

TOWN OF SOUTH BETHANY
BUDGET AND FINANCE COMMITTEE MEETING MINUTES
March 11, 2016

ATTENDANCE

Tim Saxton (Chairperson), Christine Keefe (Committee Member), Don Boteler (Committee Member), Renee McDorman (Finance Director), and Steve Farrow (Committee Member) were present. Melvin Cusick (Town Manager) and Ken Baker (Committee Member) were excused.

PUBLIC COMMENTS

None

Review and Approval of January 2016 Minutes

Minutes for the January 15th, February 5th and February 12th meetings were approved with a 4-0 vote.

Review of Actual versus Budget for May through December of FY 2016

The committee reviewed the budget versus actual revenues and expenditures for May through February 2016. The committee found revenues to be meeting or exceeding budget in general. The expenditures are tracking as per the budget. The RTT and Building Permit revenue streams continue to exceed expectations in the first 10 months of FY 2016. Tax revenue was improved but continues to be slightly lower than historical trends.

Discussion on Compensation and Benefit Policy

The Compensation and Benefit Policy was reviewed for the final time and recommendations created for Town Council. The committee recommends the following:

1. No changes to the Compensation Step scales for Town Hall and Police Department. The committee felt that in general with a small staff it is best to leave the current practice in place versus changing to a Pay for Performance compensation method. In review of the pay scales the committee felt the occasional COLAs have kept the scales competitive for all positions.
2. In regards to Benefits there is a recommendation to make no changes at this time. However, in the review a concern was raised around Paid Time Off. It was found that the policy for Carryover vacation and Compensatory time was not being followed. The committee recommends that the Vacation Carryover and Compensatory Time Policies be complied with in FY 2016. For Compensatory Time time earned in FY 2016 should not be carried forward to FY 2017. If the

policy is followed all comp time earned in a year must be used within that fiscal year. For Compensatory Time that had been accrued prior to FY 2016 employees have 3 years to take this time to get their balance to zero.

For Vacation Carryover, no excess carryover vacation time should be carried forward outside of policy. Similar to Comp Time, the Vacation Policy should be followed for FY 2016 and for Carryover above the policy currently accrued, employees will have 3 years to come into compliance with the policy.

Discussion on Potential Ways to Finance the Expansions of Town Hall and Police Department Buildings

The committee reviewed the potential ways to finance the expansion of Town Hall and Police Department Buildings. The committee looked at a mix of reserves, unassigned funds and future budget surplus as the most likely path forward to finance building expansion. The committee discussed the possibility of doing the expansions in steps with the building of the greatest need being done first followed by the second when additional funds are available. The timing discussed was to find ways to have funds available to begin expansion in FY 2018 or FY 2019. The committee asked Don Boteler to take the ideas discussed and bring back a proposal for committee review at the April meeting.

Report Back on Outcome of February Town Council Budget Workshop

T. Saxton reported back to the committee the results of the February Town Council Workshop. The committee had no issues with the suggested changes by the Town Council. The committee reviewed the Police Department proposal to expand the salary range. The committee reviewed the Police Department salary survey as well. The conclusion was to recommend there be no changes to the Police Department Step Pay scale.

Public Comment Period

None.

Adjournment

The meeting was adjourned at 4:45 pm.