

**Minutes
Finance Committee
February 1, 2016
6:00 PM
4th Committee meeting**

Members present were Chairwoman Carol King, Committee members Dale Black and Terry Merritt. 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- Councilmember Merritt made a motion to approve the January 4,2016 minutes with Councilman Black seconding. The vote was unanimous (3-0).
4. Reports or communications from city officers
 - a. Budget report- Holly reported that she pulled the amounts that we should be getting in rebates for the liability and worker's comp. \$35,168 is what we should get. It will be \$1700 total in all departments over budget, which is about \$200 per department.

Councilman Merritt said he couldn't find any credit card statements in the packet. Holly said Sandra couldn't key in anything because CSI was down while we got an upgrade. We converted to Smart Fusion, which is the newest update.

5. Unfinished business.
 - a. Appointments to the election commission
This item was sent to the council agenda with a motion by Councilman Merritt. Councilman Black seconded the motion and the vote was unanimous (3-0).
 - b. Standing Committee rules- There are a few items to look at. The Mayor mentioned needing changes in departments on codes and zoning compliance issues. The rules need to be back in sync with what our committees actually do. Councilman Merritt presented some proposed changes. There is a term

called an organizational meeting, but no one knows what that is. The wording is proposed to be regular or special called meeting. It will read “the Mayor shall, at either the first regular or special called meeting after inauguration, appoint members to the standing committees, and shall designate one member of each committee to Chair that committee with the consent approval of council.” Our form of government is a Weak Mayor which means he has one vote just like a council member. There is another part of the rules that references the organizational meeting which could be changed to first regular or special called meeting.

Councilman Merritt had the following suggestions:

- Finance and Policy – Matters relating to finance, budget policy, legal, personnel, and intergovernmental relations and insert **as well as all city policies.**
- Public Safety – Matters related to fire and emergency medical services, police and municipal court, and **enforcement of city codes.**
- ~~Building Codes~~ **Business and Development Services**- Matters related to planning, zoning, ~~code enforcement~~, and licensing.
- Economic **Planning and** Development – Matters related to economic development, **economic planning, community development, branding, marketing and public relations.**
- Public Works – Matters relating to streets, drainage, sanitation, sanitary sewers, vehicle maintenance, **parks and** field maintenance, bikeways, greenways, and city-owned buildings and grounds.
- Recreation & Public Relations – Matters relating to recreation, parks, cultural center, senior center, **planning events including all civic events.** ~~Mauldifest, and public relations.~~

Councilman Black asked about the parade and Christmas tree lighting the chamber does. They said Recreation does help with those events and anything the city is a part of goes through the Recreation committee. Councilman Merritt said he tried to keep this generic.

The next proposed change is Committees meetings will be scheduled for the first Monday of each month at beginning 6:00 PM. ~~An additional meeting night~~ **Additional meetings** may be scheduled if necessary. When the regular meeting falls on a holiday, the committee may by majority vote another day for that meeting.

Trey suggested a change. When the regular meeting falls on a holiday, the committee ~~may by majority vote~~ **Chairperson may select another day** for that meeting.

The rules with revisions will be sent to committee. This item will be kept in committee.

6. New business.

7. Public Comment

Mayor Raines asked if he could get a copy of the rules with the proposed revisions.

8. Committee concerns.

Councilman Merritt said he is still finding violations of the credit card policy. One is George using the Recreation credit card. Holly said that is the last one. Van Broad has a card now.

He also said You Attend is on Kim's credit card but is being charged to Public Works. Councilman Merritt said he thinks that charge should be on Trey's credit card since he is handling public works. The procurement policy could be changed if need be to allow for more flexibility.

Holly said Kim needs the time clock, and the department heads do understand that if a charge goes on their card that it is their responsibility to get a receipt or it comes out of their paycheck. Trey said we could add a sentence making the department head who allows their credit card to go to another department responsible for the charge. Chairwoman King said she would like to see that change. This will be beneficial.

She also said we are not talking about a lot of money. She doesn't want it to be misconstrued and there is not huge numbers that are being discussed.

Councilman Merritt said when you have public money, nothing is insignificant.
Chairwoman King said she agrees, but there is not a huge discrepancy.

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