

**COMMON COUNCIL
FINANCE COMMITTEE
JUNE 6, 2024**

The City of Noblesville Council Finance Committee met pursuant to public notice in room A213 at City Hall on Thursday, June 6, 2024. The meeting was called to order at 8:16 a.m. with Mike Davis, Dave Johnson, Aaron Smith, and Megan Wiles present.

Also present were City Clerk Evelyn Lees, Deputy Mayor Matt Light, Human Resources Director Holly Ramon, Engineering Project Manager Andrew Rodewald, Chief Financial Officer and Controller Jeff Spalding, Deputy Financial Officer Ian Zelgowski, and Deputy Controller Caitlin Moss. Consultant Greg O'Connor and City Attorney Jonathan Hughes attended electronically via Microsoft Teams.

Mr. Johnson, Mr. Smith, and Ms. Wiles are also members of the Downtown District Council Committee, but they did not attend this meeting in their capacity as members of the other committee.

Claims Docket Review

The committee recommended approval of the claims.

Fiscal Action(s) – Appropriation Transfer – Signal Project & Decorative Crosswalks

Mr. Rodewald stated this transfer is \$100,000.00 in the Downtown Development Fund. He stated approximately \$85,000.00 is for six decorative crosswalks next to Seminary Park, at 10th Street where it intersects with Hannibal Street and Division Street. Mr. Smith stated the crosswalks will have a peony theme.

Mr. Rodewald stated the rest of the transfer is related to the four-way signal flasher project. He stated some overhead power lines near one of the signals were buried, which was an extra expense for Duke Energy. He stated the \$15,000.00 would be split equally between Duke Energy and the contractor. He stated the expense will be charged as roadway resurfacing, as with regular crosswalks. Mr. Spalding stated while the expense may not be completely accurate, there are gray areas in charts of accounts where a decision is made in order to move forward. The committee recommended approval of Transfer TA-04-24.

Fiscal Action(s) – Appropriation Transfer –UKG Leave Tracking Module

Mr. Zelgowski stated this transfer moves \$8,000.00 from non-departmental contingency to the Office of Finance and Accounting's (OFA's) budget. He stated UKG is a timekeeping and payroll software with Human Resources functions. He stated OFA owns the contract, but Human Resources also uses the software. Ms. Ramon stated the City has used the software since 2018, when it was named Kronos. She stated the leave tracking module will allow her department to automate tracking of approved leave for employees, something that is currently a manual process. She stated the City has approximately 50 employees on approved leave at any one time.

Mr. Spalding stated the module will include a one-time expense for installation and an ongoing increase to the OFA budget. The committee recommended approval of Transfer TA-03-24.

2024 Salary Ordinance Revision

Ms. Ramon stated this amendment to the 2024 employee salary ordinance will retitle a position from Engineering Inspector to Stormwater Technician. Mr. Rodewald stated the position was added last year, but a title more specific to the actual duties will help attract candidates.

Ms. Ramon stated another amendment to the ordinance provides an extra \$2.00 per hour for Street Department employees who become certified trainers for Commercial Driver's License (CDL) training. Ms. Ramon stated a recent requirement to obtain a CDL is a class that costs \$3,000.00 per employee. She stated the City worked with the Purdue Road School to prepare a curriculum, and a Street Department employee became a certified trainer. She stated since almost all Street Department employees and many Utility employees must have a CDL, providing the training in-house will save the City a considerable amount of time and money. She stated the change also will help the department find more candidates for positions. She stated the pay increase will only be applied during training hours, just as Police trainers are paid extra when actively training other officers. She stated the program has not begun yet, but it will soon. She stated Street Commissioner Patty Johnson and Human Resources Assistant Director Kim Pottenger worked to bring the program about. Mr. Johnson stated it is a creative solution.

Ms. Ramon stated the final amendment to the ordinance concerns compliance with a new Department of Labor requirement that increases the minimum salary for exempt positions beginning July 1, 2024 and again on January 1, 2025. She stated the Golf Professional position has a hybrid contract that pays the minimum exempt salary and shares golf profits. She stated the salary will have to be increased in order to comply with the new requirement. She stated the Golf Pro's pay will be increased by \$208.51 per pay beginning July 1. She stated his contract will be adjusted this fall when it is reviewed to keep an equivalent amount of pay to what he receives now.

Mr. Rodewald left the meeting.

Mr. Light stated two years ago, the City studied ways to move the Golf Pro position from contractor to a City employee. He stated many other communities' provisions were reviewed, and they found a hybrid model that makes the Golf Pro a salaried City employee with a supplemental contract. He stated the supplemental contract can be adjusted annually to meet the target pay, so this year the supplemental contract will be lowered to accommodate the increase in salary. Ms. Ramon stated the change does not impact any other employees in July, although it may in January 2025. She stated she will monitor the situation. The committee recommended approval of Ordinance #25-06-24.

Ms. Ramon left the meeting.

Fiscal & Debt Actions on Council Meeting Agenda – June 11

- *Transfer TA-03-24 – UKG Leave Tracking Module (General Fund)*
- *Transfer TA-04-24 – Signal Project & Decorative Crosswalks at Seminary Park (Downtown Development Fund)*

Review of Agenda Addendum

Mr. Spalding stated there are updates to existing items. Ms. Moss stated she is preparing an amendment to City code regarding credit card use and a travel policy. She stated she hopes the ordinance will be ready for the next meeting. She stated the second update regards OFA processes. She stated soon OFA will be able to take credit card payments from retirees to pay for their share of insurance benefits. She stated OFA also is beginning to scan checks for deposit to two banks, which is reducing in-person trips to the banks. Mr. Davis asked if scanning the checks deposits them more quickly and helps offset bank fees. Ms. Moss replied yes, it does.

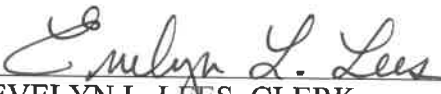
Other Business at Discretion of Chairman

There was no other business.

The meeting adjourned at 8:46 a.m.



MIKE DAVIS, COMMITTEE CHAIR



EVELYN L. LEES, CLERK
CITY OF NOBLESVILLE