

MEETING NOTICE

TO: Budget, Finance & Investment Committee
FROM: Joyce Ealy, Chairman
TIME: Thursday, May 8, 2014 – 5:30 P.M.
PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management
 - A. Risk Management Financial Report
 - B. 2014-15 Stop Loss Insurance Renewal
 - C. 2014-2015 Property, Casualty and Crime Coverage Renewal
5. General Fund Budget Amendments:
 - A. PAWS (3)
 - B. Juvenile Court
 - C. Sheriff's Department (11)
 - D. Circuit Court Clerk (2)
 - E. Emergency Management (2)
 - F. Fire
 - G. Property Assessor
 - H. Finance (2)
6. Drug Fund Budget Amendment
7. General Purpose School Fund Budget Amendments
8. Acceptance of GHSO Alcohol Enforcement Grant Amendment for Sheriff's Department
9. Approval of Contract with Middle Tennessee State University for the Health Department
10. Employee Services Agreement with Tennessee Department of Health
11. Grant Contract with Tennessee Department of Health
12. Grant Contract with Health Connect America for Juvenile Court/Youth Services
13. 2014-2015 Budget Overview
14. 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 April 10, 2014 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. Mrs. Lisa Nolen, Finance Director, will present the Fund Condition Report for the month ending April 30, 2014.
4. **Risk Management:**
 - A. Ms. Melissa Stinson, Risk Management Director, will present the monthly Risk Management Financial Report for the use and information of the committee. The Insurance Committee has proposed the following recommendations to the Budget Committee:
 - B. 2014-15 Stop Loss Insurance Renewal.
 - C. 2014-2015 Property, Casualty and Crime Coverage Renewal.

5. **General Fund Budget Amendments:**

- A. The PAWS Director will be requesting approval of the following budget amendments:

To recognize a donation from PetSmart and expense for National Adoption Weekend:

Increase Revenue:	101-48130	– Contrib. & Gifts	\$871
Increase Expend.:	101-55120-499	– Other Supp. & Mat.	\$871

To provide gasoline expense for the remainder of the fiscal year:

Increase Expend.:	101-55120-425	– Gasoline	\$7,000
Decrease Expend.:	101-58900-425	– Gasoline	\$7,000

To recognize donation for animal abuse training:

Increase Revenue:	101-44570	– Contrib. & Gifts	\$625
Increase Expend.:	101-55120-413	– Drugs & Med. Supp.	\$625

- B. The Juvenile Court will be requesting approval of a budget amendment to fund the accrued leave of an employee who will be leaving employment and to fund contracted magistrate services:

Decrease	101-39000	– Unassign. Fund Bal.	\$15,275
Increase Expend.:	101-53500-106	– Deputy	\$2,720
	101-53500-201	– Soc. Security	\$170
	101-53500-204	– State Retirement	\$345
	101-53500-212	– Employer Medicare	\$40
	101-53500-399	– Other Cont. Serv.	\$12,000

- C. The Sheriff's Department will be requesting approval of various budget amendments and a transfer:

To recognize additional revenue from GHSO grant and appropriate related expenditures for overtime and related benefits:

Increase Revenue:	101-47590	– Other Fed through State	\$99,860
Increase Expend.:	101-54110-187	– Overtime Pay	\$83,000
	101-54110-201	– Soc. Security	\$5,150
	101-54110-204	– State Retirement	\$10,500
	101-54110-212	– Employer Medicare	\$1,210

To transfer funds from M&R-vehicles to contracts w/private agencies, motor vehicles and food prep supplies:

Decrease Expend.:	101-54110-338	– M&R-Vehicles	\$45,000
Increase Expend.:	101-54110-312	– Cont. w/Pri. Agency	\$7,000
	101-54110-718	– Motor Vehicles	\$25,000
	101-54210-421	– Food Prep. Supp.	\$13,000

To transfer funds from maintenance agreements and office equipment to data processing services and equipment:

Decrease Expend.:	101-54110-334 – Maint. Agreements	\$19,000
	101-54110-719 – Office Equip.	\$3,000
Increase Expend.:	101-54110-317 – Data Proc. Serv.	\$12,000
	101-54110-709 – Data Proc. Equip.	\$10,000

To transfer funds from maintenance agreements to M&R-equipment:

Increase Expend.:	101-54210-336 – M & R-Equip.	\$9,000
Decrease Expend.:	101-54210-334 – Maint. Agreements	\$9,000

To transfer funds from office equipment to data processing equipment:

Increase Expend.:	101-54210-709 – Data Proc. Equip.	\$2,000
Decrease Expend.:	101-54210-719 – Office Equip.	\$2,000

To recognize funds from the auction sale of equipment in motor vehicles:

Increase Revenue:	101-44530 – Sale of Equipment	\$28,255
Increase Expend.:	101-54110-718 – Motor Vehicles	\$28,255

To request funds from fund balance to cover invoice for electrical issue:

Increase Expend.:	101-54210-335 – M & R-Buildings	\$46,198
Decrease:	101-39000 – Unassign. Fund Bal.	\$46,198

To recognize funds from sale of materials into office supplies and other supplies & materials:

Increase Revenue:	101-44130 – Sale of Mat. & Supp.	\$396
Increase Expend.:	101-54110-435 – Office Supplies	\$167
	101-54210-499 – Other Mat. & Supp.	\$229

To recognize funds from sale of recycled materials into other supplies & materials for vegetable garden:

Increase Revenue:	101-44145 – Sale of Recyc. Mat.	\$636
Increase Expend.:	101-54210-499 – Other Mat. & Supp.	\$636

To recognize funds from donations into other charges for Operation Integrity and other supplies & materials for vegetable garden:

Increase Revenue:	101-44570 – Contrib. & Gifts	\$470
Increase Expend.:	101-54110-599 – Other Charges	\$450
	101-54210-499 – Other Mat. & Supp.	20

To recognize funds from contributions into in-service training and M&R-equipment:

Increase Revenue:	101-48130 – Contrib. & Gifts	\$2,550
Increase Expend.:	101-54110-196 – In-Service Training	\$1,050
	101-54110-336 – M&R-Equipment	\$1,500

D. The Circuit Court Clerk will be requesting approval of two budget transfers:

To transfer funds to complete the purchase of the new computer system:

Increase Expend.:	101-53100-709 – Data Proc. Equip.	\$12,900
Decrease Expend.:	101-53100-336 – Legal Services	\$12,900

To transfer funds for office supplies for the remainder of the fiscal year:

Increase Expend.:	101-53100-435 – Office Supplies	\$3,200
Decrease Expend.:	101-53100-348 – Postal Charges	\$3,200

E. The Emergency Management Director will be presenting the 2013 Homeland Security Grant for acceptance and requesting approval of a budget amendment to recognize the revenue and related expenditures:

Increase Revenue:	101-47235 – Homeland Security Grant	\$140,196
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Increase Expend.: 101-54430-790 – Other Equipment \$140,196

The Director will also be requesting an amendment to cover the cost of the road repairs to the Lynch Hill Tower:

Increase Expend.: 101-54430-399 – Oth. Contract. Serv. \$11,600
Decrease Expend.: 101-51300-321 – Engineering Serv. \$9,850
101-54430-412 – Diesel Fuel \$1,750

- F. The Fire Chief will be requesting approval of a budget amendment for diesel and gasoline for the remainder of the year:

Increase Expend.: 101-54320-412 – Diesel Fuel \$5,500
101-54320-425 – Gasoline \$1,300
Decrease Expend.: 101-58900-425 – Gasoline \$6,800

- G. The Finance Director will be requesting approval of a budget amendment to move the appropriation for personal property audits from the Reappraisal to the Property Assessor budget:

Increase Expend.: 101-52300-399 – Oth. Contract. Serv. \$22,000
Decrease Expend.: 101-52310-399 – Oth. Contract. Serv. \$22,000

- H. The Finance Director will be requesting approval of two budget amendments:

To provide funds for employee and dependent insurance for the two departments as a result of open enrollment and the changes to coverage and new elections being in place:

Increase Expend.:
Chancery 101-53400-205 – Emp/Dep Insur. \$1,600
Workhouse 101-54220-205 – Emp/Dep Insur. \$4,500
Decrease Expend.: 101-58600-205 – Emp/Dep Insur. \$6,100

To provide additional funds for legal services for the remainder of the fiscal year:

Increase Expend.: 101-51300-331 – Legal Services \$20,000
Decrease: 101-39000 – Unassign. Fund Bal. \$20,000

6. **Drug Fund Budget Amendments:**

The Sheriff's Department will be requesting approval of the following budget amendment to recognize funds received from the auction sale of equipment:

Increase Revenue: 122-44530 – Sale of Equipment \$92,095
Increase Expend.: 122-54150-716 – Law Enforce. Equip. \$92,095

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

The Director of Schools will be requesting approval of General Purpose School Fund budget amendments:

To amend by reducing \$145,654 in state revenues for the Career Ladder, account 46610, and Extended Contract programs, account 46612, and reducing budgeted expenditures by the same \$145,654,

To amend \$429,284 in already budgeted teacher pay (\$391,265) and related benefits (\$38,019),

To amend \$270,665 in already budgeted employee medical insurance and life insurance expenditures,

To amend miscellaneous revenue accounts by a net increase of \$118,461 as presented and to amend the related \$118,461 in related expenditures,

To amend Donations and Contributions Revenues, account 44570, by \$92,505 and add \$92,505 in related expenditures and to amend \$16,720 in materials and supplies from the Co-ordinated School Health Budget to Health Equipment,

To amend Adult Education revenues between state (a decrease of \$27,515) and federal funds (an increase of \$34,042) and budgets the expenditures for an additional \$6,527 in federal funds awarded to the system,

To amend \$252,068 in already budgeted classified staff pay (\$209,965) and related benefits (\$42,103).

The Director of Schools will also be requesting approval of a Capital Projects Fund budget amendment by moving \$41,520 from account 34685, Committed for Capital Projects in order to fund the balance of the \$93,270 chiller replacement at Blackman Elementary School, account 91300-335.

8. The Sheriff's Department will be presenting of an amendment to the GHSO Alcohol Enforcement Grant for acceptance.
9. The Health Department Director will present a contract between Rutherford County and Middle Tennessee State University for the administration of the Smart Moms program for smoking cessation for pregnant women.
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 of the 2014-2015 Grant Contract with the Tennessee Department of Health in the amount of \$2,140,900.
12. The Finance Director will present a contract with Health Connect America for the administration of the Juvenile Court/Youth Services Teen Trax program.
13. The County Mayor and the Finance Director will be presenting an overview of the 2014-2015 Rutherford County budget.
14. Other Business