

## MEETING NOTICE

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

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, February 6, 2014 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management Financial Report
5. General Fund Budget Amendments:
  - A. Juvenile Detention(2)
  - B. Correctional Work Center(3)
  - C. Health Department(3)
  - D. Emergency Management(2)
  - E. Fire
  - F. Finance
6. Ambulance Fund Budget Amendment
7. General Purpose School Fund Budget Amendments
8. Request to apply for State THDA HOME Grant
9. Contract for purchase of DNJ property for judicial parking
10. Resolution declaring the intent to reimburse itself from a future bond issue
11. Contract to lease space to the USDA at Lane Agri-Park
12. Presentation of CT-0253 Form
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  
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 January 9, 2014 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 January 31, 2014.
4. The Finance Director will present the monthly Risk Management Financial Report for the use and information of the committee.
5. **General Fund Budget Amendments:**
  - A. The Juvenile Detention Department will be requesting approval of a budget transfer for overtime due to vacancies:

Increase Expend.:	101-54240-187 – Overtime	\$10,000
Decrease Expend.:	101-54240-110 – Lieutenant	\$10,000

The Juvenile Detention Department will also be requesting approval of a budget transfer to correct budgeted amounts for salary line items:

Increase Expend.:	101-54240-160 – Guards	\$ 4,200
	101-54240-161 – Secretary	\$ 450
Decrease Expend.:	101-54240-164 – Attendants	\$ 4,650

- B. The Correctional Work Center will be requesting approval of a budget transfer to fund repairs to the building:

Increase Expend.:	101-54220-335 – R & M Buildings	\$ 5,000
Decrease Expend.:	101-54220-399 – Other Contract Serv.	\$ 5,000

The Correctional Work Center will also be requesting approval of a budget transfer to fund vehicle repairs:

Increase Expend.:	101-54220-338 – R & M Vehicles	\$ 1,000
Decrease Expend.:	101-54220-410 – Custodial Supplies	\$ 1,000

The Correctional Work Center will also be requesting approval of a budget amendment to purchase a new DVR system:

Increase Expend.:	101-54220-790 – Other Equipment	\$18,025
Decrease:	101-39000 – Unassigned Fund Balance	\$18,025

- C. The Health Department will be requesting approval of a budget amendment to adjust the estimated revenue and the Local Health Services function line items to reflect the amount of the contract awarded by the state of Tennessee:

Increase Revenue:	101-46310 – Health Dept. Prog.	\$108,039
Increase Expend.:	101-55190-131 – Medical Personnel	\$ 62,719
	101-55190-201 – Social Security	\$ 3,890
	101-55190-204 – State Retirement	\$ 7,960
	101-55190-205 – Emp. & Dep. Ins.	\$ 32,440
	101-55190-209 – Disability Ins.	\$ 120
	101-55190-212 – Employer Medicare	\$ 910

The Health Department will also be requesting approval of a budget amendment to recognize the estimated revenue and expenditures for a smoking cessation program for pregnant women. The source of the funds is the State's tobacco settlement:

Increase Revenue:	101-46390 – Other Health &Welf. Gr.	\$103,668
Increase Expend.:	101-55170-310 – Cont. w/Other Pub Ag.	\$ 33,902
	101-55170-355 – Travel	\$ 4,000
	101-55170-499 – Other Supp. & Mat.	\$ 41,900

101-55170-599 – Other Charges \$ 32,440

The Health Department will also be requesting approval of a budget transfer to purchase communication equipment for their phone system. The funds being transferred were originally allocated as a payment to the State for the County's contribution toward the total cost of health services provided by the Health Department:

Increase Expend.: 101-55110-708 – Comm. Equipment \$32,094  
Decrease Expend.: 101-55110-309 – Cont. w/Other Agency \$32,094

- D. The Emergency Management Director will be requesting approval of a budget transfer to fund electric cost for the communication towers:

Increase Expend.: 101-54430-415 – Electricity \$ 4,000  
Decrease Expend.: 101-54430-196 – In-Service Training \$ 1,000  
101-54430-355 – Travel \$ 1,000  
101-54430-411 – Data Proc. Supplies \$ 1,000  
101-54430-429 – Instruct. Supp. & Mat. \$ 1,000

The Emergency Management Director will also be requesting approval of a budget amendment to fund additional cost for the communication project:

Increase Expend.: 101-99100-590 – Trans. to Other Funds \$200,000  
Decrease: 101-34585 – Restrict. for Capital \$200,000

- E. The Fire Chief will be requesting approval of a budget transfer to fund repairs to vehicles:

Increase Expend.: 101-54320-338 – M & R Vehicles \$ 9,000  
Decrease Expend.: 101-54320-451 – Uniforms \$ 5,000  
101-54320-719 – Office Equipment \$ 4,000

- F. The Finance Director will be requesting approval of a budget amendment to provide additional funding for the Employee & Dependent Insurance for the various departments as a result of open enrollment and the changes to coverage and new elections being in place. The source of funding is the pooled account in the Employee Benefits category:

Increase Expend.: 101-51310-205 – Emp. & Dep. Ins. \$ 2,600  
101-51720-205 – Emp. & Dep. Ins. \$ 10,700  
101-51800-205 – Emp. & Dep. Ins. \$ 3,550  
101-52100-205 – Emp. & Dep. Ins. \$ 1,400  
101-52600-205 – Emp. & Dep. Ins. \$ 4,350  
101-53400-205 – Emp. & Dep. Ins. \$ 2,900  
101-54320-205 – Emp. & Dep. Ins. \$ 6,100  
101-54430-205 – Emp. & Dep. Ins. \$ 1,130  
101-55110-205 – Emp. & Dep. Ins. \$ 1,270  
Decrease Expend.: 101-58600-205 – Emp. & Dep. Ins. \$ 34,000

6. **Ambulance Service Fund Budget Amendment:**

The Ambulance Service will be requesting approval of the following budget amendment to increase the patient charges revenue line item and increase the refunds expenditure line item. This is needed due to the large number of overpayments experienced recently.

Increase Revenue: 118-43120 – Patient Charges \$20,000  
Increase Expend.: 118-55130-509 – Refunds \$20,000

7. **General Purpose School Fund Budget Amendment:**

The Director of Schools will be requesting approval of budget amendments to amend \$12,079 from Unassigned Fund Balance to Spectrum professional development, to amend \$225,376 into account 47143, Education of Handicapped – IDEA and the related Special Education expenditures, to amend \$6,009 in insurance recovery funds and the related expenditure for a maintenance vehicle, and to amend functions 72230, Vocational Education Program and 71300, Vocational Education in order to cover the replacement position as presented.

The Director of Schools will also be requesting approval of budget amendments to amend \$5,770 in already budgeted classified staff pay and benefits to cover other classified staff budget line items where replacement staff have more experience than the staff in place when the budget was prepared in early 2013 as presented.

The Director of Schools will also be requesting approval of budget amendments to amend \$53,800 from already budgeted communication and postal charges to contracted services for Attendance in order to fund the data conversion and training costs for our new attendance software as presented.

8. Request to apply for State THDA HOME Grant in the amount of \$300,000 for the purpose of rehabilitation of sub-standard owner-occupied homes for low and very low income households, with a cap of \$40,000 per project. This grant does not require matching funds.
9. Mayor Burgess will present a proposed Purchase and Sale Agreement for the *Daily News Journal* property to be used to construct a parking garage for the judicial building.
10. The Finance Director will present a resolution declaring the intent to reimburse itself, from a future bond issue, for expenditures relating to public works projects.
11. Mayor Burgess will present a contract to lease space to the USDA Natural Resources Conservation Service at Lane-Agri Park.
12. The State CT-0253 form, for the \$7.4 million inter-fund loan from the Debt Service Fund to the School Capital Projects Fund in October 2013, will be presented for information to the committee.
13. Other Business