

**CITY OF METTER
CALLED MEETING
FY 2019 BUDGET ADOPTION
THURSDAY, JUNE 21, 2018
5:00 P.M.**

A called meeting was held in the Council Chambers at City Hall on Thursday, June 21, 2018 at 5:00 p.m.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Amy Harrelson
Councilwoman Rashida Taylor
Councilwoman Marsha Colson
Councilman Paul MacGregor
City Manager Mandi Cody
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Chief of Police Robert Shore
HR/Purchasing Manager Missy Edenfield
Director of Tourism/Business Development Heidi Jeffers
Fire Chief Jason Douglas
Finance Manager Cindy Collins
Jerri Goodman, Metter Advertiser

Councilwoman Chyrileen Kilcrease was absent from this meeting.

The following guests were present:

Charles Stewart
Caleb Stillinger

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Harrelson led the Pledge of Allegiance.

INVOCATION

Councilman MacGregor gave the invocation.

PURPOSE

The purpose of this meeting was to discuss and adopt the FY 2019 City of Metter Budgets.

APPROVAL OF AGENDA

Councilman MacGregor made a motion to approve the agenda as presented.
Councilwoman Harrelson seconded the motion, and the vote was unanimous.

FY 2019 Budget Presentation

City Manager Mandi Cody gave the FY 2019 General Fund Budget Presentation.

The FY 2019 Proposed Budget was formulated based on a number of important assumptions – many of them policy in nature and all of which should be strongly

evaluated and considered by the governing body. Any assumptions listed here that are not supported by Council should be communicated to the City Manager for adjustment. These budget assumptions are as follows:

Assumptions:

1. The Budget will be adopted, and accounted for, using generally accepted accounting principles, with Enterprise funds budgeted and accounted for using full accrual and accounting similar to private businesses. All other funds are budgeted and accounted for using modified accrual accounting in accordance with best practices and generally accepted governmental accounting standards.
2. Assumes the economy will remain stable and similar to its current condition.
3. Assumes stabilization of the municipal tax digest.
4. Priorities for FY 19 are economic development and public safety.
5. Assumes an increase in the millage rate for property taxes of 2 mills to balance expenditures to revenues.
6. Assumes the provision of Animal Control Services (valued at \$60,000) to the unincorporated areas of Candler County in exchange for the forgiveness of an \$84,000 payment from the City of Metter for Recreation services.
7. Increase unincorporated Candler County’s contribution for Fire & Rescue Services from 17.4 % to 50%.
8. Assumes a 2.3% Cost of Living Adjustment for all positions (City employees).
9. Establishes Sanitation as an Enterprise Fund as required by the Uniform Chart of Accounts.
10. Assumes an increase in Sanitation Rates in order to recover the cost of operations and maintenance for this service. Rates will increase \$8.00 per month for residential service (from \$17.00 to \$25.00) and \$16.00 per month for commercial services (from \$23.00 to \$39.00 per month).
11. Assumes the addition of one authorized firefighter at grade 15.
12. Eliminates significant overtime for Police Department which will necessitate some adjustment in coverage within the department to remain within authorized expenditure levels.
13. Amends two authorized positions as follows: (1) A Visitor Center Operator at a grade 12 to an Administration Assistant at a grade 14; and (2) the authorized supervisor for Streets and Sanitation at a grade 18 is combined with a supervisor from the Water Enterprise Fund (grade 21) to a single Assistant Public Works Director at a grade 21.
14. Building repair, and improvements to Council Chambers were eliminated from both options.
15. Assumes no contingency line item.
16. Assumes increase for part-time visitor center attendants from \$8.00 per hour to \$10.19 per hour.
17. Otherwise expenditures and revenues remain stable from FY 18.
18. Partner entity funding levels are calculated at 40% of the requested funding level in accordance with SDS proposed agreements. GBI and Communities in School funding are not subject to SDS. They, along with Concerted Services, remain at their FY 18 contribution levels.

Partner	Funding Level FY 2018	Requested FY 2019	Recommended FY 2019
GBI Drug Task Force	\$8,500	\$8,500	\$8,500
Candler County Industrial Authority	\$25,000	\$70,000	\$70,000 * in accordance with SDS Agreement (60% / 40%)
Archway Partnership	\$10,000	Graduation	\$0
Communities in School	\$6,600	\$12,000	\$6,600
Library	\$45,700	\$44,678.76	\$46,927 (40% / 40% / 20% BOE)

Airport	\$31,197.50	\$12,243.50	\$9,795 (60% / 40%)
Concerted Services	\$0	\$6,000	\$0
Total	\$126,997.50	\$153,422.26	\$141,822

19. In regards to City’s contribution to the County general fund, for services provided the following is proposed:

Service	FY 2018 Funding Levels	City of Metter Proposed FY 2019 Budget
Tax Commissioner	\$0	\$11,000 (FY 18 & 19)
Inert Landfill	\$28,000	\$28,000
Recreation	\$84,000	\$0 (forgiven in exchange for animal control)
Dispatch	\$0 (county requested \$40,000)	\$65,000
Jail	\$0	\$80,000 for FY 17 and 18. 10% jail surcharge on fines for FY 19
Total	\$112,000	\$184,000

Water/Sewer Fund

1. Assumes that this fund will be self-supporting without assistance from the General Fund. Assumes a transfer of funds in the form of a cost allocation to the general fund representing 20% of the cost of operations for the General Fund’s Department of Administration.
2. Assumes one amendment to the authorized personnel, changing one meter-reader at a grade 12 to a water/wastewater assistant also at a grade 12.
3. Water Rates remain unchanged at this time.
4. A financial health checkup, affordability study, and rate study are currently being conducted on the City’s system by the Environmental Finance Center at the University of North Carolina. The studies are being conducted without charge as a result of an Environmental Protection Division grant. Results are expected in August and Council will likely need to consider budget amendments and rate changes at that time.

Special Revenues and Capital Improvement Plan:

For this proposal, a separate six-year capital improvement plan is also presented. The spreadsheet identifying those projects, their cost estimates, and implementation schedule are included herein. Only those projects with FY 2019 expenditures will be requested for authorization. The remaining timeline is for financial and project planning purposes and should be used for informing the review of the proposed budget, but not considered for immediate authorization.

Funding for the capital improvement plan drives from the following revenue sources:

- \$25,000 transfer from the general fund to support a lease payment on new operating and financial software for City Hall.
- Transfer and utilization of the \$100,000 bequest to the Animal Shelter.
- Repair and Replacement funds for priority 1 level water and sewer line replacements from Water/Sewer Enterprise Fund’s Repair and Replacement account.
- TIA (TSPLOST) reimbursable grants for approved transportation projects and TIA discretionary funds for other transportation projects.
- SPLOST 2005 funds to replace the Fire Station. This will close out the 2005 SPLOST funds.

- SPLOST 2011 funds for vehicles and equipment including public safety radios and repairs to fire hydrants, public utilities including line repairs and the addition of needed fire hydrants, drainage work, and resurfacing projects. Completion of the entrance signs to the City are also included. It also includes a revenue line for capital contributions from Candler County for county wide fire equipment.
- SPLOST 2018 funds for vehicles and equipment, utilities, fire hydrants, and economic development projects including improvements to the visitor's center.

Specific line items and their cost and revenue source are illustrated on the Capital Improvement Plan.

After some discussion, Councilwoman Colson made a motion to approve a Resolution adopting the Fiscal Year 2019 Budget for each fund of the City of Metter, Georgia, appropriating the amounts shown in each budget as expenditures/expenses, adopting the several items of revenue anticipations, prohibiting expenditures or expense from exceeding the actual funding available for appropriation, and adopting the authorized personnel, compensation plan, and organization chart for the City of Metter FY 2019. Councilman MacGregor seconded the motion. Councilwoman Colson and Councilman MacGregor voted in favor of the motion and Councilwoman Harrelson and Councilwoman Taylor voted not in favor of the motion. This created a tie vote which required Mayor Boyd to vote to break the tie. Mayor Boyd voted in favor of the motion. The motion was approved by a 3 to 2 vote.

ADJOURNMENT

After no further discussion, Councilwoman Colson made a motion to adjourn the meeting. Councilwoman Taylor seconded the motion, and the vote was unanimous.

The meeting was adjourned at 7:00 p.m.

Angie Conner, City Clerk