FINANCE AND INFORMATION TECHNOLOGY COMMITTEE
Chairman – Commissioner Stephens

FINANCE
Mr. Travis Hulsey (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 Hulsey

4. BLACKBAUD INCORPORATED – Contract #2746

   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