

MEETING NOTICE

TO: Budget, Finance & Investment Committee
FROM: Will Jordan, Chairman
TIME: Thursday, February 5, 2015 – 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. Approval of General Fund Budget Transfer for Risk Management
6. Approval of General Fund Budget Amendment for County Clerk
7. Approval of General Fund Budget Transfer for Archives
8. Approval of General Fund Budget Transfer for PAWS
9. Approval of Ambulance Fund Budget Transfer
10. Approval of the 2014 Homeland Security Grant Contract with the TEMA for Emergency Management
11. Approval of General Fund Budget Amendments and Transfer for Sheriff's Department
12. Resolution Authorizing Sale of Surplus Sheriff's Department Vehicles
13. Approval of Drug Fund Budget Amendment
14. Approval of General Purpose School Fund Budget Amendment
15. Approval of Education Capital Projects Fund Budget Amendment
16. Presentation of School System's Future Building Program
17. Approval of General Fund Budget Amendment for Property Assessor
18. Approval of Contract with Government Services and Associates, LLC for Personal Property Audits
19. Approval of Contract with Pictometry International Corp for Aerial Photography
20. Approval of Addendum to Agreement with Government Services Automation
21. Approval of General Fund Budget Amendment for Chancery Court
22. Annual Report of Fixed Assets
23. Approval of General Fund Budget Amendment for Health Insurance
24. 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 8, 2015 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 January 31, 2015.
4. Mrs. Melissa Street will present the monthly Risk Management Financial Report for the use and information of the committee.
5. Mrs. Melissa Street will be requesting approval of a General Fund budget transfer to eliminate a position and move the funds to other contracted services:

Increase Expend.:	101-51920-399 Other Contract. Serv.	\$19,200
Decrease Expend.:	101-51920-189 Other Salary & Wages	\$16,050
	101-51920-201 Social Security	\$995
	101-51920-204 State Retirement	\$1,922
	101-51920-212 Employer Medicare	\$233

6. Mrs. Lisa Crowell will be requesting approval of a General Fund budget amendment for the County Clerk's office. The amendment is to purchase on demand printers, scanners, cables and installation at a cost of \$52,175.
7. Mr. John Lodl will be requesting approval of a General Fund budget transfer to move funds from other charges to part time employees and the accompanying benefits due to the resignation of one of the MTSU graduate students:

Increase Expend.:	101-51910-169 Part-time employees	\$2,800
	101-51910-201 Social Security	\$175
	101-51910-212 Employer Medicare	\$45
Decrease Expend.:	101-51910-599 Other Charges	\$3,020

8. Mr. Michael Gregory will be requesting approval of a General Fund budget amendment for PAWS to purchase an evidence locker:

Increase Expend.:	101-55120-499 Other Supp. & Mat.	\$725
Decrease Expend.:	101-55120-718 Motor Vehicles	\$485
	101-55120-790 Other Equipment	\$240

9. The Ambulance Service will be requesting approval of a budget transfer to purchase information technology equipment and services for the Lytle St administration building renovation:

Increase Expend.:	118-99100-590 Trans. to Other Funds	\$50,000
Decrease Expend.:	118-55130-399 Other Contract. Serv.	\$25,000
	118-55130-425 Gasoline	\$15,000
	118-55130-452 Utilities	\$10,000

10. Mr. Tharrel Kast will present the 2014 Homeland Security Grant with the Tennessee Emergency Management Agency for training, exercises, planning, and equipment. The grant is for the period of September 1, 2014 to April 30, 2016. The grant is for \$68,168 and does not require a match.

11. The Sheriff's Department will be requesting approval of various General Fund budget amendments and a transfer:

To transfer funds for water bill at horse barn:

Increase Expend.:	101-54110-351 Rentals	\$500
Decrease Expend.:	101-54110-790 Other Equipment	\$500

To increase funds for inmate food:

Increase Expend.:	101-54210-422 Food Supplies	\$350,000
Decrease:	101-39000 Undesign. Fund Bal.	\$350,000

To recognize revenue from insurance recovery into motor vehicles:
 Increase Revenue: 101-49700 Insurance Recovery \$6,575
 Increase Expend.: 101-54110-718 Motor Vehicles \$6,575

To recognize revenue from sale of recycled materials:
 Increase Revenue: 101-44145 Sale of Recycled Mat. \$6,008
 Increase Expend.: 101-54110-716 Law Enforce. Equip. \$5,345
 101-54210-499 Other Supp. & Mat. \$663

To recognize revenue from other revenue:
 Increase Revenue: 101-44990 Other Local Revenues \$3,184
 Increase Expend.: 101-54210-499 Other Supp. & Mat. \$3,184

To recognize revenue from donations:
 Increase Revenue: 101-44570 Contributions & Gifts \$5,389
 Increase Expend.: 101-54110-399 Other Cont. Services \$3,689
 101-54110-499 Other Supp. & Mat. \$750
 101-54110-599 Other Charges \$950

To recognize revenue from K9 donations:
 Increase Revenue: 101-44570 Contrib. & Gifts \$1,825
 Increase Expend.: 101-54110-401 Animal Food & Supp. \$1,825

To recognize revenue from the sale of materials:
 Increase Revenue: 101-44130 Sale of Mat. & Supp. \$2,198
 Increase Expend.: 101-54110-435 Office Supplies \$684
 101-54110-499 Other Supp. & Mat. \$706
 101-54210-499 Other Supp. & Mat. \$808

To recognize revenue from conference registrations:
 Increase Revenue: 101-48130 Contributions \$28,475
 Increase Expend.: 101-54110-196 In-service Training \$28,475

12. The Sheriff's Department will present a resolution authorizing the sale of surplus vehicles to other counties in the state for a minimum amount of \$2,000.

13. The Sheriff's Department will be requesting approval of a Drug Fund budget amendment to increase in-service training from restricted funds:

Increase Expend.: 122-54150-196 In-service Training \$15,000
 Decrease: 122-34525 Restrict. for Public Safety \$15,000

14. Mr. Jeff Sandvig will present a General Purpose School Fund budget amendment related to the Adult Education Program to recognize a critical needs grant of \$69,550 for fiscal 2014/15 that includes increasing the hourly pay rate for part-time adult education teachers from \$21 to \$22.

15. Mr. Jeff Sandvig will present an Education Capital Projects Fund amendment using \$44,000 from the Capital Projects Fund, Account 34685, Committed for Capital Projects, to purchase land that will be used for practice fields for Eagleville High School. The lease for the current practice field is being cancelled.

16. Mr. Don Odom will present the future building program plan for the school system.

17. Mr. Rob Mitchell will present a General Fund budget amendment to eliminate three positions, to fund an aerial photography contract and to fund a contract for personal property audits:

Property Assessor

Increase Expend.: 101-52300-399 Other Cont. Serv. \$21,000
 Decrease Expend.: 101-52300-106 Deputies \$96,445
 101-52300-201 Social Security \$5,980
 101-52300-204 State Retirement \$11,544
 101-52300-205 Employee & Dep. Ins. \$8,995
 101-52300-212 Employer Medicare \$1,398

Reappraisal

Increase Expend.:	101-52310-399 Other Cont. Serv.	\$135,000
Decrease Expend.:	101-52310-106 Deputies	\$25,048
	101-52310-201 Social Security	\$1,553
	101-52310-204 State Retirement	\$186
	101-52310-205 Employee & Dep. Ins.	\$4,487
	101-52310-212 Employer Medicare	\$363

18. Mr. Rob Mitchell will present a contract with Government Services and Associates, LLC to perform business personal property audits as assigned by the Assessor of Property.
19. Mr. Rob Mitchell will present a contract with Pictometry International Corp to provide aerial photography.
20. The Circuit Court Clerk will present an addendum to the personal services agreement with Government Services Automation for data processing services for the period November 30, 2014 to June 30, 2015.
21. The Chancery Court Clerk and Master will present a General Fund budget amendment for the purchase of monitors.
22. Mr. Robert Brown will present the Annual Fixed Asset Report for 2013-2014.
23. The Finance Director will present a General Fund budget amendment to adjust various employee and dependent insurance line items 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.:	101-53110-205 Employee & Dep. Ins.	\$250
	101-53300-205 Employee & Dep. Ins.	\$7,100
	101-53400-205 Employee & Dep. Ins.	\$350
	101-54510-205 Employee & Dep. Ins.	\$2,350
	101-55110-205 Employee & Dep. Ins.	\$800
	101-57800-205 Employee & Dep. Ins.	\$940
Decrease Expend.:	101-58600-205 Employee & Dep. Ins.	\$11,790

24. Other Business