

## MEETING NOTICE

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

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, August 8, 2013 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes:
  - A. June 26, 2013
2. Investment Report
3. Fund Condition Reports
4. Risk Management
  - A. Financial Reports
  - B. Recommendation to Adopt Bio-Metric Screening Program
5. Resolution Regarding Over/Under Property Tax Payments for the Clerk & Master
6. General Fund Budget Amendments:
  - A. Public Defender
  - B. Emergency Management
  - C. County Mayor
  - D. County Buildings
  - E. Sheriff's Department
7. Drug Control Fund Budget Amendments (2)
8. Request to Close Sheriff's Department Firing Range Project
9. Request from Fire & Rescue to Apply for 2013 Assistance to Firefighters Grant
10. Ambulance Service Fund Budget Amendment
11. 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  
Jeff Davidson  
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 June 26, 2013 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 Reports for the months ending June 30, 2013 and July 31, 2013
4. Risk Management Report:
  - A. The Insurance Director will be presenting the monthly Insurance Financial Reports for the month ending June 30, 2013.
  - B. The Risk Management Committee will be recommending the adoption of a bio-metric screening program for all employees covered under the medical plan, and if the employees do not participate in getting the screening, their premium would increase \$25 starting in March 2014. Employees must have this done prior to February 28, 2014.
5. The Chancery Court Clerk & Master will be requesting approval of a Resolution authorizing the Clerk & Master to retain excess funds received of not more than Five Dollars over the actual amount owed for the payment of property taxes, interest and penalty and other costs in the Clerk & Master's excess fees account, and nominal under payments of Two Dollars or less shall be funded from the Clerk & Master's excess fees account.

6. **General Fund Budget Amendments:**

- A. In the 2012-13 budget, the county made a payment to the State of Tennessee in the amount of \$35,000 to cover the costs for salaries and benefits for an Assistant Public Defender. A refund of \$7,064.34 was received from the state for unspent monies for the position. In the 2013-14 budget, the position was moved into the county's budget. Mr. Melton will be requesting that \$1,500 of the refund be appropriated for travel and other supplies and materials:

From: 101-39000 – Unassigned Fund Balance -	\$ 1,500
To: 101-53610-355 – Travel -	\$ 1,000
101-53610-499 – Other Supplies/Materials -	500

- B. The Emergency Management Director will be requesting approval of the following budget amendment to adjust the estimated revenue for the 2012 Homeland Security Grant to the actual to be received, which will decrease the Unassigned Fund Balance, and to appropriate the carryover amount of \$12,211:

Decrease Revenue: 101-47235 – Homeland Security Grant -	\$119,090
Decrease: 101-39000 – Unassigned Fund Balance -	\$131,301
Increase Expend.: 101-54430-790 – Other Equipment -	\$ 12,211

- C. The County Mayor will be requesting approval of the following budget amendment to replace a copier that is no longer working and to report the expenditure in the correct line item:

From: 101-51300-599 – Other Charges -	\$ 11,485
To: 101-51300-719 – Office Equipment -	\$ 11,485

- D. The County Maintenance Director will be requesting approval of the following budget amendment to request funding for four employees to attend a 10-week class that will be offered by Trane, Inc. to provide training on repairing and maintaining HVAC systems and equipment. The class begins August 6 at a cost of \$500 per student:

From: 101-51800-335 – Maintenance & Repair Bldgs. -	\$ 1,000
To: 101-51800-355 – Travel -	\$ 1,000

Explanation of Agenda Items (cont'd)

- E. The Sheriff's Department will be requesting approval of the following budget amendment to re-appropriate grant monies received in 2010 and 2011 but not spent. These funds are restricted in use and have been set aside (Law Enforcement Block Grant, shared from the City of Murfreesboro):

From: 101-34525 – Restricted for Public Safety - \$69,033  
To: 101-54110-709 – Data Processing Equip. - \$69,033

7. The Sheriff's Department will be requesting approval of the following Drug Control Fund budget amendments to provide funding for vehicles and building improvements:

From: 122-34525 – Restricted for Public Safety - \$40,518  
To: 122-54150-718 – Motor Vehicles - \$40,518

From: 122-34525 – Restricted for Public Safety - \$200,000  
To: 122-54150-707 – Building Improvements - \$200,000

8. The Finance Director will be requesting to close the Sheriff's Department Firing Range Project. The remaining balance is \$314.88.
9. The County Fire Chief will be requesting to submit an application for the 2013 Assistance to Firefighters Grant for 12 firefighters. This is a two year grant and at the end of two years the County would not be required to continue funding the positions. The Public Safety Committee voted four "yes", one "no", and one "abstain" to authorize starting the process to apply for the AFG but not submit the application until approved by the Commission.
10. The Finance Director will be requesting approval of the following budget amendment to provide funding to transfer \$25,000 from the Ambulance Service Fund to the Self-Insurance Fund for the payment of liability claims:
- From: 118-34730 – Assigned for Public Health & Welfare - \$25,000  
To: 118-55130-505 – Judgments - \$25,000
11. Other Business