

# Budget and Audit Committee

## Minutes

### City of Jackson

4-21-2022

#### I. Call to order and welcome

Chairman Paul Taylor called the meeting to order. Committee members present were Andrew Long; Ross Priddy; Fancher Sargent; Paul Taylor; Marda Wallace; Johnny Dodd was available by cellular device. Ron Tharpe was late. Mark Johnstone, was absent. Mary Elizabeth Roe with Enterprise- Fleet Management. In attendance from the City were Mayor Conger, Bobby Arnold – Finc. Dept., Tawanika McKinney - Internal Auditor, Cpt. Jackie Benton – JPD and Sandy Maxwell recorder of the minutes. The full video of the meeting can be found <http://www.youtube.com/CityofJacksonTN731> (time-frame reference).

#### II. Approval of minutes: was emailed to be approved

#### III. Business

##### a. Vehicle Lease Proposal Review

##### i. Enterprise-Fleet Management (00:55-37:57)

Chairman Taylor explained to Ms. Roe and the committee that they may be something for them to discuss and push for a revised proposal. He said as they go through and analyze further, if any changes, they would have to go back to it.

#### IV. Information

##### a. FY22 Revenue Report- *Bobby Arnold* (38:01-38:15)

Chairman Taylor asked Mr. Bobby could he run through the report. Mr. Bobby asked if it would be okay for a deferment and he would address that it in the Budget Presentation

##### b. Internal Audit Update-*Tawanika Mckinney* (38:21-39:27)

Chairman Taylor asked Ms. Mckinney to give an update on internal audit activities. Ms. Mckinney said she has develop a plan and working on getting with Departments Heads on corrective actions based on last audit review. She also said also said she is still heavily involved with JTA with getting them more transition to the City. Mr. Taylor asked in the next meeting if she would present her working plan for that and he want to address any deficiencies that were laid out in the Comptroller's report.

### **III. Business Continuation**

#### **b. FY23 Budget Calendar - Bobby Arnold (39:47-1:09:21 )**

- i. 5-Year Draft Capital Plan**
- ii. FY23 Proposed Budget Update**

Chairman Taylor asked Mr. Bobby to just go, and he may want to do in another order.

Mr. Arnold said just to give a snapshot on where we are today it is a continual work in progress. He said March numbers are in this year, and before completing the process they will have April numbers, and will continue to update annualized projection. Mr. Arnold referenced the FY23 Budget Summary spreadsheet, classifying it as major funds. He said right now, we're projecting that we may end up at 10.5 million surplus range. He also said with the revenue adjustments that was made mid-year it'll go back into the fund balances.

Mr. Arnold reviewed the Budget Calendar and said how we are on capital, essentially we don't have a funding plan in place. He said their three significant capital items that wasn't on the list. He is also said other proposals are being looked at to be categorize.

#### **c. Budget/Audit Committee Process Discussion- Future Planning (1:09:23-1:46:52)**

- i. Ordinance Review Committee**
- ii. Standardizing Items for Review and Recommendation**

Chairman Taylor discussed the revenue projection, and the base line from what revenue was last year and to be conservatively as possible. He suggested to continue future planning and ordinances for review. The committee discuss contracts or amendments to come through the committee for recommendation. Chairman Taylor made a motion, seconded by Committeemember Young, to approve the amendments/ contracts to come through the committee as discussed. Upon call for a vote, all voted aye, the motion passed unanimously.

### **V. Adjourn (1:46:53)**