

FINANCIAL MANAGEMENT COMMITTEE

Minutes for July 23, 2019

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

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

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

1. **Call Meeting to Order** – Tony Smith
2. **Prayer** – Don Gallagher
3. **Approval of Minutes for June 25, 2019 Financial Management Committee and June 27, 2019, Special Called Financial Management Committee** – Motion made to approve, (Gallagher, Brothers) unanimous.
4. **Old Business**
5. **New Business**

**A. Solid Waste** –Diane Forbes presented her July report:

- Free Tire day will be the third Wednesday in October and the third Wednesday in April. These dates will coincide with the city clean up days. There will be a limit of four tires for individuals.
- A container has been placed at El Bethel for wood debris, and household projects only. No contractor waste.
- We no longer have a plastic recycling program. DSC has pulled their containers.
- The new signs for the convenience centers have been ordered.
- June landfill charges were 762.95 tons -- \$19,279.74
- Diane will be attending TN Recycling workshop at Montgomery Bell Park next week.

**B. Human Resources** – HR Director John Boutwell stated in his July report he has worked on the following: six (6) new hires, one (1) rehire, two (2) terminations/resignations, zero (0) retirements, four (4) management consultations, one (1) employee consultations, one (1) FMLA request. MTSU on job description project is progressing. ADA consultants have finished their onsite visits and are beginning reports.

**C. Architect -Don Embry reported for John Davis**

- **Cascade High School** – Received the temporary occupancy certificate. Furniture is being moved from the old Cascade School to the new school. The fire marshal has been on site all week doing inspections, as well as the health department.

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

- Property Tax collections, ahead \$457,006.82
- Prior Year Property Tax Collections, ahead \$182,982.51
- Circuit Court/Clerk & Master Collections, ahead \$17,934.50
- Sales Tax Collections, ahead \$974,535.13
- Mineral Severance Tax Collections, less \$8482.65
- Juvenile Detention report reflects a projected loss of \$281,490.14
- Traffic School report reflects a projected profit of \$135,033.42
- Analysis report expenditures average for April was 100%.

Year to Date Average for: Travel – 82.72%, Utilities – 95.04%, Natural Gas – 96.99%, Food Supplies – 83.93%, Maintenance of Vehicles – 72.70%, Diesel – 60.50%, Gasoline – 78.63%, Legal Services – 91.65%.

**E. Other Monthly Reports**

**EMS Report** – Financial report for July states budget is currently at 90.53%. Based on 8.3% per month, they should be at 100%. Fiscal Billing vs. Collections Percentage is 53%. Call service for May was 643; average emergency response times were 6.5 minutes in the city and 13 in the county. Motion made to approve all reports (Brothers, Yockey), unanimous.

Ted Introduced Chris Cox as the new EMS training captain.

**F. Quarterly Financials-Robert** stated he added a list of payables for commission record. Motion made to approve all reports (Yockey, Brothers), unanimous.

**G. Old Harris Middle School Gym (referred by Courthouse and Property Committee)** – Commissioner Yockey stated that the committee would like to send a RFQ. Robert mentioned there was still surplus stored inside the building and we would need to hold another sale. Also there are old hospital records being stored and because of HIPAA we would need to find a new place to store those. Motion made to send out bid (Yockey, Gallagher), unanimous.

**H. Juvenile Assessment Request (referred by Courthouse and Property Committee)** - Commissioner Yockey said that \$25,000 had been budgeted for an architect to give an estimate on renovation of the workhouse. Robert stated that an RFQ for an architect for a new school and any other county projects was done. They will start interviewing those soon. Commissioner Vick asked if there could possibly be a pool of three or four architects instead of having one architect for all projects. Robert stated they will be interviewing several but could only use one.

- 6. Other Business:** Commissioner Yockey needs to defer guidelines for non-profit another month.
- 7. Announcements:** Commissioner Vick spoke with CASA (Court Appointed Special Advocates) they are having a fundraiser in August. They asked that he have a table set up and he agreed to do it.
- 8. Adjourned:** Commissioner Brothers made a motion to adjourn.