

**City Council Budget Workshop  
MINUTES**

**August 07, 2023, at 4:00 PM**

**CALL TO ORDER**

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

Present:	Byron Sanford	Mayor
	Carol Langley	City Council Place #1
	Casey Olson	City Council Place #2
	Sara Countryman	City Council Place #3
	Cheryl Fox	City Council Place #4
	Stan Donaldson	City Council Place #5
Also Present:	Gary Palmer	City Administrator
	Nici Browe	City Secretary & Director of Administrative Services

**1. Discussion on the FY2024 proposed Budget.**

Mr. Gary Palmer welcomed everyone and stated that the purpose of these workshops is to work through the budget with the department heads and make some decisions.

He stated that he and Maryann have taken the information that was discussed in Friday's workshop and will run through various scenarios for the council.

Mr. Palmer then provided the schedule as follows:

08-11-2023 – Budget Workshop.

08-22-2023 – Budget Workshop and Council meeting where the council will approve the proposed tax rate, and the proposed budget.

09-11-2023 – Final workshop (if needed).

09-12-2023 – Public Hearing on the Final Budget and Tax Rate – adoption thereof.

The last two weeks department heads have talked with staff and met with Maryann and himself and provided figures to plug into the budget. Maryann is peeling layers off on an onion and looking at rectifying the last four years.

Today we will run through the increases line by line. The revenues are not ready yet but will be for the Friday workshop.

Maryann Carl, Finance Director stated that she has provided everyone with a preliminary revenue summary sheet, however, that is still being worked on and will be doing a deeper dive and will have it ready on Friday.

She went on to state that she did put a personnel cost number in, it's a lump sum right now to get a projection of costs, however, that will be finessed more and ensuring the expenses and liabilities are accounted for.

#### Administration

The biggest increase here is the Software upgrade, at \$11,000. This is to migrate the city from Google Workspace to Microsoft Office 365. A better-quality product with more capability now and when the city grows.

Councilmember Sara Countryman inquired about the overages on sales tax and where in the past year's council would place the excess funds into a savings account to mature and the city could use it for infrastructure.

Maryann Carl explained the accounting best practices for using excess sales tax funds and stated they could take a percentage and place it in capital projects.

#### Police Department

Councilmember Sara Countryman asked if the city could go to Valero and see if they could work a deal out with them for the PD's vehicles, save some money.

Chief, Anthony Solomon said he would certainly ask Valero and or Brookshire as well.

Chief explained the increase in employment testing line and the Tyler Tech increase (popsync)

Councilmember Casey Olson inquired about the police vehicles-how many being requested. The chief explained that he has vehicles that he wants to take out of circulation due to their age and mileage but keep them as back up when events occur, or a vehicle is down for repair or service. He went on to add that currently his vehicles are running 24/7 and one hour of running standing still is equivalent to 30 miles on the engine.

Councilmember Sara Countryman asked how many were the oldest.

The Chief stated he had two that were 7 years old. He also informed the council that three cars he is looking for would not be Tahoe's as they are no good, they have changed the sizing and the equipment does not fit into the cab (computers etc.). There have been several vehicles that have had multiple visits to Buckalew and one in particular has been there in excess of 7 weeks.

Councilmember Sara Countryman asked what vehicles he was seeking to purchase.

The Chief responded he was looking at Ford Explorers.

Councilmember Cheryl Fox asked how many vehicles are owned by PD.

The Chief stated he has Citizen Patrol Vehicles, white car, Sgt investigator, Chief and LT and patrol.

*Councilmember Casey Olson entered the workshop meeting at 5:10 P.M.*

Councilmember Carol Langley asked about the investigation test item.

The chief responded that this line accounts for leed online, forensic data, traffic system, cell phone and crime scene investigation assistance.

Maryann Carl pointed out that this is not a true Capital Outlay item and will be changed to an operational line item.

Councilmember Casey Olson inquired where the personnel costs were.

Maryann Carl informed him that she had placed a lump sum in the General Fund summary and will be working on that for Friday's meeting.

Councilmember Casey Olson asked Chief Solomon if he had a list of the vehicles in his department along with their age and mileage.

Chief responded that the Lieutenant has that list, and he wanted to recap for Councilmember Olson what he had said earlier, that he would not be taking vehicles out of the fleet, he really needs four cars but is going to be looking at 3 for now.

Councilmember Casey Olson asked about the vehicle replacement fund and was it being utilized.

The Chief responded that when a vehicle has been in an accident and is totaled the payment from TMLIRP is placed into that fund.

Councilmember Sara Countryman said looking at the cost of repairs we appear to be spending about \$2000 per month.

Chief Solomon responded that this year it's been a headache, as Buckalew is becoming very expensive and their parts cannot always find the parts needed, and while they search for parts the vehicle just sits.

Councilmember Carol Langley asked the chief about the expense in the patrol weapons.

The Chief responded that the weapons have become old, and some things become obsolete, our tasers are being exchanged as they are now out of warranty, they at least will give us money on the tasers, and the new ones will have a 5-year warranty. The 9mm's also can be exchanged and for 17-18 weapons you get around \$13,000.

Councilmember Casey Olson about the ammo for the weapons too, as that cost most likely has increased.

Chief responded it had increased yes.

Councilmember Cheryl Fox asked about the longevity of the taser and guns.

The chief responded that a Taser and guns and radios typically have a five-year good life, however, technology changes and we end up having to pay more for the new when we do these exchanges.

Councilmember Carol Langley asked the Chief about National Night Out.

The Chief responded that this year they will not be doing National Night Out but instead will be doing "Faith in Blue" it's a combined effort from the police and local faith leaders. You will see advertisements about it, and we will use the resources we have for the National Night Out.

Councilmember Cheryl Fox asked what date that would be.

Chief responded that it would be the same date as National Night Out, October 3, 2023,

Councilmember Carol Langley said she had never heard of it before and was concerned that it would not be as popular as National Night out, asked if the Police Department would advertise on TV and Radio.

The Chief responded that it would advertise separately from National Night Out. He stated he thought it would be a big success and would keep and continue to engage locally not just on October 3<sup>rd</sup> but throughout the year.

#### Public Works Department

Councilmember Casey Olson noted that there was an increase in the cost of mowing.

Mr. Muckleroy explained that per the contract and just the cost of doing business it has increased slightly.

Councilmember Casey Olson inquired why he had Legal Notices and Advertising as line items within Public Works.

Maryann Carl explained that with the new fiscal year budget that will be moved to its correct place Administration.

Councilmember Sara Countryman asked what Community Relations line item was.

Mr. Muckleroy stated that it is for the National Public Works Week. This year he had intended to do more, but with staffing sickness etc., that has been very limited.

Councilmember Sara Countryman asked what the response on mowing increase was.

Mr. Muckleroy responded that the city rebid, and the same company won, and the increase was part of the bid.

Mr. Muckleroy also stated that the Records Shredding is another line that will be moved to Administration.

Councilmember Carol Langley inquired about City Hall Cleaning, as right now the city hall is dirty what happened.

Mr. Muckleroy stated it was all down to the vendor having employees go through the required security checks.

Councilmember Sara Countryman inquired about what the downtown repairs would be.

Mr. Muckleroy said not all of it is designated to one place, however a big portion is the mulch and the flagpole etc.

Councilmember Casey Olson said he would have thought that would have been included in the landscaping contract.

Mr. Muckleroy stated that no the mulching in flower beds is not included.

Maryann Carl noted that this item is under a contract service and should not be so is another line item that will be categorized correctly.

Councilmember Sara Countryman asked about the \$20,000 under street repairs.

Mr. Muckleroy commented that last year the council had wanted Public Works to handle the smaller items like potholes etc., inhouse and also spoke about the crack sealant work, that is due but as he is short staffed currently with one member down from an injury it is on the back burner.

Councilmember Casey Olson asked what the frequency of mosquito spraying is.

Mr. Muckleroy responded that in the winter there is no spraying but in the summer it is done heavily.

Councilmember Sara Countryman asked Mr. Muckleroy what Fernland line of \$2000 is for.

Mr. Muckleroy responded that it is for supplies and equipment the docents need throughout the year.

Councilmember Sara Countryman asked Mr. Muckleroy about the computer tech line item and the workorders. She enquired specifically if it integrates with Incode.

Mr. Muckleroy explained the difference between Incode and their own ework orders.

Councilmember Sara Countryman asked if public works staff get a stipend for their phones.

Mr. Muckleroy stated that most of them do.

Councilmember Casey Olson asked Mr. Palmer if at the Friday meeting staff could put together a list of all "soft" benefits such as cell phone stipend.

Councilmember Casey Olson asked for an explanation as to the General Improvements fund line item, what is going to be using these funds.

Mr. Muckleroy responded that last year that line item was when they used the expense on their office building and some ground improvements, however they have held off on the concrete as it is too expensive.

Councilmember Sara Countryman asked what this years \$20000 would be for.

Mr. Muckleroy responded that would be the shed.

Councilmember Carol Langley inquired about vehicles for public works and their needs.

Mr. Muckleroy stated that he would be seeking a new vehicle and added an employee also.

Councilmember Stan Donaldson asked if the expense would be split with the Water Sewer fund.

Mr. Muckleroy said it would and that he currently is looking for a pickup vehicle and has 5 vehicles total and 7 employees.

Councilmember Sara Countryman asked what expenses would be considered under the Drainage Improvement line.

Mr. Muckleroy responded that anything drainage related, a culvert there have been items that needed to occur but once again it's the lack of manpower that causes things to be put aside.

He added that the monthly sludge hauling is worth a mention, as currently it is estimated too high, realistically speaking it should be close to \$70,000.

Councilmember Sara Countryman asked Mr. Muckleroy if the inspection on Tap Fees could be increased to recover the cost.

Mr. Muckleroy stated that Tap Fees for all commercial inspection are mandatory and regulated by the State.

#### Municipal Court Department

Kimberly Duckett explained that the expenses for her Tyler Tech are for warrants from Court / PD. She has met with Maryann and where the payments are taken in under their current system which is Incode 9 there are ways to import that information into Incode 10 for Maryann to process.

Councilmember Casey Olson asked what the capital expense furniture would be for.

Ms. Duckett explained that when they move to the new building there will be a need for additional furniture.

Maryann Carl then let the council know that Carl is back and working on all the bank reconciliations while she is tidying up and making the appropriate entries for budget reports.

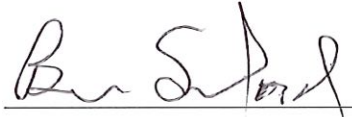
She went on to add that Dave will be meeting with her to go over the 380 agreements to make sure all were posted correctly, and that report will be provided to you at the Friday meeting, with the water sewer fund and the sales tax items.

Mr. Gary Palmer concluded the workshop by informing the council that staff will go back and make edits as necessary and Maryann will add the revenues and on Friday, we will have the whole picture to look at.

**ADJOURNED at 6:00 P.M.**

Submitted by:   
Nici Browe TRMC, City Secretary

Date Approved: 9-12-2023



Byron Sanford, Mayor