

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL SESSION
WEDNESDAY, SEPTEMBER 18, 2013
5:30P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 5:36p.m.

1.1.2 Roll Call

Present: Mayor Eugene (Absent), Councilmember Johnie L. Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral L. Yeargin

Staff: Tiffani Darby, Receptionist, LaTasha C. Gatling, City Administrator

1.1.3 Approval of Agenda

It was motioned by Councilmember Porter to approve the Special Session agenda.

2. Meeting Topics

2.1.1 Revised Accounting Manual

- Ms. Gatling discussed the topics of the usage of gas by the Police Department and Public Works. The topics were questions that Councilmember Higgs had at the Regular Work Session on September 4, 2013.
- Councilmember Porter asked if the manual had to be adopted today wants to adopt explanation of changes in the new manual.
- Ms. Gatling wants to remove the remarks in the accounting manual about early disbursement of checks on page 36 of the manual.
- Councilmember Simms wants to know if direct deposit will be mandatory for employees.

- Councilmember Stephenson asked if an employee can cash in vacation time. Ms. Gatling stated the Personnel Manual does not allow the employees to cash in their leave. The employees are allowed to have 240 hours of annual leave. Anytime above the 240 must be used by December 31, 2013 or the employee will lose the time earned.
- Councilmember Porter asked if there was anything else that should be implemented.
- Councilmember Kennedy wanted to know who had credit cards.
- Ms Gatling responded that there are only 2 credit cards, one for Staples and one for Bank of America. Both are locked away in the Accounting office. The Bank of America Credit card is only used for travel purposes. The Staples credit card is only to be used to order supplies through Ms. Lauren Hayes who also has to have approval before ordering from Ms. Gatling.
- The changes that Councilmember Higgs commented on from September 4, 2013 were added to the manual about fuel dispensing.
- Councilmember Yeargin wanted to know if the new manual would be placed into the new Finance committee.
- Councilmember Higgs stated that he does not see any reason to not move forward with the proposed manual.
- Ms. Gatling reminded the Council that the Proposed Accounting Manual had been presented in 2012.
- Councilmember Porter had added that the document can be changed after it is adopted.
- Councilmember Simms wanted to know if the flow chart in the manual was the same as before.
- Councilmember Yeargin stated that he proposes that the council not vote on the new manual.
- Councilmember Simms stated that the manual does not need to go back to the Finance & Budget committee.
- Councilmember Porter inquired if it was necessary to adopt the manual now as opposed to a few weeks.
- Ms. Gatling stated that it was important to adopt the manual.
- Councilmember Porter proposed to move forward with the things that need to go into affect now.

- Councilmember Simms stated that the flow chart needed to be changed
- Councilmember Porter proposed to adopt the Accounting manual, would like Ms. Gatling to continue to work on it, if the Council would agree.

2.1.2 City FY 2014 Budget

- Ms. Gatling explained that the advised summary of the budget ordinance in the Council packet.
- Councilmember Yeargin inquired if the Mayor could reimburse the City for the legal fees.

Budget 5253.03

The current budget is \$6679.99. Plan to redistribute \$2600.00 towards the Administration budget. That will leave a balance of \$4079.99.

Budget 5450.03

The current budget is \$2250.00. Plan to redistribute \$1,000.00 towards IT Contract. That will leave a balance of \$1250.00.

Budget 6017.04

The current budget is \$89,800.00. Plan to redistribute \$20,000 toward grant writer position. That will leave a balance of \$31,908.19.

Budget 6017.06

The current budget is \$89,800.00. Plan to redistribute \$20,000 for Economic Development position. That will leave a balance of \$69,800.00

Budget 5975.07

The Current budget is \$16,500. Plan to redistribute \$16,500 for telephone upgrades. The balance left would be \$0.00.

Budget 5400.07

The current budget is \$ 4491.42. Plan to redistribute \$ 3,000 for telephone upgrades. The balance left would be \$1491.42.

Budget 5950.07

The current budget is \$130,103.11. Plan to redistribute \$38,000 which will be reimbursed from a grant. The balance left will be \$92,103.11

- Police department received a grant towards their radios for \$38,000. The money in budget is not needed.

- \$30,000 budget for the city's accounting system upgrades. The city only spent \$4,000 to upgrade the system.

Additions

Budget 5215.10

The current budget is \$0. Plan to redistribute \$5,000 towards Goodwin Park. The \$5,000 is to repair bathrooms in Goodwin Park out of finance budget.

- Ms. Gatling stated that since the Retirement budget, Property Tax Sale and City Center Project are still being worked on, the city will need more money for attorney's fees.
- Ms. Gatling stated that she would like for the IT Contract person to be in the office two days per week, four hours per day. The monthly rate would be \$2,400 and \$28,000 per year. If the IT Contractor is not needed during the assigned days, the hours will rollover.
- Councilmember Higgs would like to know how we will monitor the IT Contractors time.
- Ms. Gatling explained that they would be required to clock-in and out.

Budget 0000.00

The current budget is \$0.00. \$16,500.00 will be redistributed from Public Safety Capitol improvements and \$3,000.00 from Police Department Maintenance contracts. For a total of \$19,500.00

- The city has 6 bids from phone companies. Bids range from \$11,000 to \$100,000. Ms. Gatlin has asked Mr. Carter to look into Verizon business phones to see if it will be cost effective.

Budget 0000.00

Surplus from report \$56,000 left

- Councilmember Simms would like to look into the budget and make a way to get a new I.D system and defibulator.

- Ms. Gatling would like money allocated from the \$56,000 to surplus fund.
- Councilmember Simms would like to know would it be cost effective to repair the bathroom before deciding what will be done to the park for the City Center Project.
- Ms. Gatling wants the surplus fund to be used towards maintenance, lawyer's fees and other unexpected costs.
- Councilmember Stephenson would like to have a server for cell phones in case of lost contacts.
- Ms. Gatling agreed that the phones should and will be backed up by a server.
- Councilmember Simms stated that she wants an ID system and defibulator put into the general fund budget.
- Councilmember Porter motioned to allocate \$6,000 for the defibulator and I.D machine and \$25,000 for general fund.
- Ms. Gatling would like \$30,000 toward the general fund.
- Councilmember Raynor would like to look into getting a grant for a defibulator.
- Ms. Gatling would like the contract to go into effect for IT person on October 1, 2013.
- Councilmember Porter asked the City Council if they were in agreement with the recommended budget changes.
- The City Council was in agreement with the budget amendment recommendations.
- Councilmember Kennedy asked if the City had an escape plan for the City Hall.
- Ms. Gatling stated that there is an escape plan for City Hall.
- Councilmember Yeargin thinks the Council should consider getting new windows before winter for City Hall.
- Councilmember Porter mentioned looking into getting new windows for safety issues.
- Councilmember Porter inquired if it could be done in the budget ordinance.

2.1.3 Legislative Breakfast

- Ms. Gatling stated that the Legislative Breakfast will be held this coming Wednesday. The City had received confirmation from all invited guest.

- Councilmember Yeargin stated that he will not be in attendance.
- Ms. Gatling stated that a slide show will be done during the breakfast. A Touch of Class Catering will be providing the food.
- Ms. Gatling stated that Councilmember Porter will start with the opening remarks, Councilmember Higgs is doing the invocation, Councilmember Simms will be greeting and welcoming the guest and Ms. Gatling will present the City's initiatives.

3. Legislation

3.1.1. Resolution R-14-09 Accounting Policies and Procedures for the City of Seat Pleasant.

- The Resolution was postponed until the changes were made to the accounting manual.

4. Unfinished Business

4.1.1 None

5. Announcements

5.1.1. Community Yard Saale, Saturday, September 21, 2013, Goodwin Park from 9:00am-12:00pm

5.1.2. Movie Night, Sunday, September 22, 2013 Goodwin Park at 7:00pm

5.1.3. Special Session, Thursday, October 3, 2013, City Hall-Council Chambers at 7:00p.m.

5.1.4. Regular Work Session, Monday, October 7, 2013, City Hall-Council Chambers at 6:00p.m.

5.1.5. Public Session, Monday, October 14, 2013, City Hall-Council Chambers at 7:00p.m.

Adjourned - The meeting was adjourned at 7:04pm

Submitted by,



Tiffani Darby
Receptionist