

FINANCIAL MANAGEMENT COMMITTEE

Minutes for June 25, 2019

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

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

Others – Commissioners Greg Vick, John Brown; EMS Asst Director Brett Young; 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

1. **Call Meeting to Order** – Mayor Graham
2. **Prayer** – Tony Smith
3. **Approval of Minutes for May 28, 2019 Financial Management Committee and June 18, 2019, Special Called Financial Management Committee** – Motion made to approve, (Yockey, Brothers) unanimous.
4. **Old Business**- Commissioner Yockey stated she had handed out guidelines for the nonprofits at the last meeting but would like to defer that to next month due to having one more guideline to add.
5. **New Business**

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

- The Duck River Clean Up was held June 22, 2019. Two representatives from Keep Tennessee Beautiful attended the clean up as well. The Tennessee Magazine did an article about the Duck River Clean Up and Nobody Trashes Tennessee.
- SUITS training and Title VI training has been completed for all convenience center attendants. No centers had violations.
- Plans to implement a free tire day every 6 months for the public, limit of four tires. She hopes to implement this at the same time the city has their tire drop off day.
- Wood products, brush and leaves are not permitted at the centers. There will be new signs soon at all centers to let the public know what can and cannot be taken.
- May landfill charges were 890.26 tons -- \$22,496.80

Greg Vick spoke about permits for the three types of waste. We only have a permit for municipal solid waste and can't take demolition waste.

B. Human Resources – HR Director John Boutwell stated in his June report he has worked on the following: four (4) new hires, one (1) rehire, five (5) terminations, zero (0) retirements, five (5) management consultations, three (3) employee consultations, four (4) FMLA request. Mr. Boutwell has started working with MTSU on job description project. He began with Trustee's office, and will move onto Donna Thomas, Deeds office and jail guards. CSR out of Springfield was selected as our ADA consultant.

C. Architect - John Davis

- **Cascade High School** – Paving and grading is underway. Septic field installed, low pressure field should be completed this week. Furniture is being assembled.
- **Courthouse Annex** –Basement cabinet work had faulty laminate and is being replaced and should be finished by next week.
- **Learning Way**-Working on west pod. Door frames and walls are expected to be done by next week.

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

- Property Tax collections, ahead \$434,551.86
- Prior Year Property Tax Collections, ahead \$156,710.59
- Circuit Court/Clerk & Master Collections, ahead \$20,198.95
- Sales Tax Collections, ahead \$722,997.45
- Mineral Severance Tax Collections, less \$10,617.62
- Juvenile Detention report reflects a projected loss of \$276,693.11

- Traffic School report reflects a projected profit of \$123,772.46
 - Analysis report expenditures average for May was 91.67%.
- Year to Date Average for: Travel – 81.49%, Utilities – 84.24%, Natural Gas – 93.94%, Food Supplies – 89.42%, Maintenance of Vehicles – 78.32%, Diesel – 62.68%, Gasoline – 78.73%, Legal Services – 90.46%.

E. Other Monthly Reports

EMS Report – Financial report for June states budget is currently at 84.1%. Based on 8.3% per month, they should be at 91.7%. Fiscal Billing vs. Collections Percentage is 52%. Call service for May was 649; average emergency response times were 6.5 minutes in the city and 12.5 in the county. Motion made to approve all reports (Brothers, Yockey), unanimous.

6. Other Business:

7. Announcements: Thursday 6:30 Finance Meeting, 7 Commission at the Courthouse

8. Adjourned: Commissioner Smith made a motion to adjourn.