

FINANCIAL MANAGEMENT COMMITTEE

Minutes for April 23, 2019

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

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

Others – Commissioners Sylvia Pinson, Greg Vick; EMS Director Ted Cox; EMS Asst Director Brett Young; Brian Cantrell, Bedford County Fire Department; County Architect John Davis; HR Director John Boutwell; Solid Waste Coordinator Diane Forbes; Probation Director Joyce Reed; Times Gazette Reporter John Carney and Deputy Director of Finance Lori Schuler; Kelley Hall; Jane Prince

1. **Call Meeting to Order** – Mayor Graham
2. **Prayer** – Don Gallagher
3. **Approval of Minutes for March 26, 2019 Financial Management Committee** – Motion made to approve, (Yockey, Brothers) unanimous.
4. **Old Business**
5. **New Business**

A. Solid Waste – Diane Forbes presented her April report:

- The county APR (annual progress report) is finished. It has been sent to ISWA for approval and then to the mayor before it is submitted to the state.
- The annual Household Hazardous Waste Event will be held at the Big Springs shopping center on May 11th from 8:00-12:00. It is being advertised in local paper and a paper in Tullahoma. It is an event sponsored by TDEC at no cost to the county.
- Tires continue to be thrown out on county roads. Commissioner Vick asked about the tire disposal location in reference to there only being one and asked was it portable? He asked if it was a possibility to have a free tire drop off day to encourage people to bring their tires in. Commissioner Pinson mentioned that tires are always issues at the Duck River clean up as well.
- Diane will be attending the Solid Waste Conference in Chattanooga in May. Commissioner Yockey asked if there would be an overview on grants at the conference. Diane explained that they would have several training sessions that they would be attending as well as getting information on any grants becoming available.
- February landfill charges were 810.57 tons -- \$20,483.10

B. Human Resources – HR Director John Boutwell stated in his April report he has worked on the following: zero (0) new hires, zero (0) rehires, seven (7) terminations, zero (0) retirements, three (3) management consultations, one (1) employee consultations, zero (0) FMLA requests. Mr. Boutwell sent out an RFQ for vendors for engineering firms to look at ADA compliance. He is working with Middle Tennessee State University on job studies as the next step in the salary study.

C. Architect - John Davis

- **Cascade High School** – Curl Construction submitted the low bid for the onsite sewer system. Davis stated the water line is about 95%. Floors should be put down next week. 2019-2020 school year should open up in new Cascade High School.
- **Courthouse Annex** – the third floor should be ready middle of May. Progress is being made in the basement to get the ADA toilets in. Commissioner Yockey asked about the automatic doors and he stated they would be putting the openers on them.
- **Learning Way-Sain** Construction presented low bid for the Learning Way addition.

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

- Property Tax collections, ahead \$296,770.81
- Prior Year Property Tax Collections, less \$157,927.25

- Circuit Court/Clerk & Master Collections, ahead \$11,268.18
 - Sales Tax Collections, ahead \$582,514.41
 - Mineral Severance Tax Collections, less \$2,576.32
 - Juvenile Detention report reflects a projected loss of \$262,695.03
 - Traffic School report reflects a projected profit of \$119,017.37
 - Analysis report expenditures average for December was 75%.
- Year to Date Average for: Travel – 73.52%, Utilities – 69.83%, Natural Gas – 94.12%, Food Supplies – 84.02%, Maintenance of Vehicles – 65.12%, Diesel – 56.10%, Gasoline – 59.96%, Legal Services – 82.49%.

E. Other Monthly Reports

EMS Report – Financial report for February states budget is currently at 68.8%. Based on 8.3% per month, they should be at 75%. Fiscal Billing vs. Collections Percentage is 53%. Call service for April was 675; average emergency response times were 6 minutes in the city and 12 in the county. Motion made to approve all reports (Yockey, Brothers), unanimous.

F. Quarterly Reports- Motion made to accept reports and send to commission (Brothers, Yockey)

G. BOE-Budget Amendment No. 4-Board of Education will be moving money from fund balance to pay for the laptops for all students grades 9-12. Motion to send to commission (Brothers, Gallagher)

6. **Other Business:** Working on a draft of the budget and will schedule a meeting.
7. **Announcements:** CTAS meeting April 30th @ 5:00.
8. **Adjourned:** 4:38 PM (Embry, Brothers), unanimous.