

City of Lodi Finance Committee Meeting
Minutes of May 1, 2018

1. Call to Order

The Finance Committee meeting was called to order by Stevenson at 4:02 p.m.
Committee Members present: Rich Stevenson, Eric Hansen, and Peter Tonn
Staff present: Sandra Bloechl, Jennifer Sweeney, Kennan Buhr and Julie Ostrander
Others present: Suzanne Miller and Mayor Ness

2. Selection Of Committee Chair

Tonn nominated Stevenson as committee chair, second by Hansen. There were no other nominations. Motion carried.

3. Public Input: None

4. Minutes of April 3, 2018

Motion by Hansen, second by Stevenson to approve the minutes from the April 3, 2018 Finance Committee meeting. Motion carried.

5. Approve April 2018 City Payroll

Motion by Stevenson, second by Hansen to approve April 2018 City Payroll. Motion carried.

6. Review April 2018 Aged AR

Aged AR report was reviewed and discussed.

7. Discuss Retroactive Pay For Police Lieutenant

Agenda item #7 was discussed jointly with agenda item #8.

8. Recommendation To Council: Resolution 18-40 Adjusting The Pay Ranges Within The Classification Plan For City Employees

Ostrander provided copies of the adjusted pay ranges based on the 2018 market study. The minimum range is at the 65th percentile, and it shows that 3 employees need to be brought up to be in the minimum range. Tonn asked to have another column added showing the 50th percentile to illustrate the comparison. Tonn stated that it is important to demonstrate the value of an employee's job to show that the city does want to be an above average employer. Motion by Stevenson, second by Tonn to recommend to Council Resolution 18-40 Adjusting The Pay Ranges Within The Classification Plan For City Employees. Motion carried.

9. Recommendation To Council: Resolution 18-42 Amending The 2018 General Fund And Pool Operations Fund Budgets

Sweeney explained that the school is closing early this school year; the Parks Commission would like to open the pool earlier than anticipated. In order to do so, a budget amendment is needed due to the current budget being based off of a shorter period of time. Concerns were raised regarding how debt for the pool is going to be paid in the future. The Lodi Pool Brochure documenting the groups and individuals that committed to give monetary donations was reviewed. The committee discussed if the city is interested in trying to keep the pool free for City of Lodi residents and have a gatekeeper to then charge anyone who is not a city resident. The committee also discussed options to help pay for the debt and operations of the pool. Roughly \$160,000 per year is needed to operate the pool due to debt and regular operations costs. The Parks Commission recently discussed pool funding and fundraising. Previously, the now disbanded Friends of the Lodi Pool were in charge of the fundraising. The committee requested that the Parks Commission look into alternative ways to fund the pool. Motion by Stevenson, second by Hansen to recommend to Council Resolution 18-42 Amending The 2018 General Fund And Pool Operations Fund Budgets. Motion carried.

10. Recommendation To Council: Resolution 18-43 Accepting A Donation To Purchase And Refurbish City Gateway Welcome Signs

The donation will refurbish three existing signs and a purchase new sign. The masonry and the bricks for the new sign will be an additional cost. Motion by Tonn, second by Stevenson to recommend to Council Resolution 18-43 Accepting A Donation To Purchase And Refurbish City Gateway Welcome Signs. Motion carried.

11. Review Credit Card Policy

Tonn suggested we put this in place and bring a resolution to be approved at the next meeting.

12. 2019 Budget Timeline

Sweeney explained that this timeline will allow more time for discussions. The idea is to improve on the budget process and decide if an executive budget should be in place and if the committee would like to have the process presented to the council instead of just to the finance committee. Stevenson suggested making sure that the EMS and the Fire Department understand our timeline so that they can have their information ready. There is a triangle meeting (Town of Lodi, Town of West Point and the City) on Thursday which is just an informational update, and they do not discuss anything regarding funds. Sweeney also pointed out that the timeline is assuming that the city has two council meetings each month. If the city drops to one meeting a month then special meetings will be scheduled.

13. Budget Policy Discussion

It was decided to keep the executive budget in place since it is a summary prepared by staff. Each department does bring a forecast for upcoming expenses which show a five (or more) year projection.

14. Review General Fund Contingency Fund Account Handling Policy

The policy states that it should be reviewed every three years. Ostrander recommends doing away with the contingency fund policy. Tonn recommended dissolving Resolution 10-08 Approving the Financial Policy and Procedure for the General Fund Contingency Fund Account as long as another policy in place concerning budget amendment process. Tonn recommended changing the wording regarding budget amendments. Ostrander stated that what Tonn was concerned about (numbers 4-7 in this policy) is already in another policy. The committee suggested to bring this back to the next finance meeting.

15. Review Accounts Receivable Collection Policy

Postponed to the next meeting.

16. Date And Time Of Next Meeting

The next scheduled Finance Committee meeting will be June 5, 2018 at 4:00 PM.

17. Adjourn

Motion by Hansen, second by Stevenson to adjourn. Motion carried and the meeting adjourned at 5:27 p.m.

These minutes have not been approved and are subject to change or correction.