

FINANCIAL MANAGEMENT COMMITTEE

Minutes for June 26, 2018

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

Present – Stanley Smotherman, Tony Smith, Don Embry, Jeff Yoes, Don Gallagher and Ex-Officio, Robert Daniel.

Absent – Chairman Eugene Ray and Janice Brothers.

Others – Commissioners Bob Davis and Ed Castleman; Sheriff's Dept. Chief Administrator Rick Castelow; Chief Deputy Jason Williams; Major Nikia Elliott; EMS Director Ted Cox; Brian Cantrell, Bedford County Fire Dept.; Architect John Davis; Solid Waste Director Diane Forbes; Deputy Director of Finance Lori Schuler and Colette Bales. Also attending, mayoral candidate Randy Carroll.

1. Call Meeting to Order – Stanley Smotherman

2. Prayer – Tony Smith

3. Approval of Minutes for May 22, 2018 and May 24, 2018, Financial Management Committee – Motion made to approve (Yoes, Gallagher), unanimous.

4. Old Business – None.

5. New Business

A. Solid Waste – Diane Forbes stated in her report the following:

- Attended the South Central Tennessee Development District (SCTDD) workshop on Materials Management and Grants.
- Forbes commended the convenient center attendants, stating they are doing a good job providing assistance with the increase in trash coming to the centers.
- May landfill charges were \$23,280.29 – 936.83 Tons.

B. Human Resources – HR Director Anita Epperson stated in her June report she has worked on the following:

- Eight (8) new hires, five (5) employee dismissals, four (4) employee resignations, two (2) management consultations and eight (8) employee relation issues. Forwarded new job openings to Josh Carney to post on county website, Times Gazette and Indeed.com; Title VI surveys as well as FMLA.

C. Architect - John Davis

- Cascade High School – Davis stated the school is about 50% complete with hopes on being finished by the end of the year. John T. is finalizing legal issues with the town of Bell Buckle on the schools water issues.
- Courthouse Annex – Davis stated bids on the basement project were received. Lowest bid was received from Lee Adcock Construction in the amount of \$263,786. Bid for alternate one is for asbestos removal on third floor; exterior signage on the front and back sides of the building; resealing exterior curtain wall system and repainting panels.

Davis stated the 1st floor is going very well; all demo work is completed and metal stud work is installed.

IT Director, Josh Carney has been working with Trustee, Tonya Davis and County Clerk, Donna Thomas on IT issues related to their future offices.

D. Monthly Reports – Compared to same time last year, total collections for:

- Property Tax collections, ahead \$960,421
- Prior Year Property Tax Collections, ahead \$70,511
- Circuit Court/Clerk & Master Collections, ahead \$630
- Sales Tax Collections, ahead \$391,324
- Mineral Severance Tax Collections, ahead \$28,153
- Juvenile Detention report reflects a projected loss of \$246,138
- Traffic School report reflects a projected profit of \$224,334

- Analysis report expenditures average was 91.67%.
Year to Date Average for: Travel – 77.69%, Utilities – 83.79%, Natural Gas – 138.46%, Food Supplies – 84.85%, Maintenance of Vehicles – 75.82%, Diesel – 56.93%, Gasoline – 74.02%, Legal Services – 84.12%.

E. Other Monthly Reports

- **EMS Report** – Financial report for June states budget is currently at 85%. Based on 8.3% per month, they should be at 92%. Fiscal Billing vs. Collections Percentage is 49%. Call service for May was 552; average emergency response times were 5 minutes in the city and 10 in the county. Director Cox stated they have been very busy preparing on closing out the end of the year as well as river rescues. Cox stated they had four (4) river rescues last month and expect them to continue to rise.

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

F. EMS Contract – Robert stated the Merchant Credit/Debit Card Agreement would allow EMS to accept credit & debit card payments. The contract is for one (1) year but is renewable for one (1) year periods until terminated by either party. Motion made to send to County Commission, (Yoes, Gallagher) unanimous.

Item to be placed on the July 10, 2018 County Commission agenda.

G. Recommendation from Courthouse and Property Committee Bid No. 18-30 Courthouse Annex – Basement Renovation – Robert stated the lowest bid received was for \$263,786 from Lee Adcock Construction. Recommending awarding \$25,000 for asbestos abatement; Alternate No. 1, \$37,535 for 3rd floor abatement; Alternate No. 2, \$7,060 for signage; Alternate No. 3, \$32,616 for exterior reseal and painting of panels; \$17,049.85 for architect fee and \$1,000 in contingency for printing of plans. Total amount recommended is \$120,260.85. Motion made to approve recommendation from Courthouse and Property Committee, (Yoes, Gallagher) unanimous.

6. Other Business

- Outstanding school purchase orders, accounts payables, and accounts receivables. Motion made to send to County Commission, (Yoes, Embry) unanimous. *Item to be placed on the July 10, 2018 County Commission agenda.*

7. Announcements – Commission meeting for final cleanup amendment will be held Friday, June 29, 2018 at 7 PM at the Bedford County Courthouse, 2nd floor courtroom.

8. Adjournment: 4:33 PM (Smith, Yoes) unanimous.