

## SPECIAL COUNCIL MEETING MINUTES

August 26, 2013

The special Working Budget Meeting of the City Council, City of Audubon Park, was held on Monday, August 26, 2013 at 7pm at City Hall with the following people present: Mayor Mike Scalise, Councilpersons Joanne Bader, Nancy Zinner, Vince Osbourn, Al Huber, Mark Stevens and Cary Campbell. Also present was Chief Jeff Cox and Interim City Clerk Robin Shouse.

**Call to order:** The meeting was called to order by Mayor Mike Scalise at 7:04 pm with the Pledge of Allegiance.

The meeting was opened with Mayor Scalise explaining that this was a working budget meeting and that there would be no comments allowed from the audience.

Councilperson Osbourn explained again that is a working budget meeting and that the councilpersons would be correcting the budget as they go and Councilperson Osbourn projected a spread sheet onto the wall so that it could be viewed by the attendees.

The Council began to discuss the budget, line for line.

Chief Cox explained the Court Revenue Budget costs and how grant money plays into the budget. Councilperson Cary Campbell didn't understand how the city utilizes grant money and didn't understand how the officers were scheduled to work the grant overtime. Chief Cox explained it so that he understood how the participation of part time officers is utilized.

Councilperson Bader advised that the City of Audubon Park does not have to participate in Obama-Care.

The \$13,000 allocated for Court Revenue was changed to \$18,000.

Franchise Fees was changed to \$10,000.

Hwy Safety Grant will remain the same.

KLEPT –discussion tabled and it was advised the group will come back to this number because they do not know which budget option they are taking.

Auditing- Councilperson Bader wants a new Auditor.

City Attorney- Councilperson Bader thinks \$4800.00 is too low. She thinks this figure should be raised to \$10,000.

City Clerk position- Councilperson Mark Stevens went on record to say that he thinks 28 hours a week is not enough time allotted to do the job of the City Clerk. By years end, he projects that office will be in a

mess and work will have piled up. He thinks this is especially unreasonable for someone new who may be coming into the office. He suggests the hours should be 30 to 35 hours.

Councilperson Bader wants forms, ordinances and meeting minutes on-line and this will make the office of the City Clerk more efficient.

Councilperson Campbell advised that things such as obtaining permits may take more time with the city clerk working part time. He also suggested maybe there be a higher fee to obtain permits. He also thinks having technology that transcribes meeting minutes would be useful and that they need to seek out better technology. The Mayor advised that both candidates he has interviewed for the City Clerk have both suggested they want more than \$15.00 an hour. Also, on any given day, the clerk may be performing as many as 10 things at one time and it is more than a clerical job.

Mayor Scalise stated the office of the City Clerk performs such duties as: prepares invoices, takes meeting minutes, processes permits, completes open records requests, files for the Clerk's office and the Police Department, takes applications, collects taxes, sends correspondence in the name of the City, collects delinquent taxes, orders city supplies and orders liens on properties, to name just a few duties.

Council person Bader thought that \$15.00-\$16.00 an hour is a comparable wage. Council Person Stevens said the salary can be adjusted at a later date.

Councilpersons Bader and Campbell debate over adding a "cushion" to the budget.

The City Clerk will stay at \$15.00 an hour but the city may offer 6 hours a day and 5 days a week unless there are mitigating circumstances.

The group continued to discuss expenditures in the General Government Category.

Office Supplies was deleted and added to the City Administration.

Payroll Pensions- Reviewing pensions and will base them on salary for the last 12 months (gross).

Councilperson Bader wants to review Stephanie Lee's W-2 to make sure her retirement was calculated correctly.

Utilities- Councilperson Campbell wants to know the total percentage of the total costs of utilities that are generated by street lights. Mayor Scalise did not know the breakdown of the percentages.

Sanitation: Councilperson Campbell wanted to know if the citizens would get a check back at the end of the year for the overages in taxes paid towards sanitation. The Mayor thinks the citizens could be a credit back next year on the sanitation bill. The Mayor explained that an auditor is due in the office soon to evaluate the tax overages, but the Mayor is not sure of the date.

Councilperson Zinner wants to know about a recent law suit, but Councilperson Bader said we need to save that discussion for another meeting, because this meeting is for the budget.

Public Works: Councilperson Campbell wants to know the specific job description for the public works person. Councilperson Bader said that there isn't one. Councilperson Campbell finds it hard to believe that Jason can't cut all of the grass in the city during an eight hour day and he wants to hire someone else to cut the grass. He would like to hire an outside company to cut the grass. He wants to contract the grass duties and cut Jason's hours. Councilperson Bader wants to keep Jason as a full time public works person. Mayor Scalise explained that Jason provides on call availability for snow storms and wind storms and if he was cut to part time he would likely not provide that service. Councilperson Campbell says the Mayor's defense appears to be a scare tactic. The council wants to know Jason's duties. Councilperson Campbell wants to challenge Jason to do his work in 28 hours a week. The Mayor explains how long it takes Otto Mock to water the trees and attempts to explain what Public Works does in the winter months and Councilperson Campbell demands a job description of the Public Works job. Councilperson Bader wants to table this discussion about Public Works and wants Councilperson Campbell to research the Public Work's job duties.

Councilpersons Bader and Campbell ask the Mayor to get the pay scale of what the Public Work employee was making as a salary for the past five years.

Public Safety-Fuel- will leave at \$33,000 per Chief Cox.

Salaries- Chief Cox devised a staffing schedule that leaves a full time officer in the city at all times.

Councilperson Campbell and Chief Cox have a discussion about the advantages and disadvantages of Part Time v/s Full Time officers.

Robin Shouse offered her opinion to about full time officers and for the record advised the council that she would remain the "interim" City Clerk.

The council decided to monitor the full time versus part time positions of police officers. Chief Jeff Cox presented three different options for police coverage. The Council decided to go with "option A" for public safety. Option "A" provides full time, 24-7 police coverage, assuming 13728 hours per year. This proposal included 5 full time and 3 part time officers as well as a part time detective. Hourly rates for part time and full time officers were increased to \$16.00 an hour with no benefits. There will be no take home vehicles with the exception of the Chief, the Captain and the part time Detective. This option reduces overall salary costs by nearly \$26,000 over the Mayor's proposed budget. These proposals are attached to the minutes.

Parks: they will leave the \$12,000 in this account for storm clean up.

Councilperson Bader moves to begin working on the employee handbook.

**Employee Handbook Changes:** The Council looked at Page 6; wording was changed from "full time" to "full time and part time" positions.

Councilperson Bader asked if the pay scale needed to be changed. Chief Cox advised that the pay scale for police officer needs to be changed to \$34,000 (LE10-LE13).

Regarding vacation time, Councilperson Campbell wants to point out that this is a benefit for a full time officer reinforcing his idea of doing away with full time officers and utilizing part time officers.

Councilperson Bader points out that Stephanie Lee was paid above her pay grade.

The council deleted longevity pay, bereavement pay, health care, disability insurance, and recognized that FMLA is only for 50 or more employees.

They also adjusted wording on page 17, to read "the work week is determined at the Mayor's discretion".

Councilperson Bader noted that the council needs to look at the wording in the vacation and sick time categories. She thought that they had been made more generous when Deputy Chief Ron Jones made the changes in January 2013. Cary Campbell suggested the council revisit this at the next council meeting.

Councilperson Bader wants to vote on the revisions. Councilperson Campbell said on the record, "we can note what we did, for the record".

So, for the record, the council deleted: Longevity, Bereavement, Health care plans, disability and Life insurance, Telegraph (pg 27) and made a change to the pay grade for police officer to a maximum of \$34,000 (LE10-LE13). A motion was made by Joanne Bader to approve the above aforementioned changes per a municipal order, dated August 26, 2013 and it passed unanimously.

A municipal order will be published (after conforming, presumably) to incorporate the changes.

Next working budget meeting was scheduled for Wednesday, September 4, 2013 at 7 PM at City Hall. Attendance is open but no public comments allowed.

Meeting adjourned at 9:35 PM

ATTESTED

Joanne B Bader

APPROVED

[Signature]