

**Minutes
Finance Committee
June 6, 2016
6:00 PM
1st Committee meeting**

Members present were Chairwoman Carol King, Committee members Terry Merritt and Dale Black. Finance Director Holly Abercrombie and City Administrator Trey Eubanks were also present.

1. Call to order.- Chairwoman King
2. Public Comment
3. Reading and approval of minutes- May 2, 2016
Councilman Merritt made a motion to approve the minutes with Councilman Black seconding. The vote was unanimous (3-0).
4. Reports or communications from city officers
 - a. Budget report- Holly reported the City should make our budget on property taxes. Business licenses have exceeded budget. We are still waiting on the MASC insurance business license fees. Councilman Black asked about the rental fees in the 381 line. We have \$13,000 showing in the line. Holly said that is payment for jerseys and pro shots. Anything that is not directly a fee for baseball registration. It is put in a separate line to make it easier to reconcile.
5. Unfinished business.
 - a. Standing Committee rules- Trey reported that it is important for Council to be aware of FOIA restrictions. Two on one committee constitutes a quorum. We can retain committees but should come up with a different format. There are a couple of ways to go about this. One is to have a committee of the whole meeting, so that council can converse openly. Councilman Merritt said the standing rules allow for that already. The rules are fairly clear. The standing committees have lasted 20 something years and we have an opinion on FOIA. Section 4 of our rules says other council members may attend, but not participate in deliberation. Councilman Merritt said we need to do business and not be so scared of an ambulance chasing lawyer. We are a very open City. Chairwoman King said we could keep this in committee or

move it forward. There was discussion through emails on other ways to handle our committee meetings and look at the way other governments handle theirs. Councilman Merritt said he had not seen any emails.

Councilman Merritt said nothing has challenged our standing committee rules. One person wants to challenge the concept, but that should not stop us from getting our rules in place.

Councilman Dale Black asked about the employee service awards when council members are in attendance. He said he thinks this is getting out of hand. Those luncheons are not advertised as council meetings.

Councilman Black then mentioned the Economic Development and Planning Committee. Where does annexation fall? Trey said it has been going through PEDC in the past. Councilman Black said Kim's department gives information to the planning commission. Trey said yes, but John Garner drafts the ordinance and pulls the documentation together. Councilman Black said he doesn't have a problem, but that Kim shouldn't be involved if she doesn't need to be. He was just wondering which committee would handle annexation.

Councilman Merritt said Corn and Miller Road came through Business and Development Services, not PEDC. Councilman Black said it doesn't spell out where it should fall. Trey said typically, John is involved in all annexations. PDRs go through BDS because it involves the planning commission. Councilman Merritt said he thinks annexation fits better in Business and Development Services. Trey said annexations start with John Gardner and all annexations involve economic development; some will be joint with Business and Development Services if they contain a zoning component. . Councilman Merritt said we could send this to council for input and then bring it back to committee.

Trey said committee could give direction to council and council could either vote or send it back to committee. The committee doesn't have to retain everything in committee or send to council for input and bring it back to committee. Things do not have to stop. Trey recommends annexation be under EPD, but that is for council to decide.

Councilman Merritt made a motion to send the committee rules to council with three changes- deletion of **Office of** in cultural affairs, recommendation of annexation under Business and Development Services, and to strike on page 4 under public comment **including other council members not on committee**. Councilman Black seconded the motion and the vote was unanimous (3-0).

- b. Internship program- Councilman Merritt made a motion to send this item to full council for approval with Councilman Black seconding. The vote was unanimous (3-0).
6. New business.
- a. Personnel policy update- The current policy, draft policy, and policies that have been adopted since the current policy has been in place were provided to committee. The labor attorney is currently looking at the final draft to make sure all of his corrections/ suggestions have been made. Chairwoman King likes what we currently have versus the draft. The draft doesn't have the classification plan in it and types of separation. Things have not been included that she thinks are important. She thinks we just need to add some new information into what we already have. Councilman Black said some things need to be dropped out of the 2004 policy as well. Councilman Merritt said he has some issues with the sick leave policies.

Councilman Black said he thinks this item should be retained in committee and maybe have a special called finance committee to look at the policies side by side. Chairwoman King said the new regulation for overtime pay might need to be part of the policy as well. She also would like to consider a policy for mandatory direct deposit for all new employees. Councilman Merritt asked Chairwoman King to type up her suggestions and send them to

Trey to send to committee. She said she would do that. This item will stay in committee.

Councilman Merritt said page 46 of the current policy said travel policy, but there is no date or time adopted or amended. Same thing with page 47 and 48. That needs to be notated better. Trey said the updated policy will have additions and the date will be tracked. Chairwoman King said her goal is to have this policy finished, bound, and handed out as a permanent document to all new employees. She said we could also send out a new disclaimer every two years or so. Trey said the new policies are signed by every employee and turned back in for retention.

- b. Take home vehicle policy- Chairwoman King said she thought this was a good start. She found one from Bedford County, Tennessee on Google. It is a good guideline, and is very detailed and lengthy that she passed out to committee to look at as well. Councilman Merritt said he thinks the extensive level of take home vehicles is getting out of hand. If we have bad weather where someone needs to take a vehicle home, someone should have authority to let someone take a truck home. Chairwoman King said emergency personnel policies would be different from other departments. Trey said he can fold the Bedford County language into our draft and if there is anything else that committee wants added, please let him know. He will send this out to full council.
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7. Public Comment- Leo Joyce: Will there be an increase in insurance on the take home policy?
Trey said they are already insured, so there will be no increase.
Leo Joyce: What if there is an accident?
Trey said the law allows for minimal use, like stopping at the grocery store. If it is outside of that, the accident will be looked at and it might come under the individuals' insurance.

8. Committee concerns.- None
9. Adjournment. – Chairwoman King adjourned the meeting.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

NOTICE: A majority or quorum of City Council may attend a committee meeting