

FINANCE AND INFORMATION TECHNOLOGY COMMITTEE
Chairman – Commissioner Stephens

FINANCE

Mr. Travis Hulseley (Acting)

- 1. Unusual Demand Report dated 8/28/12

- 2. **Cavanaugh Macdonald Consulting LLC – Contract #3163**
Contract for OPEB valuation services for year’s 2010 and 2011. Adding 2008 OPEB valuation to original contract to establish cost baseline for County to comply with GASB 45 reporting requirements for the FY 2011 financial audit.

Cost: \$8,000.00
Amount budgeted: \$191,935.00
Remaining budget: \$183,935.00

- 3. **Critical Needs**
The Finance Department (General Fund) has initiated the following certifications:

(3) Accounting Assistant IIs	Replacement
(1) Administrative Assistant I	Replacement

REVENUE

Mr. Travis Hulseley

- 4. **BLACKBAUD INCORPORATED – Contract #2746**
Fund Accounting Software Maintenance. Exercise option to renew software maintenance agreement for fund accounting software for the period of July 1, 2012 through June 30, 2013.

Cost: \$7,202.50
Amount budgeted: \$7,600.00
Remaining budget: \$397.50

PURCHASING

Mr. Michael Matthews

- 5. Purchasing Department Reports:
 - A. Week of 7/31/12 to 8/6/12
 - B. Week of to 8/7/12 to 8/13/12

- 6. Purchasing Exception Reports:
 - A. Week of 7/31/12 to 8/6/12

- B. Week of to 8/7/12 to 8/13/12
7. Encumbrance Reports:
- A. Week of 7/31/12 to 8/6/12
 - B. Week of to 8/7/12 to 8/13/12

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. **Community and Economic Development – Grant Funded – 2 Participants**
 - TaMorya L. Johnson-Jones \$1,425.91
 - Keith Strother \$1,324.40
 - National Association of Workforce Development Professionals Conference
Chicago, IL – November 12-15, 2012
- 9. **Environmental Services – 2 Participants**
 - Rodney Currington \$823.96
 - Tari Holt \$1,175.05
 - North Carolina Pretreatment Annual Conference 2012
Wrightsville, North Carolina – September 22-26, 2012
CEU
- 10. **Stormwater Management – 2 Participants**
 - Johanna Burwinkle \$503.71
 - Amanda Elledge \$503.71
 - 2012 Annual Education Conference of the Southeastern Stormwater Assc.
Chattanooga, TN October 17-19, 2012
NPDES mandate

INDIVIDUAL STAFF DEVELOPMENT

Revenue

- 11. Wesley Moore \$3,035.77
Tax Audit
Cleveland, OH; Cincinnati, OH; Crestview Hills, KY – September 8-21, 2012

12. Edgar Woodis \$3,332.14
 Tax Audit
 Cleveland, OH; Wayne, PA – September 8-22, 2012

Roads and Transportation – Designated Funding Source

13. Paul Rick Turner \$365.00
 International Right of Way Assn. Principles of Real Estate Law
 Online Course

Sheriff – Grant Funded

14. Jimmy Sparks \$873.44
 2012 Alabama Criminal Justice Information Center Users Conference
 Gulf Shores, AL – September 17-20, 2012

OTHER BUDGET TRANSACTIONS

15. **Roads & Transportation** \$35,000.00
 Shift funds & add purchasing memorandum to purchase a replacement digital copier.
 No Additional Funds Required

16. **General Services** \$6,400.00
 Add purchasing memorandum to purchase a ticket dispenser.
 No Additional Funds Required

17. **Cost Allocation Plan Development Services – Contract #4226**
 Contract to procure services to prepare Cost Allocation Plans for the Jefferson County Commission. Annual Cost Allocation Plans should be prepared annually in accordance with the policies and procedures of OMB A-87. This contract is for a 3 year period. One (1) plan per year. The 3 year term is most advantageous to the County to: 1) lock in professional labor rates, and 2) to strategically schedule contract activities over the next two years to meet fiscal deadlines. The procurement was competitively bid in accordance with current State guidelines, County administrative orders, and best practices. Contract Period: August 28, 2012- August 27, 2015

Cost:	Not To Exceed (NTE) \$17,300 per year
Amount Budgeted:	\$17,300 FY12
Remaining Budget:	\$0.00 FY12

INFORMATION TECHNOLOGY

Mr. Wayne Cree

18. **SHI International Corporation – Contract #4221**
 Contract with SHI International Corporation to provide Microsoft Exchange 365 products within a Cloud Hosted environment. This solution provides Microsoft Email and Office

products in a cloud hosted environment that offers secured datacenter protection, data archiving, and e-discovery*. Contract dates are 9/01/2012 – 7/31/2013. This contract provides for optional renewal for two additional one year terms.

* Electronic discovery (e-discovery) refers to a process in which electronic data is sought, located, secured, and searched with the intent of using it as evidence in a civil or criminal legal case.

Cost:	\$208,622.55
Amount budgeted:	\$208,622.55
Remaining budget:	\$16,667.99

SHERIFF'S OFFICE

Sheriff Mike Hale

19. Resolution to declare a 2003 Dodge Ram 1500 Pick Up (B0360119) and 2006 Nissan Altima (A066070) surplus and authorize the Sheriff to replace these vehicles with a court-awarded vehicle.
20. **Yarbrough Company – Contract # 4076 (Acknowledgement Only)**
Amendment 1 changing payment terms
Effective date of this amendment is June 01, 2012.

Cost:	\$500,000.00
Amount budgeted:	\$500,000.00
Remaining budget:	\$0.00

21. **Charles Hart, DVM – Contract # 1856 (Acknowledgement Only)**
Amendment 1 extending date of contract through September 30, 2013.

Cost:	\$6,000.00
Amount budgeted:	\$6,000.00
Remaining budget:	\$0.00

22. **Mobile Web Enablement – Contract # 744 (Acknowledgement Only)**
Amendment 1 extending date of contract through August 31, 2012.

Cost:	\$96,000.00
Amount budgeted:	\$96,000.00
Remaining budget:	\$0.00

TREASURER'S OFFICE

Hon. Jennifer Champion

No items submitted.

TAX ASSESSOR

Hon. Gaynell Hendricks/Hon. Andrew Bennett

No items submitted.

TAX COLLECTOR

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

No items submitted.

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