

MINUTES

COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Thursday, March 12, 2020 – 9:00 AM
City Hall Administrative Conference Room

Members Present: Geraldine Dinkins, Chair, Council Member
Mac Morrow, Vice Chair, Council Member
Jim Fatland, City Manager
Kelley Craig, Human Resources Director

Absent: None

Staff Present: Tom Whitlock, Deputy Finance Director & Tax Collector
Denise Hodsdon, Executive Assistant

A. Welcome & Call to Order

Committee Chair Geraldine Dinkins called the meeting to order at 9:05 AM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Update on Tax Collection

Mr. Fatland and Mr. Whitlock updated the Committee on tax collections to date. As of February 29th, we have collected \$4.765 million in City taxes which is approximately 96%. Mr. Whitlock noted that when the County was collecting our taxes last year, we had only received \$1,522,236 through the end of February 2019. Mr. Fatland noted that the biggest win is improved cash flow and interest earnings and that our collection expenses are still below the \$175,000 that we were paying to the County. He said during budget discussions he will be proposing a resolution to lower our fund balance from 30% to 25% to give us more cash to invest.

We have collected \$127,586 or 91% for the Heart of Brevard through February 29, 2020. Last year at this time, they had only received \$28,362.

D. Purchasing Policies and Procedures

Mr. Fatland recalled that at the last meeting we discussed the City's purchasing policies and procedures. He thinks a good approach is to conduct a survey of other communities and find out what their thresholds are and whether they have a full-time purchasing staff. Kelley Craig had done surveys for City Council compensation and looked at Black Mountain, Fletcher, Forest City, Hendersonville, Shelby and

Waynesville. She noted that their populations are similar in size to Brevard. Ms. Dinkins said she still feels like the \$500,000 threshold is too high and she would like to cast as wide a net as possible to see if that is common. She contacted NCLM and the School of Government and both recommended that we pose the question to a list serve. During discussion, it was noted that it is important to compare to cities of similar population and Ms. Craig recommended that we do a combination of both a list serve survey and a targeted survey of cities similar in size to Brevard. Ms. Dinkins asked if we could also find out if other municipalities do anything to encourage or invite regional vendors over out-of-state vendors. Following additional discussion, Mr. Fatland moved and Ms. Dinkins seconded to authorize Staff to contact other municipalities with populations between 7,000 and 15,000 to initiate the survey of their purchasing thresholds, whether they have a purchasing staff, and request copies of their written purchasing policies and procedures. The motion carried unanimously.

Ms. Dinkins asked if there was a plan to survey employees regarding the wellness program. Ms. Craig said she does plan to survey employees to try to figure out how to encourage participation in a fitness program. She has also talked with other wellness experts and she will bring information back to the Committee when completed.

E. Set Date for Next Meeting

It was decided that the Committee would meet again when needed.

F. Adjourn


There being no further business, Mr. Morrow moved and Mr. Fatland seconded to adjourn the meeting at 10:19 AM. The motion carried unanimously.

X


Geraldine Dinkins
Chair, Council Member

Minutes Approved: July 24, 2020

X


Denise Hodsdon
Executive Assistant