



Mini Conference Board

Minutes for Tuesday, December 22, 2015 **(UNAPPROVED)**
 Room 233, Ames City Hall, 515 Clark Avenue, Ames, IA

Members Present:

- Peter Orazem, Ames City Council, Chairperson
- Bill Talbot, Ames School Board of Directors
- Rick Sanders, Story County Board of Supervisors
- Greg Lynch, Ames City Assessor

Also Present:

- Brenda Swaim, Deputy Assessor, Ames City Assessor's Office
- Dawn Tank, Administrative Assistant, Ames City Assessor's Office

Call to Order: 3:04 p.m. by Chairperson Peter Orazem.

Approval of Minutes from July 22, 2015, Mini Conference Board Meeting:

- Moved by Sanders, seconded by Talbot to approve the minutes without corrections. Motion carried unanimously.

Discussion of City Assessor's 2016-2017 Budget Proposal:

- Lynch discussed the two new appraisers that were recently hired. He also mentioned how the temporary employees and interns have been assisting with the workload while we have been short staffed and that was why the projected expense for the rest of the current fiscal year for extra help and interns was at \$88,500. Orazem and Sanders requested that Lynch explain in his report to the Conference Board why there is a huge difference between the FY 2015-2016 projected expense and FY 2016-2017 proposed budget for staff as well as extra help and interns.
- Sanders and Lynch then shifted the conversation to the 3% increase in salaries and the fact that there are 27 pay periods in FY 2016-2017 instead of the typical 26.
- Sanders had a problem with increasing the budgeted amount for extra help and interns from \$33,000 in FY 2015-2016 to \$40,000 in FY 2016-2017 due to the office finally being fully staffed. Swaim pointed out that the office was not fully staffed yet because the office still needed to hire the IT position plus most of her time is spent training the new appraisers as well as the interns and temporary workers. Tank also mentioned that only around 25% of the residential parcels have been migrated into the new CAMA system, which is what the majority of the interns and temporary workers are working on. Sanders said that he preferred that the line item stay in the \$33,000 to \$35,000 range. Orazem and Swaim discussed what it will take to get the new appraisers fully trained, the hourly rate for interns as well as the time commitment for training interns. Sanders stated that he was ok if by reducing the budget by \$5,000 the migration of residential parcels to the new CAMA system did not go as fast as the office would like. Swaim disagreed because the old CAMA program was a DOS program plus IT keeps getting after us to get rid of the XP computer that it needs to run on. In addition, the migration has dragged on long enough. Sanders, Lynch and Swaim then discussed the timeline for completing the migration and how many sketches can be done in a day. Orazem believed that the \$40,000 was a reasonable request. Once the migration was complete and the new staff was trained it could go back down to what it was.
- Sanders wondered what the office was aiming for when it came to the estimated ending fund balance. He thought it needed to be around \$300,000 or between 25-30% so cash flow can be covered in the first quarter.

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- Orazem wondered where the office was in the IT position hiring process. Swaim hoped that they would definitely be hired by the beginning of FY 2016-2017. Tank pointed out that the FY 2015-2016 projected expense of \$183,328 for staff included the IT position starting in mid-February.
- The discussion returned to the FY 2016-2017 budgeted amount for extra help and interns. Sanders wanted it to be \$35,000, while Orazem was accepting of \$40,000. The board members debated if there was anywhere in the budget where they could cut \$5,000, which would lead to leaving the extra help and interns at \$40,000. In the end, Talbot sided with Sanders and the extra help and intern line item was to be presented to the full Conference Board at \$35,000.
- The Board and Lynch briefly talked about the number of PAAB and District Court cases for 2015.

Other Business:

- None

Adjournment:

- Moved by Sanders, seconded by Talbot to adjourn the meeting. The meeting adjourned at 4:08 p.m.