

# MINUTES

## COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, January 23, 2023 – 11:00 AM  
City Hall Council Chambers

Members Present: Aaron Baker, Chair, Council Member  
Mac Morrow, Vice Chair, Council Member

Staff Present: Wilson Hooper, City Manager  
Dean Luebbe, Finance Director  
Kelley Craig, Human Resources Director  
Paul Ray, Planning Director  
Denise Hodsdon, City Clerk

### A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 11:02 AM.

### B. Certification of Quorum

Quorum was certified by City Clerk Denise Hodsdon.

### C. Approval of Agenda

Mr. Hooper asked to add an item regarding Budget & Retreat Update as Item F. Motion by Mr. Morrow, seconded by Mr. Baker to approve the agenda as amended. The motion carried unanimously.

### D. Approval of Minutes of November 28, 2022 Meeting

Motion by Mr. Baker, seconded by Mr. Morrow to approve the minutes of the November 28, 2022 meeting as presented. The motion carried unanimously.

### E. Funding Options for Estatoe Trail Extension

Mr. Hooper shared possible funding options for extending the Estatoe Trail. These are funds that we already have in hand and is all unrestricted money or restricted for this purpose. He recommended that any discussion of appropriating these funds for trail construction be held as part of the upcoming budget discussion. Paul Ray added that

we expect to hear in June whether we will be awarded the Carbon Reduction Program Grant for the Tannery section of the trail. We could also apply for a PARTF grant which would be due in March.

#### **F. Budget & Retreat Update**

Mr. Hooper presented the proposed FY24 Budget Calendar. The departments are currently putting together both their base operating budgets and their requests for new money, which are due at the end of this month. He and Dean will compare those to preliminary revenue projections and start reviewing some of the larger items, such as the pay study, trail funds, housing resources, etc. and try to package those in a way that we can have a productive discussion at the strategic planning retreat on March 1<sup>st</sup> and 2<sup>nd</sup>. Mr. Hooper said that during the strategic planning and budget retreats, not only will we talk about the budget for the upcoming fiscal year, but we will also discuss a supplemental spending plan where we identify things that we might want to do in the current fiscal year.

#### **G. Committee Appointments – Review of Application Process**


The committee discussed recruitment and appointment of members to the policy, advisory, and statutory committees. Kelley Craig demonstrated the NEOGOV website that the City is using for the application process. The committee gave some feedback on the format and content of the application forms and those changes will be incorporated before going live with the website in the next few days. It was decided that applications will be collected until the end of February; sent to the committees in March for review and recommendation; and then sent to Council in April to make appointments.

#### **H. Set Date for Next Meeting**

The next meeting of the Finance & Human Resources Committee will be on Monday, February 27, 2023, at 11:00 am.

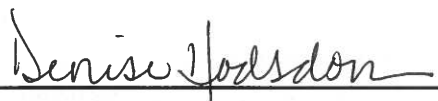
#### **I. Adjourn**

There being no further business, the meeting was adjourned at 12:13 PM.

X 

Aaron Baker  
Chair, Council Member

Minutes Approved: February 27, 2023

X 

Denise Hodsdon  
City Clerk