



KNIGHTDALE FINANCE COMMITTEE MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

February 17, 2016

The Knightdale Finance Committee met at 6:00 p.m. in the Conference Room of Town Hall.

PRESENT: Mayor James Roberson; Mayor Pro-Tem Mike Chalk; and Councilor Pete Mangum

ABSENT: No one.

Staff Members Present: Administrative Services Director Suzanne Yeatts; Police Chief Lawrence Capps; Parks and Recreation Director Tina Cheek; Development Services Director Chris Hills; Finance Officer Kim Kenny; and Accounting Operations Manager Joanna Gombatz

Meeting called to order by Councilor Mangum at 6:00 p.m.

ITEM I. APPROVAL OF MINUTES

February 01, 2016

...Motion by Mayor Pro-Tem Chalk to approve the minutes of February 1, 2016. Motion seconded by Mayor Roberson and carried unanimously.

ITEM II. OLD BUSINESS

Employment Forecast

Administrative Services Director Suzanne Yeatts presented a revised employment forecast with budget effects of requested positions added.

Councilor Pete Mangum asked if directors were ready with justification of requested position.

Police Chief Lawrence Capps and Development Services Director Chris Hills spoke about the requests under their supervision as newly appointed Operating Managers and asked for additional time to sort out the soundness of the requests.

Councilor Mangum suggested that directors need more time to assess staffing needs so they can focus on efficiency and encouraged requesting positions only if congruent with town's long term mission.

Mayor Roberson asked for detail of any overtime or comp time reduction with funding of new positions.

Councilor Mangum requested that overtime, comp time, and part time information be provided so that committee members can compare the current costs and determine if funding the position requests would reduce spending in those areas.

ITEM III. NEW BUSINESS

A. Budget Calendar Review

Ms. Yeatts reviewed the budget calendar and explained how it is used by staff during the budgeting process.

B. Committee Calendar Review

Ms. Yeatts reviewed the committee meeting calendar and asked for input for suggested meeting topics throughout the year. Ms. Yeatts recommended meeting at 5:30 p.m. during budget season to allow adequate discussion time.

C. Merit/Salary Study Discussion

Ms. Yeatts reviewed the Town history of merit and COLA increases and provided information from other municipalities' FY 2017 recommendations noting most municipalities are moving to performance based rather than cost of living increases.

Ms. Yeatts discussed history of salary studies every other year and noted that our HR Manager is currently preparing a study of 2015 data.

Councilor Mangum suggested providing benefit statements to employees showing the actual cost of employment and benefits.

ITEM IV. ADJOURNMENT

Meeting adjourned at 6:54 p.m.



Committee Chairman



Finance Officer