

**Administrative Services Committee
Meeting Minutes
December 8, 2020**

Ms. Evans called the meeting to order at 4:30 p.m.

Present: Lisa Evans, Kim Chamberland, Sandy Russell via phone

Staff: City Manager, Michael Doss, Finance Director, Pat Wirthlin, Assistant Director of Finance, Tina Kern and Administrative Assistant, Jackie Bain

Proceedings: Kim Chamberland made a motion to Approve the proceedings from the November 16, 2020 meeting. Sandy Russell seconded the motion Ms. Evans abstained

2020 APPROPRIATIONS AMENDMENT

Finance Director Pat Wirthlin and Assistant Director of Finance, Tina Kern presented to the committee information regarding 2020 Final Appropriations. A chart showing appropriation amendments exceeding \$1 million was reviewed. While \$1 million seems like a lot, the good news is that most of these expenses have been or likely will be reimbursed to the City and accordingly show on the revenue side of the budget as well. 27th Pay Period is a Rarity. Those of us fortunate enough to hold positions here with the City of Milford serve at the pleasure of Council, and none of us take that for granted. For this reason, Ms. Wirthlin sent a memo earlier to all Councilmembers to be sure that all are aware of a unique payroll situation facing the City on December 30th involving a 27th pay period for year 2020. The City's payroll cycle compensates employees every two weeks (biweekly). As a special case occurrence, once every 10 or 15 years there are 27 pay dates in a fiscal year. Over time the 26th pay date shifts a little earlier each year until the point that an additional pay date occurs in a fiscal year. This is called "payroll creep." Leap years follow a similar pattern. The seven salaried and contract positions are at issue, because Council sets those as annual amounts. The all-inclusive amount involved for a 27th pay for those seven positions amounts to \$28,888. The 27th week would give those employees another paycheck above their annual set salary for the year. Ms. Wirthlin's recommendation is to compensate all (salaried and hourly) employees the 27th pay for time worked. The City's financial position can support this. Final Transfers were also discussed with the committee.

The Committee Agreed to Recommend That the Law Director Draft an Ordinance Amending Appropriations Ordinances 19-1483, 2020-10, And 2020-35 By Increasing the Individual Items as Listed on The Included Chart Totaling \$1,100,488.

AGREEMENT WITH FRAUNFELTER ACCOUNTING SERVICES FOR 2020 AND 2021 BASIC FINANCIAL STATEMENTS

Sean Fraunfelter has been preparing the City's financial statements for 13 years. He also prepares the JEDD and CIC financials. Mr. Fraunfelter converts cash basis to Generally Accepted Accounting Principles (GAAP), which includes accruals, fixed assets, footnotes, and supplemental disclosures for pension, TIF and other tax abatements. Mr. Fraunfelter's proposal increased a bit due to the complexities and frequency of Government Accounting Standards Board (GASB) standards. Also, the City's number of JEDDs has increased from four to seven in the last couple of years. Mr.

Fraunfelter typically completes the financial statements well under budget. An attached contract was reviewed.

The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing A Contract With Fraunfelter Accounting Services To Prepare The 2020 And 2021 Basic Financial Statements For The City Of Milford, Joint Economic Development Districts (Jedd), And Community Improvement Corporation (CIC) At An Annual Cost Of \$9,450 And \$9,975 Respectively For The City, \$1,575 Each Year For The JEDDS And \$525 Each Year For The CIC

CORONAVIRUS RELIEF FUND PURCHASES

The County redistributed another round of CARES Funds to the City in the amount of \$8,803.00, representing funds that other municipalities returned to the County as unencumbered. This brings the City's total CARES receipts to date to \$548,428. We have already earmarked the new funds;

Mike Minniear would appreciate a laptop for ZOOM and other virtual events during the COVID crisis. The total is \$ 1,900. The Police would appreciate \$549 for door shades. The amount was left off the original quote. Finance is requesting that the remaining amount of \$6,354 be put toward COVID salaries.

The Committee agreed to recommend that the Law Director draft an Ordinance Authorizing the Coronavirus Relief Fund Purchases According to the attached chart for a total amount of \$8,803

There being no further business, the meeting adjourned at 4:56 p.m. with a motion from Ms. Chamberland Seconded by Ms. Russell All yes

Respectfully submitted,
Jackie Bain Administrative Assistant

These minutes have been approved and adopted by Ms. Evans Dec. 9, 2020, Ms. Russell and Ms. Chamberland December, 9, 2020."