

CITY OF METTER
REGULAR MEETING/PUBLIC HEARING
THURSDAY, JUNE 14, 2018
5:30 P.M.

A regular meeting/public hearing was held at City Hall on Monday, at 5:30 p. m. in the Council Chambers.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Mayor Pro tem Chyrileen Kilcrease
Councilwoman Amy Harrelson
Councilman Rashida Taylor
Councilwoman Marsha Colson
City Manager Mandi Cody
City Clerk Angie Conner
Finance Manager Cindy Collins
HR/Purchasing Manager Missy Edenfield
Director of Tourism/Business Development Heidi Jeffers
Fireman Mike Lambert
Jerri Goodman, Metter Advertiser

Attending the meeting were the following guests:

Victoria Gaitten – Director of Chamber of Commerce
Mr. & Mrs. Alton Slater

CALL TO ORDER AND WELCOME

Mayor Boyd called the public hearing to order and welcomed everyone.

PURPOSE

The purpose of the hearing was to hear citizen input on the proposed FY2019 Budget.

Ms. Cody explained the proposed FY 2019 General Fund Budget. She presented two options for the council to consider. Option 1 reflects understandings of agreements reached in meetings last week between the City and County that may be presented to the governing bodies for approval. Option 2 is proposed for consideration in the event that service delivery agreements with Candler County are not reached prior to the start of FY 2019.

The FY 2019 budget also proposes a six-year capital improvement plan; balanced budgets for each of the special revenue funds: 2005 SPLOST; 2011 SPLOST; 2018 SPLOST; TIA; and Replacement and Renewal fund to support the Water/Wastewater Enterprise fund. Also included are proposed financial policies, and FY 19 goals and Performance Measures for each operating division of the City.

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. The 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. Assumes no transfer of funds from the Fund Balance.
5. Priorities for FY 19 are economic development and public safety.

Option 1 General Fund – Resolves SDS Issues as agreed:

1. Assumes an increase in the millage rate for property taxes of 3 mills to balance expenditures to revenues.
2. 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.
3. Increases unincorporated Candler County’s contribution for Fire & Rescue Services from 17.4% to 50%.
4. 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 |

5. 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) |
| Jail/Dispatch | \$0 (county requested \$40,000) | \$65,000 and 10% jail surcharge on fines |
| Total | \$112,000 | \$104,000 |

Option 2 General Fund – SDS Issues Remain Unresolved

1. Assumes an increase in the millage rate for property taxes of 2 mills to balance expenditures to revenues.
2. Assumes transfer from City undesignated Certificate of Deposit in the amount of \$39,049.
3. Increases unincorporated Candler County’s contribution for Fire & Rescue Services from 17.4% to 50%.

4. In regards to funding from the City’s general fund to the County general fund for services provided, the following is proposed:

| Service | Funding Level FY 2018 | City of Metter Proposed FY 2019 Budget |
|------------------|---------------------------------|--|
| Tax Commissioner | \$0 | \$0 |
| Inert Landfill | \$28,000 | \$28,000 |
| Recreation | \$84,000 | \$84,000 |
| Jail/Dispatch | \$0 (county requested \$40,000) | \$0 |
| Total | \$112,000 | \$112,000 |

5. Community Partners seeking funding from the City made their request in writing and at the May 7, 2018 meeting of Council. The following recommendations are set forth in this proposal and reflect the tax equity agreements reached for SDS:

| 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 | \$25,000 |
| Archway Partnership | \$10,000 | Graduation | \$0 |
| Communities in School | \$6,600 | \$12,000 | \$6,000 |
| Library | \$45,700 | \$44,678.76 | \$46,927.00 |
| Airport | \$31,197.50 | \$12,243.50 | \$12,244 |
| Concerted Services | \$0 | \$6,000 | \$0 |
| Total | \$126,997.50 | \$153,422.26 | \$98,671.00 |

6. In regards to funding from the City’s general fund to the County general fund, the following is proposed:

| Service | FY 2018 Funding Levels | City of Metter Proposed FY 2019 Budget |
|------------------|---------------------------------|--|
| Tax Commissioner | \$0 | \$0 |
| Inert Landfill | \$28,000 | \$28,000 |
| Recreation | \$84,000 | \$84,000 |
| Jail/Dispatch | \$0 (county requested \$40,000) | \$0 |
| Total | \$112,000 | \$112,000 |

Both Option 1 and 2 General Fund:

1. Establishes sanitation as an Enterprise Fund as required by the Uniform Chart of Accounts.
2. Assumes an increase in Sanitation Rates in order to recover the cost of operations and maintenance for this service. Rates will increase \$8 per month for residential service (from \$17 to \$25) and \$19 per month for commercial services (from \$23 to \$36 per month).
3. Assumes the addition of one authorized firefighter at grade 15.
4. Eliminates significant overtime for Police Department which will necessitate some adjustment in coverage within the department to remain within authorized expenditure levels.
5. Amends two authorized positions as follows: (1) A Visitor Center Operator at a grade 12 to an Administrative 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.

6. Merit increases, Cost of Living adjustments for employees, building repair, and improvements to Council Chambers were eliminated from both options.
7. Assumes no contingency line item.
8. Assumes increase for part-time visitor center attendants from \$8.00 to \$10.19/hour.
9. Otherwise, expenditures and revenues remain stable from FY 18.

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.

This budget is being available to the public via the media, the city's website, and at city hall. After public comment and advise from Council, staff will make the necessary adjustments and present a final adoption.

Councilwoman Harrelson commented that the cost of living increase was proposed in the budget but now it's not. Is there anything else that could come out?

Ms. Cody asked council to review the financial policies that have been presented to them. The last time they were updated was in 2009.

Ms. Cody said that she would take recommendations from the council and the public and put together a final budget for adoption at a called meeting to be held on Thursday, June 21, 2018.

After no other comments, Mayor Boyd closed the public hearing at 5:53 p.m.

CALL TO ORDER AND WELCOME

Mayor Boyd called the regular meeting to order and welcomed everyone at 5:54 p.m.

PLEDGE OF ALLEGIANCE

Councilwoman Taylor led the Pledge of Allegiance.

INVOCATION

Councilwoman Colson gave the invocation.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilwoman Colson made a motion to approve the following minutes:

- a) Called Meeting/Budget Workshop held on Monday, May 7, 2018
- b) Regular Meeting held on Monday, May 14, 2018
- c) Called Meeting/Budget Workshop held on Monday, May 21, 2018
- d) Called Meeting/Budget Workshop held on Wednesday, May 23, 2018

Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

PRESENTATIONS

There were no presentations.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Request to close Woodcock Street

Ms. Cody reported that the city attorney is still in the process of researching this request. Once we hear back from him, we will bring it back to council.

Resolution

Councilwoman Kilcrease made a motion to approve a resolution appointing Angela Mack as Resident Commissioner of the Metter Housing Authority for a one-year term. Councilwoman Colson seconded the motion, and the vote was unanimous.

GMA Lease Program

Councilwoman Kilcrease made a motion to approve a resolution authorizing the financing of five (5) new police interceptors in the amount of \$241,078.35 through the Georgia Municipal Association Lease Program and allowing Mayor Edwin O. Boyd to execute all required documents. Councilwoman Taylor seconded the motion, and the vote was unanimous.

USDA Grant/Loan

Councilwoman Colson made a motion to approve the submittal of an application to the United States Department of Agriculture (USDA) for a grant/loan in the amount of \$368,469.00 for the purchase of a KME Fire Truck and allowing Mayor Edwin O. Boyd to execute all required documents. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

USDA Grant/Loan

Councilwoman Kilcrease made a motion to approve the submittal of an application to the United States Department of Agriculture (USDA) for a grant/loan in the amount of \$249,741.49 for the purchase of Motorola radio equipment for public safety and allowing Mayor Edwin O. Boyd to execute all required documents. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

End Zone Wings Bar & Grill

Councilwoman Colson made a motion to authorize the City Manager to approve the issuance of the following license for package sales for on-premises consumption of beer and wine and for pouring license for on-premises consumption of distilled spirits by the drink upon the applicant's compliance with applicable life safety and building codes and other requirements of law:

Business: End Zone Wings Bar & Grill
Applicant: Jacqueline Tucker
Location: 204 S. E. Broad Street

Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Fire Hydrant Repair Bid

Councilwoman Kilcrease made a motion to approve the sole bid for fire hydrant repairs to Southeastern Civil, Inc. in the amount of \$51,845.00. Councilwoman Colson seconded the motion, and the vote was unanimous.

Animal Shelter Repair Bid

Councilwoman Kilcrease made a motion to approve the sole bid for repair and replacement of U-drain at the animal shelter to WBM Construction in the amount of \$12,360.00. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Certificate of Deposit

Councilwoman Kilcrease made a motion approving the surrendering of a Certificate of Deposit (restricted to the animal shelter) at Metter Bank in the amount of \$34,197.64 for

repairs and maintenance costs at the Metter Animal Shelter. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

This money will be used for the repairing and replacing U-drain, fencing, and floor sealing.

Bid Approval

Councilwoman Colson made a motion to award a bid to Georgia Fire & Rescue in the amount of \$29,899.98 for the purchase of fire and rescue tools. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Bid Approval

Councilwoman Kilcrease made a motion to award a bid to Breathing Air Systems for an ABA Fill Station in the amount of \$26,959.00. Councilwoman Colson seconded the motion, and the vote was unanimous.

SPLOST funds will be used for this purchase.

Purchase of a 2008 Freightliner Class A Pumper

Councilwoman Colson made a motion to purchase of a 2008 Freightliner Class A Pumper for Metter Fire Department in the amount of \$69,908.16 from Georgia Forestry Commission. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Internal Control Review

Councilwoman Kilcrease made a motion to approve to engage the firm of Nichols, Cauley & Associates, LLC to conduct an internal control review and assist with preparations for software conversion. Councilwoman Colson seconded the motion. After some discussion, the motion was amended to table this item until we get a cost for this service. The vote was unanimous.

MAYOR'S REPORT

Mayor Boyd said that he appreciates everyone's efforts at the mediation on Monday. We hammered out a fair agreement for the citizens of the City of Metter and Candler County. We ended up with strong intergovernmental agreements. Our fire intergovernmental agreement is a model agreement. Mayor Boyd said that he is pleased with where it ended.

Mayor Boyd said that he is glad to see the city getting another fire truck and more police cars.

Mayor Boyd said that hopefully next year the budgeting process will be easier with the new software.

He said that he is so thankful for where the city is today.

STAFF REPORTS

Police Department Report

Chief Shore submitted a written report.

Public Works Report

Mr. Hendrix submitted a written report.

Fire Department Report

Chief Douglas submitted a written report.

Administration Report

Mrs. Conner submitted a written report.

Finance Report

Mrs. Collins reported that she has been working with the auditor to set up some new funds. She also said that Edmunds has loaded some tutorials for us to start using.

HR/Purchasing Report

Mrs. Edenfield said that some smaller bids were approved in house during the month. She also said that she has ordered new business cards for mayor and council.

Department of Economic Development/Welcome Center

Ms. Jeffers reported 732 visitors at the Welcome Center in May and just last week we were at almost 100. We are looking at making some repairs at the Welcome Center. We have started back opening on Sunday.

Mayor Boyd asked Mrs. Gaitten to give a report on the Chamber. She announced the following:

- Ribbon Cutting for the Salon & Boutique down from city hall.
- Ribbon Cutting Paws, Hearts, and Hands of Candler County.
- Business After Hours at Burlap and Lace on June 26th
- Ribbon Cutting at Kindrid Yoga on July 14th 10:00 am to 4:00 p.m.
- July 7th VFW celebration downtown

City Manager's Report

Ms. Cody announced that GMA sponsored a regional Customer Service seminar at the Metter Police Department.

Ms. Cody asked council to please have concerns and suggestions for the budget to her before next Thursday.

ADJOURNMENT

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

The meeting was adjourned at 6:30 p.m.

Angie Conner, City Clerk