

**CITY COUNCIL
SPECIAL MEETING MINUTES
AUGUST 20, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, Alderman John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore, Interim Accounting Specialist Oralia Naccarino, and Accountant Anna-Maria Weston.

1. Call to Order:

Mayor Jessup called the meeting to order at 6:06 p.m.

2. Discussion:

a. Executive Session:

Discussion of and Possible Action on the Position of Finance Director

Mayor Jessup opened the session at 6:06 p.m. Mayor Jessup closed the session at 6:36 p.m.

Alderman Staigle moved to **change** the accountant title to financial director and to **adjust** the salary for that position to \$33,000 with the hours increased to no more than 29 hours per week. Alderman Milles seconded the motion, which passed unanimously.

b. 2015-2016 Budget – Final Review and Possible Changes

Review and discussion took place on the following items:

- Tax rates over the last 5 years
- Explanation of the current rate, effective rate and rollback rate
- Franchise Fees
- Employee Salary & Benefits Spreadsheet (minor adjustments were made)

Council agreed to not fund the two (2) Chevrolet /Tahoes for the police department in this upcoming budget and to have the police chief drive his vehicle (1) one more year.

City Secretary Moore requested consideration of a salary adjustment for the utilities clerk, licensing & permits coordinator, and court clerk/associate judge and certification pay for the licensing & permits coordinator as a permit technician specialist.

A history of salary adjustments and certification pay from 2013 to current was distributed to the Council as a reference. A history of those new employees who were hired in the previous three (3) months before the new budget year who had and had not received the 3% salary adjustment was distributed to the Council as a reference. Letters from the three (3) administrative staff were distributed to the Council for their information.

There was extensive discussion regarding salary adjustments and certification pay to employees. Alderman Bezner requested market research in order to make a determination and suggested the hiring someone to complete a salary for non-police department employees. He also suggested funds be included in the budget in the event a determination was made at a later time. No action was taken regarding the salary adjustments requested.

The Council concluded to give \$300 education pay per year should the licensing & permits coordinator achieve the certification. The Council also concluded new employees who were hired in the months of July, August or September would not receive any salary adjustment provided in the Oct. 1st new budget year. This new policy was to be implemented as of this budget year and would be added to the employee personnel manual.

A five (5) minute break took place at 8:03 p.m.

City Secretary Moore presented minor adjustments to the administration budget, which were accepted by the Council.

c. 2015-2016 Proposed Tax Rate

Mayor Jessup reviewed the following information:

M & O	.72425
I & S	.14375
Tax Rate	.868

d. Meeting Schedule for September


Mayor Jessup announced the public hearing for the proposed tax rate and budget for Tuesday, September 8, 2015 at 7:00 p.m. and the adoption of the tax rate, the City budget, and EDC budget was scheduled for Tuesday, September 15, 2015 at 7:30 p.m.


3. Adjournment

Alderman Bezner moved to adjourn the meeting at 8:28 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, September 15, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

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