

**MINUTES OF REGULAR SESSION
PIPERTON BOARD OF MAYOR AND COMMISSIONERS
May 15, 2018, 7:00 P.M.**

The Piperton Board of Mayor and Commissioners met in regular session on May 15, 2018, at 7:00 p.m. at City Hall, with Board members: Mayor Henry Coats, Vice-Mayor Mike Binkley, Commissioner Hugh Davis, Commissioner Preston Trotter, and Commissioner Neil Taylor present. City Manager Steve Steinbach, Finance Director Maria George, Police Chief Phil Hendricks, Fire Chief Reed Bullock, Public Works Director Terry Parker, Building Official Tommie Johnson and City Recorder Beverly Holloway were also present. Those present in the audience were Butch and Carolyn Rhea, Liz McCommon, William Meacham, Vicki Hancock, Charles McElwee, Gwen Brown, Fireman Billy Kidd, Fireman Brian Shoemaker and Officer Corey Traughber.

Agenda item 1. Call to order, establish quorum

Action taken: Mayor Henry Coats called the meeting to order at 7:00 p.m., and established that a quorum was present.

Agenda item 2. Prayer and Pledge of Allegiance to the American Flag

Action taken: Fire Chief Reed Bullock led in the opening Prayer and Vice-Mayor Mike Binkley led in the Pledge of Allegiance to the American Flag.

Agenda item 3. Any changes to Agenda; Motion to adopt Agenda

Action taken: There were no changes to the Agenda, Vice-Mayor Binkley moved to adopt the Agenda, seconded by Commissioner Hugh Davis. The Motion received all affirmative votes.

Agenda item 4. Any changes to the Minutes of the Regular Session of April 17, 2018; Motion to adopt the Minutes of the Regular Session of April 17, 2018

Action taken: There were no changes to the Minutes of April 17, 2018 and Commissioner Preston Trotter moved to approve the Minutes of April 17, 2018, seconded by Commissioner Neil Taylor. The Motion received all affirmative votes.

Agenda item 5. Review/approval of Financial Reports, Building Inspector's Report, Fireman's Report and Police Report

City Manager Steve Steinbach stated just about ready to wrap up fiscal year 2018 and with regards to the revenue streams and sources, it unfortunately looks like we will not make budget on sales taxes, there is a variety of reasons for that all based on market conditions, issues with the State with regards to the correct jurisdiction collection points and staff is working through that, the robust development building activity will make up for that substantially nevertheless it appears at this point that it will exceed our projected revenues on the total basis, the cash positions continue to remain strong.

Building Official Tommie Johnson stated during the month of April there were 60 total permits with 7 for new single family dwelling, conducted 159 total inspection with 4 code compliances.

Fire Chief Reed Bullock stated during the month of April there were 33 total calls with 4 calls in Rossville and the remainder in the City, there were 16 fire inspection permits and mention that he will be participating and one of the authors of the lavender ribbon report that deals with the best practices for preventing firefighter cancer and that

will be presented in a webinar on May 30th, also will be teaching CPR classes for the public as part of our community outreach projects.

Police Chief Hendricks stated during the month of April there were 86 dispatched calls, 10 incident reports, 5 arrest reports and 2 vehicle crash reports.

Action taken: Vice-Mayor Binkley moved to approve all reports, seconded by Commissioner Davis. The Motion received all affirmative votes.

Agenda item 6: First Reading, Ordinance No. 294-18, amending the Budget for FY 2017-2018, (Third Amendment) for the City of Piperton

Mr. Steinbach stated this is the third and final budget amendment and this budget amendment addresses proposed amendments to the General Fund (Exhibit A), the Water Fund (Exhibit B), the Sewer Fund (Exhibit C), and Street Aid Fund (Exhibit D), this is a first reading and there will be a complete presentation at the Public Hearing, and under the General Fund, staff is recognizing additional revenue that necessitated the amending of the Budget for State compliance purposes and under Exhibit A, a couple of the larger items were Building Permits due to Pyramex and there are a couple of new revenue streams that were not budgeted under 6 & 7 regarding driving without insurance which this revenue was held and maintained by the State and is now returned to the local jurisdictions in which it was generated so overall staff is looking at over \$200,000.00 in additional revenue that was not forecast, under expenditures, the bulk of these items are primarily reconciliation of line items that are slightly over-budget or addressing unforeseen issues, on Exhibit B-the Water Fund-again we are addressing revenue that was not forecasted due to unanticipated subdivision development for water tap fees and the expenditure items-with increased activity comes increased maintenance responsibilities, the other item reflected was the Board approved utility bill write offs, on Exhibit C, Sewer Fund-this recognizes the receipt of the Delta Regional Authority Grant, residential and commercial sewer tap fees and the expenditure items are related to operating expenditures dealing with increased activity, and on Exhibit D-Street Aid Fund-this represents the request for additional appropriations for maintenance associated with roads, right-of-ways, street sign replacement.

Commissioner Davis inquired on Sewer Fund, the Potable Water (Sewer Bldgs.) line, is that where the pending sewer plant is.

Terry Parker, Public Works Director, stated that is where we have potable water at each decentralized station and there was a water leak that wasn't discovered for a while so it increased our water bill.

Action taken: Vice-Mayor Binkley move to adopt Ordinance No. 294-18 on first reading, seconded by Commissioner Trotter. The Motion received all affirmative votes.

Agenda item 7. FY 2019 – Presentation of Projected Revenues and Proposed Expenditures

Mr. Steinbach stated the Charter requires that the City Administration presents to the Board by May 15th an overview of projected expenditures and revenues for the forthcoming fiscal year and clearly this is not the extent of the Budget but it will give a baseline of where we anticipate where we are going to be, Mr. Steinbach gave a brief overview by departments, a year by year comparison, the majority of these expenditure increases are related to personnel increases and with increased activity is the expectation of continued service and to accomplish that requires retaining and hiring new personnel to provide active response to citizen-developer requests, with regards to administrative-the increase is due to a part time personnel need for assistance with general administration items, accounts payable, accounts receivables & address Human Resources to help remove some of the work load, we attempted to farm out payroll to a

private entity that didn't go as anticipated so it was pulled back and we may pursue that at a later date, Fire Department is projecting decreases in operating expenses along with proposing to pay off the remaining debt of the fire truck to leave us debt free and free up an additional \$3500.00-3600.00 a month in operating cash, Police Department is proposing a reduction in operating cost and proposing not to fill a current roster assignment, Court has increased cost for the Prosecutor and Judge based on a fee negotiated compensation schedule, Public Works increase due to personnel increases, Building & Codes increase reflects a full time Inspector-assistant Building Official, Water & Sewer reflects proposing consideration of a full time person to run Utility operations, Street & Garbage are reflective of monies in and monies out, overall staff is looking at about \$117,207.47 in increased operating expenses over last fiscal year, and also reflects raises across the board, health insurance reflects a 6.57% increase in premiums, other increased infrastructure depreciation cost, and in terms of capital expenditures this is still in its infancy but staff has an idea of where we are going from speaking with the department heads, administrative costs are dealing with updating our regulatory documents, looking at purchasing the tablets for the Boards-reducing paper and going digital, Police is budgeting for sky-cop security cameras at strategic locations, Court's expenditure proposal is related to digital document storage, Public Works' proposal is upgrading and adding additional street lights, repairing potholes and repaving throughout the City and also additional drainage in the Hickory Nut area, Building & Codes new inspector necessitates an additional vehicle purchase also has the software (that the Board authorized the purchase for) indicates that it is functioning nicely and is proposing a tablet for the new inspector to integrate with the software, Water & Sewer maintenance investments, Streets again that is for paving & street repairs and there is no proposed capital purchases for Garbage and or Drugs, so the capital budget as it is preliminary forecast is considerably less than last year, the \$175,000.00 wasn't for street repair but for the Public Works facility that we have yet to cover that was budgeted in our current fiscal year, we are close, Terry has done all the ordinary due diligence work and staff is fixing to execute professional service agreement with the City Engineer to wrap up the plans and expecting a rapid turnaround, we need that building up and we need to free up additional space so that is primarily a continuation of what we budgeted this year, and reconciling all the numbers-total projected revenues against expenditures leaves \$527,172.00, that number represents a lot of shifting money back and forth between funds, that number is less than our capital acquisitions purchase number which means for the first time in some time we will probably be taking from savings as opposed to putting back, we will be discussing this further with you at a work session to be determined.

Commissioner Davis stated at one time we talked about changing the name on Tommie's vehicle to Compliance versus Enforcement, make sure that is in the Budget it will make it look better.

Agenda item 8. Any other old/new business, questions or matters from the audience.

Vicki Hancock thanked the Board for having the Code Enforcement truck moved that was interfering with the mail delivery.

Agenda item 9. Adjournment.

Action taken: Vice-Mayor Binkley made a motion to close this meeting, seconded by Commissioner Trotter. The Motion received all affirmative votes and the meeting was closed at 7:25 p.m.

Respectfully submitted,

Beverly Holloway, City Recorder

Approved: _____ date: _____