

MINUTES
FINANCE & POLICY COMMITTEE MEETING
APRIL 5, 2021, 6PM
CITY HALL - COUNCIL CHAMBERS
5 E. BUTLER ROAD
4TH COMMITTEE MEETING

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar

Others present were Brandon Madden, City Administrator; Holly Abercrombie, Finance Director (via Zoom); and Mark Putnam, HR Director (via Zoom)

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes

- a. Finance Committee Meeting: March 1, 2021

Action: Councilwoman Kuzniar made a motion to approve the minutes. Councilwoman King seconded the motion.

Vote: The vote was unanimous (3-0).

4. Reports or Communications from City Officers

- a. City Administrator Brandon Madden
 - i. Budget Review

The administration budget looks good, and the year will finish out strong.

- b. Finance Director Holly Abercrombie
 - i. Budget Review

The revenues look to be about where we were last year. Expenditures look really good.

- c. HR Director Mark Putnam

The employee engagement survey has ended. The City Administrator and HR Director will meet and look over the results. The results will come to committee in May along with any action plans there may be. An internal and external survey has also been started to help with recruiting the new Police Chief.

5. Unfinished Business- There is no Unfinished Business

6. New Business

- a. Electronic Document Storage- 13 bids were sent to the City. There are three departments that will use the system heavily, and each of these departments were included in the process of

recommendation to Council.

Action: Councilwoman Kuzniar made a motion to send this item to Council. Councilwoman King seconded the motion.

Councilwoman King said we have been talking about updating records storage since she first came on Council, and she is happy to see this.

Vote: The vote was unanimous (3-0).

7. Public Comment- None
8. Committee Concerns

Councilwoman King asked Mr. Madden to send the current ordinance we are operating under for remote meetings to Council.

9. Adjournment- Chairman Reynolds adjourned the meeting.

Respectfully Submitted,
Cindy Miller
Municipal Clerk