

FINANCIAL MANAGEMENT COMMITTEE

Minutes for May 24, 2016

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

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

Absent – Don Gallagher

Others – Commissioners Biff Farrar, Linda Yockey, Tony Barrett, Julie Sanders and Chuck Heflin; Sheriff Austin Swing; Sheriff's Dept. Chief Administrator Rick Castelow; Chief Deputy Jason Williams; Lt Trey Arnold w/Bedford County Jail; Ted Hewell w/Bedford County Workhouse; Circuit Court Judge Charles Rich; Circuit Court Clerk Michelle Murray; Probation Director Joyce Reed; EMS Director Ted Cox; EMS Asst. Director Brett Young; Brian Cantrell with Bedford County Fire Dept.; Director of Zoning Chris White; IT Director Josh Carney; County Architect John Davis; Solid Waste Director Diane Forbes; Times Gazette Reporter John Carney; Deputy Director of Finance Lori Schuler and Colette Bales.

1. **Call Meeting to Order** – Chairman Eugene Ray
2. **Prayer-** Jeff Yoes
3. **Approval of Minutes for April 26, 2016 Financial Management Committee-** Motion made to approve (Smith, Brothers) unanimous.
4. **Old Business** – None

5. **New Business**

A. Solid Waste – Diane Forbes – Mrs. Forbes stated she has been handing out promotional items and information about recycling and disposal at convenience centers. She has spoken with Community Middle School about donations for school wide positive behavior system program. Forbes also stated she has been getting promotional items and information together for the Duck River Cleanup scheduled for next month, June 25th, from 7 AM to 12 noon. Forbes also made the committee aware county litter crews from the Highway Dept. picked up nearly 185 miles and/or 20,000 lbs. of trash during the month of April.

B. Human Resources – Mrs. Moore was unable to attend meeting, however monthly report was included in committee member's packet. No questions or comments made regarding report.

C. Architect - John Davis

- Davis stated the three (3) maintenance projects that were out for bids have been awarded; cooling tower at Liberty School, roof replacement at Thomas Magnet School and electrical repairs and upgrades at Community Middle & Elementary Schools.
- Davis stated they have met with the engineers with Bell Buckle. Davis stated the engineers were asking about capacities, what the concepts were if the school would be utilizing the existing pump stations.
- Davis stated the ceilings at the Workhouse are half done, they have finished three (3) of the six (6) pods. Since putting the ceiling and insulation in the air flow has increased tremendously.
- Cascade High School. Davis stated they have begun to develop a FF&E (Finishes, Furniture & Equipment) budget to determine what will be needed.
Robert asked if the estimated \$20 million for the Cascade High School project included the architect fees. Davis stated "it did". Robert then asked if it included a step system or getting on the sewer? Davis stated, "Either/or, you have to put in some type of system". Robert then asked what is not included. Davis stated, the FF&E part, such as cafeteria tables, library furniture, office furniture, how many desks are needed. Robert asked is all the preliminary work complete, is there anything needed for next year's budget related to pre-construction? Davis stated he has sent an email with the breakdown but, "if we're gonna make the August 2018 deadline, we need to be doing the architectural work this year and that needs to be budgeted".
- Commissioner Linda Yockey asked about the portables and could they be sold or do they need to be stored. Superintendent Don Embry stated they will probably hold onto them for future use if needed.

- Chairman Ray asked about the courthouse renovation projects. Davis stated he has sent a request for about \$60,000 towards the renovation projects such as the work needed on the courthouse columns.
- Committee member Stanley Smotherman asked how many feet of new sewer line would have to be run to the school providing Bell Buckle could handle the project. Davis stated the lines would have to be run almost down to the railroad tracks. Davis stated, "They cannot gravity flow into an existing pump station so they would have to put in another pump station closer to the railroad, that way everything on the school site would be gravitated to the pump station and lifted back to the sewer plant".
- Commissioner Chuck Heflin asked about an update on the Regions Bank. Davis stated he has not moved forward at this time and it was next on his docket to get done. Heflin asked for an estimate on a time he would be able to get around to it. Davis stated he would be coming back with some planning type projects within 60 days.

D. Monthly Reports

- Compared to same time last year, total collections for:
 - Property Tax collections, ahead \$603,662
 - Prior Year Property Tax Collections, ahead \$6,125
 - Circuit Court/Clerk & Master Collections, less \$129,573
 - Sales Tax Collections, ahead \$360,189
 - Mineral Severance Tax Collections, ahead \$19,920
- Juvenile Detention report reflects a projected loss of \$217,219
- Traffic School report reflects a projected profit of \$145,586
- Analysis report expenditures average for April was 83.33%.
Year to Date Average for: Travel – 44.73%, Utilities – 65.27%, Natural Gas – 50.38%, Food Supplies – 98.52%, Maintenance of Vehicles – 87.63%, Diesel – 42.33%, Gasoline – 67.44%, Legal Services – 120.37%.

Robert stated they would be having a clean-up amendment closer to the end of next month.

Motion made to approve Monthly Reports, (Yoes, Brothers) unanimous.

E. Other Monthly Reports

- EMS Report – Fiscal Billing vs. Collection rate for April was 46%. Director Ted Cox stated his department will soon be losing four (4) of their employees and they are doing everything they can to replace those individuals.

Motion made to approve Other Monthly Reports, (Smith, Smotherman) unanimous.

F. EMS Contract – Robert stated the contract is a five (5) year contract between Columbia State Community College and the Bedford County EMS for training. Motion made to approve, (Yoes, Brothers) unanimous.

Item to be placed on the June 14, 2016 County Commission agenda.

6. Other Business

- Yoes asked about the time remaining on the leases for the fee offices. Robert stated he believes it runs out June 30th. Once they receive plans provided by county architect, John Davis, they can put other offices in the building. Robert stated he will have the lease information by the study session.

7. Announcements – Study session will be held May 31, 2016 to discuss 2016-2017 budget. Session will be held at the Bedford County Business Complex, Suite 110 at 4 PM.

8. Adjourned: 4.45 (Brothers, Smith) unanimous.