

FINANCIAL MANAGEMENT COMMITTEE

Minutes for June 27, 2017

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

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

Absent – Tony Smith

Others – Commissioners John Brown, Bobby Fox, Bob Davis, Linda Yockey, Bill Anderson, Jimmy Woodson, Tony Barrett, Biff Farrar, Julie Sanders and Chuck Heflin; Sheriff's Dept. Chief Administrator; Chief Deputy Jason Williams; Lt Trey Arnold, Bedford County Jail; Director of Bedford County Jail Tim Lokey; Circuit Court Judge Charles Rich; Circuit Court Clerk Michelle Murray; Probation Director Joyce Reed; County Architect John Davis; EMS Director Ted Cox; EMS Asst. Director Brett Young; Brian Cantrell, Bedford County Fire Dept.; Bedford County Board of Ed members, Chad Graham and Diane Neeley; 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 May 23, 2017, Financial Management Committee** – Motion made to approve, (Yoes, Brothers) unanimous.
4. **Old Business** - None
5. **New Business**
 - A. **Solid Waste** – Mrs. Forbes was not able to attend meeting however monthly report was included in packet. May landfill charges were for 1006.34 tons -- \$24,574.82.
 - B. **Human Resources** – HR Director Anita Epperson stated there were five (5) new hires, six (6) employees resigned and two (2) retired. Epperson stated during the month of May she has worked on the following: Three (3) management consultations; six (6) employee relation issues; completed job descriptions; Title VI training class for Juvenile Detention; 130 page Self Survey for Sheriff's Dept.; FMLA and forwarded new job openings to Josh Carney.
 - C. **Architect - John Davis** – Mr. Davis passed out a budget breakdown of the Cascade High School project. Davis stated they have met with Sain Construction and have suggested a decrease of \$621,215 in changes. Davis stated these changes do not shorten the building nor decrease the classrooms. Budget breakdown also includes estimated amount of \$600,000 for offsite water and sewer. Davis stated Bell Buckle has a 4" force line that currently serves the school sites plus 5 – 6 houses in the area. The line has been serving the sites however it is forty years old and undersized. Davis stated they are going to add a second pump station by the new high school, tie it into the 4" line or bring it up to the other pump station and combine the two together and then put bigger pumps in. Either way Davis stated the 4" force line becomes contentious because it is still minimally sized. Davis suggested having a meeting with the mayors and engineers to reach an understanding on a method of how to replace the line if the force line proves to be too small.
Commissioner Anderson stated from his perspective it looks as if there was a lot of money spent on the offices at Community and Central High Schools. Anderson stated both have large ceilings and was there a way to cut back in that area and save some money. Davis stated there is a little bit of flex there that can be looked at.
Finance Committee member Don Gallagher asked Davis what is his best estimate for the timeline of the Cascade High School. Davis stated, "according to the numbers on the breakdown, Sain gave us a pretty good decrease if they had more time, however they have recently called and said they could meet the beginning of the 2018 school date if the county would release them now". Final amount on breakdown is \$23,577,322.

D. Monthly Reports

- Compared to same time last year, total collections for:
 - Property Tax collections, ahead \$49,451
 - Prior Year Property Tax Collections, ahead \$176
 - Circuit Court/Clerk & Master Collections, less \$9,062
 - Sales Tax Collections, ahead \$697,783
 - Mineral Severance Tax Collections, ahead \$1,317
- Juvenile Detention report reflects a projected loss of \$285,352
- Traffic School report reflects a projected profit of \$161,157
- Analysis report expenditures average for May was 91.67%.
Year to Date Average for: Travel – 76.48%, Utilities – 70.15%, Natural Gas – 51.32%, Food Supplies – 98.01%, Maintenance of Vehicles – 91.65%, Diesel – 49.51%, Gasoline – 65.20%, Legal Services – 81.62%.

E. Other Monthly Reports

EMS Report – Fiscal Billing vs. Collection rate for May was 55%. Call service for May was 663; average emergency response times were 5 minutes in the city and 10 in the county. Motion made to approve all monthly reports, (Smotherman, Brothers) unanimous.

F. R. J. Young Contract – Community Middle School – Robert stated term of contract is for sixty (60) months for three (3) new copiers. Motion made to forward to county commission with a recommendation, (Brothers, Yoes) unanimous. *Item to be placed on the July 12, 2017 County Commission agenda.*

G. Vocational Rehabilitation Lease – Robert stated term of lease is for five (5) years at an annual rate of \$133,733. Motion made to forward to county commission with a recommendation, (Yoes, Gallagher) unanimous. *Item to be placed on the June 29, 2017 Special Called County Commission agenda.*

H. Open Records Policies Update – Robert stated due to a law change the Open Records Policy was updated. Commissioner Yockey asked if the policies of County Clerk, Clerk & Master, Circuit Court, General Sessions Court, Trustee, Property Assessor and Register of Deeds are under the State. Robert stated “no, they have the same model policy we have but they have adapted it to however they want”. Motion made to approve with a recommendation (Smotherman, Embry) unanimous. *Item to be placed on the June 29, 2017 Special Called County Commission agenda.*

I. 2017-2018 Board of Education Budget – School Superintendent Embry stated proposed budget includes a 3% raise from the state for certified teachers and a 5% raise for classified. Both certified and classified will receive step increase as well. Embry also stated they are not asking for any additional money. Proposed budget was recommended by Board of Ed by a 5:1 vote. Motion made to send to county commission with a recommendation (Yoes, Brothers) unanimous. *Item to be placed on the June 29, 2017 Special Called County Commission agenda.*

J. 2017-2018 County Budget – Robert stated proposed budget includes a proposed 4 cent tax increase. Proposed 4 cent tax increase is for the following: one (1) position for Zoning; one (1) position for Circuit Court Clerk; one (1) position for Probation and four (4) deputies in Sheriff’s Office. Committee member Don Gallagher made a motion to recommend proposed budget with the 4 cent tax increase but allocate increase towards two (2) deputies for Sheriff’s Office; one (1) Circuit Court Clerk employee; \$75,000 to cover expense of anticipated trial; one (1) jailer and one (1) employee for the workhouse. Allocation would equal \$262,250 which is 3.3 cents of the proposed 4 cent tax increase. Gallagher also recommended the remaining .7 cents to be allocated towards employee’s cost of medical insurance. Robert stated the \$75,000 for anticipated trial was already included in the proposed budget. Gallagher then stated the \$75,000 could then be allocated towards staffing or included in the amount to cover employee’s medical insurance costs. Robert acknowledged the amount Gallagher was allocating towards employees medical insurance would only be around \$34 per month. Commissioner Woodson stated he would like to see the requested position for Zoning included in Gallagher’s motion.

Committee member Stanley Smotherman stated he believed it would be more worthwhile for employees if the additional amount was allocated toward employee’s insurance costs rather than a step raise in the pay scale.

Probation Director Joyce Reed stated her people would not want the additional increase towards insurance, “they are covered up and would rather have an additional person in the office”.

Commissioner Barrett stated he agreed with the proposed budget; stating it would be more beneficial than the motion made by Gallagher.

After all discussions Gallagher withdrew his motion.

Committee member Jeff Yoes made a motion to send proposed budget to county commission with a recommendation. Motion seconded by Committee member Don Gallagher. Motion passed unanimous.

Item to be placed on the June 29, 2017 Special Called County Commission agenda.

6. Other Business

- Robert stated when they looked at construction managers for the Justice Center they looked at Advisor and At Risk construction managers. Robert stated the quote they received the Advisor was at 7% and the At Risk was at 4%. Robert stated according to the opinion they received from John T. Bobo the At Risk construction manager seems to be the best method, “the At Risk construction manager has the incentive to save money since they have more skin in the game”. Two contractors were looked at but Bell Construction seemed to be the best one, “they seem to be very qualified with a lot of jail experience”.

7. Announcements: None

8. Adjourned: 5:44 PM (Brothers, Yoes) unanimous.