

FINANCIAL MANAGEMENT COMMITTEE

Minutes for March 26, 2019

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

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

**Others** – Commissioners Sylvia Pinson, Greg Vick; EMS Director Ted Cox; EMS Asst Director Brett Young; Brian Cantrell, Bedford County Fire Department; Sheriff's Dept. Chief Administrator Rick Castelow; County Architect John Davis; HR Director John Boutwell; Solid Waste Coordinator Diane Forbes; Times Gazette Reporter John Carney and Deputy Director of Finance Lori Schuler; Kelley Hall.

1. **Call Meeting to Order** – Mayor Graham
2. **Prayer** – Don Gallagher
3. **Approval of Minutes for February 26, 2019 Financial Management Committee** – Motion made to approve, (Yockey, Brothers) unanimous.
4. **Old Business** – Commissioner Gallagher asked for an update on the handicap access for the doors at the courthouse annex. John Davis stated that they have asked for a bid but had not received an amount yet. Commissioner Gallagher also asked for an update about the joint contract between the city and county concerning Animal Control. Mayor Graham explained that with the former animal control director resigning, the new director is doing a review and it is in a holding pattern at the moment, but plan to have another meeting soon.
5. **New Business**
  - A. **Solid Waste** – Diane Forbes presented her March report:
    - The county APR (annual progress report) is finished as of today. Mayor Graham will review and sign off on it and will be submitted to TDEC.
    - The annual Household Hazardous Waste Event will be held at the Big Springs shopping center on May 11<sup>th</sup> from 8:00-12:00.
    - Convenience centers will remain open Friday, April 19<sup>th</sup>, Good Friday.
    - February landfill charges were 760.60 tons -- \$19,220.29
  - B. **Human Resources** – HR Director John Boutwell stated in his February report he has worked on the following: four (4) new hires, one (1) rehire, six (6) terminations, zero (0) retirements, two (2) management consultations, one (1) employee consultations, five (5) FMLA requests. John Boutwell shared a compensation power point and discussed the process the county is working through to improve compensation.
  - C. **Architect - John Davis**
    - **Cascade High School** – Davis stated the water line is about 75% complete. The school inside is 95-98%.
    - **Courthouse Annex** – The sidewalks went in this week in the front. The first floor is now occupied; the 3<sup>rd</sup> floor is ahead of schedule and looking at mid-May, looking at end of June for the basement.
    - **Learning Way** – plans have been submitted to the fire marshal, plan to take bids will be either April 16<sup>th</sup> or 23<sup>rd</sup>.
  - D. **Monthly Reports** – Compared to same time last year, total collections for:
    - Property Tax collections, ahead \$331,603.79
    - Prior Year Property Tax Collections, less \$49,107.23
    - Circuit Court/Clerk & Master Collections, ahead \$19,789.41
    - Sales Tax Collections, ahead \$539,930.22
    - Mineral Severance Tax Collections, less \$2,576.32
    - Juvenile Detention report reflects a projected loss of \$245,561.96
    - Traffic School report reflects a projected profit of \$114,426.67
    - Analysis report expenditures average for December was 66.67%.

Year to Date Average for: Travel – 66.81%, Utilities – 61.94%, Natural Gas – 83.18%, Food Supplies – 79.18%, Maintenance of Vehicles – 58.27%, Diesel – 50.48%, Gasoline – 56.11%, Legal Services – 72.62%.

**E. Other Monthly Reports**

**EMS Report** – Financial report for February states budget is currently at 59.7%. Based on 8.3% per month, they should be at 66.67%. Fiscal Billing vs. Collections Percentage is 54%. Call service for February was 558; average emergency response times were 6 minutes in the city and 13 in the county. Motion made to approve all reports (Yockey, Brothers), unanimous.

**6. Other Business**

Mark Clanton proposed a resolution on providing services city/county governmental entities. Motion made to send to commission (Gallagher, Smith), unanimous.

Mayor Graham proposed a resolution to form a joint oversight committee with the city. He asked that two people be appointed on tourism and two people for economic development. He stated that Commissioner Yockey made recommendations for Don Gallagher and Jeff Sweeney to serve on economic development, and Greg Vick and Sylvia Pinson to serve on tourism. Motion made to send to commission (Yockey, Smith), unanimous.

Budget hearings-requests have been sent out for each department and they have 10 business days to get them turned in. The date was set for April 16 at 11:00 for non-profits and 1:00 for department heads.

**7. Announcements:** Commissioner Yockey stated Thursday, March 28, there is a juvenile detention center meeting at EMA at 9:00. Tax Freeze study session meeting is April 22<sup>nd</sup> at 10:00 at the Courthouse Annex 2<sup>nd</sup> floor.

**8. Adjourned:** 5:15 PM (Graham, Yockey), unanimous.