CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
SPECIAL BUDGET MEETING MINUTES
APRIL 9, 2019
6:00 PM

Mayor Graham called the meeting to order at 6:00 p.m.

Aldermen present:
Clint McCain, Matt Fitterer, Bruce Hul, Jeff Graves, Vincent Fuqa and Susan Zemek arrived at 6:15 p.m. Absent; Amy Wurth and Kevin Gavigan.
Also present: Victor Lay, City Administrator; Chuck Downham, Assistant City Administrator; Patti Amorello, Finance Director; April Soad, City Recorder.

General Fund Revenue-Overview
Mr. Lay reviewed the contents of the packet.

Brief overview on salaries, insurance, and retirement
Mr. Lay reviewed the continuation of the pay scale plan. Already included in these numbers is the next step on our pay scale so we’ve moved every body to the next level. We didn’t go above top out pay, but there was at least a 2% pay raise based on their base pay. Already built in the budget.
We are two full years about to be three years into our pay plan. When we started it, because of how long we went through the process of getting to it. One of the things I’d like us to consider is to go though the process of having another study done. So in next year’s budget we’d have another pay scale plan. We’ve already seen that our pay scale plan is out of the market.
Vice Mayor asked about a percentage adjustment. Mr. Lay discussed grade levels and job classification adjustments.
Discussion regarding payment for study and problems with pay scale study.
Insurance:
Right now we’re assuming no changes in the plans. Drury says we can go forward with a 5% increase, no changes, same plan. We’ve told them we’ll bring them a resolution in May unless the board wants to bring something sooner.
Alderman Fitterer stated he’s leaning toward moving forward.
Susan Zemek arrived.
Retirement: Patti Amorello
We had a meeting with TCRS last month, the suggested - required funding renewal rate is 6.41%. We are continuing to fund at 7.25% as we did this fiscal year to try and reduce our actuarial liability for our pension. We should have the results of the Public Safety benefit back maybe mid week so we can have that for discussion as well.

General Fund Expenditures:
Patti reviewed and summarized General Fund Revenues.

Legislative-Including Summary of Contribution Requests
Mr. Lay - first of all our legal services will need to be increased by about $25,000.
Item number two - Special appropriations, which is groups that request funds such as non-profits. The requests are included in the packet.
Patti explained the increase in legal services. We previously allocated legal services 50/50 between general and water/sewer and when I came we started allocating based on the actual services rendered. There was also a decline in water/sewer in their legal services. As a rule he's providing a lot more services for general fund department than he is for our utilities.
Patti explained the donation requested donations. Total for 18-19 was $17,500 with a budget of $19,500. The requests for next year are $32,250 so I'd like some feedback from you and some guidance.
Mayor Graham asked about our cap. Resolution 14-146 the cap is $25,000.
Alderman Graves stated he preferred the funds go directly to the Children's Home and let them decide how to use it rather than to the Turkey Burn.
Alderman Zemek stated she would like to fund the Boys & Girls club as it affects many kids in Maury County rather than a large donation of $3,000 to a new one to the Rehab, Center.
Special Appropriations FY 2019-20
110-41100-720 - Dues $2,300 Budgeted
1. SC TN Tourism Assn $250
2. TN Rehab Center $2,000
110-41100-722 - Non-Profit Contributions $19,500 Budgeted
1. SH Senior Citizens $2,000
2. TN Childrens Home-Turkey Burn $2,750
3. SH Arts Center $5,000
4. The Well $5,000
5. Maury Cty Senior Citizens $4,500
6. Rise Up, TN $5,000
7. Boys & Girls Club Maury Cty $5,000
Total $25,000
$25,000 cap per Resolution 14-146
Alderman McCain asked about Williamson Inc. funding. Mr. Lay explained how we participate in EDC. They are recruiting industry and corporate office side which is beginning to change because of the growth of Goose Creek and as we get the interchange.
Patti noted that that’s the amount the Chamber requested, next year it's $10,000.
Communications - Jamie Page

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Requested $1,600 for some additional training for him and Courtney.

EDC - Kayce

No additional funding requested.

Alderman Zemek - discussed a vehicle for Kayce's use because she travels a lot and uses her personal vehicle at times when a city car is not available.

Alderman McCain - I travel a lot and get mileage.

Mr. Lay suggested we could look at what's available on the State Surplus. It would be a capital expense from Legislative.

Judicial

Finance and Administration

GIS/IT

Request for additional employee. Mr. Lay explained what is being recommended. Mr. Powitt discussed his request. If we can't get Office 365 we will have to purchase a new exchange server at a cost of approximately $34,000. John has the RFP ready to go as soon as it's approved. The cost will be about every four years. Office 365 is where things are headed so instead of spending more money on things that are going to be eliminated in the near future. Things are going cloud based. This will become a "per year" subscription. This cost includes 360 users and is a government rate.

Alderman McCain and John discussed.

Human Resources

Mr. Lay - HR has requested an extra $1,000 for the employee Christmas luncheon.

Alderman McCain - discussed pay increase for the Planning Commission. He doesn't feel what they receive is enough. Maybe it could be $100 a month.

Mr. Lay explained BOMA can't set it's own salary, only for the next Board. A raise will require an ordinance and Municipal Code revision.

City Hall Building

The budget is basically the same. Discussion of moving to Northfield, time frame? Do you want to just replace carpet, ceiling tiles, build some walls and spend around $200 - 300,000 minimum. Or we're spending money on the police and library to be modernized so we want city hall to be modernized. You're looking at about 2-3 million for a class A remodel, with 10% for architect fees. Either way Chuck and I were discussing it and feel you want an architect to be involved for safety issues.

Alderman Fittner and Zemek agree with doing it right instead of hurrying it along or having it half done.

Mr. Lay asked for ideas for the current building.

This year we are moving Planning and Codes, looking at GIS/IT and Public Works.

When moving city hall we will utilize current furniture which will decrease expense.

Alderman Zemek - will we be using safety and security features such as metal detectors, bullet proof features. Mr. Lay said that yes those will be in place.

Police Department

Mr. Lay - Lease expense, radios, cameras, tires, replacement vehicles. Rank structure: Create a Deputy Chief, promote 4 Sgts. and backfill at that point 3 new officers to fill those positions and then the gear needed.

Alderman Fittner - If we gave him an unlimited number to fill how many would he hire.

Chief Brite - it would depend on certified/non certified officer - he'd say 10. Mr. Lay discussed getting new hires approved, on payroll, advertised and the process of hire, training etc.

Mayor Graham stated that we know we need more police and fire officers so let's get this going and be prepared to add at least some.

Alderman Fittner fund balance and Bridge Program.

Alderman Graves stated we need to hire at least five. Alderman Fuqua agreed.

Mr. Lay - asked to be included in conversations with Department Heads.

Starting pay for new officer, no experience $39,500 includes insurance and retirement.

Fire Department

Mr. Lay - additional cell phones for Lts. The fire department must have a different type of physical exam which is required. This has been added as a specific item. An Aerial/110 ft ladder Truck. Replace Engine Two.

At least one truck. We need one more firefighter and gear. A request for a new Deputy Chief, we didn't recommend because of limited employment options. Lastly a command number, $39,000 we did recommend this.

We did want to discuss the remodel of Station One. Discussion on designs on current library and fire hall #1, architect and design.

Alderman Fittner - stated he's interested in getting plans from an architect on ideas for current library and fire hall.

Alderman Fittner - Chief Hood - how many could firefighters could he hire...10.

Alderman McCain - he isn't a fan of selling assets, he'd rather utilize or lease it out. I think we can find the approximate $200,000 to fund the requests.

Adjourn

Meeting adjourned at 8:13 p.m.

April Goad, City Recorder

Rick Graham, Mayor