

**FINANCE COMMITTEE  
MOTION SUMMARY  
September 10, 2015**

ITEM 1. Roll Call

Vice-Chairman DiGenova called the meeting to order at 4:50 p.m.

Members Present: Vice-Mayor George Hellinger and Chairman Andrew Brush (arrived at 5:19 p.m.)

Staff Present: Dean Stelzer, Finance Director, and Tom Homan, City Manager

ITEM 2. Approval of the Motion Summary for July 27, 2015 as recorded and transcribed.

**Motion:** Vice Mayor Hellinger moved to approve the Motion Summary for July 27, 2015, as recorded and transcribed, seconded by Vice-Chairman DiGenova. Motion approved by a 2-0 vote.

ITEM 3. Financial Management Policies Review and Amendment

Mr. Stelzer discussed changes to the Financial Management Policies Review. Mr. Stelzer discussed other cities Financial Management Policies. Mr. Stelzer recommends that these policies are reviewed by the Finance Committee on an annual basis to determine if any issues have changed.

Mr. Stelzer reviewed changes to Reserve policies and C.I.P policies. Mr. Stelzer discussed including a policy on Development Reserve Fund.

Chairman Brush arrived at 5:19 p.m.

Mr. DiGenova requested information on the non-utility fund capital improvements. Mr. DiGenova discussed implementing a curb and gutter utility fund. Mr. Stelzer discussed funding this through the storm sewage improvement fund.

ITEM 4. Financial Management Software Acquisition

Mr. Stelzer provided current software for Financial Management with use in income tax, general accounting, utility, and payroll. Mr. Stelzer discussed the use of improving the software to be more efficient and informed the Committee that software is rented and has an additional yearly cost for customer support.

Mr. Homan discussed the benefits to the Finance Department to have the position of a Budget Analyst.

**Motion:** Vice-Chairman DiGenova moved to move forward with the Budget Software Program, seconded by Vice-Mayor Hellinger. Motion approved by a 3-0 vote.

#### ITEM 5. Discussion of HB5 Adoption

Mr. Stelzer provided information on the requirements for a Tax Board of Appeal from HB5, and that this board must be in effect January, 2016. Mr. Stelzer reviewed who is eligible to be on the board, as well as, board's responsibilities, roles, and approximate times to meet a year. Mr. Stelzer stated that the Tax Board of Appeals will not be subject to open meeting laws due to the confidential nature of the appeals.

Chairman Brush considered the possible payment of board members and also recommended to have alternates to the board to provide an effective quorum. Discussion was held on the benefits and negatives of financial compensation to future board members.

#### ITEM 6. 2016 Budget Discussion

Mr. Homan stated that the budget will be due on November 15, 2015. Mr. Homan discussed the need to evaluate and discuss the positions for Parks and Natural Resource Director Position and a Budget Analyst position.

Vice-Mayor Hellinger requested information on the role of a Budget Analyst position after budget season and what is the value to the city throughout the year with this position.

Mr. Stelzer discussed current utility rates indicating that rates have not had an increase since 2012.

#### ITEM 7. Old Business

Mr. Homan asked if the members had an interest in follow up on the Performance Audit. Members recommended a follow up meeting with the auditor.

Mr. Stelzer provided an update on the delinquent tax filers.

#### ITEM 8. Next Meeting Date

Chairman Brush recommended having a meeting set up in October.

ITEM 10. Adjournment

**Motion:** Vice-Chairman DiGenova moved to adjourn the Finance Committee meeting, seconded by Vice-Mayor Hellinger. The Finance Committee meeting adjourned at 6:20 p.m.



Chairman



Elaine McCloskey, Clerk