

## FINANCE COMMITTEE MINUTES

September 15, 2016

The meeting was called to order by Chairman Berbee at 5:00 p.m.

**Members Present:** Henk Berbee, Mark Reams, Nevin Taylor

**Others Present:** Terry Emery, Jenny Hutchinson, Sandy Hoover, Chief Riley, Mike Andrako, Aaron Story, DC Brooks, DC Spain, Chief Golden, Amanda Morris, Brian Dostanko, Jackie Ward.

**Approval of Minutes:** The minutes for the meeting on August 18, 2016 were approved as presented.

### AGENDA:

#### Citizen Comments:

**Discuss 2017 Department Personnel Requests:** Mr. Emery explained we had fulltime personnel request in the budget. Some of the requests are transitioning part-time positions into fulltime positions and there are some that are just new positions. Mr. Dostanko made a spreadsheet for the requested positions, where in the strategic plan they came, and the budget request, and the benefit of the request. Mr. Emery asked each department head with a personnel request to spend about two minutes discussing the positions listed below:

Stormwater Employee  
Parks & Ground Employee  
GIS Analyst  
IT Network Technician  
Firefighter (3)  
School Resource Officer  
Recreation Event Coordinator  
Income Tax Clerk  
Engineering Clerk

Mr. Dostanko explained that the Finance Committee has had a very busy agenda. He would like to come back and speak with the committee regarding the apprentice program.

Mr. Reams asked if someone could talk with the schools to see if they could help with the funding of the Officer. Mr. Emery replied yes, he will set up a meeting with the Schools to discuss this.

**Monthly Financial Update & Accept August Financials:** Mrs. Hutchinson said we had received the second half property tax, we have just over 1.3 million in property tax to-date. This is actually slightly under our budgeted receipts. In the Income tax receipts we have just over \$12 million, which is 5% more than this time last year. She said all the expenditures are as expected in the General Fund.

The sewer service charges are 5% more than they were this time last year. She mentioned we are finally starting to see the increase. She also stated the water service charges are slightly above as well. The sewer and water should be able to hit the budget revenues this year.

Mr. Taylor moved to approve August's financials. It was approved.

**Discuss 2017 Draft Budget:** Mrs. Hutchinson sent out to the Committee last week a copy of the draft budget. She stated that the personnel request that were presented to the Committee tonight are not included in the draft budget, nor are there any capital request. We used some of the money in the reserve to purchase the land in the Innovation Park, she mentioned that we might go out for bonds next year to fund some of the capital projects and what projects are we wanting to use the bonds for. She explained to the committee that these decisions are going to need to be made in order to finish the budget. She said if you wanted to fund all the projects you would have to go out for \$3million in bonds.

She asked the Committee for which personnel request and capital projects they would like to proceed with for the 2017 budget.

Mr. Reams asked why we did not do the bond for the 33 Innovation Park. Mrs. Hutchinson said we cannot issue bonds for the purchase of land that we would want to develop privately. Mr. Reams stated so we can't do it for the infrastructure we are putting in. Mrs. Hutchinson stated we can do it for the infrastructure, but not for just the land purchase.

Mr. Reams asked about this year having the extra pay week, and next year we will not have the extra pay week. He said we have a 3% increase for cost of living, but that extra pay week is like 2%. He said looking at these we are seeing more than a 1% increase, but should they be pretty close. Mrs. Hutchinson said there were also some adjustments within the personnel ranges.

Mr. Taylor asked Mrs. Hutchinson in looking over the budget and past practices is there anything on here that she feels that could wait. He would like to know what priorities for projects/personnel requests. She said you can always put vehicles and equipment back on year. Mr. Taylor stated he did not want to make up. She feels everyone has done a great job with their budgets and taken out the extra. Mr. Emery stated that he will be having another meeting with the departments to see if there is anywhere that needs adjusted.

Mr. Taylor stated put it all in and then figure out how to get it worked into the budget, and he will let everyone know about his personnel requests. Mrs. Hutchinson stated she would not go out for the bond until April of next year. Mr. Taylor stated we would know how much the City would have left over from the 2016.

Mr. Berbee stated he would like to study the personnel requests a little more and then send those recommendations to Mr. Emery.

The meeting was adjourned at 6:30 pm.