

**The Board of Aldermen Chambers
Odessa Community Building | 601 W. Main Street
Budget Work Session
August 14, 2017 | 5:30 pm
Work Session Minutes**

CALL TO ORDER

Mayor Adam Couch called the work session to order at 5:30 p.m.

ROLL CALL

City Clerk Peggy Eoff called the roll.

Alderman Brian Henning	Present	Alderman John Carmody	Present
Alderman Ray Harves	Present	Alderman Mike Stevens	Present
Alderman Steve Lockhart	Absent	Alderman Ray Harves	Present

City Staff Present: Nici Wilson-City Administrator, Dawn Jennings-Finance Director, Peggy Eoff-City Clerk, Darrin Lamb-Water/Street Supervisor. Keith Gibson-EMS Director.

DISCUSSION – Fiscal Year 2018 Budget

Nici Wilson highlighted proposed expansion items in the budget for FYE September 30, 2018.

- General Fund/Tax Budgets
 - Proposed 2.5% pay increase for each department
 - Proposed change in LAGERS to Rule of 80
 - 25% anticipated increase in health insurance costs

 - City Hall (Administration/Finance)
 - Increased election expense
 - Added a line item for training/safety programs to allow staff to implement a monthly safety and wellness program for the employees
 - \$2.00 increase per customer for residential trash service (from \$10.80 to \$12.80) to cover the costs of administration and bad debt from unpaid trash bills
 - Codification of ordinances (ultimately could be a capital improvement sales tax project)
 - Alderman Wright inquired about the revenue projections including franchise fees
 - Jennings noted the starting point for all projections were based on the actuals of the past three years

 - Police Department
 - Initial steps in re-establishing the department

- Salary for a new chief for an estimated (six) 6 months prior to August (less Lt. Liese's salary from contract)
 - New uniforms
 - Removed \$44,000.00 allocation for a new building
 - Police Department budget reflects the need for eleven full time officers which includes Police Chief, two (2) sergeants, one (1) SRO and seven (7) officers
- Municipal Court
- To be compliant with new court regulations, the budget is no longer a part of the Police Department budget. Separation of duties is required therefore the proposed budget allows for the hiring of a part-time court clerk. The police clerk and court clerk position will be separated with this change. Upon completion the court clerk will office at City Hall again.
- Street
- Additional part-time employee to mow so that adequate staffing is available for the street plan can be implemented
 - Transportation Sales tax – Utilize \$100,000.00 from the reserve to implement year one (1) of the street plan in the amount of approximately \$300,000
 - Street budget is intertwined with the transportation sales tax fund
 - The street plan for this year includes the transfer from reserves, while a permanent funding mechanism is identified
 - Mayor Couch reiterated that this won't be done every year
 - Jennings confirmed
 - Alderman Wright inquired about the street department salaries and how they are allocated as employees perform duties that overlap departments.
 - Jennings noted that for this year's budget the salary allocations are based on the previous year's percentages and that once she has had the opportunity to work through her first budget she will review those percentages to see if they are accurately reflecting the time spent on each department.
- Parks Department
- Replacement of the walking trail – Partners in the Park are going to assist with this project and potentially funds left in capital improvements as well as City staff completing the project in house will reflect significant reduction in expense. Potentially this project will be completed in the current fiscal year however and will not need to be allotted in the passage of the final budget.
- Ambulance Department

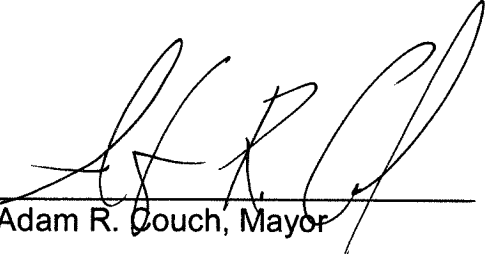
- Alderman Henning asked about the ambulance income and wanted to know how far behind is the billing company was behind, Gibson stated that it would take three to four months before we received the money.
 - The ambulance department is now fully staffed and the amount of overtime should greatly be reduced.
 - In future years planning will need to occur for the purchase of a new ambulance
- Codes Department
- Very few adjustments to the proposed budget from the previous year
- Community Building
- The budget reflects the similar revenues and expenditures for this year.

ADJOURN

Motion was made by Alderman Henning, seconded by Alderman Harves to adjourn the work session at 6:43 pm. Motion carried 5-0.



Peggy Eoff, City Clerk



Adam R. Couch, Mayor