



**CITY OF SUMMERVILLE
BUDGET WORK SESSION
MAY 5, 2015
6 PM**



CALLED TO ORDER: Mayor Harvey called the meeting to order.

ROLL CALL: Mayor Harry Harvey gave roll call. Mayor Pro Tem Lloyd "Buddy" Windle, Council Members David Ford, Dale Housch, Joe Money, Jr. and Zachary Martin were present. Also present was City Manager Russell Thompson.

CALLED TO ORDER: Mayor Harry Harvey called the meeting to order.

INVOCATION: Mayor Harry Harvey gave the invocation.

PLEDGE OF ALLEGIANCE: Council Member David Ford led the pledge of allegiance.

AGENDA: Council Member David Ford made a motion to approve the agenda as presented. The motion was seconded by Council Member Dale Housch and carried unanimously.

WELCOME/GUESTS: Mayor Harvey welcomed everyone to the Special Called Budget Meeting. Mayor Harvey asked that any visitors sign in listing their name, address, and reason for attending the meeting. Mayor Harvey stated that visitors will be given an opportunity to speak before and after the meeting. Mayor Harvey asked that comments be limited to three minutes each.

OPENING PUBLIC COMMENTS: Jason Espy of *The Summerville News* stated that he got a call about a sewer line in Dickeyville. Jason stated the individual said they will have to pay \$4,000 for the cut in. Jason asked what the fee is for a sewer cut in. Terry Tinney responded stating that an eight inch sewer tap is \$1,000 but the individual he (Jason) is talking about is 250 feet from the main line.

ANNOUNCEMENTS: Mayor Harvey stated that there are lots of activities in May noting that Finster Fest will be held this month along with Movies in the Park. Mayor Harvey stated that there are also upcoming Recreation Department activities which will be announced at the May 11th regular meeting.

BUDGET SESSION: Mayor Harvey stated that work was begun last week concerning the upcoming 2015-2016 proposed fiscal year budget. Mayor Harvey asked that City Manager Thompson review what was covered at the last meeting. Mayor Harvey stated that the classification plan will be reviewed.

City Manager Russell Thompson gave a recap of what was covered at the April 30th meeting. City Manager explained that the budget is balanced at \$15,062,472.05 with no increase in fees. City Manager Thompson reviewed the summary sheet showing fiscal year 2014 – 2015 amended budget revenues and expenditures in the first column and the 2015 – 2016 proposed budget revenues and expenditures in the second column.

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BUDGET WORK SESSION CONTINUED: City Manager Thompson reviewed the proposed 2015 – 2016 budget revenue assumptions sheet listed in the budget information which covers a slight reduction in the Georgia Power franchise fee due to power bill reductions, utility billing fire calls and sanitation fees based on year to date collections as of March 31, 2015, probation/state court probation numbers are static based on current collections, cash bond was raised based on year to date and previous year collection totals, S.P.L.O.S.T. number based on the average sales tax collected at nine months, water revenue increased due to anticipated efficiency gain from the AMR meters, Mohawk consumption anticipated to go up, sewer is up based on collections as of March 31, 2015, and gas revenue up based on MGAG projections. City Manager Thompson explained the biggest differences between the current budget and the proposed budget for expenditures is listed in water which is the \$450,000 block grant that will be a wash and gas which has to do with commodity costs. City Manager Thompson explained that MGAG provides projected cost and consumption analysis based on historic trends. City Manager Thompson stated that the full MGAG report is available for anyone that wants to review the information. City Manager Thompson reviewed the service charge and fee schedule stating that everything is static; no increases. City Manager Thompson stated that water and sewer rates are also figured with no rate increase. City Manager Thompson reviewed the personnel requests that have been proposed in the budget noting that there are two positions being changed from 35 hours to 40 hours per week due to work load, a 10% increase for the City Judge because there has not been any pay adjustment for that position in a long time, a part time position for the recreation department, and \$20,000 for the gas department for painting regulators and farm taps. Council Member Joe Money, Jr. asked how many farm taps and regulators are to be painted. Terry Tinney responded stating there are about 300 farm taps and regulators explaining that the ground around each one is cut with a weed eater, then the unit is wire brushed, buffed, and painted. Terry explained that it takes about an hour to an hour and a half for each one just to be painted. Terry explained that there are a lot of other projects going on. City Manager Thompson interjected that the city gets “dinged” by the Georgia Public Service Commission for not having these taps and meters painted. City Manager Thompson stated that if this position is approved and all of the tap and regulator painting is completed then the worker can be used to help clean up trash. City Manager Thompson stated that he talked with a contractor concerning this project and their price was double what has been listed in the proposed budget. Council Member Money stated that he is curious if any folks from other departments could help with this work. City Manager Thompson explained that staff members are being utilized for a variety of projects and those employees that are not involved in projects are tied up with normal job functions but he (City Manager) will make a note and see what can be done. Mayor Harvey interjected that even if that work is done in house supplies will be needed. Terry Tinney stated that they need to paint every other year to satisfy the Georgia Public Service Commission. Council Member Dale Housch stated that if a temporary employee gets caught up they could always be used in other areas.

CAPITAL IMPROVEMENTS: City Manager Thompson explained that there is about \$164,000 in the capital improvement fund. City Manager Thompson stated that the rubber floor for the Dewey Hoskins gym, bucket truck, gym lights, and body cameras, are projects to be funded from the capital improvements fund. City Manager Thompson asked if there are any other items to be listed.

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INDEPENDENT PAY PLAN EVALUATION: City Manager Thompson stated that he would like to earmark \$15,000 to have an independent evaluation done of the city's pay plan. City Manager Thompson stated that the evaluation would provide a report to Council for review. Mayor Harvey interjected that if an evaluation is done of our pay plan that does not mean that the recommendations will be implemented; it is only for consideration. Mayor Harvey stated that the decision of what is done concerning salaries is up to city officials not an outside organization.

GYM LIGHTS: City Manager Thompson asked for Bo Chamlee to explain the need for new lights at the gym. Bo responded stating that the lights need to be replaced because they are old and inefficient. Bo explained that if the lights are redone the newer type will recoup the cost. City Manager Thompson asked if the lights need to be replaced at both gyms. Bo responded, "Yes". Council Member Dale Housch interjected that from what he has seen the T-5s will save money in the long run. City Manager Thompson stated that prices and wiring will be checked for new lights.

SPLASH PARK: Council Member Joe Money, Jr. asked if any forward movement has been made with the splash park. City Manager Thompson stated that there will be about \$48,000 left in the capital improvement fund after the other projects that have been set noting that he (City Manager) intended to ask if those funds could be used to get started on the splash park. City Manager Thompson explained that the full project will cost approximately \$160,000 but \$48,000 would make a start. Mayor Harvey stated that the city would need to look at short term financing for this project then pay it off with 2016 S.P.L.O.S.T funding.

SIDEWALKS: Council Member David Ford asked if there is a sidewalk plan. City Manager Thompson responded stating that there are funds appropriated for sidewalks but there has not been a specific plan for implementation. City Manager Thompson stated that he is not sure which way Council wants to go; repair existing damaged sidewalks or completely rebuild them. Council Member Dale Housch interjected that there are several areas that are not handicapped accessible.

LINE ITEMS REVIEWED: Mayor Harvey stated that a review will be done of the proposed upcoming budget by line items in each category; revenues, administration, municipal court & probation, police department, fire department, street & sanitation, recreation department, building inspection, confiscated drug fund, S.P.L.O.S.T., water/sewer department, wastewater treatment, water treatment, and the gas department. City Manager Thompson reviewed each department pointing out items that changed from what was listed in the 2014-2015 amended budget. Council Member Dale Housch asked if officer's gun belts are still purchased by the officer. City Manager Thompson responded stating, "Yes". City Manager Thompson stated further that gun belts are not routinely replaced because they last a long time. City Manager Thompson stated that no funds have been requested for gun belts by the department head.

LMIG: City Manager Thompson explained that there is \$70,000 for street paving noting that street priority needs to be determined.

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RECREATION DEPARTMENT – FLOOR BUFFER: City Manager Thompson explained that there is \$1,500 listed under tools and small equipment for the Recreation Department. City Manager Thompson stated those funds are to purchase a high speed buffer. Bo interjected that the one that they have is 30 years old and unreliable. Bo explained that last time when the gym floors were waxed it was necessary to borrow a buffer from the Housing Authority because the city's buffer would not work.

BREAK: Council Member Dale Housch made a motion to take a short break. The motion was seconded by Mayor Pro Tem Lloyd "Buddy" Windle and carried unanimously.

MEETING CALLED BACK TO ORDER: Mayor Harry Harvey called the meeting back to order.

CLASSIFICATION PLAN: Mayor Harvey stated that the city has a classification plan noting that a compensation plan committee was established to discuss employee concerns. Mayor Harvey stated that overall the plan is done. Mayor Harvey asked City Manager Thompson to explain what is listed.

City Manager Thompson stated that he, Mayor Harvey, Council Member David Ford, and Council Member Joe Money, Jr. participated with staff members on the compensation plan committee. City Manager Thompson explained that the committee met five or six times. City Manager Thompson stated that concerns were expressed about frozen staff members that are lower than the plan, reclassifications, service credit, and what past credit is eligible to be counted. City Manager Thompson stated that he thought the committee agreed with 25% of service would be counted. City Manager Thompson stated that 25% of employee time worked is figured into the budget with the exception of four employees. City Manager Thompson explained that four employees would be given 50% of time worked due to being moved into other positions without any break in service. City Manager Thompson stated that using 25% credited service plus one step of 1.25% and a 2.25% raise gives a total of 3.5%. City Manager Thompson stated that there is a roster of employees listing their department, hire date, position, their classification and the associated number of years credited service, the number of hours worked per year, hourly wage, current wage for the 2014-2015 budget year, and the proposed wages for the 2015-2016 budget year. Council Member Dale Housch asked why there is no information about the building inspector position. City Manager Thompson responded stating that position is contracted so it is not included with the compensation plan criteria. Council Member Dale Housch asked if that job has a set number of hours worked per week. Jessica responded stating that the building inspector is slotted to work 20 hours per week. Mayor Harvey stated that he wants to look at classifications but not people. Council Member Joe Money, Jr. asked what causes a change in classification. City Manager Thompson stated that job description and or supervisory authority impact classifications. Mayor Harvey explained that information is available on line to see what other cities are paying noting that larger cities pay more. Mayor Harvey stated that wages are like water rates; some are a little higher and some are lower resulting in a wide range. Council Member David Ford interjected that some positions function with more than one job. City Manager Thompson also stated that an independent pay plan study could be based on whatever criteria Council chooses.

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CLASSIFICATION PLAN CONTINUED: Mayor Harvey stated that the study should be able to be done. Mayor Harvey stated that any recommendations from an outside company will be considered but Council will be the decision makers for the city's pay plan. Mayor Harvey stated that the classification plan should be kept as it is currently then approve step increases and raises as financial circumstances allow annually. Mayor Harvey stated that superintendent and director's plan is fine but does not need to get out of line with other employees. Mayor Harvey stated that he does not think any employee should be moved up two classifications. Mayor Harvey stated that the pay plan needs to be reviewed annually. Mayor Harvey stated that this budget is prepared with 25% of credited service, 4 employees have 50% of credited service, and those positions that have had their wages frozen will be grandfathered. Mayor Harvey stated that an independent study is needed. Mayor Harvey stated that the City Manager and directors determine classification and credited years of service noting that there needs to be some capability to consider length of credited service. Mayor Harvey stated that having the latitude to look at what experience a prospective employee can bring to the city makes the city more marketable. Mayor Harvey stated that if a potential employee is interested in working with the city and brings 20 to 30 years of experience to the table that candidate shouldn't be hired in at the bottom level. Mayor Harvey stated that discussion will be held concerning the years of service the city will acknowledge for the purpose of hiring someone. Mayor Harvey stated that once an agreement is reached for the number of recognized years of service and that candidate becomes an employee the agreed upon years of service stand and will not be amended. Mayor Harvey stated that promotions should be based on merit. Mayor Harvey stated that he would like Council to review the plan noting that the plan has been in place for around 5 years. Council Member Joe Money, Jr. asked how much money it will take to do the pay plan review. City Manager Thompson responded stating that \$15,000 was listed for the study nothing that he estimates a cost between \$5,000 and \$12,000. City Manager Thompson stated that the study would take about six months. City Manager Thompson stated that if the study is begun in September then the results would be available for the next budget. Council Member Dale Housch asked if Council could be given some options to consider and have the opportunity to provide input. Council Member Housch asked if the review is done based on what is in place. City Manager Thompson responded stating that staff will be interviewed as well as the associated job description. Council Member Housch asked if the study would include a review of benefits. Mayor Harvey stated that an independent study would encompass many aspects of working for the city. Council Member Dale Housch stated that he does not think most employees realize the amount of benefits provided. City Manager Thompson said that the plan review will give a bell curve of the bottom, middle, and high end compensation comparisons. Council Member David Ford said he thinks having the plan independently reviewed is a good idea. Mayor Harvey stated again that once the review is done the recommendations will be reviewed. Mayor Harvey stated that any action concerning the pay plan is up to Council.

WATER/SEWER FOREMAN POSITION AMENDED: City Manager Thompson stated that the water and sewer foreman has functioned as utility director during the unfortunate circumstances that has made it necessary for Terry to assume the responsibilities normally handled by the utility director. City Manager Thompson expressed appreciation for Terry stepping up covering his normal job as well as those of the utility director. **PAGE 6**
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WATER/SEWER FOREMAN POSITION AMENDED: City Manager Thompson stated that it would be good to have a clear and concise chain of command in the event the utility director is out. City Manager Thompson stated that he would like to move Terry Tinney to the position of assistant utility director and make that position salaried. Council Member David Ford stated that Terry has done a great job. Mayor Harvey asked for the City Manager to make a recommendation on the associated salary. Council Member Dale Housch stated that he thinks making Terry the assistant utility director is a good idea noting that he wants to be sure the change is adequately compensated.

NEXT MEETING: Mayor Harvey asked Council if another work session is needed in order to get the budget done in June. Mayor Harvey stated that the May regular meeting will be held Monday then asked if Council would like to have a short work session after that. Council Member Dale Housch stated that he doesn't mind having a work session Monday if the regular meeting is not too long. Council Member Housch stated that if items that are not an emergency are tabled then a work session could be done. Council Member Housch stated that if the regular meeting lasts very long he thinks another work session needs to be scheduled.

LITTLE LEAGUE FENCE: Council Member Zachary Martin stated that the fence at the little league field needs to be raised about three feet for safety. Bo Chamlee interjected that the high school has requested the modification. Bo stated that it will cost approximately \$4,700 for the fence modification. Bo explained that price is for material and installation. Council Member Zachary Martin stated further that he would like to see the dugouts extended in addition to having the fence modified.

CLOSING STATEMENTS: Mayor Harvey asked if anyone has questions or topics to discuss. Mayor Harvey said a decision can be made Monday night concerning the need for another budget work session.

BENEFIT: Bo Chamlee stated that he wanted to commend Terry Tinney for his work arranging the benefit for Tony. Bo stated that participation was great.

ADJOURN: Council Member David Ford made a motion to adjourn. The motion was seconded by Mayor Pro Tem Lloyd "Buddy" Windle and carried unanimously.

HARRY HARVEY – MAYOR

Attest:

JILL DURHAM – CITY CLERK, G.C.M.C.