

**CITY OF EUHARLEE
CITY COUNCIL WORK SESSION MINUTES
MAY 16, 2017**

Mayor Dennis Thayer called the meeting to order followed by the Pledge of Allegiance.

City Clerk, Carolyn Banks called the roll and the following were present: Mayor Dennis Thayer, Council Members Craig Guyton, Ronald Nesbitt, David Duncan, Joe Turner and City Manager James Stephens. City Attorney Boyd Pettit was not present.

NEW BUSINESS

Operational Metrics - James Stephens

City Manager James Stephens stated that council had several reports before them that he would like to discuss in the work session. The first one he discussed was the City of Euharlee administrative activity for 2016 and the 1st quarter in 2017, not through April 2017. He stated on the left you have the description of items, units and the dollars in yellow. The 1st quarter in 2017 exceeded the 1st quarter in 2016. Most of the revenue items with exception to the rentals are predominantly collected in the 1st quarter. These metrics are telling us that our activity has increased and our annual budget for the line items attributable to these activities are covered and we will experience a small positive variance on these line items.

The next report is labeled Euharlee Municipal Court. He said, he included a report for council comparison for January through March 2016 and the same time period for 2017. This is sorted by types of citations and activities. Tickets issued to the right of the description gives you the total items for the quarter. He said, he is not trying to point out the dollar amounts, as he is the total tickets by category and the grand total. The total for the 1st quarter was 196 tickets and this year is 133 tickets. This year we are showing a decrease in traffic and criminal activity and Euharlee is a little safer on the roads. He said this activity ties into the revenue line item fines and forfeitures. Although it is not quite at budget as the others, the unfavorable variance is very small. It is less than \$3,000.00 and he does anticipate the line item to come in at a healthy fashion for our revenue stream.

Mayor Dennis Thayer asked, if we know what accounts for such a jump for open tickets.

City Manager said, it is the way the system pulls. Even though it's January through March 2016, it includes all the way to March 2017 for those cases to be closed and that's what makes the difference.

Mr. Stephens said, the next report is a snapshot that attempts to get a lot of activity at our Joe Cowan Park on one page. To the left you see we have collected \$7,395.00 in the 1st quarter for practice fields and tournament rentals. We have 1 tournament and a check outstanding which is about a \$500.00 fee forthcoming. On the right, during that time period you see the number of fields that are in use by the tournament. The income reflected in that section is the income collected in concession sales. In the 1st quarter, we have already collected \$22,661.91. The next section you can see we have paid concession workers \$9,242.11. The food is not on here but at this point the food is \$5,000.00. We are at about \$8,000.00 profit on concessions. At the bottom is information related to overtime that has occurred. He said he had it reflected here so we can see that our tournaments are profitable. He said, he would like to point out in reality, all of this overtime should not be tied to the tournaments. He said, if they recall we had Excel use our facility as their home fields for soccer and baseball and about 15 hours a week was attributable to that agreement we had with Excel. Even if we charged all the overtime to the tournaments, they are still profitable. The concession revenue is exceeding the current line item budget. The field rentals is an unfavorable variance because we didn't start any tournaments until the last week in February. The concession is helping out a great deal at this time. Perfect Game tournaments will start the last week of May and those will be happening Monday through Friday during the day and the overtime will be going away, but our revenue will continue. So things are good now and are going to get better in June and July.

Mayor Dennis Thayer said, the comp time line item numbers, let's not get where we have been the last 2 years where people build up so much comp time. Mr. Stephens said, that is why we are actually paying out a portion. Mayor Thayer said, we need to burn some of the comp time. Mr. Stephens said yes and with Perfect Game coming we should be able to do that.

Council Member Craig Guyton asked if Perfect Game would be using the fields for Saturday's and Sunday's. Mr. Stephens stated, not many weekends, but he can get the actual schedule to him. The revenue is very favorable this year. Council Member Guyton stated in the past they have used some Saturday's and Sunday's is the only reason he asked. Mr. Stephens said, they may ultimately end up adding some but at this time most are scheduled Monday - Friday. Council Member Guyton asked if that's just the large fields. Mr. Stephens stated, they will predominantly use field 1. Council Member Guyton asked if we had discussed with them their 12 and under and other tournaments that can utilize some of the other fields. Mr. Stephens said, he will get with Don.

He stated, all of the metrics tie into revenue line items and we are holding our own. You will see that LOST is favorable at this time.

Mr. Stephens said the next metrics are related to services that are provided but are not a revenue generator. You have information on the library usage for the 1st quarter of 2016 compared to 2017. Our usage is down by 18%. However, the visitors are over 7,000 and that is a higher number than Stephens anticipated. We have the best library of any small town in the state of Georgia, if not the entire southeast. You do see utilization is down. Additionally, this is a service our youth can get at the school system. At one point the library in a way is a duplication of service. As you all know, the current funding is \$70,000.00 which is right at equivalent of a mill of tax. The metric and usage numbers is just for information.

Mayor Dennis Thayer said we will see it increase in the summer time. A lot of people utilize the library in the summer when school is out.

The next item Mr. Stephens reviewed was the comparison of the Museum visitation. It had 3 periods which included the time before the library relocated. You can see the numbers have been down, although this current year for the last 5 months the numbers are headed up. We are working via the internet, face book and working with school systems outside of Bartow County to try to coordinate field trips. As you all know, we have the photo contest that will be a revenue generator that Katie Gobbi, Museum Director is working on. Mr. Stephens and Ms. Gobbi are also working on a plan for an abbreviated summer camp session that will give feedback on how it will be received for the possibility of implementing the fulltime summer camp program for next year. Although the numbers are not impressive, certainly our heritage is vital to Euharlee and we are multi tasking with the talented staff we have at that location.

The next item discussed was the year to date result summary of the general fund from January 1st through April 30th. Mr. Stephens said, as you recall, through March we had an extremely favorable variance. In fact we were in the black. The year to date through April our current general fund budgeted deficit is \$75,820.00. Our actual deficit is \$62,146.00. It is a \$13,674.00 favorable variance. As you all are aware, the fat has been cut out of the budget. We do have the 7th and 8th patrol officer on staff and operating at the full headcount that is included in the 2017 budget. He said what he is telling them is, there is a \$13,674.00 favorable variance, we are monitoring every penny and we are going to operate close to what the budget is set at. So far through April 30th the LOST revenue is \$266,142.00 and the budgeted year to date is \$250,000.00 which is a favorable variance for the first 4 months at \$16,142.00. He anticipate that to continue and possibly even grow to provide an additional \$64,000.00 of cash flow that was not in the budget. Mr. Stephens said, attached you have the projected cash flow he presented when preparing the budget. As of May 11th, he had projected operating cash balance, not including CD's, to be \$192,363.00 and the actual is \$207,172.00. It is pretty close and the difference is the increased LOST. It should tell us, we will look into possibly cashing in a CD and/or if SPLOST runs higher as LOST, there is a due from SPLOST fund to the general fund that we might be able to utilize. He said, be assured he is monitoring the cash balance very closely. We are operating on the budget approved by council. It is tight but doable.

Public Comments – Ronald Nesbitt

Council Member Ronald Nesbitt said he wanted to revise an earlier item discussed the public comments. He said he know there are times when they amend the agenda which is not often. When we first talked about it Council Member Craig Guyton wanted to put the public comments at the beginning of the meeting so they could hear what the public had to say and not just make decisions on what they think but also take into the account what the public thinks as well. He just wanted to assure the public if the agenda is amended, they will have an opportunity to have a say and council will hear them out and be fair.

Council Member Joe Turner said, he agreed with the 1st of the month meetings, but at a work session, he knows there is an agenda and people can sign up to speak but, he feel it is a little unfair not to give them an opportunity not to speak, sign up or want to speak relating to what happens in the work session. We have a work session agenda means we are discussing something, some may agree or disagree. He said, he would like after the work session, if something is discussed and no one knew how it was going to come out like on a new item; he feels the public should be able to voice their opinion after the work session even if they have not signed up to speak. Maybe something happens in a work session that is not a normal routine. Basically he thinks the public comments should be after a work session so people can give their opinions on what happened in the work session. He stated, many years ago there were 1 or 2 Mayors who allowed people to stand up and speak when they wanted and that made the meetings go on for 2 or 3 hours longer than they should have. If we could find a way to control back and forth arguing, he personally thinks, something could be said at a work session that someone may have not known when they came to the meeting.

Mayor Dennis Thayer stated, you get to make a comment at the next council meeting on what happened at the work session. So it is not like they have not had a voice at all. Council Member Turner said, he did not want to get back into the arguments that they used to have that took so much time. Like tonight was about James and his paperwork. If someone wanted to make a comment about the items discussed they should be allowed to speak without signing up because they didn't know what they were going to hear. Council Member Turner said he doesn't know how it will work and not get out of hand again. The work session is not set in stone when we sit here and talk.

Council Member Nesbitt asked the timeframe for posting the meetings. City Manager James Stephens said they are generally posted on Thursday. If we make a change, we post within 24 hours in advance on Monday, but typically posted on Thursday evening on the website. Council Member Nesbitt said outside of that, if we amend the agenda we will give the leeway to the public to make a comment. Also, please if you do decide to make a comment, fill out the form properly. If you put your name and not put down what you want to discuss and not properly filled out, you will not get an opportunity to voice your opinion on whatever you wanted to discuss. The sheet is put out an hour early so there is plenty of time for you to come in and sign up so that your voice can be heard.

Public Comments

Euharlee resident Fred Werner said on the public comments there were items that were taken care of and voted on at the last meeting. Having public comments before a meeting on a council night is good if it is just an up and down vote and he does not have a problem with it. We have things this council took action on, then put on the agenda and raised a lot more questions. How do you suppose to know what's being discussed if it was taken care of, addressed and an action was taken. That is one of the main concerns. Also, he was going to bring this up and it was on the agenda. The metrics part, people do not understand what that entails. The first couple of meetings when the policy was changed and the agenda was changed we were granted the opportunity to open the floor and speak if you wanted to. There are instances when there were items on the agenda, action was taken at the last meeting and then it comes up. We assume it was taken care of and questions were raised. We should be given an opportunity to speak on that too.

Mayor Dennis Thayer said, 3 different people, have 3 different ways they want to do this and thinking it needs to be done. There is no way we are going to do this and address everybody all the time.

Mr. Werner said, he knows you are not going to please 100 % of the people, but we got to come to the middle of this thing to make it fair for us all.

Mayor Thayer said he thinks it is very fair. You get an opportunity at this meeting to speak, after what is discussed here you get another opportunity to speak at the next meeting before we vote. We can't and will never be able to go anywhere if we stop at each item and give everybody a chance to speak. It does not work and it's not what we are here to do. There is plenty of time. There is also an opportunity if you have views or things you want to share, can be done at other times than just these meetings.

Mr. Werner said he understands, but one of the meetings the council took action on and it's back on the agenda and everyone assumed it was taken care of, what is the problem. All of a sudden it raised some questions and went into a discussion. I understand you are not going to please everyone. When the agenda gets changed in a meeting we should be forwarded an opportunity to speak.

Mr. Werner wanted to know the dates for mosquito spraying. Mayor Thayer said they were trying to work out some maintenance and warranty issues with the machine. Hopefully, we will start next week.

Mr. Werner said he noticed the signs were put up, but had not seen anything and assumed it was because the weather was iffy that night.

City Manager James Stephens said the signs were put up and they started spraying, but because of the way the machine functioned we did not continue. He said, it will be twice a month on Thursday until September. Council Member Craig Guyton said the signs will be up and it will be on the website. Mr. Werner said it is a big difference living by the river and you can see a difference.

With no further discussion the meeting was adjourned at 7:25 pm.