

# MINUTES

## Summit Advisory Commission Meeting Agenda

Council Room, 2<sup>nd</sup> Floor City Hall

September 8, 2016

9:00 am

Staff in Attendance: Lynn Tully, Heather Cook & Page Jeffers

<b>Commission Members in Attendance</b>	<b>Jane Henry, Chair Lafe Cook Eric Deaton Tom Dixon Jane Hillhouse Chrissy Idlette</b>	<b>Seth Jervis Charlie Nitschke John Perdue Bill Sumner Aundrea Wilcox</b>	
<b>Agenda #</b>	<b>Item</b>	<b>Owner</b>	
	<b>Welcome and Roll Call:</b> Jane Henry thanked everyone for being there and their time and dedication to this committee. Chairman Henry then called the meeting to order, asking each member to introduce themselves and the sub-committee they had worked on during the Summit process. Guests in attendance were: Mary McNabb, Skip Norrell and Matthew Lane	Henry	
	<b>Approval of the Agenda:</b> Motion was made by Chrissy Idlette, seconded by Bill Sumner to approve the agenda as written	Henry	
	<b>Approval of the Minutes (N/A)</b> This being the first meeting, there were no minutes	Henry	
<b>Old Business</b>	<b>Item</b>		
	This being the first meeting, there was no old business		
<b>New Business</b>	<b>Item</b>		
<b>09-01</b>	<b>Public Meetings and Sunshine Laws:</b> Mike Billingsley provided the committee with a briefing on the Sunshine Laws and the importance of the committee following them in discussions regarding items of the commission.	Billingsley	
<b>09-02</b>	<b>Discuss Charge of the Commission:</b> Jane Henry, Chairman spoke to the committee regarding the committee charge. This included the responsibilities the committee would have and reporting of findings back to the BMA. The commission has a 10 year time frame, with each member being appointed for 4 years.	Henry	
<b>09-03</b>	<b>Present work flow and meeting schedule draft for FY 2017:</b>	Tully	

	<p>Lynn Tully presented the typical expectations of the meetings as projected for the year's timeframe. When the first quarterly meetings start the first would be held in July and would include annual reporting, and a look at projects or assignments from the commission sub-committees. In October, progress reports will be discussed. This January the board should get a funding update in order to form their budget recommendations for the following year. In April the Commission should start preparing metrics for the next year.</p>	
<b>09-03</b>	<p><b>Explain City Budget and Budget Calendar:</b></p> <p>Tully explained that the fiscal year for the City is July 1 thru June 30<sup>th</sup>. The city budget planning process starts the 2<sup>nd</sup> week in January. The CIP budget is also due in this time frame which includes larger projects that have a 10 year life span or more. Projects that are recommended from this committee the first year will be primarily funded by CIP money. The budget will be balanced the last week of March, then the individual departments are requested revise as necessary. The first week of May, the department budgets will be returned and any revisions to reduce are considered. The Board of Mayor and Aldermen will begin meeting in May to start having public hearings to discuss the budget. By the end of June the City will have a new approved budget.</p>	Tully
<b>09-04</b>	<p><b>Present all First Year Prioritized projects from Prioritization Team:</b></p> <p>Tully explained that the year one recommendation list that came from the prioritization committee meeting list included about 100 projects. The committee's then narrowed it down to about 65. A lot of these projects didn't include additional funding requests and can be accommodated with current staffing and within current departmental budgets.</p>	Tully
<b>09-05</b>	<p><b>Review Prioritization Process:</b></p> <p>Tully noted that the next meeting will look closer at the list for year one. During the prioritization process the BMA gave a list as what items they felt were important to the City. The list came from the presentations to the BMA in March of this year. Any projects that would be high impact low cost or have a significant impact on retaining, businesses, citizens and developers were given priority. There were some projects on the list that are out of this Commission's authority, and although they remain on the list, they would not come from additional city funding at this time.</p>	Tully
<b>09-06</b>	<p><b>Receive staff first draft priority projects for year one and anticipated funds available:</b></p> <p>Tully explained that January will bring a more definite amount available in the budget for the funding of ONEKingsport projects. There is approximately \$650,000.00 set aside in regular funding and about \$300,000.00 in capital funds, for year two or the follow-ups from year one. Lynn Tully handed out a "Draft" of staff</p>	Tully

	recommendations for funded projects. She went over the items giving the committee a chance to answer questions. Some of the items on the list were BMA priorities.	
<b>Reports</b>	No further reports at this time.	Tully
<b>Closing</b>	<b>Item</b>	
	<b>Next meetings:</b> A meeting was to be scheduled for the week of Friday, September 30, 2016	Henry
	Chair Henry made announcements noting that with this being a new commission, and a new direction, the Commission will have more than the quarterly meetings stated by the BMA charge for the first 6 months. Basecamp will be utilized to disseminate information to the group.	Henry
	<b>Adjournment:</b> Jane Henry adjourned the meeting at 11:05	Henry