

# CITY OF FAIRVIEW

## BOARD OF COMMISSIONERS WORK SESSION MINUTES

May 6, 2021

Debby Rainey, Mayor  
Lisa Anderson, Vice Mayor  
Brandon Butler, Commissioner  
Rod Dawson, Commissioner  
Scott Lucas, Commissioner  
Scott Collins, City Manager  
Tim Potter, City Attorney  
Brandy Johnson, City Recorder

Present: Anderson, Butler, Dawson, Lucas, Rainey  
Staff Present: Collins, Ross, Paisley

(1) **Call to order** by City Manager Collins at 5:06 p.m.

(2) **Items of Discussion –**

- City Insurance Carrier Discussion – Commissioner Anderson – not discussed, will be added to a future agenda

**FY 2022 (July 1, 2021 – June 30, 2022) Budget – Scott Collins**

- Future Stormwater User Fee (approximately \$100,000 annually) – To manage future MS4 regulations and implement drainage improvements we need to look at implementing a stormwater user fee and propose \$3 per month for residential property. Commercial property would have a separate fee based on square footage and we can adopt rules for specific guidelines. We will bring a business plan and final fee proposal to the BOC at a later date. This fee cannot be enacted as a tax and will not be collected on property tax billing but we would partner with the Water Authority of Dickson County to collect fees as part of water billing.
- Park User/Development Fee - We have discussed the addition of park user fees for developments but have not yet included these funds in the proposed budget. We are working toward a business plan for the fee and will add to the budget in the future.
- Series 2021 Bond Issue Revenue and Expense Recap – We have not budgeted for an increase in revenue but due to Williamson County property re-evaluations we expect property tax revenue to increase by approximately 25% which would equal around \$450,000. This increase in revenue would be added to the bond issue as a revenue source for annual payments so the additional \$450k revenue would come in and then be put directly toward bond issue repayment . We anticipate the bond issue to be complete around the end of this calendar year and expect proceeds to come in between January and March of 2022. A plan of use for bond funds will be presented to the BOC for approval. The bond issue will allow for some reimbursement of work completed by the city but any reimbursement must be approved by the BOC. Repayment of this bond can be combined with our current bond payment and we can receive a cash out option on the interest saved by doing so. These funds can be put toward Bowie Park. We should know the exact cash out number by November.
- Federal Stimulus FY 2022 and FY 2023 - \$2.4 million RESTRICTED – We are scheduled to receive \$1.2 million of the \$2.4 million federal stimulus funds this month and then again in May 2022. These funds must be expended by December 2024. Very specific requirements have been

set for the expenditure of these funds. Options include: 1) revenue loss due to COVID-19 (we did not incur a loss); 2) premium pay for employees, to reimburse for cutting positions due to COVID-19; 3) water infrastructure or broadband infrastructure (we do partner with WADC but it is yet unclear if we can use these funds in that partnership). Incoming funds will be transferred to the reserve account until we receive full explanation of how the funds may be used and determine their best use. Currently we only have a one page summary of possible uses.

- July 1, 2022 (FY 2023) Budget Compensation Plan Implementation – Pay plans look good on paper but in actuality don't make a lot of sense. We will revise our plan to mirror the market in nearby areas. Because we weren't sure of revenues due to COVID, we did not include a 2% step raise in the current fiscal year budget. Employees did receive a \$1,000 payment mid year once we began to see where the revenues would be. The proposed 2022 fiscal year budget contains a 5% raise across the board, 2% for last fiscal year, 2% for the coming fiscal year and a 1% cost of living increase. This will carry us through until next March for the revised pay plan.
- Fiscal Year 2022 Budget – First reading on the 2022 fiscal year budget will be May 20.
  - Page 2 the only large increase is Item 1 because of the increased property tax evaluation. Beer and liquor tax has been up and most everything else has been flat. Building permit revenues are split between operating fund and capital fund because we don't want to depend on fluctuating building permits for revenue. State Street Aid is only to be used for roads.
  - Page 3 – The Tennessee governors grant was used to purchase patrol cars this year. Employee BCBS contributions is the amount the employees contribute out of their pay toward health insurance. Cost for coverage increased for next year by 10.5% but the city will cover this and not pass on to the employees.
  - Page 4 – This year we added funds for training for the BOC and we encourage members to get training if it is available. Sundry line item is a catch all account where a miscellaneous purchase will be coded where a specific line item doesn't currently exist. Cell phone bill for the BOC is \$2,800 annually with the Mayor, Lucas and Dawson having city phones.
  - Page 6 – Property and Liability insurance for the city can fluctuate based on overall claims. Citywide BCBS expenditure is the cost of health insurance the city pays out for all employees. Telephone and internet costs are city wide and LGS System Maintenance is our main operating software. The email system costs per person per month and \$27k is the total amount. All emails are now secured.
  - Page 7 – Motorola system maintenance is the fee we are required to pay to Williamson County EMA for maintenance and upgrades to our emergency communication system.
  - Page 8 – We will see a net of \$450k (from property tax revenues) until we issue the bonds and our first payment is due. We should not have a bond payment until July of 2022 so in February of 2022 (at the end of property tax season), we will bank the \$450k. We are in year 3 of the fire engine lease. Agency funding to The View CRC is for \$1,000 per month for a total of \$12,000 a year. This is a local non-profit that assists families in need in our community.
  - Page 10 – Finance budget, the audit expenses is for our required annual financial audit and Sturgis Credit Card Services is our annual fee for accepting credit card payments and the system utilize online.
  - Page 11 – planning commission personnel costs is the amount paid to planning commission members monthly.
  - Page 12 under Operations expenses for the Planning Department is a software expense for \$20,000 that pays for our IDT plans software for all planning department submittals and project tracking.
  - Page 14 – Engineering services expense of \$50,000 in the engineering department will pay to hire someone to assist the city engineer and complete a

traffic study. We anticipate the cost for a city wide traffic study to be \$40,000 and the \$10,000 to bring on another engineer.

- Page 15 – Police department personnel expenses other line item for \$17,400 comes in as a grant for completing annual required training each year.
- Page 16 – LESO acquisitions and LESO repairs line items are to document the expenses relating to obtaining LESO items and any repairs that need to be made for them to be serviceable to us or to sell.
- Page 17 – Fire department personnel expenses, other, similar to police department in that it covers required training.
- Page 20 – Salaries and wages covers adding two more employees to public works to be fully staffed at 5 people. If we are fully staffed we need three people on shift to safely run the chipper truck. The pay plan may need to be adjusted to get someone hired on. Maintenance for traffic signals covers repairs to the signals because the city is required to keep up maintenance on them.
- Page 21 – Tree trimming expenditure will allow us to contract out trimming as needed for larger projects. We simply don't have the staff or the equipment needed for larger projects.
- Page 22 – Under salaries and wages we kept the park programmer position in the budget and will continue to fund even if it is not filled in the next fiscal year.
- Page 23 – Parks master plan and overall city landscaping plan to be completed next fiscal year. All repairs for park locations are separated out and will be coded separately in the system so we have a clear idea of what it takes to operate each one.
- Page 24 – Any excess cash that is not spent is put into the reserve fund. The city did not even have a reserve fund until the end of 2017/beginning of 2018. In October of 2016, we owed the school facilities fund \$525,000 that had been used to float during lean revenue times. Currently the reserve account is funded at \$1 million and is in a separate account.
- Capital Budget 2021/22 – Lease property improvements include creation of the food truck court. In the police department capital expenses include the replacement of four patrol units. Traffic control devices include the addition of radar speed limit signs to help with speeding on certain roadways. The police firing range project will be part of the bond issue proposal expenditures. Under the fire department capital budget we have the addition of fire hydrants in multiple locations along Highway 96. Capital repair projects in the parks include structure repair and gutters at the Nature Center and sewer overhaul at the public park restrooms where the womens room is currently operating at 1/3 capacity and the mens room at ½ capacity. Funding in the amount of \$100,000 is budgeted for the playground with \$50k from the park fund and anticipating \$50k in donations. If the money is not spent then it remains in the bank.

**(3) Adjournment** at 6:50 p.m.

---

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