

BUDGET WAYS & MEANS COMMITTEE  
MONDAY, DECEMBER 9, 2019 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

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

**OTHERS PRESENT:** City Administrator Tom Short, City Clerk Traci Cox

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

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

**OLD BUSINESS:**

1. **Consideration and approval of minutes from previous meeting.** Mr. Collier made a motion to approve the minutes for the November 4 Budget meeting. Motion carried 3-0.

**NEW BUSINESS**

1. **Consider and discuss recommendation from Compensation Study Committee.**

*"The City solicited sealed proposals from interested, qualified, and experienced consulting firms to review and upgrade the City's Compensation and Classification System, including job descriptions, and market analysis for full-time and part-time employees. The goal being to develop a plan and implementation costs for inclusion in the fiscal 2021 budget. All proposals were received by the City Clerk's Office, by November 08, 2019. Included is the **list of vendors** who were sent the invitation, plus the **Request for Proposal**. The Committee consisted of the Mayor, Budget Chairman, Budget Vice Chairman, City Clerk and City Administrator. The Committee developed a short list of three vendors for personal interviews. The Committee interviewed the vendors via Skype for discussion of their methodology, overall proposal and Q&As as needed. References of the finalist were checked and reviewed. The Committee will be providing its recommendation to the Budget Committee for its recommendation to the full Council. The recommended successful firm's **proposal** is also included in the packet. Due to timing considerations, first reading of a proposed Agreement/Contract will be on the Council agenda for the December 10, 2019 meeting."*

Mr. Short discussed the Skype interviews performed with the selected vendors for the compensation study. The selection committee recommended accepting the RFP submitted by McGrath Human Resources Group and references were called with positive feedback. Mr. West moved to accept Option II from McGrath Human Resources Group for \$24,589. Motion carried.

2. **Staff Reports.** The **Sales Tax Report** for December is included in this packet. Generally, the General Fund Sales Tax (1%) receipts for December showed a decrease of 7% from the same month last Fiscal Year. This amounted to approximately \$15,982 less than the same month last year. We'll report further on the report at the meeting. Also included are the November **Budget Summary Reports** which we will go over at the meeting. We plan to discuss any concerns at the meeting. We also plan to bring a **Draft Budget Calendar for fiscal 2021** for planning and scheduling purposes. As of this writing it is not quite complete. The **Pooled Cash and Investment reports** are also included in the packet.

Mr. Short reviewed sales tax revenues and the monthly financial reports. The Budget Calendar for the 2020-2021 FY was presented with no changes made.

3. **Other Business.** None

**ADJOURNMENT:** The meeting adjourned at 6:01 P.M. on motion by Mr. Collier.

Respectfully submitted,  
Traci Cox