

FINANCIAL MANAGEMENT COMMITTEE

Minutes for June 28, 2016

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

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

**Absent** – None

**Others** – Commissioners John Brown, Linda Yockey, Tony Barrett, and Chuck Heflin; Sheriff Austin Swing; Sheriff's Dept. Chief Administrator Rick Castelow; Chief Deputy Jason Williams; Major Nikia Elliott; Ted Hewell w/Bedford County Workhouse; County Clerk Donna Thomas; Circuit Court Judge Charles Rich; Circuit Court Clerk Michelle Murray; Probation Director Joyce Reed; EMS Director Ted Cox; EMS Asst. Director Brett Young; School Board Member Diane Neeley; County Architect John Davis; Solid Waste Director Diane Forbes; Times Gazette Reporter David Melson; Deputy Director of Finance Lori Schuler and Colette Bales.

1. **Call Meeting to Order** – Chairman Eugene Ray
2. **Prayer**- Don Embry
3. **Approval of Minutes for May 24, 2016 Financial Management Committee**- Motion made to approve (Yoes, Smith) unanimous.
4. **Old Business** – None

5. **New Business**

**A. Solid Waste – Diane Forbes** – Mrs. Forbes stated during the month she has handed out promotional items and information about recycling and the local TSC store and at the Whiskers & Paws event. Forbes stated she passed out handouts and promotional items at the Duck River Cleanup which was held June 25<sup>th</sup>, from 7 AM to 12 noon. Forbes also stated she has handled several calls relating to trash and tires being dumped throughout areas in the county. May landfill charges were 922.51 tons @ \$22324.74.

**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 they are currently working on three (3) ongoing projects; roof replacement at Thomas Magnet School, cooling tower at Harris Middle School, and electrical upgrades at Community Elementary & Middle School.
- Davis stated he has received an email from the engineers with Bell Buckle. Davis stated they will be out of the office for the next few weeks but he will be meeting with them when they return.
- Davis stated he has requested proposals for an in-depth look at the actual location of where the proposed Cascade High School will be located.
- Davis stated they have finished painting four (4) of the seven (7) workhouse blocks. They are currently working on the fifth block.
- Commissioner Linda Yockey asked about the layout of the entrances and exits of the proposed Cascade High School in relation to Cascade Estates. Davis stated they have not presented the layout to the school board yet but did not believe none of the entrances line up with the subdivisions entrances.
- Davis stated he has given Robert some scenarios regarding Regions Bank and will be meeting with Mayor Ray to discuss those plans.
- Chairman Ray asked Davis if they have to do a step system at the projected school did he foresee any problems. Davis stated they do not project there will be any problems; they have left out open areas that have the best soil.

**D. Monthly Reports**

- Compared to same time last year, total collections for:
  - Property Tax collections, ahead \$580,024
  - Prior Year Property Tax Collections, ahead \$5,973
  - Circuit Court/Clerk & Master Collections, less \$149,653

- Sales Tax Collections, ahead \$412,469
- Mineral Severance Tax Collections, ahead \$19,920
- Juvenile Detention report reflects a projected loss of \$224,686
- Traffic School report reflects a projected profit of \$158,509
- Analysis report expenditures average for May was 91.67%.  
Year to Date Average for: Travel – 51.26%, Utilities – 70.86%, Natural Gas – 52.25%, Food Supplies – 92.22%, Maintenance of Vehicles – 88.93%, Diesel – 50.98%, Gasoline – 72.93%, Legal Services – 128.04%.

#### **E. Other Monthly Reports**

- EMS Report – Fiscal Billing vs. Collection rate for May was 45%. No questions or comments were made regarding EMS Report. Motion made to approve all monthly reports, (Smith, Brothers) unanimous.

**F. 2016 – 2017 Budgets** – Robert stated included in each notebook were the budgets for the county including the General Fund, Highway Fund and School budget. Also included are all the resolutions which will need to be adopted. One of the resolutions included shows the 2016-2017 tax rate of 2.52. Robert stated we are moving from a new certified rate of 2.1499 to 2.52. The old rate was 2.27.

Committee member Tony Smith asked how much is there in reserve to handle emergency situations. Robert stated there is 3%, set aside in reserve, and above that is about \$400. The three percent is approximately \$622,000.

Motion made to recommend 2016-2017 Budgets to County Commission, (Yoes, Smotherman) unanimous.

***Item to be presented to County Commission at Special Called County Commission Meeting held Thursday, June 30, 2016.***

#### **6. Other Business**

- Updates to County Policies & Procedures, request to change wording in Financial Management Policy.
  - Request to change wording from county executive to county mayor. Section 3.3 will now read:  
*With approval of the County Mayor.....*
  - Section 4.2 will now read: *All contracts, leases, agreements, etc. in the name of Bedford County that extend beyond year end shall be presented to the County Legislative Body for review and be approved in the final form prior to being executed by any County representative. No individual within the County has the authority to legally bind Bedford County without the authorization of the County Legislative Body.*  
Prior to presenting the contract, lease, or agreement in final form to the County Legislative Body, it will be reviewed and initiated by the Director of Finance or his deputy to indicate that.
  - Section 11.1, Item A, will now read: *All employees shall be paid by direct deposit...*

Motion made to recommend changes to County Commission, (Gallagher, Smith) unanimous.

***Item to be placed on the July 12, 2016 County Commission agenda.***

Motion made and recommended to send request to adopt the *New Uniform Grants Guidance for all Federal Funds Policy* to County Commission, (Yoes, Smith) unanimous. Robert stated it is a requirement by state law that we have to have a Uniform Grants Guidance Policy.

***Item to be placed on the July 12, 2016 County Commission agenda.***

- Robert passed out the school budget amendment and stated the county budget amendment was not ready by the time of the Finance meeting but would be ready by Thursday evening. Motion made and recommended to present school budget amendments and county budget amendments to County Commission, (Brothers, Embry) unanimous. ***Item to be presented to County Commission at Special Called County Commission Meeting held Thursday, June 30, 2016.***
  - RFQ's for Jail - Robert stated on the Depot Street property he has received responses on 9.5 acres of the total of 21 acres. The asking price is 2.8 million on the 9.5 acres. Peacock Lane property, have not received any responses. Green Lane property, received a response of \$15 thousand an acre up to 53 acres. Palmer Drive and Elm Street properties, no response on either. Old Kmart/Kroger property on Madison Street, no response. Railroad Avenue property, received one (1) response of \$1.175 million on 7.8 acres of the total 20.36 acres.

#### **7. Announcements – None**

#### **8. Adjourned: 4:40 PM (Smotherman, Smith) unanimous.**