

FINANCIAL MANAGEMENT COMMITTEE
Minutes for September 25, 2018
Bedford County Business Complex – Suite 110, 5:00 PM

Present – Stanley Smotherman, Tony Smith, Don Embry, Janice Brothers, Linda Yockey, Mayor Graham, and Ex-Officio, Robert Daniel.

Absent – Don Gallagher

Others – Commissioners Sylvia Pinson; Anita Epperson; Jeff Sweeney; Brian Farris; Greg Vick; Chasity Gunn; Biff Farrar; Sheriff Austin Swing; EMS Asst Director Brett Young; HR Director John Boutwell; Brian Cantrell Bedford County Fire Dept; EMS Director Ted Cox; Architect John Davis; Times Gazette Reporter John Carney; Deputy Director of Finance Lori Schuler and Kelley Hall

1. **Call Meeting to Order** – 5:00 PM Stanley Smotherman-Welcome newly elected commissioners and board members
2. **Prayer** – Commissioner Tony Smith
3. **Approval of Minutes for August 28, 2018 Financial Management Committee** – Motion made to approve (Smith, Brothers), unanimous.

4. **Old Business**

A. Animal Control Proposal-Commissioner Smith stated that commission voted to put a committee together consisting of the mayor, county attorney, finance and law enforcement to meet with city to move forward with proposal. Mayor Graham spoke with City Manager and they are putting their committee together as well but have not set a meeting date yet. Motion made to defer (Yockey, Brothers), unanimous.

5. **New Business**

A. Solid Waste – Diane Forbes was absent

- Information for Environment week was handed out as they went through the individual stops for different topics. Carol Fulmer did recycling magic for the kids as well.
- Attending a Solid Waste Fall Conference October 23-24.
- We have a new company, JB Electronics, to pick up all of the e-waste at no charge. This will save us about \$70,000 a year. In the future, they hope to pay us for some of the items.
- Attending the EMA meeting September 25 on disaster preparation.
- August landfill charges were \$22,153.01 – 876.65 tons.

B. Human Resources – John Boutwell was late to the meeting and Mayor Graham asked to defer until the next meeting.

C. Architect - John Davis-Courthouse annex is progressing. Items on last change order that were approved are underway. That includes asbestos abatement for the third floor and basement, painted panels on the outside and they are finished with the drywall on the inside.

Commissioner Yockey asked about signage and Mr. Davis stated that Jason had called and was working on it.

Commissioner Sweeney asked for an update on the removal of the lock boxes downstairs. Mr. Davis stated that they were located in a vault downstairs that was a non-designated space and didn't need to be removed in a rush since it was in an unused space. Mr. Davis also stated that there is asbestos in the tile in that vault and Robert stated that as long as the tile was sealed it didn't have to be removed.

Commissioner Sweeney also asked if there was a reason that the glass doors in Donna Thomas's office upstairs were left because of the amount of money she is going to have in her office. Mr. Davis stated that they will be re-sealed and caulked shut.

Commissioner Sweeney also expressed concern about the amount of money that Donna Thomas and the trustee transport from their money to the bank without law enforcement escort. It was suggested they get with Sheriff Austin Swing to set that up.

John Davis stated that Cascade School is about 65% complete and should be closed in this month. They still need to bid some minor packages such as furniture and sewer. Don stated that furniture comes from two budgets. Permanent furniture such as library shelving, circulation desk, etc would come out of the bond issue fund. Classroom furniture would come from the Board of Education budget.

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

- Prior year property tax collections, less \$4,120.53
- Circuit Court/Clerk & Masters Collections, less \$1,922.13
- Sales Tax Collections, ahead \$48,784.52

Juvenile Detention report reflects a projected loss of \$210,862.91

Traffic School report reflects a projected profit of \$71,129.13

Analysis report expenditures average was 16.67%.

Year to Date Average for: Travel – 19.23%, Utilities – 15.20%, Natural Gas – 14.21%, Food Supplies – 22.91%, Maintenance of Vehicles – 19.32%, Diesel – 16.50%, Gasoline – 21.52%, Legal Services – 27.39%.

Commissioner Epperson asked if it was possible that juvenile detention would go up on their price when they renew their contract because they are at full capacity and cannot make any more money until they expand. Robert said they could negotiate with other counties but part is the state and the state would only pay a certain amount. Commissioner Vick asked what the capacity was and Robert stated nine and Commissioner Yockey stated we have nine in there now. Commissioner Vick asked what the state pays per inmate and Robert reported that DCS pays \$132.38 per day. They are turning away \$15-25,000 a month due to lack of room. Commissioner Vick inquired about a learning center for these students and was referred to Commissioner Yockey. She explained that if a student from another county is there over 20 school days then she will start coordinating some educational opportunities. Students from our county start receiving instruction on day one. Mr. Embry stated that we receive \$25,000 annually from the Department of Education to cover Linda Yockey's part time pay and equipment.

E. Other Monthly Reports

- **EMS Report** – Financial report for September states budget is currently at 20.7%. Based on 8.3% per month, they should be at 16.6%. Fiscal Billing vs. Collections Percentage is 61%. Call service for July was 729; fiscal year to date calls for service was 1414; average calls for service per day was 24. Average emergency response times were five minutes in the city and 11 in the county. Motion made to approve (Gallagher, Brothers) unanimous. Currently have two employees in medic school and a shortage of three paramedics. Motion made to approve all minutes (Smith, Brothers) unanimous.

F. Recommendation to change meeting time to 5:00 (referred by Rules and Legislative Committee)

Commissioner Yockey made a motion to change the time of the meeting to 5:00. Motion failed due to lack of second.

6. Other Business

- Budget amendment for \$250,000 to come out of courthouse renovations funds. \$150,000 would be allocated to finish restrooms in the basement and \$100,000 to wire all floors for computers. There is an additional \$102,211 that was previously there but auditors reclassified at the end of the year. Amendment needs to be made to reappropriate. Motion made to send to commission (Smith, Brothers), unanimous. Commissioner Sweeney asked for a projected amount to finish other floors. John Davis explained that the 3rd floor renovation was around a 5,000 square foot renovation and projected to be around \$100 sq. foot. This will be the recorder's office, deeds and property assessor's offices. John will get bids for an idea of what it will cost. Mayor Graham stated that once we can get these offices moved in that we can save \$50,000 year on the lease to the Regions building. Commissioner Sweeney asked about budget for furniture and Robert stated that the offices would bring the furniture with them. Commissioner Yockey asked about salary study. Mayor Graham said that he feels like they have the ability and skillset to do the comprehensive study. John Boutwell and Mayor Graham will report back to the finance committee.
- Commissioner Yockey asked about electing new officers. Stanley stated that he didn't mind remaining chair until the end of the year. Motion was made that Stanley remain Chairperson until January and Tony Smith as Vice chair (Yockey, Mayor Graham), unanimous.

7. Announcements – Commissioner Sweeney invited everyone to Arrowhead Ranch to the barbeque and auction Saturday night.

Commissioner Yockey mentioned that the Flat Creek Fire Department fundraiser is October 6 and the Normandy Fire Department fundraiser is October 13.

Commissioner Pinson said the Butterfly festival is Friday and Saturday September 28-29.

Stanley needs two garbage truck drivers with CDL license.

8. Adjournment: 5:37 PM