

Minutes  
Finance Committee  
December 2, 2019  
6:00 p.m.  
4th committee meeting

Members present were Chairwoman Carol King, Council members Terry Merritt and Dale Black. Finance Director Holly Abercrombie, Mark Putnam, HR Director, and City Administrator Brandon Madden were also present.

1. Call to Order- Chairwoman King

2. Public Comment- None

3. Reading and Approval of Minutes

- a. Finance Committee Meeting: November 4, 2019  
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 Review
- b. Department Reports- Mark reported open enrollment is this week. Brandon mentioned a wellness committee will be formed to try and motivate the employees to stay healthy. Councilman Merritt said an incentive plan could be developed to encourage employee participation at the Sports Center.

Holly reported the budgets are where they should be.

5. Unfinished Business- None

6. New Business

- a. Budget Calendar- This is for informational purposes only.
- b. Cash Handling policy- Chairwoman King thanked staff for bringing this policy forward. Holly said we had a policy in place, but it needs to be updated. Councilman Merritt asked if a cash drawer is a cash fund. Holly said it came from the petty cash account. If an employee needs petty cash, there is a ticket that is filled out with the original amount given and a receipt is brought back with any change given.

Councilman Merritt asked about the procedure where it says a receipt must be attached to the form. An employee can't get cash until they fill out the request form, which requires a receipt they do not yet have. It is semantics but is confusing in the wording. Chairwoman King asked if someone could use their own money but be reimbursed. Holly said yes. Brandon said staff would update the language to make the procedure clearer.

Councilman Merritt said there was an issue several years ago where an employee used a bonus card to buy supplies, which saved the City money, but gave the employee bonus card points, which became a problem. Councilman Merritt asked if the City had a bonus card. Holly answered the Finance Department does not. Councilman Merritt said then the City is paying full price and not getting the discount.

Holly said one of the major issues addressed with this policy is that non-city employees cannot handle city money at all.

Petty cash drawers start with \$200 and should be back at \$200 by the end of the day. Councilman Merritt asked if there was a cash policy now. Does council need to be involved in a cash handling policy? Holly said there is an internal policy. Brandon said he wants to make sure council is in the loop. Certain internal policies can change as staff changes. Brandon said a cash handling policy should be a council policy to have council's weight behind it.

Councilman Merritt said this item could be forwarded to council and endorsed but doesn't need to be part of the code. Councilman Merritt made a motion to send this to Council for informational purposes. Councilman Black seconded the motion and the vote was unanimous (3-0).

7. Public Comment- None

8. Committee Concerns- Councilman Merritt said he appreciates being a part of this committee and will miss being a member of it. Chairwoman King agreed that the committee has done a lot of good work.

9. Adjourn- Chairwoman King adjourned the meeting.

Respectfully Submitted,

Cindy Miller

Municipal Clerk