

MEETING MINUTES

JUNE 25, 2018 BUDGET WORK SESSION

The members of the City Council of the City of Phenix City, Alabama met in a called work session at 8:00 a.m. Eastern Time, Monday, June 25, 2018 in the third floor conference room of the Municipal Building located at 601 12th Street, Phenix City, Alabama for the purpose of reviewing the proposed budget for fiscal year 2018-2019. Upon roll call the following councilmembers were present: Councilmember Arthur L. Day, Jr., Councilmember Vickey Carter Johnson, Councilmember Steve Bailey, Councilmember R. Griff Gordy and Mayor Eddie N. Lowe. Also present were City Manager Wallace B. Hunter, Finance and Utilities Director Stephen C. Smith, Director of Engineering and Public Works Angel Moore, Chief of Police Ray Smith, Human Resources Director Stephanie Chastain and City Clerk Melony Lee. A representative of the Citizen News of East Alabama was also present.

Mayor Lowe opened the meeting upon a quorum being established and delivered the invocation.

Mayor Lowe turned the meeting over to City Manager Wallace Hunter.

City Manager Hunter commented on the budget process. He also spoke on trying to anticipate expenditures. City Manager Hunter called upon Assistant City Manager/Utilities Director Steve Smith to present the proposed budget for fiscal year 2018-2019.

Mr. Smith began the review of the budget with Council. Mr. Smith advised Council the budget is prepared per the requirements of the City Charter. He further explained Non-Departmental, and he advised the expenses that are paid out of it.

City Manager Hunter and council discussed the pay scale. City Manager Hunter advised that Dr. Jim Buford of Ellis-Harper Management was the consultant that the city used to implement the pay scale and he is considered the top expert in in his field. City Manager Hunter also commented on how evaluations are put together.

The Meeting recessed for a five minute break.

Mr. Smith began each departmental review with council:

1. Economic Development – Whitewater and Special Events were discussed.
2. IT Department – Web Specialist and computer equipment were discussed.
3. Library – Books and media were discussed. There were no capital expenditures.
4. Municipal Court – Capital Expenditures are separately funded.
5. Human Resources – Retirement benefits were discussed.
6. City Clerk – Election expenses and how they affect the budget were discussed.

7. Building Department – demolitions are the biggest expenditure; Second Mortgage Funds were discussed.
8. Finance Department – No Capital Improvement. Renewal of Business Licenses discussed.
9. Parks and Recreation – Concert series and high power bills were discussed. Also discussed: School events; sports leagues; and Capital Improvements.
10. Golf Course – Golf carts are the biggest expense.
11. Fire Department – Turnout gear, fuel, power, and vehicle repair/maintenance were discussed. Capital Leases the cost and life expectancy of fire trucks were also discussed, as well as the plan in place for maintenance and replacement of the fire trucks.
12. Police Department – Five vacant police officer positions are in the budget. School police officers are budgeted under Appropriations.

The Meeting recessed for lunch at 11:30 am, resuming at 1:00 pm.

13. Animal Control – cost of running the shelter was discussed along with the hours of operation.
14. Engineer / Public Works - Administration in both departments was discussed.
Discussion of the following departments:
 - a. Limbs & Debris – Fuel and vehicle repair/maintenance and Capital Outlay were discussed.
 - b. Streets / Drainage – Fuel and vehicle repair/maintenance and Capital Outlay were discussed.
 - c. Building Maintenance – Fuel, traffic materials, and Capital Outlay were discussed.
 - d. Refuse Disposal – Landfill clearing, equipment repair/maintenance and Capital Outlay were discussed.
 - e. Vehicle Maintenance – Repair charges and Capital Outlay were discussed.
 - f. Cemetery Maintenance – Cemetery repair/maintenance were discussed.
15. Non-Departmental – Discussion of the following: street lights; garbage service contract; radio systems maintenance; Columbus/Phenix City Transportation Study; Professional, Legal, Audit Services; Workers Compensation; Prisoner Expense; Lee/Russell Council of Governments; and Capital Improvements.

The Meeting recessed for a five minute break.

16. Utilities Fund – Self funded – paid by water/sewer rates and fees for development. Mr. Smith and council discussed the following: water sales; late fees; connection fees; sewer fees; largest users of water.

Discussion of the following departments:

- a. Administrative Division – Business License Fees; Insurance; and Workers Compensation were discussed. No Capital Outlay.
- b. Water Distribution – Materials/Supplies and Service of Mains and Lines discussed. The location of older lines was also discussed. Equipment Leases were also discussed.
- c. Water Filtration Plant – Chemicals, power costs, pump station repair/maintenance, and Capital Outlay were discussed. Also discussed was the certified operator position. No Capital Outlay.
- d. Wastewater Collection Division – Chemicals, power costs, recycled sludge, and equipment repair/maintenance discussed. No Capital Outlay.
- e. Debt Service.

17. Special Revenue Funds – Discussion of the following funds:

- a. Capital Improvement Fund - 5th Street South Project and the Opelika/Cutrate Road Bridge Project were discussed.
- b. 2nd Mortgage Fund.
- c. 7 Mill Tax Fund.
- d. Gas Taxes Funds.
- e. Confiscated Property Fund.
- f. Corrections Fund.
- g. Public Building Authority Fund.
- h. 2017-B Capital Projects Fund.

Mayor Lowe asked for an Executive Session to discuss Pending Litigation for approximately 10 minutes from which the Budget Work Session would reconvene. Councilmember Day made a motion to go into Executive Session to discuss Pending Litigation for approximately 10 minutes, which motion was seconded by Councilmember Gordy. All were in favor.

Council went into Executive Session at 4:10 pm.

Council came out of Executive Session at 4:20 pm and reconvened the Budget Work Session.

The meeting was then adjourned until 8:00 a.m. Thursday, June 28, 2018 to continue a review of the proposed 2018-2019 budget.