

**Finance & Human Resources Committee**  
**Open Session Minutes**  
**October 5<sup>th</sup>, 2021**

**Members Present:** Chairman Cecil Davis, Councilman Ed Conley, Councilman Amanda Koren  
**Staff Present:** John Doyle, Amber Box, Tracey York, Michele Brown

Call to Order – Chairman Davis called the meeting to order at 5:02pm. A quorum was established.

Citizen Comments – None

Approval of Minutes – Councilman Conley made a motion to accept the September 7<sup>th</sup>, 2021 minutes as written. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley  
NAYS – None  
Motion Passed

Review Bills - Committee reviewed the bills. Motion was made by Councilman Conley to approve paying the bills. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley  
NAYS – None  
Motion Passed

Cash Flow – Account Status/YTD Budget Review

Committee reviewed the City's cash flow reports, bank account status, and YTD Budget. The city has completed 75% of the Fiscal Year with expenses tracking at 74% and revenues tracking at 77%. City bank accounts have a total of \$5,644,438.20 in restricted funds, reserve funds, and usable monies.

Review Preliminary FY 2022 Budget

Mr. Doyle stated that this preliminary budget includes all department "wish lists" items and it the starting point for final review. He and Mrs. Box will begin reassessing revenue and cut unnecessary wish list items. This budget doesn't account for the utility increases that will be recommended by TOTH Engineering in the coming months. It also accounts for expenditures of the ARPA funds in 2022, but receipt of the funds has already happened in this fiscal year. Final budget will be presented to all committees and City Council in November.

ARPA Funding

Mr. Doyle reviewed the minutes from the ARPA Committee meeting. The plans include the use of the total \$1,068,000 that will be received. Plans include home repair grants, utility relief grants, premium pay grants, premium pay for city essential personnel, revenue reduction, addressing water loss in the city, and water infrastructure improvements near Hospital Road. These plans are just preliminary and could change as needs are assessed.

Discussion on Merit Based Staff Evaluation Process

Mr. Doyle stated that he will be taking a different approach this year in regards to COLA and merit raises. After attending several training sessions and speaking with leadership in other

cities, he will not automatically be giving every employee a raise as before. He stated he has discussed this with the employees and that all raises will now be merit based only. Councilman Davis gave several suggestions including a mid-year review that would let staff know mid-year that if they continued on this path, they would or would not receive a raise. This would allow for staff to make changes if they wanted to earn the raise. It would also assure staff that were doing a great job that their efforts are being noticed. Councilman Koren suggested a 1-5 scale similar to the way government employees are evaluated, and use that scale to decide the amount of the raise. She also suggested a performance plan be put in place for all employees that fall in the 2 or below category.

Other Business:

*Reschedule November Meeting:* Mr. Doyle stated that the Veteran's Day holiday falls on the second Thursday. November's Finance Committee meeting will be held Tuesday, November 2<sup>nd</sup>, 2021 at 5:00pm.

*Proposed Ordinance Establishing Juneteenth as a Declared Holiday in the City Personnel Manual:* Mr. Doyle stated that Juneteenth is now recognized as a Federal Holiday that falls on June 19<sup>th</sup> every year. This needs to be officially added to the declared holiday schedule in the city personnel manual. Councilman Koren made a motion to forward An Ordinance Establishing Juneteenth as a Declared Holiday in the City Personnel Manual to City Council for final approval. Councilman Conley seconded the motion. A vote was called.

YEAS – Davis, Conley, Koren  
NAYS – None  
Motion passed

Mr. Doyle stated a need for a closed session in accordance with RSMo 610.021 (2)(3)(13). Councilman Koren moved to go into closed session for that purpose and was seconded by Councilman Conley. Vote was called.

YEAS – Davis, Conley, Koren  
NAYS – None  
Motion passed & committee entered into closed session at 6:58pm.

Committee returned to open session at 6:04pm

Committee adjourned at 7:47pm

Next meeting will be held on November 2<sup>nd</sup>, 2021 at 5:00pm