

The City Council Budget Workshop Meeting of July 19, 2018 was called to order at 6:30 p.m.

MAYOR

Phillip A. Howard

OTHERS

Shannan Kinsley
Chief David Bejar
C.E. "Bubba" Rutledge
Patricia Howard
Susan Beavin
Madeline McCloskey
Kristin Marshall

COUNCILMEMBERS

Susan Darst
Council member Position - Vacant
Jennifer Nottingham
Lynn Tiner
Kimberly Verity

Mayor Howard declared a quorum with four of five Councilmember's present. The meeting was started with the Pledge of Allegiance.

NEW BUSINESS:

1. DISCUSS AND ACT ON PLANNING OF THE CITY OF GREY FOREST 2018/2019 FISCAL YEAR BUDGET

Mayor Howard provided Council a packet outlining the responsibility of preparing a City Budget, analyzing the current and previous year's budget/actuals and forecasting current year end actuals. Mayor Howard stated he solicited budget recommendations and input from various City operations. He has set out Budget Priorities and Short/Long Term Goals. He's worked with the City Secretary on various expenses and carryovers as well as budget recommendations. As the City Budget Officer, he has prepared an Initial Draft Budget Worksheet for Fiscal Year 2019. August 24th is the targeted date for him to file the proposed budget with the City Secretary. The Budget Public Hearing will be held on September 10, 2018. If there are no significant changes from the Public Hearing, Council can adopt the budget at the conclusion of the hearing or post-pone adoption until the September 25, 2018 City Council Meeting. Council's mission is to maintain current services while improving efficiency and effectiveness while maintaining compliance with Federal, State and County rules, regulations, and laws in order to be considered a City. The 2019 Budget Priorities is to maintain the 2018 Fiscal Year level of police protection, fire protection, and garbage/recycle collection. In addition, improve the efficiency and effectiveness of City Administration so that we can better serve the citizens, be in compliance with regulations/laws and enforce City ordinances while reducing risk to the City. Mayor Howard stated when Grey Forest was incorporated, they created an Administration. Over time; they added Police, Fire and Public Works that put an administrative burden on the person handling the operations. We also have Federal, State and County rules and regulations that must be attended to. With all the employees, we have additional payroll and personnel duties. Then we added the Scenic Loop Playground Club and Madla Park properties. In addition, the Grey Forest Community Board and Madla Park Board. The City Secretary has been taking care of all these functions and entities. We need to improve the efficiency and effectiveness of Public Works by improving its physical plant. Public Works has no water or electricity at the shop. Water is being installed this Friday by Grey Forest Utilities. We need to protect and maintain equipment and facilities. Public Works staff need to be trained. We need to continue the road improvement project with the objective to enhance quality of life, safety, and mobility within the City and on its right-of-ways, while reducing future maintenance costs and effort. There is pothole filling that will improve the present road that is still serviceable. We need to finalize the Code of Ordinance Project. We need to continue community outreach efforts using the newly renovated community center as its focal point while funding its upkeep. We need to continue the efforts to reclaim use the creeks and swim hole deeded to the City by the Scenic Loop Playground Club. If an accident should occur, Grey Forest is responsible. Short Term Goals (1 year or less) – 1) Administration; hire Assistant to the City Secretary, move towards online document management, complete codifying project 2) Public Works; increase salary for the present 2 authorized employees, provide electrical power to the Public Works building, purchase radios to provide communication and the ability to communicate with Fire/Police during an emergency, complete the right-of-way survey of Grey Forest Drive/Sherwood Trail, develop road improvement plan to present to City Council, begin efforts to secure funding to

improve roads, begin road repair of selected sections of Scenic Loop Road and continue pot hole repairs as necessary 3) Community Board; complete invasive removal project from creeks, remove the organic/non-organic material from creeks, repair swimming hole gate and removal of sediment that has accumulated over the years. Long Term Goals (more than 1 year) – 1) Administrative; continue evolution to digital, digitize historical records 2) Public Works; hire a third full-time worker, start major re-paving of Grey Forest Drive/Sherwood Trail 3) Community Board; maintain creeks free from invasive species and other organic plants which threaten life, property or safety. Mayor Howard provide City Council a copy of the slide presentation given.

Mayor Howard called a short recess at 8:21 p.m. The Workshop Meeting was reconvened at 8:26 p.m.

Mayor Howard reviewed the Initial Draft Budget Worksheet for Fiscal Year 2019. He stated the proposed budget exceeds revenue by \$31,507. Proposed City Operations Income is \$945,148 with expenses at \$976,655. Some of the expenses are one-time items. Administration Expenses were reviewed. The Assistant City Secretary Salary is \$17.50 per hour based on a 20 hour work week with retirement benefits. Legal and Litigation has a significant increase over the budgeted amount from last year due to litigation. Mayor/Counsel expenses was lowered to \$1,800. Office Equipment and Software was increased for office software of \$460, online QuickBooks of \$30 a month, and new hire office furniture of \$600. Public Works Expenses were reviewed. Department Head Full-Time position has been increased to \$19.25 an hour. Public Works Full-Time pay has been increased to \$15 an hour. These are more competitive living wages. Public Works Temporary Pay is to keep Bubba as the department trainer at 16 hours per week, \$20.00 an hour. Public Works Equipment was increased to purchase a compactor, air compressor, radios and new trailer for the generator. Public Works Equipment Maintenance and Fuel was increased for new tires for the tractor and fuel. Council consented to increasing Animal and Insect Control to \$500. Mayor Howard stated he would like to create a policy on how the spay/neutering program works. Council agreed they would like to add a new separate line item of \$300 for Public Works to get certificate as animal control. Public Works Facility Upgrades was added of \$5,000 for electricity to Public Works shop. Public Works Equipment Rent/Lease was added in the amount of \$3,000 to rent equipment when it's not cost effective to purchase. City Green Space restricted; Shannan will verify the dollar amount. Capital Improvement/Infrastructure were reviewed. Road and Bridge was increased by \$15,000 to \$75,000 for efforts to preserve existing roads; where the road can be salvaged but not totally rebuilt. Public Safety Police was reviewed. New Police Vehicle Lease; approximate yearly lease is \$10,000 and \$1,000 to equipment the new vehicle. This is based on a four-year lease. There's a new Line Item for Overtime Pay of \$1,000. Municipal Court Costs were reviewed. Security Fund Restricted needs dollar amount that was inadvertently left out. We will verify the dollar amount. Public Safety Fire was reviewed. Contract amount may change once we receive the tax valuation. Emergency Management was reviewed. This covers the 911 reverse notification. Grey Forest Community Park Operations was reviewed. It includes \$8,000 for invasive plant removal, \$5,000 for removal of organic/non-organic items, \$3,370 for Community Center Operation/Maintenance, \$1,200 for Community Events, \$5,000 for Swim Hole Clean Up/Repair, \$1,000 for Test Community Garden and \$75 for signage. Council member Nottingham stated the Community Center needs more in signage for an address on the building. Mayor Howard stated we will leave the number at \$75 for now and can adjust later when Council member Nottingham brings back more concrete numbers. Madla Park Operations was reviewed. It includes estimated income of \$6,020 from Conservancy fundraising efforts. The reserve carryover is projected to be \$8,324. Estimated expenses are \$3,610 in Operation Expenses, \$2,650 Maintenance, \$1,500 Special Projects, \$500 Miscellaneous and Contingency Fund of \$6,084. Mayor Howard asked Council if there was further discussion and there was none. Mayor Howard stated he will make the noted changes and will file the proposed budget by August 24th.

Mayor Howard adjourned the Budget Workshop Meeting at 8:53 p.m.

These minutes were written/recorded by Shamuan Kinsley.

These minutes were approved as written/amended on the 27th day of November, 2018.

Signed: Phillip A. Howard
Phillip A. Howard, Mayor