

**Minutes
Finance Committee
January 4, 2016
6:00 PM
1st 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- None
3. Reading and approval of minutes- Councilman Black made a motion to accept the minutes with Councilman Merritt seconding. The vote was unanimous (3-0).
4. Reports or communications from city officers
 - a. Budget report- Holly said expenditures look good. Revenues are a little light- we are getting some property tax checks, though we expect larger amounts later on. Councilman Black asked why Administration special projects is 227% over. Holly said she wasn't sure what was included the line item. Trey said a large portion is the East Butler corridor study. Holly will go back and check that account.

Councilman Merritt asked what is included in the employee expenses accounts in each department. Holly answered it is training costs for employees. It includes class registration costs as well as per diem costs. Association costs for yearly memberships also go in that account.

Councilman Merritt asked about the credit card policy and why is a department that is not under another department using their credit card. He is still seeing this issue. Cultural Affairs uses the Recreation credit card. Holly said that is the only credit card available for them to use. Trey said if he had specific transactions, we could look up the expense. Sometimes there is a need for flexibility in the policy for special conditions. The policy may need to be looked at for that issue. The issue with Cultural Affairs should be resolved with the creation of the Community Development department.

Councilman Black said there was a Building Codes charge for PW timecard. Holly said the time clocks in public works have a monthly fee. Mike Lambert's credit card used to be charged for that expense. Because he no longer works here, there is no public works credit card. Kim Hamel has the charge on her credit card because she uses the same service in her department.

5. Unfinished business.

- a. Department head residency requirement- Councilman Merritt said this item has been continually researched and discussed. 40% of agencies have a residency requirement. Residency in the city gives department heads more skin in the game. This has been sent to the labor attorney and to the city attorney and has been approved. There are two different versions in the packet. The only difference in the two versions is the resolution date which would, if adopted, be in year 2016 instead of 2015. That is why we see two versions in this agenda item packet. There are two resolutions included. One is the resolution itself requiring city residency. The other resolution is for an exception, if needed.

If you are currently employed as a department head, you do not have to live in the City. If you move, you will be required to move into the City. If there is a relocation compensation given, there is also a residency requirement.

Councilman Merritt made a motion to send this item to council. Councilman Black seconded the motion and the vote was unanimous (3-0).

Councilman Merritt asked about a couple of items that were in committee in November that were not on the January agenda. Trey said he put on the agenda the items that he was requested to. Councilman Merritt then asked how the election commission item that was still in committee got sent to the December council meeting. Trey said it is still in committee for another appointment to the election commission. Trey said we will look into the issue and get an answer.

6. New business.
 - a. Budget calendar- Holly reminded committee to check the budget workshop dates to make sure they work for everyone.
Councilman Black made a motion to send this item to full council with Councilman Merritt seconding. The vote was unanimous (3-0).
7. Public Comment
8. Committee concerns.
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