

# MINUTES

## COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Friday July 24, 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. Approval of Minutes from February 25, 2020 and March 12, 2020 Meetings

Motion by Mr. Morrow, seconded by Mr. Fatland to approve the minutes of the February 25, 2020 meeting and the March 12, 2020 meeting as presented. The motion carried unanimously.

### D. Update on Tax Collection

Mr. Whitlock updated the Committee on tax collections to date. He reported that as of June 30th, we had collected \$4,920,992 in City taxes which is approximately 99.3%. We collected \$138,766 or 98.8% for the Heart of Brevard through June 30th. He said that as of today, we have approximately \$25,000 left to collect for the City and \$1,600 for Heart of Brevard.

### E. Purchasing Policies and Procedures

As discussed at the last meeting, Ms. Craig developed a survey and sent it via email to municipalities with populations between 7,000 and 15,000. She reported that several did not respond to the survey, but she compiled the attached spreadsheet with the results of those that did. Some of the municipalities that responded provided copies of

their purchasing policy and Ms. Craig will forward those to the committee for review before the next meeting.

#### **F. Update on Water and Sewer Utility Revenue**

Mr. Fatland noted that Governor Cooper had issued an Executive Order, effective March 17<sup>th</sup> that prohibited water and sewer utility disconnections and late fees. He also noted that consumption is down due to businesses being closed. He reviewed the attached revenue comparison and noted that most customers paid their bills on time in March, April and May, but payments slowed down in June. He said the key thing is to track revenues closely and see how things look going into next year.

#### **G. Update City Employee Personnel Manual**

Ms. Craig reported that she is in the early stages of updating the City's Personnel Policy, which was last updated in 2014. She has been working over the last several months on reviewing policies from other municipalities. She said some of the items she wants to address in the policy is a Social Media policy, a more intensive Drug & Alcohol-free Workplace policy, incorporate new anti-discrimination language from the Supreme Court, and amend the vacation accrual policy regarding prior North Carolina employment to use as a recruitment tool. She said her goal is to bring back recommended changes to this Committee sometime in September.

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

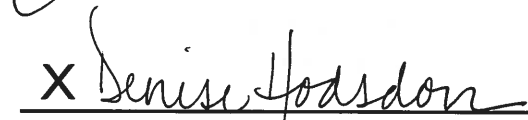
It was decided that the Committee would meet again when needed.

#### **I. 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: November 30, 2020

X   
\_\_\_\_\_  
Denise Hodsdon  
Executive Assistant

Municipal Purchasing Policies Survey

City	Population	2019-2020 Year Budget	# Full Time	# Part Time	Designated Staff	PO Required?	PO Amount	Policy provided?
City of Marion	8436	\$ 7,095,360.00	19	0	No	Yes	\$500	Yes
Town of Fletcher	8249	\$ 36,171,425.00	38	3	No	Yes	\$2,500	No
Town of Davidson	13388	\$ 14,302,916.00	56	7 *(Not including Fire which is all PT)	No	Yes	\$1,500 single item \$5,000 total	Yes
Town of Wendell	7132	\$ 8,027,066.00	57	10	No	No	No	No current policy
Town of Elon	12695	\$ 12,515,550.00	60	10	No	Yes	\$1,000 (Town Manager if over \$2,500)	No - Have one but outdated
City of Brevard	7900	\$ 24,346,308.00	96	60	No	Yes	\$1,000	No
Town of Forest City	7210	\$ 39,344,199.00	138	30	No	Yes	\$500	Yes - may need updated
City of Mount Airy	10252	\$ 13,920,893.00	173	232	No	Yes	\$600	Yes
City of Reidsville	14171	\$ 29,871,700.00	194	20	No	Yes	\$500	Not at thist time - Director out of the office so didn't have access
City of Henderson	14982	\$ 45,281,564.00	208	84	No	No	n/a	Yes
City of Washington	9355	\$ 84,178,790.00	239	0	Purchasing Mgr	Yes	\$500	Yes
City of Hendersonville	14251	\$ 38,721,053.00	275	10	No	Yes	\$2,500	Yes

**CITY OF BREVARD  
WATER & SEWER  
REVENUE COMPARISON**

7/21/2020

		2020	2019	Variance
<b>March</b>	Water	\$ 220,952.57	\$ 215,719.68	\$ 5,232.89
	Sewer	<u>\$ 215,187.95</u>	<u>\$ 209,041.65</u>	<u>\$ 6,146.30</u>
		\$ 436,140.52	\$ 424,761.33	\$ 11,379.19
<b>April</b>	Water	\$ 228,767.73	\$ 221,023.29	\$ 7,744.44
	Sewer	<u>\$ 209,136.47</u>	<u>\$ 215,338.08</u>	<u>\$ (6,201.61)</u>
		\$ 437,904.20	\$ 436,361.37	\$ 1,542.83
<b>May</b>	Water	\$ 217,489.21	\$ 227,062.54	\$ (9,573.33)
	Sewer	<u>\$ 193,878.42</u>	<u>\$ 223,924.27</u>	<u>\$ (30,045.85)</u>
		\$ 411,367.63	\$ 450,986.81	\$ (39,619.18)
<b>June</b>	Water	\$ 225,067.26	\$ 257,058.19	\$ (31,990.93)
	Sewer	<u>\$ 228,889.43</u>	<u>\$ 319,726.37</u>	<u>\$ (90,836.94)</u>
		\$ 453,956.69	\$ 576,784.56	\$ (122,827.87)