



CITY OF SUMMerville BUDGET WORK SESSION NOVEMBER 26, 2019 5 PM

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

ROLL CALL: Mayor Harry Harvey gave roll call. Council Members David Ford, Mayor Pro Tem Lloyd "Buddy" Windle, Joe Money, Jr., and Zachary Martin were present. Also present were City Manager Janice Galloway. City Attorney Albert Palmour and Council Member Earl H. Parris was absent.

INVOCATION: Mayor Harry Harvey gave the invocation.

PLEDGE OF ALLEGIANCE: Council Member Zachary Martin led the pledge of allegiance.

AGENDA: Mayor Harvey asked if there are any changes needed to the meeting agenda. With no changes requested, Council Member David Ford made a motion to approve the meeting agenda as presented. The motion was seconded by Council Member Zachary Martin and carried unanimously.

WELCOME: Mayor Harvey welcomed everyone to the FYE 2019 mid-year budget work session. Mayor Harvey encouraged visitors to attend upcoming events and reminded visitors regular council meetings are held on the second Monday of each month. Mayor Harvey offered visitors the opportunity to speak.

CHARLIE BENNETT: Mr. Charlie Bennett asked if city residents are required to have garbage service. Mayor Harvey explained all city residents are required to have garbage service through the city.

JASON ESPY: Jason Espy with *The Summerville News* stated he had questions concerning SPLOST that may be addressed during the meeting. Mayor Harvey stated SPLOST would be discussed, and if his questions are not adequately addressed, he would be glad to answer any questions.

CITY MANAGER: City Manager Janice Galloway reported a balance of \$2,223,396 in the operating account.

Mayor Harvey stated the financial report from the CPA had been submitted to the State for certification. Mayor Harvey encouraged Council to review the long term debt service for the city.

REVENUES AND EXPENDITURES

Mayor Harvey explained revenues and expenditures would be reviewed during this meeting as well as each department.

Mayor Harvey explained the appropriated FY 2019-2020 budget was \$16,512,028.30, and the FY 2019-2020 mid-year budget is \$17,539,371.43. Mayor Harvey reported a \$425,000 increase in the general fund due to increased water and sewer usage.

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2014 SPLOST: Mayor Harvey reported an increase in the 2014 SPLOST due to incomplete projects. Mayor Harvey asked Finance Director Carla Rutledge to provide more information on the 2014 SPLOST. Carla explained the 2014 SPLOST is ending, and any remaining funds are reported in the 2014 SPLOST amount. Carla stated beginning in January, the city will not receive any more funds for the 2014 SPLOST, and money will need to be exhausted before beginning the 2020 SPLOST.

Mayor Harvey reported the water and sewer revenues increased in the mid-year due to the increase in usage and sewer charge increase, but gas revenues are down, and that will be dependant on the winter.

CITY LIMITS/SMALL WORKS DEPARTMENT: Council Member Joe Money, Jr. stated he would like to discuss and review the proposed small works department. Mayor Harvey requested City Manager Janice Galloway to provide information on this department. City Manager Janice Galloway explained this would be a new department under the supervision of the city manager, and the purpose of this department would be to keep up with the maintenance of the downtown area because the current employees are pushed to maintain all of their current responsibilities. Council Member Joe Money, Jr. asked if it would be the same employees. City Manager Janice Galloway stated, "No, it would be two new employees." Mayor Harvey asked City Manager Janice Galloway what the responsibilities would be for the new department. Janice explained they would trim sidewalks, clean gutters beside the right of way coming into town.

GENERAL FUND: Mayor Harvey reviewed the changes to the general fund, including:

- Insurance Premium tax increased \$45,042.70
- \$1,000 Grant for Fire Department
- Street Department Grant-\$244,190,66 reimbursement for Streetscape and LMIG
- \$12,000 decrease in Probation Revenue
- \$19,500 Tillotson Grant
- \$4,600 line item for Smithsonian Crossroads Exhibit
- Funds from other sources-remaining Streetscape funds

Mayor Harvey reviewed the SPLOST Fund, Water Fund, and Gas Fund, noting increased revenue is expected due to sewer rate increase, and gas revenue is down due to Lyerly Mohawk no longer using heat.

EXPENDITURES: Mayor Harvey reviewed the changes to expenditures, including:

ADMINISTRATION

- Admin Salaries increased
 - City Manager increase
 - City Clerk Certification
 - Accounts Payable position change to Accounts Payable/Executive Secretary
- Increase Property/Casualty based on prior year actual
- Increase in service charges
- Summerville Depot increase to include purchase pf storage buildings
- Celebrate Independence Grant \$8,500 (also on revenue side)
- Tillotson -Main Street Grant \$3,500 (also on revenue side)

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ADMINISTRATION CONT:

- Capital Outlay increased due to the purchase of a storage building and city manager vehicle
- Computer Upgrade and equipment upgrade due to server issues and battery backup additions
- Contingency of \$1,290.80

PROBATION

- Probation Court Fees and cost down(Revenue is also down)
- State Court Fees and cost down(Revenue is also down)

POLICE DEPARTMENT

- Salaries are up due to straight time pay
- Building Maintenance up due to AC unit replacement
- Increased Property/Casualty based on prior year actual

FIRE DEPARTMENT

- Salary increase due to straight time for training
- Fire Department Grant \$1,000 (also on Revenue side)
- Tillotson Grant \$7,500 (also on Revenue side)
- Pay off the fire truck

STREET DEPARTMENT

- Waste and Disposal increased due to contract change
- Capital Outlay-Streetscape match(offset on Revenue side)
- Grants -Street Department (offset on Revenue side)
 - \$115,142.72 final on Streetscape
 - \$70,880.28 2020 LMIG

CITY LIMITS/SMALL WORKS

Mayor Harvey explained this would be a new department created to clean streets, gutters, etc. in the downtown area. Mayor Harvey reviewed the expenditures for this department, including:

Salaries for two employees \$28,433.60

- Health Insurance estimate
- Maintenance and Materials \$6,500
- Tools and small equipment \$3,000
- Capital Outlay \$6,500 for mower

City Manager Janice Galloway explained she would have this position to focus on the streets coming into Summerville, beginning at the city limits. City Manager Janice Galloway stated the city could look better and cleaner than it is now with this department. Council Member David Ford asked if this would be a year-round position. City Manager Janice Galloway stated, "Yes, but the mid-year is only for the remainder of this year."

RECREATION

- Field maintenance increased \$500
- Telephone Increased

CODE ENFORCEMENT

- Computer upgrade and equipment increased to reflect the most recent cost
- Legal fees increased by \$10,500

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SUMMERVILLE MAINSTREET

- Salaries increased due to the addition of part-time employee for the remainder of the year
- Added Smithsonian exhibit (also on Revenue side)

EXPENDITURES CONT:

WATER

- Increase the replacement of commercial meters/hydrants by \$2,500
- Increased Engineering fees by \$10,500

WASTEWATER TREATMENT PLANT

- Designate Lead Operator effective January 2020
- Increased Engineering fees by \$15,000
- Increase water by \$15,000

Mayor Harvey requested Wastewater Treatment Plant Chris Tuggle to provide information on the request to designate a lead operator. Chris stated he currently has an employee who has accepted more duties, without the pay. Chris stated he would like to offer this employee a lead operator position. City Manager Janice Galloway asked Chris if the employee could do the job in his absence. Chris explained he would need limited training, but he would not be able to fill his operator job and work him five days a week. A discussion was held between City Manager Janice Galloway, Finance Director Carla Rutledge, and Wastewater Treatment Plant Supervisor Chris Tuggle on the pay for the employee. Carla stated the employee's pay would be moved from a 15B to a 16B, which would be \$17.21 per hour.

WATER TREATMENT PLANT

- Designate Lead Operator effective January 2020
- Lowe Springs increase by \$10,000

Mayor Harvey requested City Manager Janice Galloway to explain the increase for Lowe Springs. City Manager Galloway stated the increase is due to an air blower that needs to be replaced and chemicals.

GAS

- Increased Salaries
 - Change in personnel
 - Finance Director received certification
- Increased property/casualty based on prior year actual
- MGAG natural gas purchased down due to revenue down
- Utility protection services increased fees
- Debt expense reduced due to SPLOST

Mayor Harvey requested more information concerning the change in personnel. Finance Director Carla Rutledge explained when the budget was created, there was an opening, but the person that filled it was at higher pay, but it was an internal change and not a new hire.

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CAPITAL REQUEST

Mayor Harvey reviewed the proposed Capital Request explaining many of these projects will come out of the 2014 SPLOST. Mayor Harvey reviewed some of the Capital Request items, and department heads gave updates on the following items:

- Pool of money for rec repairs(soccer fields)
- Digitizing Records
- Montgomery Knitting Mill
- Sewer Improvements
- Loan payoffs- 2 chicken houses, patrol car, dozer
- Public works trucks
- Water storage tank roof upgrade

NEW SPLOST: Finance Director Carla Rutledge explained the estimate for the new SPLOST is \$200,000 due to the uncertainty when it will begin.

Council Member Joe Money, Jr. asked for an update on the chicken houses that have been sold and the status of the contracts. City Manager Janice Galloway explained she has been working with City Attorney Albert Palmour to transfer the contract to the new owners. If they are not agreeable, it will fall back on the original owners.

Mayor Harvey reviewed each fund, noting in the General Fund each year a transfer takes place from the gas fund and water fund.

DOWNTOWN SMALL WORKS DEPARTMENT: Mayor Harvey explained the amount of \$56,183.77 is for six months and two employees for the proposed small works department. Council Member David Ford asked if prison detail could be used for services. Mayor Harvey stated, "One of the problems was getting a work crew." Council Member Joe Money, Jr. asked if Main Street's part-time employee would be year-round. Janice responded, stating she is requesting him to work from January to July due to the Smithsonian Exhibit. Council Member Money asked what his duties would be besides watering plants. Council Member David Ford explained he would be assisting in the setup of the Smithsonian Exhibit. Janice noted some repairs are also needed at the Depot. Mayor Harvey suggested a full-time employee and a part-time employee during the summer for this department. Mayor Harvey asked for questions, comments, or concerns. Council Member David Ford recommended one full-time employee and one part-time employee for this department.

Council Member Zachary Martin asked if the restrooms at Fairway was included in the budget. Finance Director Carla Rutledge explained the restrooms could come out of the Capital Request pool of money 2014 SPLOST recreation repairs if there are funds left after the soccer field project. City Manager Janice Galloway recommended allocating the funds to ladies' restroom, and the men use porta-toilets.

Council Member Joe Money, Jr. questioned the amount of money paid to the Municipal Court. Finance Director Carla Rutledge explained a portion that is collected is paid out to funds such as Peace Officers, GSCCCA, and the jail. Mayor Harvey asked if the probation officers were paid out of this money as well. Carla explained the probation department has it's own line items.

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Mayor Harvey asked if the Council wishes to create the new small works department. Council Member Zachary Martin stated he is agreeable to one full-time and one part-time employee.

Mayor Harvey asked for questions or comments.

JASON ESPY: Jason Espy with The Summerville News asked who would be overseeing the new small works department. Mayor Harvey stated, "Ms. Galloway." Jason asked why it would not be included in the existing public works department and increase that department by one employee. Mayor Harvey stated, "They will be taking care of roads." Jason asked if Timmy Jo mows the right-of-ways. Janice responded he mows, but he does not do any trimming.

Mayor Harvey explained an advertisement would be submitted for the first reading of the mid-year budget. Mayor Harvey stated he would like to hold the first reading of the mid-year budget on December 9th and the second reading and adoption of the mid-year on December 17th, and it will go into effect January 1, 2020. Mayor Harvey noted the Second Reading and Adoption of the FY 2018-2019 Year-End Budget Ordinance would also be held on December 17th.

CHARLIE BENNETT: Mr. Bennett asked if there would be a conflict between the full-time and part-time positions because of the pay. Janice explained part-time workers make \$10 an hour.

JASON ESPY: Jason asked for a job description for the new small works department. Janice explained the job duties would include; trim work on the sidewalk, cleaning out gutters, making sure the streets are clean.

ADJOURN: With all business concluded, Council Member David Ford made a motion to adjourn. Mayor Pro Tem Lloyd "Buddy" Windle seconded the motion and carried unanimously. The meeting was adjourned at 6:28 p.m.

HARRY HARVEY – MAYOR

Attest:

ANGIE WHITE – CITY CLERK