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 Hulsey

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

<table>
<thead>
<tr>
<th>Bid/RFP:</th>
<th>189-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Period:</td>
<td>11/13/12-11/12/15</td>
</tr>
<tr>
<td>Cost:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount Budgeted:</td>
<td>Undeterminable</td>
</tr>
<tr>
<td>Remaining Budget:</td>
<td>Undeterminable</td>
</tr>
</tbody>
</table>

**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