

FINANCIAL MANAGEMENT COMMITTEE

Minutes for October 23, 2018

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

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

**Absent** – Don Gallagher

**Others** – Commissioners Julie Sanders, Sylvia Pinson, Greg Vick, Jeff Sweeney, and Brian Farris; Sheriff Austin Swing; EMS Director Ted Cox; Brian Cantrell, Bedford County Fire Department; BCAC Director Jack Cooper; County Architect John Davis; HR Director John Boutwell; IT Supervisor Josh Carney; Sheriff's Dept. Chief Administrator Rick Castelow; Times Gazette Reporter John Carney and Deputy Director of Finance Lori Schuler and Kelley Hall.

1. **Call Meeting to Order** – 4:15 PM- Stanley Smotherman
2. **Prayer** – Commissioner Tony Smith
3. **Approval of Minutes for September 25, 2018, Financial Management Committee** – Motion made to approve, (Yockey, Smith) unanimous.
4. **Old Business**
  - A. **Animal Control Proposal**-Mayor Graham stated that they have a tentative meeting set for November 7<sup>th</sup> at 3:00 at the Chamber of Commerce. This will be the initial meeting between the city and county.
5. **New Business**

**A. Solid Waste** – Director Diane Forbes was absent. She is attending a Solid Waste conference at Montgomery Bell Park October 23-24. Her report stated that a new truck driver had been hired and one is on workers comp for the next few months. Lowes is no longer accepting fluorescent bulbs, she is working on locating another outlet for bulbs. Her report stated that tonnage was lighter last month due to new drivers and drivers being absent. Two loads were taken to the Shelbyville Transfer Station. September landfill charges were 734.96 tons -- \$18,572.45. Quarterly reports were included with monthly report. Commissioner Greg Vick asked for an update on the landfill process concerning the Interlocal agreement. Stanley Smotherman stated that the agreement would come up in 2020.

**B. Human Resources** – HR Director John Boutwell stated there were five (5) new hires, four (4) employees who resigned/terminated. Boutwell's report included the following for the month of October: three (3) management consultations; one (1) employee relation issues; one (1) FMLA request.

-**ADA compliance activities**: updated county website to provide information if someone has a concern or complaint, it will give them a place to address their complaint.

Have begun facility surveys to see if they are ADA compliant and what work needs to be done to correct that. Mr. Boutwell will attend TDOT ADA compliance presentation at Mayor's Conference in Chattanooga on October 25, 2018.

-**Title VI- (Equal Employment Opportunity)**: The annual compliance certificate was submitted and came back that we are in compliance. The county website will be updated.

-**Salary Survey**: Burris, Thompson and Associates 2018 Public Survey Sector-submitted to that survey and should get results in December. Also collecting job descriptions and salary data for Bedford County survey instrument and will meet with surrounding counties to get quality data.

**C. Architect - John Davis**

- Courthouse annex-construction is still ongoing on the 1<sup>st</sup> floor , waiting on cabinets, lettering should be in on Friday and will be put up next week. They have begun work on basement on the public spaces, no work is being done on 2<sup>nd</sup> floor right now. Engineers have walked through the 3<sup>rd</sup> floor and are ready to get started on it. Mr. Davis is hoping to get done first week of November so they can move in by Thanksgiving. Mr. Davis was asked by the Mayor to get bids on a couple alternate items: paint the second floor and concrete work to the front entrance of the building. Mayor Graham stated there is a water issue that is leaking into the restrooms that will need to be fixed. The handicap ramp has been torn

up and Mr. Davis plans to ask the city to repair that. There will be a couple of handicap spaces at the front but the majority of the spaces will be in the rear of the building. Both of the entrances will be ADA compliant. Stanley Smotherman asked when the building was built and Mr. Davis stated that it appeared in 1970. Commissioner Sweeney asked what the decision was about the tinting of the windows on the 3<sup>rd</sup> floor. Mr. Davis stated that they would all be tinted, and would be replacing the blinds with tint. Mayor Graham stated that the first floor would have blinds on the front to control light and climate control.

- Cascade School is moving along well. Commissioner Vick asked if there was a plan to widen the road leading to the school as it is very narrow. Stanley Smotherman stated that TDOT wanted to look at it when the school was further along. Mr. Embry stated that they would be looking at traffic flow and starting and ending times being staggered more so than now.

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

- Property Tax collections, ahead \$271,775.99
- Prior Year Property Tax Collections, less \$13,043.13
- Circuit Court/Clerk & Master Collections, less \$6,698.25
- Sales Tax Collections, ahead \$145,500.30
- Juvenile Detention report reflects a projected loss of \$212,966.52
- Traffic School report reflects a projected profit of \$74,556.97
- Analysis report expenditures average for September was 25.00%.

Year to Date Average for: Travel – 27.34%, Utilities – 22.7%, Natural Gas – 14.73%, Food Supplies – 33.78%, Maintenance of Vehicles – 21.85%, Diesel – 18.52%, Gasoline – 30.69%, Legal Services – 29.81%.

Commissioner asked how they line item the excess sales tax revenue. Robert stated any sales tax that comes in excess goes to fund balance for that year and when the budget is done for the next year they look at that as potential money to offset expenditures. Robert explained revenues in excess of the budget or expenditures less than budget will increase fund balance. Commissioner Vick asked if this was done monthly and Robert explained it was done at close of year. Commissioner Vick asked how it was tracked through the year. Robert explained there are monthly reports that show percentage collected. Commissioner Vick asked what could be done with the fund balance, or what restrictions you had? Robert explained that assets include cash, anything owed is liabilities. Subtract liabilities from assets anything left is fund balance. The cash is invested in the local government investment pool at a rate of around 1.9% which has better interest than a checking account or CD. Commissioner Vick asked if Robert was comfortable with the cash flow and Robert stated he was. He stated on the school side, since he has been here, he has never had to fill out a revenue anticipation note and on the county side not in the last 10 years.

**E. Other Monthly Reports**

- **EMS Report** – Fiscal Billing vs. Collections Percentage for October is 54%. Call service for September was 699; average emergency response times were 6 minutes in the city and 13 in the county. Taking applications for their youth academy. National EMS conference begins next week that most leaders and admin will attend. Two new paramedics were hired- there are two more openings. Commissioner Yockey asked if salary is an issue on hiring and Ted stated that we compete very heavily with Williamson County and he felt salary and benefits were an issue. Commissioner Yockey asked if there were enough training programs and Ted stated that there are not enough people going into the programs. Commissioner Sweeney asked about equipment on the trucks. He stated that he knew the cardiac monitors were beginning to get outdated and was money being allocated for to replace those. Ted stated that the cardiac monitors are approximately 13 years old and being discontinued by the manufacturer. There are only two other monitor companies and those have been out 7-10 years and don't want to purchase those at the end of their cycle. The newer versions should be released at the EMS conference next week. Commissioner Sweeney asked how much it would cost to replace all the trucks and Ted stated around \$240,000.

**F. Quarterly Financials** – Robert stated the quarterly reports were the same information as the monthly reports. Commissioner Yockey inquired about page 3 line item other charges at 90.01%. Lori stated that was the 58100. Robert stated that the Regions Bank expenditures are going through. Motion made to approve all Monthly Reports and send Quarterly Financials to commission, (Smith, Brothers) unanimous.

**G. Board of Education – Budget Amendment No. 1** – Robert stated amendment mainly consists of grants and adjustment to grants, reclassification of funds. No questions or comments were made regarding Board of

Education Budget Amendment No. 1. Motion made to approve and send to full commission (Yockey, Graham) unanimous.

**H. County – Budget Amendment No. 2** – Robert stated that county amendment consists of general fund, drug control fund and debt service fund.

No questions or comments were made regarding County Budget Amendment No. 2. Motion made to approve (Smith, Embry) unanimous.

**6. Other Business:** None

**7. Announcements:** Robert announced that there would be a question and answer session on budgets immediately following the Finance meeting. He also announced Mary Anna Mitchell's retirement from the Finance office after 43 years. Denice Reese will be replacing her and Lynn Riddle is replacing Denice in purchasing.

**8. Adjourned:** 4:58 PM (Smith, Brothers) unanimous.