

Minutes
BUDGET REVIEW COMMITTEE
May 8, 2018

Members Present: Chairperson Mike Baker and Mayor Pro Tem Evelyn Turner Pugh (arrived at 1:20 p.m.) and Councilors R. Gary Allen (arrived at 1:20 p.m.), Jerry “Pops” Barnes, Glenn Davis, R. Walker Garrett, Bruce Huff (arrived at 2:03 p.m.), Judy Thomas, and Evelyn “Mimi” Woodson. Also present were City Manager Isaiah Hugley, Mayor Teresa Pike Tomlinson (arrived at 3:24 p.m.), City Attorney Clifton Fay, Finance Director Angelica Alexander, Assistant Finance Director Dustin Heath, Clerk of Council Tiny B. Washington and Deputy Clerk of Council Lindsey Glisson.

Members Absent: No one was absent.

Call to Order: Chairman Baker called the meeting to order at 1:16 p.m. in the Council Chambers, 2nd floor, of the Citizen Service Center.

The following documents were distributed around the Council table: (1) Responses to Questions and Requests from May 1, 2018 Budget Review Meeting, including supporting documents (a) Current Pay Scale and Position Chart (b) Letter from DOR Commissioner Lynne Riley, Regarding E911 Pre-paid Wireless Refund (c) CDBG Funding Allocations for FY18 and FY19 (d) OLOST Capital Outlay Distribution Percentages; (2) Flash Drive containing documents from Public Works, as requested by Councilor Davis on 05/08/2018; (3) FY19 Budget Review Session Schedule; (4) *Board of Tax Assessors – Department Staffing Request* Presentation; (5) *Recorder’s Court Budget FY2019* Presentation; (6) List of Muscogee County Deputies provided by Sheriff’s Office; (7) Magistrate Court Report on Cases and Revenue for 2010-Current; (8) *Community Reinvestment Proposed Budget FY2019* Presentation; (9) List of CDBG Programs.

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Angelica Alexander, Finance Director, approached the rostrum, went over the documents that were provided to the Councilors and the department presentations that were listed on the agenda for that meeting.

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Budget Review Item #1

DEVELOPMENT AUTHORITY:

Russ Carreker, Development Authority Board Member, approached the rostrum and asked if the Committee preferred for him to begin or if they would prefer to hear about the information requested regarding NCR. At that time Deputy City Manager Pam Hodge addressed the Committee. She stated that she would address the financial aspects of NCR in regards to the City, and the Development Authority would address the contact between them and NCR.

Deputy City Manager Hodge went on to explain why there is an item listed in the FY19 budget for NCR and Blue Cross Blue Shield, when NCR is leaving Columbus. She stated that there was a ten year inter-governmental agreement between the City and the Development Authority in 2009, as approved by Resolution No. 234-09, for NCR at \$7,445,000. Annual payments of \$948,000 were paid from fiscal year 2011 to fiscal year 2015 for that line of credit.

She stated that the opportunity for an additional 800 more jobs from Blue Cross Blue Shield was presented in October of 2014. At that time the Development Authority's line of credit for the remaining \$4.7 million was refinanced. It was requested to extend the remaining five years of the agreement to ten years and to add \$2.3 million for the Blue Cross Blue Shield commitment, which would change the annual payment to \$800,000. She stated that the City is in year four of that ten year commitment on the refinance of that line of credit.

Councilor Thomas asked if NCR had fulfilled their obligations as outlined in the agreement, to which Mr. Carreker stated the only obligation of NCR was an employee count number of 872 full-time employees. He further explained that the Development Authority requires that companies meet the guidelines as set by the State of Georgia Incentive Programs, where they are required to meet 70% of their employment projections, by a specified date. The Authority received notification from NCR by December 31, 2014, stating that they had met 83% of their employment projection, so they have met their obligation in full.

To conclude the discussion on NCR, Councilor Baker asked if the company was required to sustain the employment projection percentage for a specified amount of time. Mr. Carreker stated that he was not sure and he would provide a copy of the agreement.

At this time, Mr. Carreker began addressing the Committee regarding the Development Authority's request for \$150,000 to fund a position and activities to establish a Robotics Center of Innovation in Columbus. This would be a unique opportunity to take part in an industry that is growing and that Fort Benning is moving toward being more involved in.

He further explained the incentive proposal process. The \$1.5 million that is currently on the books for the Development Authority is needed for future proposals, and this is the reason for the request for an additional \$150,000.

Councilor Davis requested for specifics regarding the request. Mr. Carreker responded, the request is for \$150,000 a year, for three years. He stated \$100,000 to fund a position of a temporary employee, focusing solely on robotics. This employee would be on the Chamber of Commerce staff, as a part of their agreement with the Development Authority. The remaining \$50,000 would be used to fund that employee's attendance to various trade shows for marketing purposes.

There was a brief discussion, where it was stated by Director Alexander that the funds dispersed to the Development Authority comes from the millage for economic development, not the General Fund; therefore, the City is not permitted to use this money for operating costs.

The discussion continued, where Councilors asked various questions and expressed their support or concern regarding the request. During this discussion, City Manager Hugley, after an inquiry by Mayor Pro Tem Turner Pugh, stated that the Administration strongly encourages the Committee to support this request of the Development Authority for \$150,000. He spoke briefly about the participation of Columbus State University, Fort Benning, and other cities in Georgia in the robotics initiative.

At the conclusion of the discussion on this request, Councilor Davis requested Mr. Carreker to provide him with a breakdown of how the requested \$150,000 would be utilized, and explain how the Authority came up with those figures. In addition to Mr. Carreker agreeing to provide the requested information to Councilor Davis,

In response to Councilor Davis' request, City Manager Hugley called to his attention Exhibit 2 on pages 39 to 40, of the FY19 Mayor's Recommended Budget Letter, which is a letter from Mr. Carreker specifying how the \$150,000 would be spent.

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Budget Review Item #2

TAX ASSESSOR'S OFFICE:

John Williams, Deputy Chief Appraiser, approached the rostrum and an overview of the presentation entitled *Board of Tax Assessors Department Staffing Request – May 8, 2018* was provided and is listed below: **A copy of this presentation was provided and is on file in the Clerk of Council's Office.*

Board of Tax Assessors Department Staffing Request – May 8, 2018

What we are Up Against

- State mandated review of all parcels every 3 years
- Our Board now requires all taxable and non-taxable properties to be physically inspected every 3 years
 - 71851 (72000 rounded) total real property parcels
 - IAAO recommends appraiser staffing to support 3,000-3,500 parcels per appraiser
 - This equates to 21 real property appraisers
 - We have 8 real property appraisers available for parcel review (does not include managers and mappers)

What is Needed

- The 2008 City Internal Audit report identified “insufficient staffing” in the Residential Division
- The 2013 Management Partners review of the Department indicated “understaffing” of the Residential Division
- Both audits recommended staff augmentation
- For 10 years staff shortages were identified; but, no additional funding for Appraisers provided
- We must have additional Appraisers to do the job mandated by Georgia Code

How We Compare

Comparison of Board of Tax Assessor Staffing and Real Property Workload

	Appraisers	Parcels/Day/Appraiser	Shortage/Day/Appraiser
CCG	8	33.3	20.3
Peer Average	18	18.1	5.1
IAAO Recommendation	21	13	0

At the end of the presentation, Chairman Baker expressed his concern with the City being at 63 days of reserve in the General Fund Balance, and there being no revenue source to fund the requested positions.

Deputy Chief Appraiser Williams explained the need for the GIS Technician (G14), which was included in the FY19 Mayor's Recommended Budget, and was formerly funded in the IT Department's budget. However, the funding for training this employee was not included in the budget.

He also explained his request for additional funds for copier charges. There has been a new piece of equipment ordered, due to the equipment currently in their office no longer being operable. At the time the new equipment was ordered, he was not aware that there was a monthly lease payment that would need to come out of the Tax Assessor's budget.

ACTION (Add/Delete List):

- ADD- (4) G14 Appraiser Positions \$187,843 to the add/delete list (*Thomas*)
- ADD- \$2,225 for Copier Charges (lease on new copier) (*Woodson*)

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Budget Review Item #3

RECORDER'S COURT:

Donna Willingham, Clerk of Recorder's Court, approached the rostrum and an overview of the presentation entitled *Recorder's Court – Budget FY2019* was provided and is listed below: **A copy of this presentation was provided and is on file in the Clerk of Council's Office.*

Recorder's Court – Budget FY2019

Part-Time Judges

- Saturday court is two sessions
- We will need an additional \$7,375

Judicial and Financial Admin Clerks

- Six positions in the Judicial and six positions in the Financial are under-graded.
- Columbus State University has reviewed and concurs that all Administrative Clerk positions should be G12's and should be changed to Deputy Clerk II.
- Positions are currently G9's and G10's.

Judicial and Financial Supervisors

- One position in the Judicial and one position in the Financial are under-graded.
- Columbus State University has reviewed and concurs that Supervisor positions should be G14's and should be changed to Senior Deputy Clerks.
- Positions are currently G10 and G12.

Recommended Changes

- (5) Jud/Adm Tech I (9A) changed to Deputy Clerk II (12A)
- (1) Jud/Adm Tech II (10A) changed to Deputy Clerk II (12A)
- (3) Jud/Adm Tech II (10B) changed to Deputy Clerk II (12A)
- (1) Jud/Adm Tech II (10F) changed to Deputy Clerk II (12C)
- (1) Acct Clerk (10A) changed to Deputy Clerk II (12A)
- (1) Acct Clerk (10B) changed to Deputy Clerk II (12A)
- (1) Jud/Adm Tech II (10L) changed to Senior Deputy Clerk (14E)
- (1) Jud/Adm Tech III (12A) changed to Senior Deputy Clerk (14A)

Recommended Increases

- \$45,100 in the GENERAL Fund (includes benefits)
- \$8,640 in the OLOST Fund (includes benefits)

- TOTAL = \$53,740

Justification

- In 2012 both State and Municipal Court Positions were upgraded to Grade 12.
- 2006 was the last time job classifications have been changed in Recorders Court.
- We are doing 19 to 20 dockets per week.
- Just in Motor Squad we started out doing 58 charges and are now doing as many as 589 charges on Tuesdays in one courtroom.

At the end of the presentation Councilor Baker asked Councilor Thomas if the Recorder’s Court Committee was involved in these requests. Councilor Thomas responded, the Committee was aware of the discrepancy in the positions and the need, but that these requests are the recommendation of Clerk Willingham.

There was a brief discussion held, where the request was put on the add/delete list by members of the Committee in different variations.

ACTION (Add/Delete List):

- ADD to the General Fund \$7,375 for part-time Judge wages (*Huff*)
- ADD to the General Fund \$45,100 for 12 reclassifications of positions (*Huff*)
- ADD to the OLOST Fund \$8,640 for 2 reclassifications of positions (*Huff*)
- ADD a phase in process to accomplish the reclassifications as requested over a period of time, options will be presented by the Recorder’s Court Committee consisting of Councilors Allen, Barnes and Thomas. (*Allen*)

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ADD-ON

PUBLIC DEFENDER’S OFFICE:

Steve Craft, Public Defender, approached the rostrum and stated that the Public Defender’s Office is requesting one position, for an attorney for Recorder’s Court. He explained how they have been providing Public Defenders in Recorder’s Court since 2017, and when that was agreed upon, they informed Council that they would need an additional attorney to cover the additional case load. With the new sessions that have been added to Recorder’s Court, this has caused their office to face a hardship in managing to cover all of the courts.

There was a brief discussion held on the increase in cases being called in Recorder’s Court, where Councilors asked question, which were responded to by Mr. Craft.

ACTION (Add/Delete List):

- ADD (1) Entry Level Position at \$82,721 (*Woodson*)

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Budget Review Item #4

PLANNING:

Rick Jones, Planning Director, approached the rostrum and an overview of his request to reclassify his Administrative Secretary (G10) to an Administrative Assistant (G12) that would come out of Transportation Planning Federal Grant Funds that is already being received by the Planning Department.

Chairman Baker asked why this reclassification was not included if there was not budget impact. City Manager Hugley explained that this is an 80/20 funded position, \$2,806 would be grant funded, and \$701 would be local funded. He stated that he does support the reclassification of this position.

Director Alexander explained that there is already money set aside within the budget for local matches. She stated that this requested would need to be added, but there would be no impact to the budget.

ACTION (Add/Delete List):

- ADD reclassification of Administrative Secretary G10 to Administrative Assistant G12, with \$0 budget impact. (*Turner Pugh*)

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Budget Review Item #5

SHERIFF’S OFFICE:

Sheriff Donna Tompkins, approached the rostrum and gave an overview of the reclassifications and salary changes made for the Jail Commander and the Chief Deputy, which were included in the Mayor’s Recommended Budget. With the recent retirement of the former Chief Deputy, this would save approximately \$44,000, even with the increases for the other two positions.

Sheriff Tompkins explained, the second step of the pay reform for the Muscogee County Sheriff’s Department was included in the Mayor’s Recommended Budget, but that there was another piece of the reform that she wanted to address within the FY19 budget. This additional piece would address the corporals, field training officers, and investigators in her department. With there being thirty-five vacant positions, she would be willing to utilize one of those positions for this funding, but she would be approximately \$7,000 short. She stated she is requesting that the Committee approve this step and the \$7,000, since there will be a savings of \$44,000 from the retirement of the former Chief Deputy.

There was a brief discussion between Sheriff Tompkins and Mayor Tomlinson, regarding possible consequences to pay reform.

ACTION (Add/Delete List):

- ADD 2.5% pay increase for 27 Grade 16 positions (*Woodson*)
- DELETE (1) Deputy Sheriff position (*Woodson*)

Document(s) provided:

- List of Muscogee County Deputies provided by Sheriff’s Office

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Budget Review Item #6

MAGISTRATE/MUNICIPAL COURT:

Judge Steven Smith, approached the rostrum and explained that he is requesting one part-time position to help in Magistrate Court, at twenty hours per week. He stated that since 2011, the cases in Magistrate Court have doubled.

ACTION (Add/Delete List):

- ADD (1) Part-Time Deputy Clerk G10 for 20 hours/week, at \$14,700 (*Garrett/Huff*)

Document(s) provided:

- Magistrate Court Report on Cases and Revenue for 2010-Current;

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Budget Review Item #7

COMMUNITY REINVESTMENT:

Laura Johnson, Community Reinvestment Director, approached the rostrum and an overview of the presentation entitled *Community Reinvestment Proposed Budget FY2019* was provided and is listed below: **A copy of this presentation was provided and is on file in the Clerk of Council's Office.*

**Community Reinvestment Proposed Budget FY2019
Revenues**

- Allocations:
 - Community Development Block Grant (CDBG) - \$1,521,246
 - Home Investment Partnership Program (HOME) - \$672,879
 - CDBG Program Income/Carryover – \$545,224
 - HOME Carryover - \$81,436
 - Real Estate (General Fund) - \$141,802
- Total: \$2,820,785

Administrative Grant Funds

- Administrative: \$406,463 (CDBG)/\$173,502 (HOME)
 - Salaries/benefits, cost allocation, legal/professional services, training, etc.
- – Entitlement/Program Income/Carry-over
 - Personnel - Current budgeted/requested:
 - 1 – Director
 - 1 – Program Manager
 - 1 – Planner
 - 1 – Finance Manager
 - 2 – CRD Coordinators
 - 1 – Part-time Clerical
 - 1 – Real Estate Technician (Requesting for FY2019)

Request for New Position

- Real Estate Technician – The position will assist the City with the disposition of City-owned properties, and will work with the Columbus Land Bank Authority to acquire/demolish blighted and tax delinquent properties to place them back into a productive use.
- Position will be funded 100% from grant funding (CDBG Program Income)
- Grant funding (CDBG and NSP) will be used by the Land Bank for property acquisitions/demolitions/dispositions.
- Funding for Land Bank was approved by City Council FY 2018.
- This position will be temporary for 2 fiscal years and will convert over to the Land Bank Authority.

Community Development Block Grants (CDBG) – Projected Uses

- Programs/Operations: \$1,660,007

- Demolition- \$90,000
- Public Service Grants - \$228,186
- Recreation Projects (low-income census tracts) - \$300,000
- Connectivity (Sidewalks) (low-income census tracts) - \$200,000
- Minor Home Repair Program - \$150,000
- Accessibility Home Modification Program - \$80,000
- Property Acquisitions - \$176,919
- Section 3 (Job Training Program) - \$20,000
- Land Bank Authority – \$414,902 (Program Income)

Community Development Block Grants (CDBG) – Public Service Grants

- Public Service Recipients – FY 2019 - \$228,186
 - Home For Good (CoC/Coordinated Entry for Homeless Programs) - \$75,000
 - Boys and Girls Club- \$25,000
 - Mercy Med (Healthcare Program) - \$25,000
 - Direct Services (Meals on Wheels) - \$17,500
 - Enrichment Services - \$17,500
 - Mercy Med (Counseling Program) - \$12,500
 - Homeless Resource Network - \$12,500
 - Parks and Recreation (Midnight Basketball League) – 25,000
 - Keep Columbus Beautiful - Work Program for Homeless Individuals - \$12,000
 - Fair Housing Activities - \$6,186

Community Development Block Grant (CDBG) – Public Facilities

- Recreation Projects - \$300,000
 - Funding would be used for renovations at existing recreation centers/playgrounds located in low-income neighborhoods/census tracts.
- Connectivity (sidewalks) - \$200,000
 - Installation of sidewalks/ADA modifications in low-income areas that have a lot of pedestrians

Community Development Block Grant (CDBG) – Housing Repair Program

- Minor Home Repair Program - \$150,000
 - Habitat for Humanity - Funding would be used to perform minor repairs to income-eligible elderly and/or disabled homeowners. Types of repairs would be replacement of HVAC units, installation of new roofs, plumbing and electrical.
- Accessibility Home Modification Program - \$80,000
 - Access 2 Independence - Funding used to install ADA accessibility modifications to a home for individuals who are disabled. Include ramps, showers, grab bars, etc.

Community Development Block Grant (CDBG) – Demolitions and Redevelopment

- Demolitions- \$90,000

- Demolition of blighted structures throughout Columbus through the Codes and Inspections Department.
- Section 3 Program - \$20,000
 - Job training for low-income individuals that live in areas where HUD projects are being constructed.

Home Investment Partnership Program (HOME) – Projects/Programs

- Affordable Housing Development- \$480,813
 - Neighborworks Columbus has proposed to redevelop homes within the Anderson Village/City Village/North Highlands area for sale or rent to low-income households.
 - Neighborworks Columbus will also administer a gap subsidy program which will assist eligible low-income residents with becoming homeowners.
 - Some of the funding may be used for additional affordable housing projects in Columbus.
- Tenant Based Rental Assistance (TBRA) - \$100,000
 - Open Door will administer this program and provide housing vouchers to those who are homeless or at risk of becoming homeless.

Real Estate (General Fund) – Projected Uses

- Administration- \$50,584
- Operations - \$91,218
 - Operations include property appraisals, attorney fees, etc. in relations to leasing, selling and disposing of City properties. The budget also includes building maintenance fees for Legacy Terrace.

During the presentation there was a brief discussion held on the requested position, which was included in the Mayor’s Recommended Budget.

Document(s) provided:

- List of CDBG Programs

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Budget Review Item #8

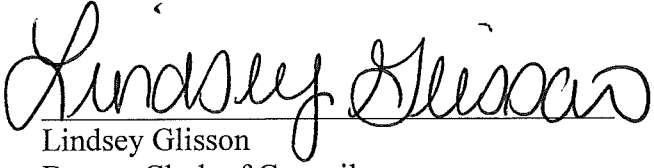
INSPECTIONS AND CODES:

John Hudgison, Inspections and Codes Director, approached the rostrum and a brief explanation of the reclassification of a Special Enforcement Supervisor G15 position to a Special Enforcement Coordinator G17 position, which was included in the Mayor’s Recommended Budget.

Councilor Thomas asked questions regarding the transfer of Special Enforcement being transferred from Public Works to Inspections & Code, to which Director Alexander and Director Hudgison responded.

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There being no other budget related items to discuss, the meeting was adjourned, with the time being 3:53 p.m.

A handwritten signature in cursive script that reads "Lindsey Glisson". The signature is written in black ink and is positioned above a horizontal line.

Lindsey Glisson
Deputy Clerk of Council
Council of Columbus, Georgia