

Finance Committee Meeting
City of Manchester
June 1, 2016

Present: Ald. Swan, Ald. Kilgore, Ald. Sain

Absent: None

Others Present: Ald. Bryan, Ald. Pauley, Ald. French, Mayor Norman, Information Systems Director Smotherman, Finance Director Anderson, Attorney Ewell, Water Office Manager Hilmoie, Tim Helton with Sequoyah Group, Payroll/Benefits Specialist Dunithan, Health & Codes Director Sain, Representative from Manchester Times, Ellen Briggs Fletcher, Tye Miller, Susan Parsley, Sam Miller, Fire Chief Chambers, Public Works Director Carter, Terry Teal, Police Chief Yother, Bryan Eldridge, Jonathan Anthony, Bill Sipe, Nilesh Patel, Trey Adcock, Landon Pence, Dana Douglas, Jeff Mitchell, Keith Hendrix, Assistance Public Works Director Gannon, Cathy Mancini, Dale Robertson, and others

The Finance Committee held its regular scheduled meeting on Wednesday, June 1, 2016 at 5:00pm in the Board Room at City Hall.

Ald. Kilgore made a motion to approve the Finance minutes from May 4th and May 17th. Ald. Sain seconded the motion. Approved.

Information Systems Director Smotherman stated that she didn't have anything at this time.

The Finance Committee discussed the safety program being moved to the Finance Department. Finance Director Anderson and Health & Codes Director Sain will need to meet in order to talk about this. Finance Director Anderson will need to get with Liability Carrier regarding safety meetings and issues that the City needs to address.

Finance Director Anderson reviewed over the Financial reports for May 2016 with the Finance Committee.

The Finance Committee reviewed the 2015-2016 Budget amendment #2. Ald. Kilgore made a motion to approve the Budget Amendment and take it to the Board for approval. Ald. Sain seconded the motion. Approved.

The Finance Committee discussed the salary adjustments/raises for the 2016-2017 Budget year. Ald. Swan suggested that the City contact MTAS to do a study on Finance and salaries. The Finance Committee discussed the accrued vacation/sick leave that is currently on the books. Ald. Kilgore made a motion to approve the salaries/raises presented to the Finance Committee. Mayor Norman seconded the motion. Approved.

The Finance Committee discussed the insurance for the City of Manchester. Tim Helton with Sequoyah Group also discussed the health insurance with the Finance Committee. Ald. French reviewed over the State Insurance Plan with the Finance Committee. The employees that were present at the meeting voted and decided to go with the State Health Insurance Plan. Tim Helton

discussed how the insurance will work for the month of July 2016. Ald. Sain made a motion to go with the State Insurance Plan effective August 1, 2016. Ald. Kilgore seconded the motion. Approved.

Ald. Kilgore made a motion to approve the 2016-2017 Proposed Budget. Ald. Sain seconded the motion. Approved.

Finance Director Anderson discussed the Internal Control Policy with the Finance Committee. Ald. Kilgore made a motion to approve the Internal Control Policy. Ald. Sain seconded the motion. Approved.

Finance Director Anderson explained the TCRS rates for 2016-2017. Ald. Kilgore made a motion to keep the TCRS rates the same for the 2016-2017 budget year. Ald. Sain seconded the motion. Approved.

The Finance Committee discussed the Worker's Comp and Property/Liability Insurance bid opening which will take place on June 15th at 10:00am.

Finance Director Anderson updated the Finance Committee on the City credit cards.

The meeting adjourned at 6:45pm.

Finance Committee Chairperson Date

Finance Director Date