

**MINUTES OF THE FINANCE COMMITTEE  
AUGUST 3, 2020  
MEETING HELD VIRTUALLY**

**Present:** Councilmember Bullock (Chair), & Councilmember Neff

**Also Present:** Finance Director Rancatore, Health & Human Services Director Gelsomino, Planning Director Leininger, Fire Chief Dunphy, Councilmembers Kepple & Shachner, Clerk Bach taking minutes, Deputy Clerk Lascu

**Call to Order:** 7:02 p.m.

**ORDINANCE 15-2020** - AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing the transfer and advance of certain funds.

Director Rancatore summarized Ordinance 15-2020, explaining the following transfers:

- A transfer into the Aging fund from the General Fund
- A transfer from WWTP Improvement fund to debt service and
- A transfer into the General Fund from the cost of court hospitalization and workers' compensation

He explained that the ordinance is the same as those adopted in Q1 and Q2 and that the transfers are unaffected by the greater financial issues facing the City.

A motion was made and seconded to recommend Ordinance 15-2020 for adoption. A roll call vote was conducted as follows:

*Yeas:* Bullock, Neff

*Nays:* none

Motion adopted. Ordinance 15-2020 recommended for adoption.

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**ORDINANCE 46-19A** - AN ORDINANCE to take effect immediately, provided it receives the affirmative vote of at least five members of Council, or otherwise to take effect and be in force after the earliest period allowed by law, amending Ordinance 46-19 adopted December 16, 2019 to create the position of Chief of Staff and Administrative Assistant II to the Mayor.

Director Dillinger explained that the Mayor has hired someone into the role of Chief of Staff. That position was previously referred to as Executive Assistant. The administration is proposing to amend the salary ordinance to reflect the new title. The new title is at the same pay grade as that of the executive assistant.

Additionally, the Mayor has proposed to create a position in the office – Administrative Assistant II. This would provide a promotional opportunity to the current person serving in the role of Administrative Assistant 1. Director Dillinger explained that this career ladder currently exists among bargaining unit employees and this change mirrors that.

Councilmember Neff asked if Administrative Assistant 1 were promoted to Administrative Assistant II, would the Administrative Assistant I position then be filled?

Director Dillinger replied that that would be sorted out in the budget and that is not the intention.

As part of committee discussion, it was further articulated by Director Dillinger that the Chief of Staff role is currently part-time. The salary is converted to an hourly rate and the incumbent is not eligible for benefits or paid time off. She noted that this ultimately saves the City money.

In response to questions by the committee, Director Dillinger explained that rates of pay are established by department heads and approved by Finance and Human Resources.

A motion was made and seconded to recommend Ordinance 46-19A for adoption. A roll call vote was conducted as follows:

*Yeas:* Bullock, Neff

*Nays:* none

Motion adopted. Ordinance 46-19A recommended for adoption.

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Review by Director Rancatore of fund balances and city revenue receipts.

Director Rancatore announced that the City has received \$2.3 million from the federal government in June. \$1.9 million will go to the General Fund and the balance will go to the Police and Fire Pension Fund. Overall, the City is down roughly \$4 million. Director Rancatore predicted that this will hopefully be the worst of it and the City will spend the rest of the year rebuilding. July turned out to be a pretty good tax season and not all the revenues are in.

Director Rancatore explained that the City has created a Coronavirus Relief Fund for the federal funds and savings will be experienced by using that fund to offset expenses throughout the rest of the year. He remarked that the City will get more clarity on the extent of the budget gap as the year goes on.

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Communication from Councilmember Bullock regarding council budget priorities process.

Councilmember Bullock explained the council budget priority process and its purpose. He encouraged members to submit proposals of novel ideas or affirmations of support for existing policies. He provided examples of budget priorities from previous years and encouraged members to listen to residents for ideas. He laid out the timeline of the process: Finance Committee will deliberate on proposals in September and will adopt a resolution in October to finalize them. This will provide the administration time to incorporate priorities into the budget.

Finance Committee adjourned at approximately 7:30 p.m.