

**CITY OF METTER
REGULAR MEETING/PUBLIC HEARING
MONDAY, JUNE 12, 2017
5:30 P.M.**

A regular meeting/public hearing was held at City Hall on Monday, June 12, 2017 at 5:30 p. m. in the Council Chambers.

Attending the meeting were the following officials:

Mayor Billy Trapnell
Mayor Pro tem Chyrileen Kilcrease
Councilman Ed Boyd
Councilman Gregory Thomas
Councilwoman Marsha Colson
City Manager Mandi Cody
City Clerk Angie Conner
Chief of Police Mack Seckinger
Fire Chief Jason Douglas
Finance Manager Cindy Collins
HR/Purchasing Manager Missy Edenfield
Police Captain Robert Shore
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Deborah Johns
Shelly Strange
Molly Olson
Dustin Durden
Brain Aasheim
Laura Hoover
Juan Taylor

CALL TO ORDER AND WELCOME

Mayor Trapnell called the meeting/public hearing to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilman Boyd led the Pledge of Allegiance.

INVOCATION

Councilwoman Kilcrease gave the invocation.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:
Regular Meeting held on Monday May 8, 2017
Councilwoman Colson seconded the motion and the vote was unanimous.

OLD BUSINESS

No old business to report

NEW BUSINESS

FY 2018 Budget Presentations

Transmitted herewith for your consideration is the City Manager’s proposed budget for the City of Metter’s Fiscal Year 2018 (ending June 30, 2018). It includes a capital fund for capital improvement projects and special revenues (such as TIA and SPLOST funds); a self-supporting enterprise fund for water/sewer; and the general operations fund supported by fees and taxes. This proposal reflects the recommendations of the Department Heads and City Manager as presented at the May 23, 2017 work session of council as well as changes requested by members of council since that time.

General 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 (rather than the declines we have been experiencing in the past several years).
4. Assumes no transfer of funds from the Fund Balance.

General Fund

1. Assumes an increase in the millage rate for property taxes of approximately 3 mills to balance expenditures to revenues.

2. Assumes a budget neutral amendment to the fees assessed by the Metter Animal Shelter. Otherwise, assumes no changes to fees or other taxes within the general fund.
3. Assumes significant expenditure increases in workers compensation insurance and property/liability insurances – approximately 50% for each over the previous year. Otherwise, expenditure levels remain level as compared to Fiscal Year 2017.

Notable changes from the FY 2017 General Fund are as follows:

1. Assumes deposit of funds for the rental of the Metter Depot into the General Fund account.
2. Moves expenditures for two positions (Purchasing and Accounts Clerk) from water fund to the general fund.
3. Includes the newly required expenditure for Fireman’s Cancer Insurance.
4. Expenditures for Animal Services Supplies increased from \$1,500 annually to \$10,000 to account for the city’s support of this service rather than reliance on private donations.
5. Fireman and Police Officer POAB dues added to expenditures at combined total of \$10,000 year to aid in recruitment and retention efforts.
6. Eliminates Family Connection as a division of the General Fund.
7. Adds Community Center Rentals (Revenues) and Expenditures.
8. Eliminates Downtown Development as a division and the transfer to Hotel/Motel tax to the Welcome Center to create the Department of Tourism & Business Development.
9. Eliminates this year’s expense for the Main Street Program and opts for temporary Affiliate status.
10. Eliminates the prison work crew and replaces with possible landscape position.
11. Moves all capital items from the Operating Fund to a Capital fund.

Considerations for structure re-organization, amendments to city’s pay plan, and additions to personnel.

The proposed General Fund Budget for FY 2018 contemplates several changes to the city’s organizational structure and some position specific amendments to the City’s pay plan. Revisions to the organization chart, including adding standing committees to Council and moving the Animal Shelter to the supervision of the Police Department and the Municipal Court Clerk to Administration are shown on the attached charts. Proposed amendments to the City’s pay plan are as follows:

Current Position	Proposed Position	Current Grade	Proposed Grade	Number of Positions
Maintenance Worker		9	10	1
Refuse Collector		7	10	2
Grounds Keeper		9	10	3
Fire Chief		23	24	1

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Firefighter		14	15	2
Firefighter	Master Firefighter	14	17	2
Purchasing Clerk	HR/Purchasing Manager	14	21	1
Assistant City Clerk	Finance Manager	17	21	1
Animal Shelter		Part-time	10 Full-time	1
Better Hometown Manager	Director Tourism & Business Development	Part-time	21 Full-time	1
Member & Visitors Service Coordinator		From Hotel/Motel Tax		1
Visitor Center Attendants		From Hotel/Motel Tax	Part-time	2

Proposed additions in personnel:

Proposed Position	Proposed Grade	Number of Positions
Accounts Clerk	10	1
Custodian	Part-time	1 (to replace vendor service)
Firefighter	15	1
Light Equipment Operator	13	1

Neither merit raises nor cost of living increases are contemplated within this proposal.

Considerations regarding joint or shared services with Candler County

1. Assumes that the Candler County Board of Commissioners will contribute \$175,000 toward funding of the Metter Fire and Rescue Department for services to the unincorporated parts of the county and the Town of Pulaski. This rate remains the same as FY 2017. As this funding level does not account for 50% of the operating budget (nor 60% of the call volume related to the County)-nor any capital in the form of rescue equipment or fire trucks-council should continue to negotiate for higher contributions to this service. Furthermore, this contribution level does not honor the County's previous commitment to partner in funding a lease payment on a command vehicle.
2. Assumes no contribution from the Candler County Board of Commissioners or other entity for Animal Control Services.
3. In regards to funding from the City's general fund to the County general fund, the following is proposed:

Service	FY 2017 Funding Levels	Candler County Proposed FY 2018 Budget	City of Metter Proposed FY 2018 Budget
Tax Commissioner	\$7,200	\$5,400	\$0
Inert Landfill	\$11,000	\$11,000 (?)	\$0
Recreation	\$84,000	\$84,000	\$0
Jail/Dispatch	\$0 (county requested \$40,000)	\$40,000	\$0

TOTAL	\$102,200	\$140,400	\$0
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These issues should be resolved in negotiations regarding the state required amendment to the City of Metter Candler County Service Delivery Strategy – which must be approved by both entities and submitted to the state prior to October 31, 2018.

Assumptions regarding partner entities:

Community Partners seeking funding from the City made their request in writing at the May 8, 2017 meeting of Council. The following recommendations are set forth in this proposal:

Partner	Funding Level FY 2017	Requested FY 2018	Recommended FY 2018
GBI Drug Task Force	\$8,500	\$8,500	\$8,500
Candler County Industrial Authority	\$25,000	\$72,478	\$25,000
Archway Partnership	\$10,000	\$10,000	\$10,000
Communities in Schools	\$6,600	\$12,000	\$10,000
Family Connection	Fiscal Agent \$45,000 reimbursable grant	\$6,500	\$0; but City will explore rent free housing opportunities to improve access
Library	\$43,430	\$44,680	\$44,680
Airport	\$18,528	\$31,197.50	\$18,528
TOTAL	\$112,058 plus agency	\$176,355.50	\$116,438

Assumptions regarding contracts for services:

1. Assumes the execution of contract reflecting the re-negotiation of the contract for services with the Metter/Candler Chamber of Commerce to bring the visitor center operations under the supervision of the City and create a city department of Tourism and Business Development.
2. Assumes that the City will no longer act as the fiduciary agent for Family Connection.
3. Assumes the approval of Memorandum of Understanding regarding the Candler County Archway Partnership committing the City of Metter as a partner and continues funding at the \$10,000 level.
4. Assumes the elimination of the Work Detail Agreement contract between the Georgia Department of Corrections and the City of Metter in the amount of \$42,600 plus expenses.
5. Assumes continued membership and participation in the GBI Southeast Georgia Drug Task Force.

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. No amendments to organization or pay scale are contemplated for this fund. Neither merit increases nor cost of living adjustments are proposed for personnel in this fund.
3. One additional position is offered in this budget, a water operator at a grade 15.
4. Capital projects have been removed from this fund and placed in the Capital Improvement Plan (and/or the appropriate special revenue fund).
5. \$185,000 dedicated to replacement and renewal of water and sewer lines.
6. Revenue projections in this proposal reflects a rate increase of 4% on consumption – which is equivalent to an increase bill of approximately .08 cents per thousand gallons on the average 5,000 gallon monthly household bill. During the work session, an engineering review of our system was presented to Council, which identified \$3.7 million in priority level required improvements to our water and wastewater infrastructure. Since that time, management has engaged in an analysis of the financial health of the enterprise fund and rate system supporting the water/wastewater systems. Although further study is warranted, it is safe to say that our cost recovery ration is insufficient to provide for necessary repairs, build a reserve for unforeseen emergencies, or to provide for growth within the system. Initial indicators suggest that rates may need to increase by 100% (or more) to bring the fund into sound financial health. Therefore, management strongly recommends further expert study of this fund and asks Council to consider a higher rate increase than originally discussed.

Example monthly bill with rate increases:

Current Rate	4%	5%	10%	15%	20%	25%
\$36.20	\$37.65 (+1.42)	\$38.01 (+1.81)	\$39.82 (+3.62)	\$41.63 (+5.43)	\$43.44 (+7.24)	\$45.25 (+9.05)

Assumes average water & sewer consumption of 5,000 gallons per month and a base charge of \$9.00 for water and \$9.00 for sewer.

Capital Improvement Plan

For this proposal, a separate ten-year capital improvement plan is also presented. The spreadsheet identifying those projects, their cost estimates and projected fiscal year for implementation are included herein. Only those projects with FY 2018 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 authorization of the utilization of the \$100,000 bequest to the Animal Shelter and Council’s restricted certificate of deposit for the same for necessary facility improvements to the Animal Shelter.

- \$185,000 of Repair and Replacement funds for priority 1 level water and sewer line replacements from the Water/Sewer Enterprise Fund.
- LMIG and LMIG safety grants for road paving projects as approved by GDOT.
- TIA (TSPLOST) reimbursable grants for approved regional listed transportation projects. All “local” TIA funds provided to the City on a monthly, cash basis, have been reserved for cost over-runs and local matches, rather than being specifically project allocated.
- SPLOST 2005 funds for a Fire tanker truck and initial funding to replace the Fire Station.
- SPLOST 2011 funds for equipment and vehicles needs in the police department, public works, and the fire department; drainage; transportation; and public utilities.

Specific line items and their cost and revenue source are illustrated on the Capital Improvement Plan. The (totals) budgets for these various funds are included in your packets.

This budget is being available to the public via the media, the city’s website, and at city hall. After public comment and advice from Council, staff will make the necessary adjustments and present the final budget for adoption at a public hearing and called meeting on Thursday, June 29, 2017 at 5:30 p.m.

The staff appreciates the Council’s serious consideration of these issues as well as comment from the public.

Public Comments and Questions

Mr. Carvy Snell made a presentation to mayor and council asking them to reconsider the funding of \$75,000 to the Industrial Authority for FY 2018. He said that if the Industrial Authority does not get this money then they will have to cut travel, advertising, etc. He agreed that the city and county should have oversight in the Industrial Authority.

Mayor Trapnell said that the proposed budget can still be amended. He said we are just taxing the city. This puts the tax burden mostly on the city. He said that the City of Metter citizens will be paying the city portion and will also be paying part of the county portion in taxes.

Mr. Snell reported that the Industrial Authority has a reserve balance of \$460,000. Ms. Cody said that part of the SPLOST proceeds will be going to the Industrial Authority; an estimated amount of \$500,000. She asked Mr. Snell what the IDA would do with that money. He said that some of it is earmarked and some of it is not. This just puts the IDA in a better position. He said that we need a building or a rail site. Reserves could be used for whatever is needed. Councilman Boyd said that it looks like we are going to have to have a big tax increase. We need to be in the ballgame. We need a spec building.

Councilman Boyd stated that Ms. Cody and staff done a fantastic job putting this budget together. He can understand it and understand the need for a tax increase.

MAYOR'S REPORT

Mayor Trapnell announced that the Rural Economic Development team is coming in the near future and we need to be prepared with our questions.

STAFF REPORTS

Police Department Report

Chief Seckinger submitted a written report. We are performing training updates on the officers such as supervisory training, active shooter training, etc.

Public Works Report

Mr. Hendrix submitted a written report.

Fire Department Report

Chief Douglas submitted a written report. He added that two firemen completed a hazard training class. We hosted a burn class.

Councilwoman Colson announced that Metter Ford will be donating \$100 for every vehicle sale in the month of July for the purchase of fire equipment.

Main Street Program Report

There was no report for the Main Street Program.

Administration Report

Ms. Conner reminded council to appoint a voting delegate for the GMA meeting at the annual convention. Councilman Boyd made a motion to appoint Councilwoman Kilcrease as the voting delegate. Councilwoman Colson seconded the motion, and the vote was unanimous.

Councilman Boyd made a motion for Councilman MacGregor to carry the city flag in the Parade of Flags at the Opening Session of the GMA Convention. Councilwoman Colson seconded the motion, and the vote was unanimous.

Ms. Conner told council that her written report was left out of their packets but she would email them a copy.

Finance Report

There was no finance report.

City Manager's Report

Ms. Cody announced that the next budget meeting will be June 29, 2017 at 5:30 p.m.

Councilman Thomas said that he would like to make a motion to find \$50,000 additional funds for the Industrial Authority. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Ms. Cody asked the council to give her some direction on where to find the additional funds. She said she could 1) cut the expenditures, 2) increase the millage rate by 4 mills instead of 3, or 3) deduct from fund balance. Councilman Boyd said it could be split between millage and deducting from fund balance. Councilwoman Colson suggested increasing the millage by 3 ½ and getting the rest from fund balance. Ms. Cody reminded council that the water and sewer rates are also increasing. Councilman Boyd said that the city could do a bond issue for water and sewer deficiency. This would free up some of the SPLOST. We may need to consider going up more than 4% on water bills; at least 10 to 15%. We may need to increase it incrementally. People would be more aware of the water they use. Mayor Trapnell said that one city went up each time social security did with cost of living. Councilwoman Colson said that if we can't provide services to bring people into our community then we are not doing our tax payers justice. It is a no brainer. We don't need to lose sight of people's needs. Councilwoman Colson said that she is not scared to make this decision. She thanked Ms. Cody for all her hard work on the budget.

Councilwoman Colson made a motion recommending an increase of 15% on water and sewer usage but leaving the base rate as is. Councilman Thomas seconded the motion, and the vote was unanimous.

Ms. Cody said she would like to continue this study. Councilman Boyd said he would like to know where this moves us on the scale with other cities.

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 6:55 p.m.

Angie Conner, City Clerk

William M. Trapnell, Mayor