

Finance & Human Resources Committee
Open Session Minutes
March 9th, 2023

Members Present: Councilman Ed Conley, Chairman Cecil Davis, Councilman Amanda Koren
Staff Present: John Doyle, Amber Box, Michele Brown, Tracey York
Media: Darrell Maurina, Pulaski County Daily News

Call to Order: Meeting was called to order 5:00 p.m. Quorum was established.

Citizen Comments: None

Approval of Minutes: A motion was made by Councilman Conley to accept the February 2023 minutes as written. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley
NAYS – None
Motion Passed

Review Bills: Committee reviewed the bills. Motion was made by Councilman Conley to approve paying the bills. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley
NAYS – None
Motion Passed

Cash Flow – Account Status/EOY Budget Review- Committee reviewed the city's cash flow reports, bank account status, and year to date budget. The city has completed 16.6% of the 2023 Fiscal Year with expenses ending at 16% and revenues at 18%. City bank accounts have a total of \$7,405,246.29 in restricted funds, reserve funds, and usable monies.

Westgate Community Improvement District Update- Committee reviewed the CID sales tax collection summary. Mr. Doyle stated that McDonald's is slated for a massive renovation that will affect the 2023 totals while it's out of operation.

ARPA Projects: Monthly Update – Mr. Doyle stated that construction is nearly complete at the Roubidoux RV Park and should be operational by the end of this week. Flyers were sent out to City of Waynesville businesses regarding the new Economic Development Incentive Program and Doug Potts will be heading that project. The next projects will be the Animal Shelter renovation and the upgrades at the Leaf & Limb Dump.

Quarterly Security Bank Interest Rate Update – With the new banking services agreement with Security Bank of Pulaski County, the bank provides the city's variable rate for that quarter. As of March 1st, 2023 the DGS3 rate is at 4.49%. The city receives 1% below the DGS3 rate and will be earning an interest rate of 3.49% for the second quarter of 2023.

Fund Balance Reserve Compliance - According to the city Fund Balance Reserve Policy, the city must maintain reserves in city funds at or about 10-15% of the normal operational budget. Per the policy, this must be reviewed annually. Committee reviewed the 2023 reserve amounts and the city is in compliance with the Fund Balance Reserve Policy as of 01/31/2023.

Budget Adjustment for DERA Grant – Mrs. Box stated a need for a budget adjustment in order to accommodate the grant match required for the DERA Grant. The grant amount is for approximately \$60,000 to purchase a 2023 John Deere excavator at \$240,000. The city has been budgeting money back into reserve each year to prepare to fund for grant opportunities rather than go into a debt service agreement, Mrs. Box requested that the funds be pulled from the General Reserve Fund & Utility Reserve Fund and paid back over time. Councilman Conley made a motion to forward an ordinance to adjust the FY 2023 budget to purchase the 2023 John Deere excavator to City Council for final approval. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Davis, Conley, Koren
NAYS – None
Motion Passed

Review of Employee Personnel Manual – Ms. Brown provided an updated copy of the city personnel manual for the committee to review that includes language regarding recreational & medical marijuana. Committee will review and discuss in the next meeting.

Review of Summer Flex Schedule – Ms. Brown provided a copy of a proposed Summer Flex Schedule to the committee for review. This schedule would affect the city hall staff and will be undergoing a staff review process before a recommendation will be made.

Proposed Committee Assignments & Proposed Committee Week Schedule – Councilman Koren made a motion to forward the proposed committee assignments to City Council for final approval as written and the proposed committee week schedule with the following changes: Move Park Board to 5:00pm and keep Police & Emergency Services Committee at 3:30pm to City Council for final approval. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Davis, Conley, Koren
NAYS – None
Motion Passed

Other Business:

Audit: KPM CPA's & Advisors – audit to begin March 13th and conclude March 17th, 2023.

Committee adjourned a 5:44 p.m.

Next meeting will be held on April 6th, 2023 (*Tentatively*) at 5:00pm