



Budget, Finance & Administration Committee

Meeting Minutes

Aug 1, 2020

Call to order at 4:00pm by Steve Baker, Chair. Meeting held by video conference on Zoom.

Committee Members in Attendance

Steve Baker, Chairperson

Judy Graci

Kristin Ruff

Jana Nace, Mayor

Claudia Wilson, Council Member

-Kit Hopkins tried to attend but could not get login to work.

-Cristian Rosas-Gillet in attendance

Agenda for Meeting

A. Discuss fiscal year 20-21, budget and tax rate for proposal to Council.

B. Discuss process to develop proposed FY21, budget and tax rate and time, the location of public meetings and hearings to propose approved or accepted said budget and tax rate.

Discussion

- Steve just got the TCAD and TNT letters today with tax calcs and estimated appraisal values... no time to review yet.
- Audit of 9/30/18 financials just completed by Neffendorf & Knopp. Jana working on scheduling a presentation to council, is working on scheduling them to start the 9/30/19 audit ASAP.
- Mayor let everyone know for first time that Maureen Sittig (SoCo Bookkeeping) resigned about a week or so ago. (after meeting Jana sent the resignation letter to all that was dated 7/30/20 and provided 15 days' notice). There is not enough time for us to find a new bookkeeper and to find a hosting service for QB and get council approval. In the resignation letter, Maureen cited the reason was due to Steve calling her too much and asking her to train him in QB. So, Steve pulled his call logs and discovered that he had only talked to Maureen 10 times in the last 7 months, with average call length of 17 minutes and had only called 5 times in 7 months that he had not talked to her. Regarding training Steve... he has 15 years' experience using QuickBooks for his own company and 30 years' experience training small businesses in accounting systems. So, the committee asked Jana, Kit, Cristian to contact Maureen to further explain her concerns to see if anything can be done to mitigate them, and to ask for more time for us to find another bookkeeper and hosting service and transfer the files and records.



- Steve went through the detailed accounts in the budget and the committee members specified amounts for about a third of the accounts to present to council. This included road fund, public works, compensation for two employees, and some other line items.
- Steve and Kit agreed to do some research to locate alternative for a new bookkeeper and QB hosting service.
- Next meeting to go through the rest of the detail budget accounts set for 4:00p 8/3/20

Meeting Adjourned at 6:05pm