

# CITY OF FAIRVIEW

## BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

April 13, 2016

Patti L Carroll, Mayor  
Toney R Sutton, Vice-Mayor  
Allen Bissell, Commissioner  
Shannon L Crutcher, Commissioner  
Stuart L Johnson, Commissioner  
Wayne Hall, City Manager  
Larry Cantrell, City Attorney  
Brandy Johnson, City Recorder

Present: Carroll, Sutton, Bissell, Crutcher  
Others Present: Cantrell, Daugherty, Johnson  
Not Present: Johnson, Hall

**1. Call to order by Mayor Carroll at 1:03 p.m.**

**2. Approval of the Agenda** – Commissioner Crutcher made a motion for approval with Commissioner Bissell seconding. All were in favor.

**3. New Business**

- A. Discuss and/or Take Action on Committee for City Manager Search – Mayor Carroll states she appreciates all the applications received for the committee and asks Commissioner Bissell for his thoughts. Bissell was very impressed with the quality of the candidates and given their qualifications, makes a motion to select all applicants to form the committee who will elect a chair and vice-chair and use the qualifications determined by the Board to review all applications for city manager and rank them in order to be presented to the Board in a special meeting or workshop seconded by Commissioner Crutcher. Crutcher echoed the quality of applicants and their expertise noting he thinks it's a great idea to retain all of them for the committee. Carroll also agrees noting the diverse experience of the applicants. Mayor Carroll offers to attend the first meeting of the committee to relay the Boards intent. It was also requested the names be published for this committee. Vice Mayor Sutton entered the meeting at 1:13 p.m. and was given a summary of the discussion and motion. All were in favor. Attorney Cantrell notes these meetings will be subject to the Open Meetings Act and meetings should be advertised with a minimum of 3-4 days advance notice with preference for 7 days.

The question of where to advertise the opening was addressed as well as the need to redact certain personal information from the candidates applications. Bissell read his suggested qualifications on education, experience, communication, and relocation noting preferred qualifications for ranking (see attached). Commissioner Crutcher made a motion to accept Bissell's qualifications and incorporate them into the existing job description for posting seconded by Vice Mayor Sutton. All were in favor.

- B. Discuss and/or Take Action on City of Fairview Budget for 2016-2017 Fiscal Year – Finance Director Daugherty states he took comments from the last meeting and revised the budget accordingly. He has included a revenue neutral property rate of 90 cents but that could fluctuate once we receive the certified tax rate from the assessor. Commissioner Crutcher notes that a revenue neutral tax rate does not mean there will be no fluctuations among citizens. Some could see a slight increase and others a slight increase while some will remain the same. This depends on the assessed value of their property. He clearly states as a Board they will not vote for an increase. Daugherty

continues that he replaced the merit raises for employees with a 2% COLA raise across the board, removed the HR hire, only added 1 fire department hire and removed 1 police department hire from the previous list. This leaves employee related expenditures at \$2,672,927 which is right at the 70% calculation for employee expenditures leaving 30% for operating expenses which is the ratio preferred by the Board. Bissell questioned whether the few individuals who have been promoted but not yet received their raises were given the raise in this version. Daugherty states he did not include the raises. Bissell states the raises need to be given before granting their COLA increase. Mayor Carroll is concerned over some positions such as those in the Codes department who have had increased work load noting we need an explanation for those receiving a raise so it is very transparent. Daugherty notes there is a difference of \$9,000 for merit raises with promotions versus COLA. Bissell makes a motion that: suspend merit raises for another year and let the new city manager provide these since we don't have a standardized evaluation form and the suggestion is the evaluation is due annually 30 days prior to the employees anniversary date; all current positions graded higher than their pay should be made whole as a step 1 in the current position; across the board 2% COLA raise. Vice Mayor Sutton seconds for discussion. Carroll notes she doesn't think this includes everyone that needs to be addressed, such as the Codes department. Bissell agrees that is a valid point but for standardization sake, if the Codes Director believes his employees are not being compensated fairly, he would seek City Manager approval. Crutcher states he agrees on suspending the merit raises and while he hopes we would have given raises at the time of promotions he doesn't have confidence in the step system or the pay scale. Crutcher notes he would like to give a 2% COLA raise but seems we are piecemealing the budget and until he sees the whole picture doesn't know how he can vote. This is his first review of the revised budget and he can't digest it all at once. Bissell states he believes Tom is seeking guidelines to prepare the budget and he is proposing guidelines so they can see a budget. Sutton thinks the city manager salary should be calculated on the high end of the range for budgeting. Crutcher states the last Codes Director had lots of experience and education and for Hall to move over and have a salary commensurate with the last director is something that needs to be looked at as well as another position for administrative duties in the Codes department. Mayor Carroll notes a part time codes position was approved but hasn't been hired. Daugherty states there is no appropriation for that position in this presentation. Carroll states we need to decide on the tax rate and then work with it and I think we all agree if we can do the COLA it would be nice. We need the number to work with to see what we can afford. Crutcher adds we have come a long way from last year as losing jobs is not part of the discussion. Carroll states she is looking at the 88 cent rate so we offer a little decrease to the citizens since we increased for stability and don't want to raise to make more money. Daugherty notes he made the calculations last week and based on the reserves analysis and forecast we would have enough and could drop the extra 15 cents for specific funds and not have to set that aside. Daugherty states he thinks he has what he needs to present the department heads with their budgets and should have the revenue numbers tight by the first week of May. Carroll is concerned because she would like to go to 89 cents but doesn't want to hold on to what we don't need. FOR: Sutton, Bissell; AGAINST: Carroll, Crutcher. Motion failed. Crutcher makes a motion to go with a 90 cent tax rate to work a budget seconded by Sutton. All were in favor. Daugherty states we are trying to get as close as we can have the number for departmental budgets. If you think it will change dramatically I need to know. Daugherty reminds we still have that bottom 15 cents in reserves we could give back. Crutcher reminds that was set up to allow us to prepare for projects down the road and if we set the rate less than 90 cents we are actually giving up revenue generated on new construction. Sutton asked if our 15 cent goals were met. Daugherty notes he recommends keeping the tax rate to meet our stabilization plan and fund balance requirements but the 15 cents could be reduced. Crutcher states he would like to see the 90 cent rate, put the budget together and look at the impact study, revising the land use map and possible road projects – what can we add to current services to give better insight on whether we keep funding those accounts. Carroll states it's hard to tie a dollar amount into raises when we did such a

substantial property tax increase last year noting she doesn't want to make a lot of projections.

4. **Adjournment** – meeting was adjourned at 2:22 p.m.

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