



Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.



ACTION MINUTES BUDGET RETREAT

THURSDAY, AUGUST 16, 2018 8:00 A.M.

Mayor & City Council

**Mayor Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Mayor Pro Tem LaKeisha Gantt
Councilwoman Neat Robinson
Councilman Alphonso Thomas**

Administration

**Randy Knighton, City Manager
Camilla Moore, Asst. City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney**

- I. Call to Order - Mayor Ford**
- II. Invocation – Councilman Blount**
- III. Pledge of Allegiance**

IV. Roll Call	Present	Absent
Councilman Thomas	<u> X </u>	<u> </u>
Councilman Blount	<u> X </u>	<u> </u>
Mayor Ford	<u> X </u>	<u> </u>
Mayor Pro Tem Gantt	<u> </u>	<u> X </u>
Councilman Alexander	<u> </u>	<u> X </u>
Councilwoman Robinson	<u> X </u>	<u> </u>

- V. Motion to adopt the Agenda: Blount/Robinson – Passed 3-0.**

Councilman Alexander joined the meeting at 8:40 a.m.

Mayor Pro Tem Gantt joined the meeting at 10:45 a.m.

Day One

Facilitated by: Randy Knighton, City Manager

1. Identifying & Prioritizing the goals for the remainder of FY2018

Mr. Knighton spoke to the remaining goals of FY2018 to include:
The City of Stockbridge remaining strong and continuing to educate and inform the public regarding the De-Annexation issue.

The Amphitheater development with construction beginning by the end of the year.

The Campground Road Extension project.

Proposing a GDOT MOU setting aside \$50,000 to maintain gateways to the City and additional funds for Nuisance and Abatement issues.

Upon review of the Police Services Agreement, it was noted the City had agreed that HCPD would cease enforcement of the City's Municipal Code Ordinances effective

2. Short-Term Work Program and Capital Improvements Plan Annual Update: 2018-2022 Presented by: Camilla Moore, Asst. City Manager and Hope Pendergrass, CPA Mauldin & Jenkins, CPAs

Ms. Moore noted the STWP/CIP item would be presented on August 17th.

Ms. Pendergrass reviewed the City's FY2017 Audit noting Unmodified "Clean" opinions, the best you can get, with no findings. Ms. Pendergrass commended Rashonda Favors, the Lead Accountant, and the Finance team for their efforts. Ms. Pendergrass noted the City's long-term liabilities of \$13 million dollars and referenced the City's potential uncertainties.

3. Wage & Salary Analysis – Presented by: Renee Wheeler, HR Mgr. & Nancy Berkley, Evergreen Consultants, LLC.

Ms. Berkley presented the 2018 Wage and Salary Analysis Results noting the City's current system to be an Open-Range Plan and were constant at 48% with some anomalies, noting not all pay grades were being utilized. The analysis included the salary ranges of and data from 17 peer cities and counties: Brookhaven, Chamblee, Douglasville, Duluth, Dunwoody, Fayetteville, Griffin, McDonough, Milton, Suwanee, Henry, Clayton, Cobb, DeKalb, Fayette, Gwinnett and Spalding. The report offered two options for implementation - Option 1 – Capped at Midpoint affecting 27 employees with a cost of \$87,593 and Option 2 - affecting 23 employees with a cost of \$22,793. The consensus of the Council was to move forward with Option No. 2.

Ms. Wheeler presented the requests from each department for staff recommendations for the FY2019 Operating Budget.

Finance Department made a request for an Inventory Clerk and Part-Time Grant Writer.

Planning Department made a request for a Permit Coordinator.

The Governing Body tasked staff with providing a comparison to a P/T Staff and Contract Grant Writer; asked for clarification of the Charles Abbot Associates Permit Technician and proposed Permit Coordinator and requested proposed Pay and Classification and proposed salaries of each of the positions.

It was noted that (4) Public Works staff employees would be assigned to the Events/Initiatives team.

4. Staff Presentations

Governing Body – Presented by: LaQuinda Jackson, Executive Assistant to Mayor & Council

Ms. Jackson presented the proposed FY2019 Governing Body Budget. The consensus of the Council was to amend the current FY2018 and FY2019 Hospitality Budget to purchase dinner for the Governing Body effective immediately for both the Council and Work Session meetings.

Councilwoman Robinson made a request to the Council for funding to allow for the Vice-Chair of the Youth Council Advisory Committee to attend the NLC National League of Cities Conference in Los Angeles, CA; and to also allow for travel funds in the amount of \$3,000 to be re-allocated towards to NLC National League of Cities Conference in Los Angeles, CA.

Mr. McFarland, Youth Council Advisory Committee Chair also spoke regarding the Youth Council and the desire for the group to attend the LA Conference; noting travel arrangements would begin on Monday, and they would need an answer from Council by that time.

No Action was taken.

Executive/ Financial & Administration – Presented by: John Wiggins, Interim City Treasurer & Rashonda Favors, Lead Accountant

Mr. Wiggins presented the proposed FY2019 Executive & Financial & Administration Budgets noting a Contingency Emergency Fund in the amount of \$75,000; \$50,000 for ROW (Right-of-Way) Improvements and \$50,000 for Nuisance and Abatements.

There was a consensus of the Council to move forward in 2018 for Directional Signage in the City and to purchase vehicles in 2018 to be added to the Administration Fleet with the Governing Body having priority use of the newly purchased vehicles (to include a larger SUV for multiple passengers). Mr. Wiggins noted the increase in the Travel/Training budget due to new staff coming on board.

5. Staff Presentations from 1:00 p.m. – 3:00 p.m.

Information Technology – Presented by: Ashley Smith of InterDev
Mr. Smith with InterDev presented the proposed FY2019 IT Budget and referenced areas of improvement and upgrades for the City.
Mr. Smith noted the City needs to go from a Flat to a Layered System.

Consensus of the Council was to move forward with technology upgrades in 2018 for the Merle Manders Conference Center, Ted Strickland Conference Center and the City Hall Levi Conference Room.

Public Works – Presented by: Decius Aaron, Public Works Director
General Maintenance
Facilities Maintenance
Parks
Water & Sewer
Wastewater
Stormwater

Mr. Aaron presented the proposed Public Works FY2019 Budget.

Mr. Aaron noted the results of the First Well testing and the Consensus of the Council was to move forward with find the results of Well No. 2.

6. Staff Presentations

Downtown Development Authority – Presented by: Mayor Pro Tem Gantt

Mayor Pro Tem Gantt made a request for the same budget amount for FY2019 as was issued in FY2018 in the amount of \$45,000; and noted Mildred Reed's resignation from the Board.

Economic Development – Presented by: Randy Knighton

Mr. Knighton noted the Economic Development information would be presented on 8/17/2018.

Executive Session for Personnel, Litigation and Real Estate:

Robinson/Gantt – Passed 5-0. Mayor Pro Tem Gantt exited the meeting and did not join the Council in Executive Session.

Motion to adjourn Executive Session: Robinson/Thomas – Passed 4-0.

Motion to reconvene meeting: Alexander/Thomas – Passed 4-0.

Motion to adjourn: Alexander/Thomas – Passed 4-0.