

CITY COUNCIL BUDGET WORKSHOP MINUTES

Monday August 17, 2015

CALL TO ORDER

Council President Pro Tem Drummond began the workshop at 6:30 p.m.

Attendees:

Mayor Ray Bagshaw
Council President Pro Tem Dan Drummond
Mike Hendrix, Council Member
Pam Henley, Council Member
Neil Powell, D.D.S, Council Member

Absent:

John Dowless, Council President

Staff:

Bea Meeks, City Clerk
Chris Francisco, Police Chief
Shannon Patterson, Police Clerk/Accreditation Manager
Sgt. John Freeburg
Sgt. Vince Jackson

Council President Pro Tem Drummond referred to Mayor Bagshaw to present the budget. Mayor Bagshaw asked if there were any questions.

QUESTIONS/COMMENTS:

- Council President Pro Tem Drummond noted that the funds for red light cameras can be eliminated at any time.
- Mayor Bagshaw provided Council Members with a copy of his worksheet that he used in preparing the budget.

- Noted that the GATSO fee was re-negotiated and decreased from \$13,000 to \$12,000.
- Chief Francisco said the City takes a loss on the general citations (this does not include red light tickets).
- Council Member Henley said if the millage rate is kept at 4.7, \$283,300 would have to be pulled from reserve.
- Mayor Bagshaw said that there are non-re-occurring expenses that will not be in the 16/17 fiscal year budget.
- Mayor Bagshaw said the life expectancy of a road is 15 years.

CITY HALL:

- Discussed the Administrative Assistant's proposed salary as it relates to proposed federal legislation regarding exempt employee's salary.
- Mayor Bagshaw and City Clerk Meeks provided reasons overtime will need to be increased if the Administrative Assistant's salary is not increased.
- Mayor Bagshaw confirmed for Council Member Hendrix that President Obama's proposed law regarding exempt employees and salaries will not affect the Police Department.
- Council Member Henley asked Council to consider breaking the raises into phases during the fiscal year.
- Council President Pro Tem Drummond asked about the copier rental. Mayor Bagshaw said it is based on the rental fee and overage on black and white copies and color copies.
- Discussed Council's travel/training budget, including having the appropriate funds for the Mayor's travel.
- Council Member Hendrix questioned capital outlay and what is planned for the 15/16 fiscal year. Mayor Bagshaw said the City Hall renovations will be for ADA compliancy.
- In discussion regarding donations, Mayor Bagshaw noted that the donation made to Friends of the Park in the current fiscal year, in the amount of \$1000, went to operational expenses.

POLICE DEPARTMENT:

- Chief Francisco said delete the line item for Part Time Clerk/Reference Red Light Cameras (\$12,480)
- Council President Pro Tem questioned the Police Clerks' salaries. Chief Francisco said last year he requested more pay, and Council agreed to give half, and the other half this year. Chief Francisco said that the Assistant Police Clerk is getting her analytical certification and so she will be signing a three-year agreement with the City.
- In response to Council President Pro Tem Drummond, Chief Francisco said the only future staff addition to the Police Department he recommends is a "number two position".
- Chief Francisco said that what the Council sees is the base salary.
- Chief Francisco said the overtime pay was cut down because of bringing a new police officer on staff. He said officer's court time can be comped out. Chief Francisco said he is working on reducing PTO time too. He said that if an officer had to take extended time off, this would change the court time.
- Council Member Henley said it was discussed in the last workshop to structure the fingerprinting time. She said if this was done, the Police Department would not need a part-time person.

Mayor Bagshaw said the part-time person does more than fingerprinting and red light camera work.

ACCOUNTING:

- Council Member Henley said she thought when the \$35,000 was approved for accounting; the budget would be prepared by the Accounting staff. Mayor Bagshaw said the \$35,000 was for McDermitt to do the accruals.
- Council Member Henley said she would like to see a budget comparison, showing the variance between the two budgets.
- In response to Council President Pro Tem Drummond, Council Member Hendrix said that someone can be hired in-house to do what McDermitt does.
- Mayor Bagshaw explained that he doesn't have access to Sage/Peachtree because he doesn't have the license for his computer.

POLICE DEPARTMENT:

- Chief Francisco explained for Council Member Powell what "court time" is.
- Regarding "Professional Services-Testing/Evaluation", Chief Francisco explained the Collective Bargaining Agreement's requirement for "fit for duty" exams. The funds also include accreditation.
- In response to Council Member Hendrix, Chief Francisco said he would like to replace one to two vehicles every year.

OTHER:

- In response to Council Member Hendrix, Mayor Bagshaw said that the legal fee increase included work on the sign code and the law firm's increase.
- Council members were provided with spreadsheets that were not included in the packet; the new spreadsheets increased the bottom line a \$150,000.
- Chief Francisco said that there was no agreement made with outside agencies for the live scan.
- Chief Francisco confirmed his higher expenses were training, a police vehicle, fit for duty physicals and laptop computers.
- Mayor Bagshaw said he knows three neighborhoods that wanted funds from the Neighborhood Grants this fiscal year but they didn't turn in all the paperwork he requires. He said they plan to submit in the 15/16 fiscal year.
- Mayor Bagshaw explained the roads and streets fund budget of \$300,000. He also referred Council to the 5 year Capital Improvement Plan projection
- Council President Pro Tem Drummond said that the budget variance is \$600,000

Mayor Bagshaw said that the budget will be re-formatted and he will make sure formulas are correct.

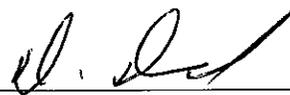
Council President Pro Tem Drummond said the City has no debt. He said as badly as he hates to see spending money on an annual basis but for capital outlay, he is okay with using the reserve funds for capital improvements. He said he doesn't mind having a line of credit with the bank. He said it doesn't

necessarily mean having the millage at 5.5000 mills but not 4.7000 either. Mayor Bagshaw asked what Council wanted for the millage rate.

Council President Pro Tem Drummond said that one of the things that have not been discussed is an assistant for the Mayor. If Council wants an assistant for the mayor, is this a good time to put funds in the budget. Mayor Bagshaw said that he thinks an assistant is more in line with having a City Manager. He said the City can get by this year, but need to think about next year.

ADJOURNMENT:

Having no further comments or discussion, the budget workshop adjourned at 9:57 p.m.



Dan Drummond
Council President Pro Tem

ATTEST:



Bea L. Meeks, MMC, CPM, CBTO
City Clerk