; to provide funding for two weeks of training for the replacement employee; and to provide funding for committee members fees for the rest of the fiscal year. Funds are available in the assistant line item because of a vacant position. The second amendment is a request to provide gas for the rest of the fiscal year:

From: 101-51720-103 – Assistants -	\$10,230
To: 101-51720-161 – Secretary -	\$ 6,000
101-51720-191 – Board/Committee Fees -	2,500
101-51720-334 – Maintenance Agreements -	1,730
From: 101-58900-425 – Miscellaneous Gasoline -	\$ 800
To: 101-51720-425 – Planning Gasoline -	\$ 800

- C. The County Maintenance Director will be requesting approval of the following budget amendments to provide additional funding for the Part Time Personnel and the related benefits and the Communications Account from the Unassigned Fund Balance:

From: 101-39000 – Unassigned Fund Balance -	\$25,071
To: 101-51800-169 – Part-Time Personnel -	\$14,000
101-51800-201 – Social Security -	868
101-51800-212 – Employer Medicare -	203
101-51800-307 – Communications -	10,000

The County Mayor will be requesting approval of the following budget amendment for the County Buildings Department to provide additional funding for the reimbursement to the City of Murfreesboro for the maintenance on the City/County garage and civic plaza:

From: 101-39000 – Unassigned Fund Balance -	\$15,000
To: 101-51800-309 – Contracts w/Government Agen. -	\$15,000

- D. The Circuit Court Clerk will be requesting approval of the following budget amendment to provide additional funding for the Office Supplies Account using available funds from the Postal Charges Account; and to providing funding to

Explanation of Agenda Items (cont'd)

purchase a new copier for the General Sessions Criminal Court using available funds in the Data Processing Equipment Account and Furniture and Fixtures:

From: 101-53100-348 – Postal Charges -	\$ 2,500
To: 101-53100-435 – Office Supplies -	\$ 2,500
From: 101-53100-709 – Data Processing Equipment -	\$10,645
101-53100-711 – Furniture/Fixtures -	1,500
To: 101-53100-719 – Office Equipment -	\$12,145

- E. Judge Rogers will be requesting approval of the following budget amendment to provide funding to pay the accumulated compensatory time for the law clerk who has left employment:

From: 101-53110-106 – Deputies -	\$ 220
To: 101-53110-187 – Overtime Pay -	\$ 220

- F. The County Fire Chief will be requesting approval of the following budget transfer to provide adequate funding for vehicle repairs:

From: 101-54320-790 – Other Equipment -	\$15,000
To: 101-54320-338 – Maint./Repair Vehicles -	\$15,000

- G. The Emergency Management Interim Director will be requesting approval of the following budget transfers to provide funding for a Voice Over IP System for the Emergency Operations Center and the EMA Office:

From: 101-54430-307 – Communications -	\$ 4,000
101-54430-355 – Travel -	1,250
101-54430-411 – Data Processing Supplies -	1,750
101-54430-429 – Instructional Supplies/Materials -	1,500
To: 101-54430-709 – Data Processing Equipment -	\$ 8,500

- H. The PAWS Director will be requesting approval of the following budget amendment to provide additional funding to cover gasoline expenses for the remainder of the fiscal year using funds from the Miscellaneous Gasoline Account:

From: 101-58900-425 – Miscellaneous/Gasoline -	\$ 6,500
To: 101-55120-425 – PAWS/Gasoline -	\$ 6,500

The PAWS Director will also be requesting approval to submit a grant application to the State of Tennessee for an Animal Friendly grant with no local matching funds required.

- I. The County Mayor will be requesting approval of the following budget amendment to provide sufficient funding to pay for autopsies for the remainder of the fiscal year:

From: 101-39000 – Unassigned Fund Balance -	\$60,000
To: 101-55900-399 – Other Contracted Services -	\$60,000

- J. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from donations to the Sheriff's Department Other Contracted Services and Other Supplies and Materials and the Jail Other Supplies and Materials; to recognize revenue from the sale of supplies and materials to be appropriated for the vegetable garden and the Jail Other Supplies and Materials; to recognize revenue from the sale of recycled materials to be appropriated for the Jail Other Supplies and Materials; to transfer funds within the Jail budget from Other Contracted Services and Other Equipment to Maintenance

Explanation of Agenda Items (cont'd)

and Repair of the building; to transfer within the Jail budget from Maintenance and Repair Equipment to Food Preparation Supplies; and to request funds from the Unassigned Fund Balance to be appropriated for Food Supplies for the inmates:

Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 1,113
Increase Expend.:	101-54110-399 – Sheriff Other Contracted Service -	\$ 209
	101-54110-499 – Sheriff Other Supplies And Materials -	654
	101-54210-499 – Jail Other Supplies And Materials -	250
Increase Revenue:	101-44130 – Sale of Supplies/Mat. -	\$ 840
Increase Expend.:	101-54110-399 – Sheriff Other Contracted Services -	\$ 196
	101-54210-499 – Jail Other Supplies & Materials -	644
Increase Revenue:	101-44145 – Sale of Recycled Mat. -	\$3,307
Increase Expend.:	101-54210-499 – Jail Other Supplies & Materials -	\$3,307
From:	101-54210-399 – Jail Other contracted Svc. -	\$11,500
	101-54210-717 – Jail Other Equipment -	16,500
To:	101-54210-335 – Jail Maint./Repair Bldg. -	\$28,000
From:	101-54210-336 – Jail Maint./Repair Equip. -	\$ 6,000
To:	101-54210-421 – Jail Food Prep. Supplies -	\$ 6,000
From:	101-39000 – Unassigned Fund Balance -	\$85,000
To:	101-54210-422 – Jail Food Supplies -	\$85,000

**7. Ambulance Service Fund Budget Amendments:**

The Ambulance Service Director will be requesting approval of the following budget amendments to provide additional funding for Overtime Pay and Vehicle Maintenance:

From:	118-55130-133 – Paraprofessionals -	\$15,000
	118-55130-148 – Dispatchers -	25,000
To:	118-55130-187 – Overtime Pay -	\$40,000
From:	118-55130-322 – Evaluation & Testing -	\$10,000
	118-55130-451 – Uniforms -	15,000
To:	118-55130-338 – Maint./Repairs Vehicles -	\$25,000

The Ambulance Service Director will be requesting approval of the following budget amendment to provide additional funding for refunds using additional revenue from patient charges:

Increase Revenue:	118-43120 – Patient Charges -	\$10,000
Increase Expend.:	118-55130-509 – Refunds -	\$10,000

8. There is now a requirement to install a water sprinkler system in the Midland-Fosterville Fire Station at an estimated cost of \$75,000. Remaining unexpended in the project is \$10,788. The Mayor will be requesting additional funds to complete the project.

Explanation of Agenda Items (cont'd)

9. The County Mayor will be requesting permission to submit a request to the Christy Houston Foundation for a rescue truck for the Fire Department and a rescue boat for EMS-SORT
10. The Health Department Director will be requesting approval of an annual agreement with the Tennessee Department of Health for the provision of employee services.
11. The Health Department Director will be requesting approval to submit a grant application to the Tennessee Department of Health in the amount of \$2,000 to promote primary prevention with minority communities.
12. The Director of Schools will be requesting approval of General Purpose School Fund budget amendments to amend \$26,113 in teacher pay and benefits, \$24,678 in already budgeted teacher pay and \$1,435 in related benefits in order to cover staff changes; to amend \$75,606 in already budgeted classified staff pay and benefits, \$67,062 in pay and \$8,544 in related benefits in order to cover staff changes; to amend \$270,000 in additional state BEP funds the system will receive for the mid-year insurance increase to the insurance lines and to adjust other miscellaneous insurance lines; to amend \$241,326 in state flow through funds for high-cost special ed. Students to the special education budget line items; to amend \$21,775 from Fund Balance to 72220-524, Special Education staff development, \$36,000 in rental income which offsets the flow-through pay and benefits, and \$59,606 in donations with the related expenditures; and to reduce the state Career Ladder revenues by \$184,118 and to reduce the Career Ladder expenditures by \$158,000 in pay and \$26,118 in related benefits. A request will also be made to reallocate \$2,000 in state Extended Contract expenditures and the related \$331 in benefits in order to cover a staff reassignment due to a retirement last year.
13. The Director of Schools will also be requesting approval of a Central Cafeteria Fund budget amendment to reduce revenues by a net of \$239,711, decrease expenditures by a net of \$38,043, and reduce the reserves, Restricted for School Nutrition, by \$201,668.
14. Risk Management:
  - A. Risk Management Director will be presenting the monthly Risk Management Financial Report.
  - B. The Insurance Committee has forwarded the following recommendations to the Budget Committee:
    1. The 2013-2014 property, casualty and crime coverage.
    2. Awarding the Life Insurance Carrier to Hartford effective January 1, 2014.
    3. Awarding the Short-Term Disability Carrier to CIGNA.
    4. The 2013-14 Stop Loss Insurance Renewal
    5. Changes to the Health Insurance Plan to Achieve Savings
    6. 2014 Medical and Dental Rates
15. The County Mayor will be requesting approval of a Dead Stock Removal Agreement.
16. The County Mayor will be requesting approval of a Grant Contract with the Tennessee Department of Human Services in the amount of \$31,124 for the period of July 1, 2013 and ending on June 30, 2014 for child support services.
17. The Solid Waste Director will be requesting approval of the 2013-14 Litter Grant Proposal with the Tennessee Department of Transportation in the amount of \$95,100.
18. The County Mayor and the Finance Director will be presenting an overview of the 2013-14 Rutherford County budget.
19. Other Business