

July 18, 2016

COMMITTEE MEETING MINUTES  
Personnel, Finance & Audit Committee  
July 18, 2016

The Committee meeting was called to order at 5:30 p.m. by Chairman Chris Schmit. Upon roll call vote, the following Committee members were present: Ellen Beck, Karl Miller and Dick Hans. Other officials present throughout the meeting were: Mayor Joshua Eickmeier, City Administrator Bruce Smith, and Assistant Administrator/Clerk-Treasurer/Budget & HR Director Bonnie Otte recording the proceedings. Absent: None.

Chairman Schmit stated notice of the meeting was given in advance by posting at: City Hall, Seward County Courthouse, Municipal Building, and Seward Public Library. The certificate of posting notice is attached to these minutes. Notice of this meeting was simultaneously given in advance to the Mayor and all members of the Committee. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

1. MINUTES FROM JANUARY 19, 2016

Committee Member Beck moved, seconded by Committee Member Hans, that the minutes of the January 19, 2016 Personnel, Finance & Audit Committee be approved.

Aye: Beck, Pike, Miller, Hans  
Nay: None  
Absent: None

2. REVIEW DRAFT 2016-2017 CITY BUDGET AND FINANCIAL INFORMATION AND CONSIDER RECOMMENDATIONS

City Administrator Smith stated Ryan Burger, Gabriel, Burger, Els, PC, (City Auditor) was not able to attend this meeting as he is out of the office on vacation.

Mr. Smith introduced Terry Galloway, CPA, PFS of Almquist, Maltzahn, Galloway & Luth. Mr. Smith stated he worked with Mr. Galloway while employed by other cities and has a great comfort level with his work and knowledge of city government, budgets and auditing. Mr. Smith stated that he asked Mr. Galloway to look at the last several budget documents and the City audit information and assist with the budget process. He said Mr. Burger is the City's Auditor and has helped with the budget preparation in the past several years, but thought it might be helpful to have another set of eyes looking at the financial information and assist in the budget preparation.

Mr. Galloway addressed the Committee stating there are three government certified CPA's in their office and they currently audit 57 government entities across the State of Nebraska. Mr. Galloway provided a summary of the 9/30/15 audit with regard to the cash reserves, restricted funds, debt service requirements and ratios and general operations. He explained some of the laws that apply to preparing a budget and use of funds. Mr. Galloway shared some concern with the general operations cash balance and the excess cash in the debt service fund and shared some standard benchmarks that cities use in establishing policies for cash reserves and debt service. He also offered some suggestions in ways to improve the current general fund cash balance, which would require use of certain funds and transfer of funds from other accounts, within government regulations.

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The Committee asked that he prepare a summary of the information he provided for Administration to share with the City Council as they are preparing the 2016-2017 budget.

The Committee had no comments on the proposed budget document and no action was taken.

3. MOTION TO ADJOURN

Committee Member Hans moved, seconded by Committee Member Miller to adjourn the July 18, 2016 meeting of the Personnel, Finance & Audit Committee.

Aye: Miller, Pike, Hans, Schmit

Nay: None

Absent: None