

Council Work Session
February 18, 2014

Meeting called to order by Mayor Harley at 5:00pm.

Invocation given by Councilman Nichols

Pledge of Allegiance led by Councilman Andrews

Welcome Extended to all by Mayor Harley

Present were Mayor John R. Harley, Councilman Cameron Andrews, Councilman Randall Wright, Councilman Edward Tucker, Councilman Jonathan Nichols and City Attorney Rebecca Tydings.

Old Business

Approval/ Discussion Amendment Job Descriptions: City Attorney Tydings provided copies with changes to Mayor and Council for review. The department heads are already functioning under the new job descriptions. Recommended to eliminate City Administrator job description and change Mike Brumfield's title to Director of Operations/Utilities Superintendent. Will bring job descriptions before Mayor and Council to adopt on March 4 and have (2) new job descriptions for approval.

Motion made by Councilman Wright to eliminate the City Administrator position, change Utilities Superintendent Mike Brumfield's title to Director of Operations/Utilities Superintendent and adopt job descriptions with substantive changes; seconded by Councilman Andrews. Motion carried.

Discussion Departments / Governing Authority -2, 5 & 10 year plan: Councilman Nichols wanted to look at what each department has in mind for future goals. City Attorney Tydings stated that each department head met and discussed the prior 5 year plan; crossing off items that have been completed. Mrs. Tydings stated that it's the Mayor and Council's role to have a vision so that each department can develop future plans accordingly. Councilman Nichols agrees with Mrs. Tydings, but stated that each department is a vital part of the future. Councilman Nichols is looking at taking 5-6 action items to take to the planning retreat. General discussion among staff and council. Councilman Andrews provided a list of action items to everyone. Councilman Tucker stated the city needs an identity-have to have something to be recognized. General discussion ongoing. Mayor Harley stated that we have a lot of good ideas to work with. No motion or action taken.

Discussion Storage Building -Police Department: Motion made by Councilman Nichols to allow Chief Andrews to put building on foundation and place ramp; seconded by Councilman Tucker. Motion carried. Chief Andrews stated funding will come from confiscated funds account.

New Business

Home Based Business License: GingerSnap Photography (Brandy Smith, 252 Valencia Circle): Councilman Wright has reviewed application and stated that all business will be offsite. Motion made by Councilman Wright to approve business license; seconded by Councilman Andrews. Motion carried.

Approval Severance Agreement: Councilman Nichols made motion to approve retirement/severance agreement for Randall Jennings with agreement as written; seconded by Councilman Wright. City Attorney Tydings stated that today is Mr. Jennings effective last day with the city. Motion carried.

Approval Expenditure Water & Sewer/ General Fund Computer Hardware Upgrade: Director of Operations/Utilities Superintendent Brumfield provided a quote from Total Computer Solutions. Mr. Brumfield reported that MS Office XP will no longer be protected as of April 8, 2014. We will have to upgrade to Windows 7 operating system for the Utilities and City Clerk's office. The funding sources would be Water and Sewer and General Fund contingency for computer for the clerk's office. Motion made by Councilman Andrews to approve expenditure to upgrade computers to Windows 7 (General Fund Contingency-\$10,248- Water and Sewer \$10,951- total \$ 21,199; seconded by Councilman Nichols. Motion carried.

Safe Kids Coalition Agreement: Chief Jones stated that he had received agreement and is seeking approval tonight. Motion made by Councilman Tucker to authorize Chief Jones as signatory and enter into agreement; seconded by Councilman Nichols. Motion carried.

Budget Preparation Calendar and Budget Sub-Committee Appointed: City Accountant Harrison provided a copy of budget preparation calendar to Mayor and Council for review. Reporting that by the end of the week she will have CSI software updated so Department Heads can begin entering budget data. A copy of draft calendar attached and made part of official minutes. This is a tentative budget calendar. Also, recommending appointing budget committee.

Motion made by Councilman Nichols to adopt budget calendar; seconded by Councilman Wright. Motion carried.

Motion made by Councilman Nichols to appoint Councilman Wright and Councilman Andrews to serve on FY 2014-2015 budget sub-committee; seconded by Councilman Tucker. Motion carried.

Comments from Council

Post 3 Councilman Tucker requesting follow up re: meeting held last week about staff and salaries.

City Attorney Tydings stated that staff is reviewing evaluation forms and department heads are reviewing their staff to place them in correct class/ step. Will bring back before Mayor and Council at the March work session and have figures for council to review.

Councilman Tucker apologized for being given erroneous information for five years, under the assumption that the department heads were in charge of given step increases that are earned by employees. Councilman Tucker stated that Mayor and Council are responsible for COLA that is it; they are not in charge of step increases for employees. Recommendation to staff to build into their budget step increases.

Comments from Audience

Police Chief Andrews stated that they are fully operational and are excited to be in the new building.

Meeting adjourned at 6:18 pm.

Mayor John R. Harley

Attest by: City Clerk Krista Bedingfield

Date