

FINANCIAL MANAGEMENT COMMITTEE

Minutes for August 25, 2020

Bedford County Courthouse, 4:15 PM

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

**Others** – Commissioners Greg Vick, Sylvia Pinson, Jeff Sweeney; Solid Waste Director Diane Forbes; Executive Assistant to the Mayor Anna Frazier; John Carney GIS/public relations; Randy Saddler, Carol Roberts, Archives; EMS Director Ted Cox; EMS Assistant Director Brett Young; David Melson, Times Gazette; Deputy Director of Finance Lori Schuler, Sandra Walker

1. **Call Meeting to Order** – Mayor Graham 4:15
2. **Prayer** – Don Gallagher
3. **Approval of Minutes for July 28, 2020 Financial Management Committee.** Motion made to approve, (Smith, Brothers), unanimous.
4. **Old Business**
5. **New Business**
  - A. **Solid Waste** –Diane Forbes presented her August report:
    - The two new compactors that were installed at El Bethel have already made an impact on shortening the number of runs to the landfill.
    - All the compactors are 25 years old or older so are in need of replacing. The next compactors will be for Tollgate, Deason, and Unionville.
    - Inmates are not allowed to work yet but hoping for September.
    - Employee’s temperatures are being taken in an effort to keep employees and citizens safe.
    - They are in the process of putting “Nobody Trashes Tennessee” wraps on the two new garbage trucks.
    - Centers will be closed on Labor Day.
    - July landfill charges were 870.20 tons -- \$28,020.44
  - B. **Human Resources** – No report for August
  - C. **Archives**-Carol Roberts submitted her August report:
    - **Visitor/Requests:** 10
      - 4 out of state, 6 TN residents
    - **Volunteer hours:** 21
    - **Temporary Records Disposed of in July:**
      - 50 cubic feet
    - **Permanent Records Prepared and Properly Stored:**
      - 10 cubic feet
    - **Miscellaneous Projects:**
      - Received donation of Genealogical Reference books from Melissa Edwards.
      - Received donation of small manuscript collections form the 1890’s from Eddie Green of Chapel Hill.
      - Began 2020-2021 grant application for TSLA Archives funds.
      - Ongoing research of complete list of past Sherriff’s.

**D. Architect-** John Davis submitted his report prior to the meeting. Courthouse Annex boiler replacement demolition should have begun August 24 and work to be complete prior to cold weather. Southside Elementary

window replacement has been suspended while children are present. Work to resume August 31 and will be complete by September 4<sup>th</sup>.

**E. June Financials** – Compared to same time last year, total collections for:

- Property Tax collections, ahead \$1,444,518.69
- Prior Year Property Tax Collections, less \$308,627.26
- Circuit Court/Clerk & Master Collections, less \$30,266.74
- Sales Tax Collections, ahead \$794,878.39
- Mineral Severance Tax Collections, ahead \$10,452.72
- Juvenile Detention report reflects a projected loss of \$333,290.60
- Traffic School report reflects a projected profit of \$93,850.78
- Analysis report expenditures average for July was 100%.

Year to Date Average for: Travel – 72.43%, Utilities – 82.47%, Natural Gas – 71.42%, Food Supplies – 81.68%, Maintenance of Vehicles – 74.28%, Diesel – 48.49%, Gasoline – 65.18%, Legal Services – 87.74%.

**F. Quarterly Financials**

**G. July Financials**- Compared to same time last year, total collections for:

- Prior Year Property Tax Collections, less \$5,693.19
- Juvenile Detention report reflects a projected loss of \$212,236.79
- Traffic School report reflects a projected profit of \$62,279.56
- Analysis report expenditures average for July was 8.33%.

Year to Date Average for: Travel – 17.99%, Utilities – 4.24%, Natural Gas – .24%, Food Supplies – 33.45%, Maintenance of Vehicles – 17.13%, Diesel – 14.04%, Gasoline – 13.85%, Legal Services – 3.93%.

**H. Other Monthly Reports**- Ted Cox presented his August report.

**EMS Report** – Approved for a AFG grant from the Federal Government for \$155,000 to buy CPR devices. Monitors have been ordered should receive very soon. Financial report for August states budget is currently at 11.9%. Based on 8.33% per month, they should be at 8.33%. Fiscal Billing vs. Collections Percentage is 49%. Call service for July was 594; average emergency response times were 6:24 minutes in the city and 11:30 in the county. Motion made to approve all monthly reports (Yockey, Brothers), unanimous.

**I.** Review and possibly place on next year's budget Chamber's request for \$50,000 per year for five years (referred by Rules and Legislative Committee) - Motion made to defer until budget next year (Yockey, Gallagher), unanimous

**6. Other Business:** Covid-19 Resolution for FFCRA and CARES laws. Motion made to send to Commission without recommendation (Yockey, Embry), unanimous.

**7. Announcements:**

**8. Adjourned:** Motion to adjourn Yockey.