

**COMMON COUNCIL  
FINANCE COMMITTEE  
MARCH 7, 2019**

The City of Noblesville Council Finance Committee met at 8:19 a.m. on Thursday, March 7, 2019. Megan Wiles and Greg O'Connor were present. Rick Taylor and Christopher Jensen were absent.

Also present were City Clerk Evelyn Lees, Deputy Mayor Steve Cooke, Controller Jeff Spalding, Parks and Recreation Director Brandon Bennett, Police Department Office Manager Christine Baker, Chief Accountant Heather Trexler, and Administrative Assistant Jacqueline Thompson.

**Food and Beverage Tax Update**

Mr. Spalding stated the Department of Revenue has recently implemented an upgrade of their collection system for this tax. He explained businesses self-report, which in the past resulted in misallocation of revenue. He stated the Department of Revenue now has GIS to check submissions and apply them correctly. He stated in conjunction with the upgrade, the Department also conducted an audit of the past three years in order to correct over- or under-distributions. He stated a representative from the Department of Revenue met with local taxing units in Hamilton County approximately two months ago to explain the changes. Mr. Spalding stated Noblesville had received more taxes than we were due, so the January 2019 distribution was adjusted for the difference. He stated the adjustment was relatively small, and the amounts going forward should be accurate. Mr. Bennett noted that some communities use their food and beverage tax revenue to help fund their parks.

**Right-of-Way Acquisition Update**

Mr. Spalding stated he has met with Assistant City Engineer Jim Hellmann regarding funding Right-of-Way acquisition. He stated Mr. Hellmann will determine the amount that will be needed, and Mr. Spalding will hold that amount in reserve, but it will not be appropriated at this time. He stated reports will show a cash reserve divided between restricted and unrestricted uses.

There was a discussion concerning management of City-owned properties. Mr. Spalding stated a central process is needed for acquisition and management of property.

**Golf Study Funding**

Mr. Spalding stated an additional appropriation for the golf study is on the Council agenda. Mr. Bennett stated the Park Board met last night and recommended that the study be contracted. Mr. Bennett reviewed the scope of the study and the recommendations that will be provided. He stated he plans to hold a meeting with the Council and Park Board first for guidance concerning parameters for the study. He stated the study should be complete by April or May. Mr. Bennett stated the old Elks Club that sits on the 9<sup>th</sup> hole of the west nine holes at Fox Prairie is for sale and could offer opportunities for the City. He stated the building has banquet space, a professional kitchen, bowling alleys, and warehouse and office space. He stated the owners are

asking \$1.7 million and have probably invested that much in recent renovations. He stated the building will be included in the golf study, but possible uses range beyond golf. He stated he is asking for \$23,500.00 for the study; an additional \$1,500.00 in costs will be absorbed by the current budget. He asked Mr. Spalding if the annual budget shortfall amount should be included in this appropriation. Mr. Spalding replied no, but it will be enacted later in the year with other budget adjustments.

### **Downtown Parking Enforcement Funding**

Mr. Spalding stated an additional appropriation ordinance for equipment needed by the Police Department is on the Council agenda. Ms. Baker distributed a detailed summary of the necessary equipment. She stated they have purchased a vehicle which will be outfitted with lights, markings, and a license plate reader. She stated the software will be able to include processing of parking tickets, solicitor permits, and possibly other items. Mr. O'Connor asked if this software will work with the new parking kiosks. Mr. Cooke replied yes, but the enforcement vehicle and kiosks can also work independent of each other. Ms. Wiles asked if Enterprise Fleet Management helped procure the vehicle. Ms. Baker replied the Police Department already has fleet management in place and does not need Enterprise's services. Ms. Wiles asked when the new parking enforcement system will be implemented. Ms. Baker replied they hope to implement by June. Ms. Wiles stated a public education campaign will be needed. Mr. Cooke stated one is being planned, along with maps and parking signs. Ms. Baker stated once the new program is implemented, it will change how people park Downtown. Mr. Cooke noted the parking ordinance will have to be amended to ban backing into spaces; license plates have to be visible for the reader to work.

Mr. Cooke left the meeting.

### **2019 General Salary Adjustment**

Mr. Spalding stated salaries were budgeted using 2018 levels, but a contingency for a salary increase was appropriated. He stated a budget-neutral transfer is on the Council agenda to move the contingency to the department budgets to cover the amount of the salary increase. He stated several funds are affected: the General Fund, the Motor Vehicle Highway (MVH) Fund, The Parking Meter Fund, and the Parks Fund. He noted the transfers have not yet been finalized, so there may be other funds to include.

### **Internal Control Standards RFQ**

Mr. Spalding stated he will choose one of two vendors, either BKD or KSM. He stated the IT Department recently hired KSM to conduct an assessment, so there may be synergy to using them for the internal controls assessment as well. He stated he is evaluating the options.

## **Update on OpenGov Budget Builder and Workforce Planning Modules**

Mr. Spalding stated the formal kickoff with OpenGov will be a meeting on March 18<sup>th</sup>. He stated he and possibly Ms. Trexler will plan a rollout similar to when the City changed payroll vendors. Mr. O'Connor asked if the OpenGov cloud-based system would be secure and not allow our accounting system to be hacked. Ms. Trexler replied OpenGov receives a nightly upload of data, but there is no direct connection to our accounting system. She noted the City controls the information that is available on OpenGov. She stated eventually the Council will have logins to be able to view reports and other information.

## **Fiscal (and Related) Actions on Council Meeting Agenda - March 12**

- *Ordinance #11-02-19 – CCD Tax Rate Reset (2<sup>nd</sup> Reading and Public Hearing)*
- *Appropriation Transfer Resolution - Parks' Golf Study*
- *Additional Appropriation Ordinance – Parking Enforcement (1<sup>st</sup> Reading)*
- *Appropriation Transfer Resolution – 2019 General Salary Adjustment*
- *Additional Appropriation Ordinance – Façade Improvement Grant Program (1<sup>st</sup> Reading)*

Mr. Spalding reviewed the items that had not already been discussed.

## **Claims Docket Review**

The committee could not recommend approval of the claims due to lack of a quorum.

## **Review of Agenda Addendum**

Mr. Spalding explained these items used to be included in the agenda, but since they serve as a tickler file for his office, he has moved them to an addendum. He briefly reviewed Upcoming 2019 Routine Fiscal Actions; Other Pending 2019 Ordinances/Resolutions on Fiscal Matters; and Updates of On-Going and Planned Financial Initiatives and/or Process Improvements.

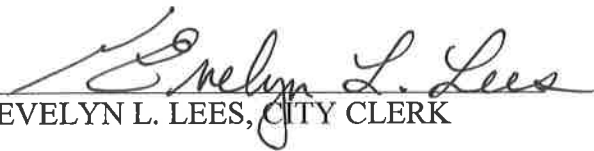
Mr. Spalding noted that Ms. Trexler took the initiative to work with maintenance staff for ideas to reconfigure the office for more OFA staff. Ms. Wiles renewed her offer to poll the Council concerning temporary use of the Council office for another OFA staff member. Mr. Bennett stated once the Forest Park Inn remodel is complete and his staff can move back to their offices, there will be room in the Planning Department for six people. Mr. O'Connor urged Mr. Spalding to hire more staff as soon as possible.

**Other Business at Discretion of the Chair**

There was no other business.

The meeting adjourned at 9:52 a.m.

  
MEGAN G. WILES, COMMITTEE CHAIR

  
EVELYN L. LEES, CITY CLERK