

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

December 20, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett, and Trustee Hardy
 - Members Absent:** None.
 - Staff Present:** Lori Luckett, Clerk, Bradley Keiser, DPW Supervisor, Cathy Odom, Treasurer and Bill Drollinger, Police Chief
 - Others Present:** None
3. **Approval of Agenda:** The items under “Old Business” were reversed. The agenda was approved as amended.
 - Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of Minutes:** The Administration Committee minutes of the December 11, 2018 meeting were approved as presented.
 - Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the minutes of the December 11, 2018 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - a) **2019-2020 Budget Items:** Led by Chairman Schulz, the committee began a line-by-line review of the proposed budget. Chairman Schulz explained the spreadsheet format and began with the General Fund Revenues approved in the current budget, the actual year-to-date budget, and the projections for 2019-2020. He noted the fund balance amount and indicated that any surplus in the general fund goes to fund balance. Chairman Schulz explained the percentage allocation of wages to respective funds and that percentages are used to project the wage rate and to populate amounts for short-term disability and health insurance. Chairman Schulz also noted that wages included in the projected budget would reflect scheduled higher wage increases to avoid a shortfall in the line item. The committee reviewed proposed expenses in the Property and Building budget; projected revenues and proposed expenses in the Public Safety budget; projected revenues and proposed expenses in the Zoning budget; projected expenses in the Street Lights budget; current and projected revenues and proposed expenses in the Parks budget; projected expenses in the Dam budget; current and projected revenues and proposed expenses in the Major Streets and the Local Streets budgets. Chairman Schulz commented on the amounts of certain line items noting that requested amounts have been included but the committee will have to look at where the final numbers come in. Treasurer Odom noted that the Cemetery and Sewer budgets are not yet included in the budget. Chairman

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Schulz explained that the Midwest Cost of Living amount previously identified by village council had been researched. That amount, 2.1% was factored with the average wage resulting in a wage increase of .37 per hour. The 2019-2020 wage scale will be reviewed at the next committee meeting.

6. **New Business:** None presented.
7. **Discussion Items:** None presented.
8. **Communications/Informational:** Chairman Schulz expressed appreciation for Supervisor Keiser's level of professionalism and detail noting how helpful it is in the budgeting process. Trustee Hardy agreed.
9. **Member/Public Comment:** The next meeting is scheduled for December 28, 2018 at 7:30 a.m.
10. **Adjourn:** The meeting was adjourned at 8:32 a.m.

Minutes compiled by:
Lori Lockett, Clerk
Minutes are subject to approval.

Approved: _____

Date: _____