

FINANCIAL MANAGEMENT COMMITTEE

Minutes for February 28, 2017

Bedford County Business Complex – Suite 110, 4:15 PM

Present – Chairman Eugene Ray, Stanley Smotherman, Janice Brothers, Don Gallagher, Don Embry, Tony Smith and Ex-Officio, Robert Daniel.

Absent – Jeff Yoes

Others – Commissioners Linda Yockey, Chuck Heflin, Bob Davis, Bobby Fox and Julie Sanders; Sheriff Austin Swing; Sheriff's Dept. Chief Administrator Rick Castelow; Jail Architect Jim Langford; County Architect John Davis; EMS Director Ted Cox; EMS Asst. Director Brett Young; Solid Waste Director Diane Forbes; HR Director Anita Epperson; Times Gazette Reporter John Carney; Deputy Director of Finance Lori Schuler and Colette Bales.

1. **Call Meeting to Order** – Chairman Eugene Ray
2. **Prayer**- Don Gallagher
3. **Approval of Minutes for January 24, 2017, Financial Management Committee** – Motion made to approve, (Brothers, Smith) unanimous.
4. **Old Business** - None

5. **New Business**

A. Solid Waste – Mrs. Forbes stated she has been both talking and sending letters out to property owners requesting cleanup of the yards to prevent trash from blowing onto their neighbor's property. After checking properties, Forbes stated some of the calls did not warrant any intervention.

The Jerry White Magical Entertainment Group has been booked to do recycling and environmental awareness shows for the library summer program and senior citizens group.

The Household Hazardous Waste Event is scheduled for March 25, 2017 from 8 AM to 12 PM at the Big Springs Shopping Center parking lot.

January landfill charges were for 927.21 tons -- \$22,728.43.

B. Human Resources – HR Director, Anita Epperson stated there were six (6) new hires and two (2) employees who resigned. Epperson stated they are still awaiting decision to EEOC charge; calls have been referred to county attorney. Epperson also stated she will be continuing the HR training classes with county employees in March.

C. Architect - John Davis – Mr. Davis stated he will be working with Robert on setting a bid date within the next twenty to thirty days for Cascade High School.

Davis also stated an energy grant has been submitted for HVAC and lighting for the Regions Bank.

D. Monthly Reports

- Compared to same time last year, total collections for:
 - Property Tax collections, ahead \$2,241,980
 - Prior Year Property Tax Collections, less \$60,279
 - Circuit Court/Clerk & Master Collections, less \$17,894
 - Sales Tax Collections, ahead \$278,399
 - Mineral Severance Tax Collections, ahead \$6,848
- Juvenile Detention report reflects a projected loss of \$257,165
- Traffic School report reflects a projected profit of \$103,307
- Analysis report expenditures average for January was 58.33%.
Year to Date Average for: Travel – 50.92%, Utilities – 47.09%, Natural Gas – 25.13%, Food Supplies – 65.50%, Maintenance of Vehicles – 56.44%, Diesel – 35.66%, Gasoline – 42.15%, Legal Services – 85.36%.

E. Other Monthly Reports

- **EMS Report** – Fiscal Billing vs. Collection rate for January was 58%. Call service for January was 586; average emergency response times were 5 minutes in the city and 11 minutes in the county. No questions or comments were made regarding the EMS Report.

Motion made to approve all monthly reports, (Smotherman, Smith) unanimous.

F. Board of Education – Budget Amendment No. 2 – Robert stated school budget amendment mainly consists of grants, refunds and reimbursements and department transfers. Recommendation made to forward to County Commission, (Brothers, Smith) unanimous. *Item to be placed on the April 11, 2017 County Commission agenda.*

G. County – Budget Amendment No. 2 – Robert stated county budget amendment mainly consists of additional revenue, refunds and reimbursements, department transfers and an Election Commission Grant. Recommendation made to forward to County Commission, (Smith, Smotherman) unanimous. *Item to be placed on the April 11, 2017 County Commission agenda.*

Commissioner Chuck Heflin asked about being kept informed on how money is being spent for both the school and jail projects. Robert stated it is a Capital Projects Fund. Money is drawn down and deposited into the Capital Projects Fund as bills are received; we then turn around and pay the bill, keeping the balance pretty much at a zero balance. Robert stated going forward he will provide a printout showing activity on the Capital Projects Fund.

6. Other Business

- TSBA District Policy Manual Maintenance and On-line Service Agreement – Robert stated contract is beyond a one (1) year contract. Motion made to send to County Commission, (Gallagher, Embry) unanimous. *Item to be placed on the April 11, 2017 County Commission agenda.*
- Jail Architect, Jim Langford presented information to committee on the Construction Manager Concept. Langford provided a comparison of delivery approaches; differences between using a General Contractor, Construction Manager (at-risk/constructor) and Construction Manager (advisor). Langford also provided a copy of a RFQ (Request for Qualifications) Franklin County is currently using. Langford stated he has been a part of all three (3) delivery approaches but preferred the Construction Manager (advisor) approach and encourages committee members to consider using this approach. Robert stated in the past the schools have used Construction Manager (at-risk) in which there was a savings after project was completed. Recommendation made to put out RFQ's on the Construction Manager (at-risk) delivery approach and the Construction Manager (advisor) delivery approach; contact Franklin County for additional information; and bring back all information and RFQ results to Finance Committee before recommendation to County Commission, (Gallagher, Brothers) unanimous.

7. Announcements – Robert made the committee aware that insurance people have been going around to different departments in the county wanting to talk with employees. Robert stated the county has a group of slots only open to payroll deductions and currently those slots are filled. Robert also stated the county has a MOU (Memorandum of Understanding) and the MOU does not allow any other payroll deductions for insurance. Robert stated if any of these individuals come to your department, tell them under the current MOU we cannot do this, and if they have any questions they can come to the Finance Department.

8. Adjourned: 5:02 PM (Smith, Brothers) unanimous.