



KNIGHTDALE FINANCE COMMITTEE MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

May 25, 2016

The Knightdale Finance Committee met at 8:06 a.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: Town Manager Seth Lawless; Administrative Services Director Suzanne Yeatts; Finance Officer Kim Kenny; Development Services Director Chris Hills; Police Chief Lawrence Capps; and Public Information Officer Brian Bowman

Meeting called to order by Councilor Mangum at 8:00 a.m.

There was a brief recess from 9:50 a.m. until 10:00 a.m.

ITEM I. APPROVAL OF MINUTES
May 18, 2016

...Motion by Mayor Pro Tem Chalk to approve the minutes of May 18, 2016. Motion seconded by Councilor Mangum and carried unanimously.

ITEM II. NEW BUSINESS

- A. Summary of Changes to Date
- B. Employment Forecast
- C. Merit Consideration
- D. CIP and Capital Outlay
- E. Grant/Aid for Nonprofit Requests
- F. Operating Expenditures
- G. Review of Revenue Projections
- H. Other Revenue Consideration
 - a. Use of Fund Balance
 - b. Addition of Debt
 - c. Capital Reserve Fund
- I. Fee Schedule Changes
 - a. City of Raleigh Water and Sewer Rates
 - b. Sanitation and Recycling Rates

- c. Other Fee Changes
- J. Other Items for Consideration
 - a. Reclassification of Hazmat and EWTV
 - b. Funding for Maintenance of Parks and Greenway
 - c. Parks and Recreation Program Cost Coverage for Youth/Adults

Committee and staff discussed various items and created the attached document to summarize proposed budget changes.

Other direction from the committee included the following:

- Reclassification of Hazmat funding to the Fire operating budget
- Reclassification of EWTV funding to the Communications operating budget
- Implementation of funding for Park and Greenway maintenance at ½ cent of tax rate annually
- Continuation of recovering 100% of cost for Parks and Recreation Adult Sports and Other Programs as previously directed using all costs attributable to the program or event
- Assurance that Parks and Recreation Tournament and Rental Fees are used for the specific property tournament or rental is held

ITEM III. ADJOURNMENT
Meeting adjourned at 3:00 p.m.



Committee Chairman



6-6-16

Finance Officer

5/25/16 Finance Committee Adjustments for FY17 Budget

DESCRIPTION	REVISED AMOUNT	INITIAL ADJUSTMENT	NOTE
Beginning amount to balance	-799401		
Police Lieutenant position - cut	79883		
Car for new Police Lieutenant position - cut	45991		
Radio for new Police Lieutenant position - cut	4500		
SRO position costs (no grant) - add	-76855	66917	adjusted to include non-payroll costs
LSE Firefighters - reduction	4700		to \$100,000
Code Enforcement Officer LSE position - add	-21829		
Street lights Knightdale Blvd - reduction	125000		to \$75,000
Fire pumper replacement - to be financed	475000		
Fire pumper financing P&I add	-100698	100000	better estimate
Main Street mural - cut	20000		
Ford F150 P&R truck - cut	21199		
Kitchen remodel at clubhouse - cut	6750		to \$9,000 for bathrooms only
Dump truck - PW replacement - cut	66500		
Aerator, dresser, regrading, sand - PW - cut purchase & contract out	80350		to \$40,000 in contract services
Police storage unit rentals - add	-2400		
Downgrade F250 Fire truck to F150 - reduction	4000		
Landscaping of KSP roundabout in grounds - add	-1000		
Roundabout art development services - cut	10000		
Plan for Forestville - DS - add	-30000		
Grant/Aid - adjustments - cut	31250		
Website duplicated in TM & IT - cut one	31500		
Operational Managers bonuses (3 @ \$1500) add	-4500		
1/2 cent of tax rate for maintenance - add	-77318	77250	better estimate
Citizenserve software DS - cut	10800		
Street tree project DS - cut	3000		
Sidewalk gap project DS - cut	10000		
New events PR - reduced	15600		
Scoreboxes - P&R - reduce & repair by PW	6680		to \$1,000 in PW maint
DJs at pool parties - P&R - cut	1300		
Gas & Oil - propane reduction - police	5400		
Reduce R&M Equipment PD - overall	383		
Fire scheduling software (IT) - cut	3670		
Fire Uniforms - first line re: tshirts - reduce	356		
Fire Turn out gear from 2 to 1 set	2000		
Fire - cut travel & meals for fire investigation class	400		
Fire - contract services increase for EWF	-4000		
Fire - line 7200 from 8 to 6 sets of turnout gear	4000		
Fire - furniture for dayroom reduction	1000		
Fire - cardio equipment cut	4000		
Fire - reduce AEDs from 7 to 4	7545		
PD - eliminate AEDs (use used Fire ones)	3076		
PD - IT budget remove laptop & printer	1700		
Permit related fee revenue increase	40000	35000	revenue adjustment
Maintenance Worker (salary & benefits)	-53725		
Merit budget at 2% to be distributed by dept add	-102443	85191	revised to include related taxes/benefits
Increase interest revenue	3000		revenue adjustment
Increase article 42 sales tax	10000		revenue adjustment
Increase solid waste	2000		revenue adjustment
Increase gain on sale of assets	5000		revenue adjustment
Increase off duty police revenue	1000		revenue adjustment
Increase discount revenue	636		revenue adjustment
Use of fund balance	125000		
	0		

Items highlighted in yellow have been edited since we met yesterday. The notes beside each define the reason for the edits.