

**SAVANNAH CITY COUNCIL
SPECIAL MEETING
AUGUST 21, 2013
CITY HALL CONFERENCE ROOM
6:00 P.M.**

Purpose: Special meeting was held to discuss the 2014 budget.

Mayor Connie George presiding.

Council members present: Don Dillman, Greg Wilson, John Parker and Joy Thompson. Mayor Connie George, Interim City Administrator Bruce Lundy, and City Attorney Emily Bauman, City Clerk/Treasurer Beth Kar, Chief of Police David Vincent, and many of the department supervisors were also present. The meeting notice was posted at City Hall on August 19, 2013. The meeting was audio recorded.

2014 Budget Discussion

Debt and Summary -- Council continued its review of the proposed Fiscal Year 2014 budget. City Clerk Beth Kar described the debt payments and the summary of revenues and expenses.

Rates – The Public Utility Advisory Board could look at the budgets for water and wastewater and review them if rate increases are needed. The water fund budget looks good for next year with no expected increase. However, the wastewater fund budget is tight, and possibly needs a small increase in sewer rates.

Detailed Revenues and Expenses

Council reviewed the line items for revenues and expenses for the funds. Water Superintendent Dale Watson reported that Layne is recommending \$9,000 for treating the well number two plus \$2,000 for underground discharge. In the future, it is recommended to consider adding a line in the Water fund to set aside monies for Capital Improvements.

Professional Services -- The cost of the state audit will be in the 2014 budget under line item 701 for professional services. John Parker asked if it would be beneficial to have an independent advisor review the budget. Council would like to bid out for a financial advisor. Council agreed to bid for a new auditor.

Council continued to review revenues and expenses for each department.

Payroll -- Joy Thompson asked Chief David Vincent about payroll rates for the police department. Is he okay with pay rates? With Vincent's new officer schedule, pay rates are set by number of years of experience. He presented the steps by experience based on current officers pay. John Parker felt every department head should budget his department for salaries. Pay should be by position. Council looks across the board for cost of living raises. As far as day-to-day work, department heads should make each employee's pay scale based on what that person does. The supervisor knows who does what duties and has what responsibilities. The City Administrator would determine supervisor's pay since he is in charge of the department heads. Deputy City Clerk Brooke Bell mentioned personnel reviews. It would make sense to evaluate what each employee does and raise pay on an individual basis. The City will be

updating job descriptions to better capture what each employee does. There could be steps and a list of what qualifies one for a raise. Water Superintendent Dale Watson mentioned Mo-Kan Regional Council has provided job descriptions for the City in the past. It was an incentive then for people to cross-train between departments. Certifications would become part of the job description.

Director of Public Works Kenny Lance brought up Tim Spoonmore whose job duties have increased. Lance would like to see Spoonmore's pay rate increased. Spoonmore is essentially the Assistant Public Works Director. Joy Thompson motioned to make Tim Spoonmore the Assistant Public Works Director at \$16.38/hour. John Parker seconded and amended the rate to \$16.50/hour. Thompson was okay with that amendment. Motion carried on 4 yes votes. The increase will be effective with 2014 budget.

Gas Tax Revenue – The City will review street projects in six months and see how the gas tax revenues come in and evaluate what to do next year.

2007 Water Reserves – The City needs \$188,600 in the 2007 water reserves to be in compliant with the bond regulations. The shortage on reserves has been mentioned in the last few audits. The City will be shy of that total. Joy Thompson motioned and Don Dillman seconded to make up 2007 reserve from sales tax with the savings on the Stormwater refinancing. Motion carried on 4 yes votes.

Parking fines – The State auditor recommends that the County collect the City's parking fines along with the rest of the police tickets. The City cannot enforce payment; the County can. If the person does not go to court and pay the ticket, a warrant is set for the person. John Parker motioned to have the county collect on parking fines and Joy Thompson seconded. Motion carried on 4 yes votes.

Police Training fund – The police have more than one training fund: recoument and DWI training. Chief of Police David Vincent explained that the funds are determined by what kind of ticket has been issued.

Water – Deputy City Clerk Brooke Bell mentioned adding a subcategory to water supplies in order to account for Director of Public Works Kenny Lance's water meter supplies. Council also discussed if someone breaks a water meter antenna a second time, then the cost of the new one is added to customer's water bill. City Attorney Emily Bauman explained how it would work. A separate invoice would be sent to the customer. Once someone breaks an antenna, the City would send a letter with how much will be for parts and labor if it happens a second time.

Cemetery -- Joy Thompson would like to know how many cemetery plots have been sold. Director of Public Works Kenny Lance asked to add \$250 for a blower to the Cemetery budget.

Sanitation/Trash -- Joy Thompson asked what if someone did not have water but still had trash pickup. The customer would still be billed for trash. City Attorney Emily Bauman reported a person normally cannot rent without water service.

Golf Course – General Manager Mark Christopher reported there was a gentleman who paid his membership on May 31: \$550 for membership and \$300 for his own cart space. Now he has a health condition, cannot golf and has sold his cart. He is asking for a refund on his membership. The City has not done that before. If the City refunds for the cart space fee, there will be an

opening where the course could rent it out to someone who will use it. Currently the course does not have a policy on this type of issue. Other courses do not do refunds. There are people on a list waiting for cart spaces. People have to be a member to have a cart space. Membership and cart spaces are non-transferrable. Golf Committee have mentioned having members sign a form with that on it. His cart space fee would be pro-rated \$300 divided by 12 months. He has used it for two months at \$25 a month = \$50 deducted from \$300 = \$250. City Administrator Bruce Lundy will talk to the gentleman. John Parker mentioned returning the issue to the Golf Committee to make a formal decision and they can return it to Council if they do not want to make a decision.

City Hall staff – City Administrator Bruce Lundy suggested making Valorie Bush full time. City Clerk Beth Kar mentioned the state auditor recommended the City have someone to spend more time on collection of delinquent bills. Deputy City Clerk Brooke Bell spoke of how much it would help the office to have another full time person. Don Dillman mentioned Valorie Bush did attend the customer service class. How much? Lundy suggested \$11/hour. The Rural Water Association has a certification class. If she earned her certification it would mean an extra \$1,000 to her pay. Greg Wilson motioned to make Valorie Bush full time at \$11/hour with the new budget and John Parker seconded. Motion carried on 3 yes vote; 1 no: Thompson.

Next Steps – The budget will be updated with the changes from tonight’s meeting. Is Council comfortable with having two readings for the budget at the September 3rd meeting. Council agreed to have two readings and have the budget finalized by September 3rd.

Council raises – John Parker mentioned when he was elected, salaries were cut and employees were laid off. Now that finances are better and people have been added back. He would like to review Council’s pay. It would not change until the two terms beginning in April. John Parker motioned to raise Council members pay. Greg Wilson seconded. Vote: 2 yes (Parker, Wilson) and 2 abstentions (Thompson, Dillman). Thompson and Dillman abstained since theirs are the two positions up for election in April. Mayor Connie George broke the tie and voted yes. Motion carried.

Adjournment – No further business to discuss. Meeting adjourned at 8:41 p.m. on a motion by Greg Wilson and seconded by John Parker. Motion carried on 4 yes votes.

Connie George, Mayor

ATTEST: _____
Beth Kar, City Clerk