

Budget Ways & Means Committee
Monday, July 8, 2019 5:30 PM
City Hall Conference Room

MEMBERS PRESENT: Alan Snow, Darren Collier and Ray West. Juan Topete was absent.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox, Fire Chief Roger Williams, and Council Member Ceri Otero.

Mr. Snow called the meeting to order at 5:30 PM.

***NOTE:** All areas "*italic*" below were submitted to the Committee in a pre-meeting memo by Mr. Short.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** Mr. Collier made a motion to approve the minutes for the June 10 Budget meeting. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss budget adjustment resolution Fiscal Year 2020.**

"Because of timing issues including the 4th of July holiday, the early date of this meeting, staff days off, weather issues and the payment of bills for fiscal 2019 through the end of the month of July, we will not be able to have the final numbers for the Resolution for the packet. However, authorization, and a budget to continue projects that were not specifically carried over in the fiscal 2020 budget and not completed need budget authorization by the Committee and the Council so they can be completed. These are primarily carry over projects that were not able to be completed by the end of the fiscal year and will be using fund balances as they were not previously spent. The form of the tentative Resolution is included."

Mr. Short reviewed projects that needed to be carried over to the 2020 FY and are included in the budget adjustment. Mr. West moved to forward the Resolution to council. Motion carried 3-0.

2. **Staff Reports.**

" The Sales Tax report for July's General Fund's 1% Sales Tax has not been received due to the early date of our meeting. We typically receive the numbers from the State around the 7th of the month. If we receive them, we will bring our report to the meeting for distribution or viewing. Final fiscal 2019, year-end numbers ended up 1.86% (\$44,414) higher than initially budgeted and higher than the last two fiscal years. These last two fiscal year's collections were below 2016 and 2015's amounts. Fiscal 2019 ended up slightly higher (\$944) than fiscal 2016. Also included is the Budget Report for June (year-end) 2019. This is an unaudited and unadjusted statement and is very preliminary. Auditors have visited earlier this week for preliminary work

and are due in to start field work and develop the year-end statements in September. The Pooled Investment report is included without the accrued interest amounts. Traci will bring that information to the meeting. We'll report on these numbers and preliminary report numbers at the meeting. The Area Agency on Aging would like for the City to consider floor waxing at the Over Sixty Center. The Executive Director (Jennifer Shotwell) said that she has been reviewing the janitorial service at the Carthage location. In 4 of their other 6 centers, the city buffs and waxes the floor once or twice a year. The last time the Over Sixty Center's floor was cared for (beyond daily dry and daily wet mopping) was over 2 years ago. The question was asked if the City would be willing to "chip in" on the buff/wax care on that floor this year. I think something can be worked out but need to carefully consider this request especially in light of setting any precedent on leased facilities. With the extension of the County Sales Tax, a Courthouse renovation was included. The City has been contacted by the Jasper County Bar Association about the possibility of using the Council Chambers for court during the renovation of the Courthouse project. We have asked them to supply details of their request in writing so the City can take action on it. The plan is to take the request to the Public Service Committee for a recommendation to the Council."

Mr. Short reported sales tax revenues are down 12.45% from the previous calendar year. In reviewing the budget analysis, no red flags were reported. Adjusting entries are not included in current reports. A request from the Over 60 Center to fund buffing and waxing the floor was discussed. There was concern over setting a precedence to provide janitorial services. Tri State Janitor submitted a quote to provide the floor maintenance at \$3,890. No action was taken. The possibility of allowing the county to use the council chambers to hold Family Court while the courthouse was being renovated was discussed. A formal proposal has not been received. Ms. Cox reported on investment interest income, noting interest income exceeded budget projections by approximately \$195,000. Mr. Short then reported on an audit that was performed on the Taxi program.

3. Other Business. None at this time.

ADJOURNMENT: The meeting adjourned at 6:09 PM on motion by Mr. Collier.