

## **FINANCE AND INFORMATION TECHNOLOGY COMMITTEE**

**Chairman – Commissioner Stephens**

### **FINANCE**

*Mr. George Tablack, CFO*

1. Unusual Demand Report dated 11/27/12
2. **Fixed Asset Transactions** – *Commission approval is required for Fixed Asset disposals and transfers.*

Disposals for Assets Less than \$5,000 from the following funds (List provided separately due to length):

General Fund  
Community Development  
General Grant  
Revenue Sharing  
Capital Projects  
Equipment Acquisition  
Emergency Management  
Cooper Green Hospital  
Rehabilitation and Health Center  
Landfill Operation  
Sanitary Operating

### **REVENUE**

*Mr. Travis Hulse*

3. Resolution to begin inspection and testing of the interface to the Alabama Department of Revenue Electronic Tax Filing System.

### **PURCHASING**

*Mr. Michael Matthews*

4. Purchasing Department Reports:
  - A. Week of 10/30/12 to 11/5/12
  - B. Week of 11/6/12 to 11/12/12
5. Purchasing Exception Reports:
  - A. Week of 10/30/12 to 11/5/12
  - B. Week of 11/6/12 to 11/12/12

6. Encumbrance Reports:

- A. Week of 10/30/12 to 11/5/12
- B. Week of 11/6/12 to 11/12/12

7. **Wise Environmental – Contract #4520**

PACA and Countywide contract renewal to procure Portable Toilet Rental Services. Jefferson County Commission entities may purchase rental services on an “as needed” basis as determined by approved budgets. PACA members are fiscally and logistically responsible for their own purchases. There is no projected usage for Jefferson County at this time. Any Amounts Are Based on Commission Approved Department Budgets

Bid/RFP:	189-12
Contract Period:	11/13/12-11/12/15
Cost:	\$0.00
Amount Budgeted:	Undeterminable
Remaining Budget:	Undeterminable

**BUDGET MANAGEMENT OFFICE**

*Ms. Tracie Hodge*

*The following staff requests have been received in the Budget Management Office. Our analyses of the budgets affected by these requests indicate that sufficient funds are available to make these advances and are in compliance with the Resolution to Restrict Staff Development for Fiscal Year 2010-2011 approved by the Commission December 28, 2010.*

**MULTIPLE STAFF DEVELOPMENT**

8. **Revenue-2 Participants**

Lisa McGough	\$225.00
Paula Mitchell	\$225.00
ALTIST Certified Revenue Examiner Program	
Hoover, AL – November 7-9, 2012	
Local Tax Procedure Act 1998 40-2A-14	

9. **Revenue-2 Participants**

Bruce Thompson	\$2,273.00
Wesley Scott Moore	\$1,761.90
Sales Tax Audit	
Atlanta, GA – January 6-18, 2013	

**INDIVIDUAL STAFF DEVELOPMENT**

10. **Community Development**

Cynthia Daniels	\$310.00
ASCPA 25th Annual Governmental Accounting and Auditing Forum	

Birmingham, AL – December 5-6, 2012  
Grant Funds

- 11. **Revenue**  
Charles Bell \$878.75  
Sales Tax Audit  
Atlanta, GA – January 20-25, 2013
- 12. Charles Bell \$1,057.00  
Sales Tax Audit  
Nashville, TN – January 6-11, 2013
- 13. **Tax Assessor – Bessemer**  
Linda Wyman \$258.78  
Fundamentals of GIS  
Auburn, AL – December 11-14, 2012  
(State Funds)

**POSITION CHANGES AND/OR REVENUE CHANGES**

- 14. **Environmental Services Department** \$250,000.00  
Increase expenditures to cover the cost of tornado damage repair at Village Creek WWTP. The County was reimbursed \$4,000,000 in insurance proceeds. The funds were deposited in fiscal years 2011 & 2012.
- 15. **Public Building Authority** \$8,311,094.00  
Increase expenditures in order to record a payment made for the Public Building Authority on 10/1/12.
- 16. **Jefferson Rehabilitation and Health Center**  
Add 1 Charge Nurse Gr. 23; Delete 1 Staff Nurse Gr21; in order to transfer position from Cooper Green Mercy Hospital to Jefferson Rehabilitation and Health Center in order to reduce contract staffing needs.

**OTHER BUDGET TRANSACTIONS**

- 17. **Environmental Services** \$12,900.00  
Add purchasing memorandum to purchase 1 Fairbanks Morse Centrifugal Pump.
- 18. **Critical needs**  
The Budget Management Office (General Fund) has initiated the following certifications:
  - (1) Administrative Intern Fill
  - (1) Accounting Assistant I Fill
  - (2) Accounting Assistant IIs Fill

## INFORMATION TECHNOLOGY

*Mr. Wayne Cree*

19. Resolution to declare Nortel Norstar Meridian 7000 Series digital telephones and Nortel VoIP Telephones as surplus property to be removed from inventory.

20. **Sprint Cellular Communications – Contract # 4440**

Contract award with Sprint for cellular and two-way communications services and devices. This contract allows the County to purchase cellular and data devices to improve operability and communications for staff. This contract sets the rates for all County Departments which then fund their own needs. Communications manages the orders and servicing of this contract.

Contract Term:	36 Months
Original Budget:	Each department funds their cellular expenses
Current Budget:	Based on departments requested needs
Requested Amount:	Based on amounts spent in FY12 \$ 355,000.00 Countywide
Remaining Amount:	Based on departments requests

## SHERIFF'S OFFICE

*Sheriff Mike Hale*

21. **NEC Corporation of America – Contract #4601**

Contract renewal with NEC Corporation of America. This is maintenance for the AFIS system for the Sheriff's Office fingerprinting/imaging system.

Contract Term:	04/01/12 – 03/31/13
Original Budget:	\$69,924.00
Current Remaining Budget:	\$32,523.00
Requested Amount:	\$5,998.00
Remaining Budget After Requested Amount:	\$26,525.00

22. **West Law/West Group – Contract #4574**

Contract renewal with West Law/West Group for the law library in the Jefferson County Jail. (Birmingham)

Contract Term:	10/01/12 – 09/30/13
Original Budget:	\$295,593.00
Current Remaining Budget:	\$56,460.00
Requested Amount:	\$4,068.00
Remaining budget after request:	\$52,392.00

## TREASURER'S OFFICE

*Hon. Jennifer Champion*

*No items submitted.*

**TAX ASSESSOR**

*Hon. Gaynell Hendricks/Hon. Andrew Bennett*

23. **Critical Needs**

The Tax Assessor’s Office – Bessemer Division (State Fund) has initiated the following certifications:

(1) Administrative Assistant I Replacement

**TAX COLLECTOR**

*Hon. J.T. Smallwood/Hon. Grover Dunn*

24. **Critical Needs**

The Tax Collector’s Office – Birmingham Division (General Fund) has initiated the following certifications:

(1) Administrative Assistant I Replacement

(1) Administrative Assistant I Replacement

(1) Administrative Assistant II Replacement

(1) Accounting Assistant II Replacement

**BOARD OF EQUALIZATION**

*Mr. Bob Rogers*

*No items submitted.*

**COUNTY ATTORNEY**

*Mr. Jeff Sewell*

*No items submitted.*

**COUNTY MANAGER**

*Mr. Tony Petelos*

*No items submitted.*

**OTHER BUSINESS**

*Commissioner Jimmie Stephens*