

**COMMON COUNCIL
FINANCE COMMITTEE
JUNE 20, 2019**

The City of Noblesville Council Finance Committee met at 8:20 a.m. on Thursday, June 20, 2019. Megan Wiles and Rick Taylor were present. Greg O'Connor participated by telephone. Christopher Jensen was absent.

Also present were City Clerk Evelyn Lees, Controller Jeff Spalding, Economic Development Director Judi Johnson, Human Resources Director Holly Ramon, Street Commissioner Patty Johnson, Parks Director Brandon Bennett, Assistant Parks Director Mike Hoffmeister, Chief Accountant Heather Trexler, and Administrative Assistant Jacqueline Thompson.

Matching Funds for Seminary Park Grant

Mr. Spalding stated there is no fiscal action associated with this item, but there is good news. Mr. Bennett stated the Hamilton County Community Development Block Grant (CDBG) Coordinator offered the next fiscal year's grant of \$90,000.00 to apply to Seminary Park, since the fiscal year will begin on July 1st. Mr. Bennett stated the only requirement is an amendment to the funding agreement with the County. He stated this will help the budget for the Park, and Andrew Rodewald in Engineering has confirmed the funding won't be needed for other projects. Mr. Spalding stated when he transferred money from the Parks contingency to cover the golf subsidy, he forgot that some of the contingency had been intended to help fund the Seminary Park project. Mr. Bennett asked for guidance from the committee regarding whether to spend down most of the rest of the Parks contingency or ask for funding from the Downtown Development Fund. Mr. Taylor stated since the spring has been rainy and golf revenue will most likely be low, he would rather save the rest of the Parks contingency in case it is needed for the golf subsidy. Mr. Spalding stated he would recommend that choice. Mr. Taylor and Ms. Wiles agreed the Downtown District Committee had already committed to help fund the Seminary Park project. Mr. Bennett stated the project is set to begin mid-August and finish by the end of October, so funding won't be needed until then.

Parks and Recreation Management Software

Mr. Bennett stated his department currently has a software contract with ACTIVE Net, which takes a percentage of each transaction instead of charging an annual fee. He stated they are in the fourth year of a five year contract, but the software does not meet their needs. He stated they would like to terminate the contract and switch to CivicPlus software, which has many more features, is easier to use, and operates on an annual fee basis. He stated CivicPlus would require a \$30,000.00 implementation fee, then an annual maintenance fee of \$6,500.00. He stated an events calendar that could be used City-wide could also be purchased for an annual maintenance fee of \$5,500.00. He noted the implementation fee can be financed over three years at no additional cost. He stated the new software takes six months to implement, so he would like to start in time to roll out the software in January. He noted the contract language with their current vendor is vague, and they are not yet certain if they will be able to terminate the contract early.

Ms. Trexler stated the current software's payment structure is very expensive because there is a three percent charge on every transaction. She stated such a charge is normal for credit cards, but they charge for cash and even refundable deposits. She explained the City must pay three percent for a reservation transaction, then if the reservation is cancelled and the money is refunded, we must pay the charge again. She stated last month the City lost \$4,000.00 to these fees. The committee recommended that the Parks Department should first see if the current contract can be terminated early. Mr. Spalding stated the new software purchase may be absorbed by the Parks Department budget, but a transfer could be executed later in the year if necessary. Ms. Wiles recommended gathering data to support terminating the contract and purchasing the new software if a transfer is needed.

Appropriation Transfer for Alley Activation Project

Mr. Spalding stated an appropriation transfer in the Downtown Development Fund has been recommended by the Downtown District Committee to fund alley activation. He stated the project aligns with the Economic Development Department's mission, even though the Street Department is doing the work. He stated the appropriation should be transferred to Economic Development, and the Street Department should be seen as working with them to complete the project. Ms. Wiles and Mr. Taylor agreed that the appropriation should be transferred at Mr. Spalding's recommendation. Ms. Patty Johnson noted this approach will prevent any confusion with the Motor Vehicle Highway (MVH) fund.

There was a brief discussion concerning boundary fencing for outdoor dining at Downtown businesses. It was decided the Street Department is the appropriate department for that expense. Ms. Patty Johnson stated she will work with Mr. Spalding for a transfer in two weeks, once she receives a firm quote.

Ms. Judi Johnson asked if she should attend the Council meeting to answer questions. Ms. Wiles and Mr. Taylor felt they could answer any questions the Council might have.

Ms. Judi Johnson, Ms. Patty Johnson, and Mr. O'Connor left the meeting.

Cash Change and Petty Cash Funds

Mr. Spalding stated the current section of City Code regarding petty cash and cash change is outdated and no longer used. Ms. Trexler stated there is a need to separate petty cash and cash change, and this ordinance sets a policy and procedure for each. Mr. Bennett explained the golf pro currently uses his own money for change, then deducts his share from the deposits he submits to the City. Mr. Spalding noted this procedure is not a true reflection of the receipts collected. He stated the new procedure will be more transparent and easier to administer. Ms. Thompson asked if the ordinance might be passed on first reading. Mr. Spalding stated he preferred to keep to the normal process. Mr. Taylor agreed that financial matters should be given two readings so the public has a chance to comment.

Review of Agenda Addendum

Mr. Spalding stated Ms. Ramon is in attendance regarding the hiring process for a budget/financial analyst position. He stated Ms. Ramon found that the salary ordinance specifies a maximum bi-weekly amount, so to offer a salary higher than is in the ordinance, it will have to be amended. Ms. Wiles noted the need for an amendment will depend on the candidates and the offer that is made. Ms. Ramon stated the position will be posted internally first with a maximum salary amount, but the external website posting will list a salary range.

Ms. Ramon and Ms. Thompson left the meeting.

Capital Project Funding Preview

Mr. Spalding reviewed his presentation for the Council retreat on June 25th.

Fiscal (and Related) Actions on Council Meeting Agenda – June 25th

- *Ordinance #26-06-19 (Cash Change and Petty Cash Funds)*
- *Resolution #TA-09-19 (Appropriation Transfer for Alley Activation Project)*

These items were discussed earlier in the meeting.

Claims Docket Review


The committee was unable to make a recommendation due to lack of a quorum.

Other Business at Discretion of the Chair

There was no other business.

The meeting adjourned at 10:04 a.m.


MEGAN G. WILES, COMMITTEE CHAIR


EVELYN L. LEES, CITY CLERK