



# KNIGHTDALE FINANCE COMMITTEE MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

**July 5, 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; Finance Officer Kim Kenny; and Public Information Officer Brian Bowman; Parks and Recreation Director Tina Cheek.

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

ITEM I. APPROVAL OF MINUTES  
June 15, 2016

**...Motion by Mayor Pro Tem Chalk to approve the minutes of June 15, 2016. Motion seconded by Councilor Mangum and carried unanimously.**

ITEM II. OLD BUSINESS

Grant Update Presentation Preview

Finance Officer Kim Kenny reviewed the status of current town grants.

Council discussed the pending AFG radio grant and the GHSP traffic officer grant and requested additional information from staff.

ITEM III. NEW BUSINESS

A. Purchasing Policy Changes

Administrative Services Director Suzanne Yeatts reviewed policy changes regarding purchasing effective July 1, 2016 including an increase in the purchase order threshold and receiving process.

B. Preliminary June Financial Report

Ms. Kenny presented the preliminary June financial report noting the current shortfall of \$41,603 will change over the next month as projected revenues are received thus resulting in an expected overall surplus for year end. A second preliminary report will be available at the July 20, 2016 meeting to be shared with Council.

C. Track Out Program

Councilor Chalk reported his request for information about last fiscal year's track out program as well as the current year projections noting that all of the Knightdale schools are slated to move to a traditional calendar in the future. The committee discussed the future of the program and finance staff working closely with parks and recreation to capture all associated costs including facility maintenance. Staff was directed to continue assessing programs for any recommended changes.

Discussion of Council's customer service expectation that all front desk positions are to be staffed during the work day.

ITEM IV.

ADJOURNMENT

Meeting adjourned at 6:46 p.m.



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Committee Chairman



7-28-16

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Finance Officer