

The City Council Budget Workshop Meeting of August 20, 2019 was called to order at 6:31 p.m.

MAYOR

Phillip A. Howard

COUNCILMEMBERS

Susan Darst

Geri Poss

Jennifer Nottingham

Sean Skaggs

Kimberly Verity

OTHERS

Shannan Kinsley

Rene Rodriguez

Bubba Rutledge

Patricia Howard

Susan Beavin

Madeline McCloskey

Mayor Howard declared a quorum with all Council member's present. The meeting was started with the Pledge of Allegiance.

CITY COUNCIL BUDGET WORKSHOP MEETING:

1. DISCUSS AND ACT ON PLANNING OF THE CITY OF GREY FOREST 2019/2020 FISCAL YEAR BUDGET

Mayor Howard stated two Council members are new to the budgeting process and outlined the responsibility of preparing a City Budget. He stated budget recommendations and input was solicited from various City operations. He set out Budget Priorities and Short/Long Term Goals. He's worked with the City Secretary on various expenses, carryovers and contract requirements. Previous year's budget/actuals were analyzed as well as forecasting current year end actuals. This Workshop is for the Mayor and Council to discuss the draft budget. As the City Budget Officer, he has prepared an Initial Draft Budget Worksheet for Fiscal Year 2020. August 23rd, 2019 the targeted date for him to file the proposed budget with the City Secretary. The Budget Public Hearing will be held on September 11, 2019. 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 24, 2019 Council Meeting. The mission of Grey Forest City Government is to maintain current services for the citizens while improving efficiency and effectiveness of the various departments and maintaining compliance with Federal, State and County rules, regulations, and laws in order to be considered a City. The 2020 Budget Priorities is to maintain the FY 2019 level of police protection, fire protection and garbage/recycle collection. Administration: continue to improve the efficiency/effectiveness of City Administration to better serve citizens, compliance with regulation/laws, update/enforce City ordinances, and continue to reduce risk to the City. Public Works: fill authorized staffing, authorize one part-time staffer, provide necessary equipment, protect/maintain equipment/facilities, conduct training, continue road improvement project, pedestrian crossing/parking area lighting at school bus stop across from City Hall on Scenic Loop Road, community outreach using newly renovated Community Center while funding its upkeep and reclaim use of the creeks. Short Term Goals (1 year or less): reduction of administrative backlog, movement towards online document management, updating of City Ordinances, skill development of staff, fill second Public Works full-time position and part-time position, maintain right-of-way's, pedestrian cross walk, reclaim creeks for use, install outdoor lighting and recondition floors at the Community Center. Long Term Goals (more than 1 year): continue evolution to digital, digitize historic records, continue road improvement efforts on Grey Forest Drive and Sherwood Trail and maintain creeks free from invasive species and other organic plants which threaten life, property or safety. Mayor Howard provided City Council a copy of the slide presentation given.

Mayor Howard reviewed the Initial Draft Budget Worksheet for Fiscal Year 2020. He stated the proposed budget exceeds revenue by \$236,269. Proposed City Operations Income is \$1,011,381 with expenses at \$1,247,650. Contingency Operating Reserves (3 months City Expenses) is \$259,288. General Contingency Reserves is \$131,266. The goal Reserve Fund is to maintain 3 months reserves with GFU's guaranteed income.

Administration Expenses were reviewed. Professional/Temporary Fee was increased due to various projects such as ordinance services and engineering fees. City Secretary was increased 2.5% inflation and 1% for increased supervisory duties. Legal and Litigation has a significant increase due to litigation and set at \$60,000. School Guard Crossing Carryover money will be used for a pedestrian crosswalk and lighting at the bus stop across the street from City Hall. There was lengthy discussion if a crosswalk and lights would stop the issue of vehicles passing the bus and speeding. Mayor Howard stated we would start with these items and readdress if issues continue. In addition, we can increase police patrol at the bus stops.

Public Works Expenses were reviewed. Still looking to fill the Public Works Full-Time position at \$15.00 an hour. Public Works part-time position was requested by Bubba for a person 3 days/24 hours a week at \$15.00 an hour. Public Works Temp Pay hours were increased from 16 to 19 hours per week for Bubba Rutledge.

Capital Improvement/Infrastructure were reviewed. Road and Bridge was increased to \$208,000 for efforts to preserve existing roads and bridges. The primary focus will be Grey Forest Drive and Hillside Drive. He's provided Council an Engineer's Opinion of Cost, Concept Phase consisting of asphalt and concrete on Grey Forest Drive through the intersection of Hillside Drive. The Engineer's Opinion of Cost is \$189,209.61 and he added 10% for additional costs. Council member Nottingham stated she wants more information and doesn't know if she wants to spend that much money for that small area.

Public Safety Police was reviewed. Police Officer 2 was increased 2.5% inflation and .5% for seniority. Police Officer 3 Salary increased 2.5% inflation and \$2,500 for promotion to Sgt. with additional supervisory duties. Police Grant (Restricted) \$10,589 for the "Criminal Justice Modernization" Grant has approval pending as of 08/16/2019.

Municipal Court Costs were reviewed. Municipal Judge, Prosecuting Attorney and Court Clerk Pay was increased on 04/23/2019.

Parks and Programs were reviewed. Grey Forest Community Board (GFCB) Park Operations has been increased. Council member Verity stated she is against the Port-a-Potty. Not only is it an eye sore but she believes the Community Center should be used more. It is an expense and the City is not getting anything back. We are making very little income from rentals. If we are going to spend money in that area, then we need to focus on generating more revenue. Council member Skaggs stated the Port-a-Potty is a trial for a couple of months for the ball field area to see if it will work. Council member Nottingham stated parents do not watch the children that go into the Community Center. Council member Darst stated there have been countless issues of children going into the Community Center unattended. Council member Poss stated if it passes the trial and error phase, then we could make it not look like a Port-A-Potty with some type of shield. Mayor Howard suggested that we add another \$300.00 to the Community Boards budget so that if the decision is made to keep the Port-A-Potty permanently, that a blind could be constructed that hides it. Council member Verity stated one of the goals for the year should be to increase interest in renting that space amongst our residents for personal and educational purposes.

Mayor Howard asked Council if there was further discussion and there was none. Mayor Howard stated he will make the noted change and file the proposed budget by August 23, 2019.

Mayor Howard adjourned the Budget Workshop Meeting at 8:02 p.m.

These minutes were written/recorded by

Shannan Kinley

These minutes were approved as ~~written~~ amended on the 21th day of September, 2019.

Signed:

Phillip A. Howard
Phillip A. Howard, Mayor