



**Finance and Administration Committee  
Record of Proceeding  
December 10, 2018**

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The Finance and Administration Committee met on Monday, December 10, 2018. Those in attendance included: Chairperson Barbara McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Michael Moore, Ward III; Council Committee Member Tom DeCampi, Ward IV; Finance Director Chris DesPlanques and City Administrator Mike Geisel. Those also in attendance included: Mayor Bob Nation, Councilmember Michelle Ohley, Councilmember Dan Hurt, Director of Public Works Jim Eckrich, Director of Planning and Development Services Justin Wyse, Administrative Assistant to the City Administrator/Deputy City Clerk Amanda Miller, Assistant Finance Director John Hughes.

Chairperson Barbara McGuinness called the meeting to order at 5:29 p.m.

**Brandywine NID Recommendation**

The Brandywine Subdivision has submitted a Pre-Application for the establishment of a Neighborhood Improvement District (NID) in order to reconstruct its private streets. The Pre-Application includes all of the required information, including approval of a minimum of seventy percent of the qualified voters residing within the proposed district. 156 of the 173 eligible voters (91%) voted in favor of the NID.

Councilmember Keathley made a motion, seconded by Councilmember Moore to forward the approval of the Brandywine NID to Council with a recommendation for approval. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

**Proposed Ordinance for Order of Business**

City Administrator Mike Geisel was asked to prepare an ordinance repealing and replacing section 2-49 order of business pertaining to the agenda for regular meetings of the City Council. The City Council desires to consider and vote upon legislation in conjunction with the related public discussion of business items during the standing committee reports.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley to forward the proposed ordinance to Council. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

### **Finance and Administration Citizens Advisory Committee Tasks**

Finance Director Chris DesPlanques presented a suggested list of activities to engage the F&A Citizens Advisory Committee and further suggested that the Committee generally schedule meetings on a quarterly basis.

There was a general consensus to move the ‘Review 5 year budget assumptions’ from the proposed third quarter review date to the end of the second quarter such that the Committee could weigh in on the budget assumptions prior to the budget preparation.

### **Codification Update**

City Administrator Mike Geisel provided an update to Council on the Codification process the city contracted for in 2017, and is currently underway. General Code currently administers, maintains, and publishes the City’s Code of Ordinances. Mr. Geisel indicated that he expected the final product to be available by late spring in 2019.

### **Proposed Ordinance for Vacancies**

City Administrator Mike Geisel presented council with a proposed ordinance which is intended to amend the City Code such that it mimics the statutory language as it relates to filling of vacancies in elected offices.

Councilmember Keathley made a motion, seconded by Councilmember DeCampi to favorably recommend the proposed ordinance to Council. A voice vote was taken with a unanimous affirmative result (4-0) and the motion was declared passed.

### **CPI and Compensation Plan Discussion**

Councilmember McGuinness asked that the CPI and Compensation Plan be discussed as a topic on tonight’s agenda.

Councilmember McGuinness made a motion to permanently set the annual automatic adjustment of the Compensation Plan to 75% of the CPI. The motion died due to lack of a second.

### **Financial Reports**

Finance Director Chris DesPlanques presented a current financial update.

### **Adjournment**

The meeting was adjourned at 7:03 p.m.

Respectfully submitted:

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Chris DesPlanques  
Finance Director

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Amanda Miller  
Deputy City Clerk

Approved: \_\_\_\_\_

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