

MINUTES

COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Wednesday, February 27, 2019 – 9:00 AM
City Hall Administrative Conference Room

Members Present: Maureen Copelof, Chair, Council Member
Jim Fatland, City Manager
Kelley Craig, Human Resources Director

Absent: Gary Daniel, Vice Chair, Council Member

Staff Present: Tom Whitlock, Deputy Finance Director
Denise Hodsdon, Executive Assistant

Guests: None

A. Welcome & Call to Order

Committee Chair Maureen Copelof called the meeting to order at 9:06 AM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Motion by Mr. Fatland, seconded by Ms. Craig to approve the agenda as presented.
Motion carried unanimously.

D. Approval of Minutes November 29, 2018 Meeting

Motion by Mr. Fatland, seconded by Ms. Craig, to approve the November 29, 2018 meeting minutes as presented. Motion carried unanimously.

E. Proposed OPEB Agreement with State Treasurer

Mr. Fatland explained that the OPEB account is a revocable trust for retirees. A year ago we moved the money over to the capital trust, an approved State investment pool, managed by Fidelity and it is currently earning interest at 2.26%. In 2010 the State Treasurer opened an account where cities and counties can deposit their OPEB revocable trust. They have three funds and Mr. Fatland has reviewed the numbers and it appears that they are not doing very well. It is his recommendation that since we are currently doing better than they are, as a whole, that we leave the money in the capital trust and wait a year to see how it goes.

F. FY20 Budget Calendar

Mr. Fatland reported that the budget is underway internally here at the City. Mr. Whitlock shared and explained the budget calendar (copy attached). Mr. Fatland noted that HR is currently working with all department heads, with the exception of the Police Department, on a position classification survey, which we will have ready for review at the next Committee meeting. Because the County pays up to 47% of the Fire Department budget, they have requested the Fire Department budget by April 1st. Mr. Fatland will present the budget to City Council at its meeting on May 20th. The first budget workshop will be on June 3rd, with a second workshop on June 10th if necessary, and the public hearing will be on June 17th.

G. Set Date For Next Meeting

The next meeting of the Finance and Human Resources Committee was scheduled for April 17, 2019 at 9:00 am.

H. Adjourn

There being no further business, the meeting adjourned at 9:36 AM.

X Maureen Copelof
Maureen Copelof
Chair, Council Member

Minutes Approved: April 17, 2019

X Denise Hodsdon
Denise Hodsdon
Executive Assistant

BUDGET CALENDAR

CITY OF BREVARD

FY 2019-2020

February 6	Distribute Budget Forms	
February 15	Revenue & Expenditure Report for Month Ended January 31, 2018 Provided to Departments	
February 27	Finance & HR	9:00 am
February 27	Downtown Master Plan	4:00 pm
March 7	Public Works & Utilities Meeting	5:30 pm
March 7	Departmental Budgets due to Tom Whitlock	
March 12	Public Safety Meeting	5:30 pm
March 18	City Council Meeting – FY18 Budget Kickoff for Citizen Input, Non-Profit Requests	
March 19	Mary C. Jenkins Center Task Force	7:00 pm
March 20	Parks, Trails & Recreation	3:30 pm
March 22	Council/Staff Annual Planning Session	
March 27	Downtown Master Plan	4:00 pm
April 1	Brevard Fire Department Budget Submitted to County EMS	
May 20	City Council Budget Presentation	
May 27	Memorial Day – City Hall Closed	
June 3	Budget Work Session #1	
June 10	Budget Work Session #2 (if necessary)	
June 17	City Council Meeting – Public Hearing on FY20 Proposed Budget	
July 1	First Day of Fiscal Year	