

**Minutes
Finance Committee
November 5, 2018
6:00 PM
6th committee meeting**

Members present were Chairwoman Carol King and Committee member Dale Black. Finance Director Holly Abercrombie, HR Director Mark Putnam and Interim City Administrator Bryan Turner were also present. Councilman Terry Merritt was not present due to a death in his family.

1. Call to order- Chairwoman King
2. Public comment- None
3. Reading and approval of minutes- October 1, 2018
Councilman Black made a motion to approve the minutes with Chairwoman King seconding. The vote was unanimous (2-0).
4. Reports or communications from city officers
 - a. Budget Review- Holly reported revenues are slow this time of year but will ramp up in December and January with property taxes. Chairwoman King asked about the budget process. Holly said she would start compiling forms and sending them out at the end of December or first part of January. She will develop a budget calendar for council approval.

Councilman Black said he noticed one of the budget lines in Business and Development Services was over budget by 300%. He said he thinks that may be for a temporary employee. Holly said that was correct.
 - b. Department report- Update on personnel policy handbook
Mark said the draft is complete and members will be able to flip through one consolidated document and see the changes that have been made from the old personnel policy. He asked if the committee might like to have a workshop instead of doing this at committee meetings. Chairwoman King said it could come through committee and then have a workshop with the Finance Committee. After the workshop is done, the changes can be circulated to council for their input.

5. Unfinished business
6. New business
7. Public comment- None
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.