

# CITY OF FAIRVIEW

## BOARD OF COMMISSIONERS WORKSHOP MINUTES

March 1, 2018

Patti L Carroll, Mayor  
Shannon L Crutcher, Vice Mayor  
Derek K. Burks, Commissioner  
Scott Lucas, Commissioner  
Debby Rainey, Commissioner  
Scott Collins, City Manager  
Tom Daugherty, CFO  
Tim Potter, City Attorney  
Brandy Johnson, City Recorder

Present: Burks, Carroll, Crutcher, Lucas, Rainey

Others Present: Collins, Johnson, Humphreys

1. **Call to order** by City Manager Collins at 6:05 p.m.

2. **Items of Discussion –**

- A. **ADA Transition Plan-** December 2015 was the deadline for submittal to the state but the project was never started. This should take approximately one year for completion and will be assigned to the new city engineer who will also be our ADA Coordinator. The city engineer position will be advertised next week.
- B. **Personnel changes –** City engineer to be advertised next week and this will replace the current Codes Director position which will phase out effective July 1, 2018. We are working on a human resources position and should have it advertised internally in the next two weeks. It is still likely we will outsource some of these duties and some will shift to the administrative assistant. The position should pay for itself in the reduction of insurance premiums.
- C. **Amended Budget –** The amended budget for this fiscal year will be on the March 15 BOC agenda. We are finalizing revenue and property tax numbers for the month of February. The amended budget will be emailed for review and changes will be highlighted. There's not too many changes and it's mostly shifting money around in some line items.
- D. **Fiscal Year 2019 Budget (Effective July 1, 2018) –**
  - 1. The Fiscal Year 2019 budget will be on the BOC agenda for 1<sup>st</sup> reading on May 3 and second reading on May 17. We will look for a date between now and May 3 to review line items similar to what we did last year.
  - 2. Building permits and related fees need to be revised. Staff and I met today to review. We are looking to revise permit and fee costs so that our totals are comparable to Williamson County communities, increase the revenue, simplify the structure, and are fair to the builder, developer, etc. We expect to have a first read on the permit and fee costs on the April 5 BOC agenda and may discuss at a work session prior. The goal is to increase revenue without overcharging and Franklin has a good model of this. Forty percent of revenue from permits goes into the operating fund and the other sixty percent goes into the facilities fund. There are lots of other communities that have impact fees but I'm not sure we want an impact fee because of the limited use of those funds.
  - 3. Public safety communication expenses will be \$500,000. Both chiefs and I have tried to cut this amount every way possible but it still adds up to \$500,000. We have cash that could be used to pay for this but I don't want to exhaust every dollar

we have. We will explore two to three-year financing options. Motorola will float the payment for 12 months so we do have a window of time. We currently have \$400,000 set aside for capital expenditures for this and other projects. We have known this was coming but finally got solid numbers from the county in the last 60 days. Life expectancy is 8-10 years and the units have a full-service warranty for the first several years. Units in vehicles rarely go bad because of their limited exposure and mostly have to be replaced if lost (but the new ones are equipped with GPS). This new system is the latest technology and Williamson County, Franklin and Brentwood are footing the bill for the infrastructure. There is a per radio service fee that adds up to around \$38,000 annually.

4. Public safety dispatchers – The county is requesting increased funding for dispatchers from \$18,000 to \$182,000 annually by July 1, 2018. This increase is slated to cover the hourly rate of dispatchers while Williamson County will still bear the burden of providing the location, insurance, retirement, etc. After a review, the chiefs and I believe based on our volume of calls this figure should be closer to \$120,000. We have already told the county there is no way we can pull off an increase of that amount in a single year. We have informally discussed incrementally increasing the amount over three years until we reach the total requested. They are allocating 2.5 people per hour but those dispatchers wouldn't be fully dedicated to us and based on our call volume we don't think that many people would be necessary. We will try to broker down but we will have to increase the payment amount.
5. Cash flow versus cash allocations – The board agreed to put aside \$85,000 out of each budget year toward retiring debt early and currently have \$250,000 set aside. We just discussed an increase in \$70,000 per year in expenditures. We may need to revisit putting the extra money aside to address some cash flow needs. There was no way to have planned for this previously.

- E. **Commissioner Lucas' request** for funding items totaling \$651 for Graceworks does not have to go on the agenda if the BOC acknowledges it is ok. The city would probably purchase the items directly and donate rather than giving funds. We are just trying to do this the right way. Members of the Board agreed to the expense.

**3. Adjournment at 6:55 p.m.**

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**Brandy Johnson**  
**City Recorder**