

**MINUTES
WORKSHOP
PARKER CITY COUNCIL
MARCH 17, 2020
4:00 pm**

Mayor Musgrave called the workshop to order at 4:00 pm.

Present: Council Members Barrow, Galbreath, Haney, Jones and Mayor Musgrave.

Also Present: City Attorney Sloan, Police Chief Hutto, Fire Chief Kelly, Public Works Supervisor Summerlin, and City Clerk Griffin

REGULAR AGENDA

1. Financial Reporting

Council Members had been provided the reports listed below. Concerns expressed during the workshop regarding each report are detailed after the specific report.

- Task Order for Sewer – completed since the previous Council Meeting
- FEMA Financial Update Report – Lists projects, project values, amounts already paid by Parker, amounts reimbursed by FEMA, and the remaining balance

Council Member Galbreath expressed her concern regarding the 30+ debris invoices and how they would affect the audit. Mayor Musgrave explained that the City was NOT paying invoices until they were moved to the “Obligated” status and the final review had been completed. Crowder-Gulf stated they are okay with this process.

- Bank Account Balances – showed bank balance amounts as of February 28, 2020

Just prior to the Council Meeting, City Clerk Griffin was notified by SunTrust bank that a signature card on the one account with their bank needed to be updated. Since the signature card had not been updated since 2005, only Council Member Barrow was authorized to sign a release for a new signature card to be completed. The authorization form would be provided to Council Member Barrow following the meeting.

- Infrastructure Surtax Report – shows monthly revenue and expenditures
- September 30 year-end financial report – Council members and department heads were given copies of this year-end report, showing their actuals against budget.
- Code Enforcement Report – lists Top 5 properties with current issues and a summary of activities for the months of January and February 2020

Because of the lack of financial reporting to the Department Heads and the Council Members during the current fiscal year due to employee turnover in key positions, Council Member Galbreath recommended that a Financial Policy be established. Items to include in the Policy include the following:

- Working Budget put in each Department Head and Council Member's box by the 10th of the following month.
- The financials would be a standing item on the second Tuesday's Council Meeting Agenda of each month.
- Each Department would have a credit card which would assist the bookkeeper in properly coding the expenses.
- The Balance Sheet would be included with the Working Budget provided to the Council each month.
- Bank accounts would be reconciled monthly.

Other items discussed during the workshop included plans to get each Council Member login access to their new City of Parker email account and updating the Personnel Policy book.

ADJOURNMENT – The workshop was adjourned at 5:12 pm.



Karen Griffin, City Clerk