



Finance Committee
Tuesday, February 6, 2024 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Don Barnard called the Finance Committee meeting for February 6, 2024 to order at 5:02 pm.

Present - Donald Barnard, Jeff Barr

Absent - Bob Orsini

Staff present - Sean Staneart - City Manager, Dave Delande - Finance Director, Jack Liggett - Service Director, Rusty Smart - Chief of Police, Dave Selan - City Council, Tiffany Hollis - City Council, Ryan Green - City Council, Teresa Monroe - Clerk of Council

Public present - +1

2. Action on Minutes

a. January 16, 2024

ACTION: Donald Barnard moved to approve; Jeff Barr seconded and the vote was as follows:

AYES: Donald Barnard, Jeff Barr

NOES: None

ABSTAIN: None

Passed 2 - 0

3. Financial Compliance Update - Dave Delande

Finance Director Dave Delande provided further updates on Bonefish, discussed at last meeting, the program that will crosscheck vendors for accounts payable before writing checks. The cost for the first year will be reduced to \$5300 and they are waiving the \$4000 set up fee. They will help the city with different policies and other alerts through their system. Committee in favor of trying it for one year as one incident of paying a fraudulent vendor would likely cost the city more than this. Mr. Delande said there are funds in the budget to pay for it now and he will reevaluate fourth quarter to see if any appropriation is needed.

4. Credit Card policy

Dave Delande is working on a credit card policy, he is working on the fuel card first. Looking at implementing a three step process such as vehicle and/or employee ID system, using the ID and entering the vehicle odometer mileage. An inventory of current cards and vehicles will need to be reviewed, some logistics to research. More information to follow.

5. Travel & Auto policy

Dave Delande passed out a draft employee travel policy, it has been reviewed by HR, this is something the city is pursuing but is not final yet. Mr. Delande highlighted different sections for the committee, one of which is the potential to eliminate city vehicles for take home use. Discussion on tips and travel time pay. Committee to review the draft and prepare feedback for next meeting.

6. Assistant Finance position

Sean Staneart said he had a good conversation with Integrity, discussion on what the finance department work load would look like if they backed away from their role with the city. Kathee Ingram with Integrity gave the opinion that if they were to back away, there would be no way that it could be a function that is a reasonable expectation of one individual and that at a minimum, it is a sixty to seventy hour per week position. Mr. Staneart said that Integrity would like to be moved on from the city within the next four to six months and this is why he is bringing it to the committee. He said they are comfortable with staying on from a payroll standpoint if needed. Mr. Barnard said he made the argument with Integrity that the city had one person doing it before, and their answer was that there was a lot not getting done, or being missed. Integrity said this is a bigger job than what they are typically used to and it takes up a lot of their work load. Mr. Staneart's proposal is that the city advertise for a full time financial assistant who will also be able to cross-train for back up to the utility and admin office departments in case of absence. In the short term, there will be a cost increase for the overlap in training but ultimately it will save the city money over outsourcing. Discussion on the position title, this position will not be a director, possibly an accounting assistant. Discussion on salary range of high \$40,000 to mid \$70,000. Sean Staneart said the job description does not exist, that will have to be something council approves. Job description and wage scale draft to be ready for committee review at next meeting.

7. Other Business

1. Dave Delande said they are also working on a Capital Asset Policy, current policy is \$1,000 which is outdated, he is looking at changing it to \$5-10,000; for depreciation of fixed assets. Mr. Barnard asked if there needed to be a review of the purchase threshold limit for employees without consent of council.

2. Dave Delande said the employee handbook and salary surveys are in process.

3. Dave Delande said he attended a webinar with a company named Paychecks, he is doing some research for them to handle city payroll, cost would be right around \$9,000 annually. Mayor Barnard said he was kind of against outside payroll for government, there are a lot of issues from the research he has done, but will wait for Dave to see how many cities they handle.

8. Adjourn

No further business, meeting adjourned at 5:45 pm.