

CITY OF HELENA
REGULAR CITY COMMISSION MEETING
BUDGET WORK SESSION
June 10, 2020 – 3:00 P.M.
Zoom Online Meeting <https://zoom.us/j/4129664351>

Time & Place

A regular City Commission meeting, final budget work session was held on Wednesday, June 10, 2020 at 3:00 p.m., via Zoom Online Meeting <https://zoom.us/j/4129664351>.

Members Present

Mayor Wilmot Collins, Commissioner Haladay, Commissioner Logan, Commissioner Dean, Budget Analyst Chris Couey, Interim City Clerk Dannai Clayborn, Interim City Manager Melinda Reed were present, and Commissioner O'Loughlin was present via Zoom.

Report of the City Manager

REPORT OF THE CITY MANAGER

Interim City Manager Reed outlined the action items that would be discussed at this budget work session and noted staff is available to answer questions.

Commissioner O'Loughlin asked a procedural question to get clarification on what Interim City Manager Reed asked of the Commission and the purpose of today's meeting. Budget Analyst Chris Couey explained today's meeting is to deal with outstanding items and questions for the Finance Department and for the Commission, then commented on what will be presented at the June 22 final budget adoption Commission meeting and how that process of adoption will work. Interim City Manager Reed noted that these are items that the staff does not believe there has been consensus on yet. Items that there was consensus have been adjusted from the preliminary budget, and this is the list of items that still need to be discussed. Commissioner O'Loughlin commented that the concern is to make sure it's clear what's being discussed and decided here and what areas may not yet have consensus.

Presentation

- A. BUDGET PRESENTATION – Final Budget Discussion & Commission Questions

Staff Report

Mr. Couey presented the agenda list for today's discussion and the order of discussion and outlined specific questions to be discussed for each item: 1) Solid Waste – Residential (541) dollar amount contribution to curbside recycling program 2) Multi-Fund Projects 3) Parking (551)/Capital (440) 4) Parks 5) Police 6) Fire 7) Commission 8) City Manager 9) CM/Commission Contingency 10) Community Development 11) General Fund. He noted some other possible action items brought up more for clarification related to Engineering, Police Law Enforcement Block Grant (217) and Urban Forestry. Other areas to be discussed going forward that don't directly affect the budget right now include Public Works, Golf and Community Develop and he commented on the specific questions in those areas. Community Development Director Sharon Haugen, City Engineer Ryan Leland and Phil Hauck were present.

Mr. Couey started the discussion with Solid Waste Residential, fund number 541, with the main topic being whether to increase the City's contribution by \$1 to the Curbside Recycling Program and the correlating revenue reduction.

Commissioner O'Loughlin commented that whoever put specific items or questions on the list for discussion should be the one talking about that item during today's meeting rather than Mr. Couey, in order to avoid any assumptions that the Commission has agreed to any of these

at this point. Mr. Couey noted that some items on the list were received from the commissioners and some items were identified by staff as needing clarification from the Commission. Commissioner O'Loughlin asked what the projected revenue reduction would be. Mr. Couey said the direction being sought is consensus on that \$1 amount or if it should be increased or decreased. Commissioner Logan indicated he was comfortable with the current existing contribution. Commissioner O'Loughlin commented about the goal being to increase participation in the program by reducing the cost for participants and directed a question to staff on if this reduction would be the best value and use of in order to get more people to recycle. Commissioner Dean added her thoughts on options regarding glass recycling and Mr. Couey commented on that being a different project from a different fund. Commissioner O'Loughlin, Commissioner Haladay and Mayor Collins stated they were comfortable with the \$1 reduction.

Mr. Couey addressed some related points and questions that had been brought up including the warm storage building and adding glass to off-site recycling. Commissioner Dean asked about items on the list that are part of the FY20 schedule/debt service and City of Service grant and Mr. Couey provided further information. Commissioner Dean further commented on the City of Service grant related to the budget for FY20 and FY21. Commissioner Logan commented about the warm storage building, past discussion about that in other work sessions and that staff came back with their cost/benefit analysis. Mr. Couey said this topic came up for discussion in the first work session about enterprise funds but not as an action item for that fund, and explained it was already listed in the FY20 budget and wasn't affected by debt issues. Commissioner Logan added that there was also a previous discussion about residential waste, the transfer station and COVID impacts; he received feedback from people and indicated a preference that funds be used to help residents than for a structure.

Commissioner Haladay added his thoughts on the warm storage building and suggested that the pros and cons be discussed at the bid night rather than in today's session, as well on funding for specific organizations through the adopted budget.

Mr. Couey indicated agreement that the proper venue for discussion of any concerns commissioners might have about this particular project would be at bid award but a vote could be taken now. Commissioner O'Loughlin noted that this isn't a line item in the FY21 budget so there's no action on it to be taken today, that should be done when the decision to award the bid or not comes up. Commissioner Haladay concurred that today's not the right time for another discussion about this project. Mr. Couey explained this item was on the list for today due to getting feedback from commissioners about this being something they wanted to revisit. Mayor Collins recommended this be put off until they get to the yes/no point of the bid award since the money is already allocated in this fiscal year's budget. Further discussion followed about the schedule of the bid award and carrying over the funding into the next fiscal year; City Engineer Ryan Leland added comments.

Moving on to the next sub-topic of adding glass to off-site recycling, Mr. Couey noted this is more of a conversation to be had going forward in the future about the whole recycling program, not with regards to the FY21 budget given where the process is at this point.

Commissioner Dean noted her interest in having funds available for it for FY21 but understood about the scheduling and needing to work with the County about the program. Discussion followed about scheduling a joint work session with the County. Commissioner Haladay

commented on this being another item that shouldn't be on the list for discussion today since it's been discussed previously, involves the County and policy concerns, and today's agenda is to get through a specific list and make decisions about dollar amounts; it will need to be a budget amendment after further conversations or put off till next fiscal year. Mayor Collins recommended this be added to the agenda for the next City-County joint work session.

Mr. Couey moved the discussion to the next topic of Multi-Fund Projects, which include the Rodney Street project and the Cruse Avenue water/wastewater/stormwater project. Commissioners should have gotten an email from City Engineer Ryan Leland regarding Rodney Street estimate and timeline but Mr. Leland said if that wasn't received he can provide that information; he further provided additional information about the project timeline and getting bids from contractors. The question is whether or not to start the project this year or push it off until next spring.

Commissioner O'Loughlin expressed concern with just hearing about the timeline now and not having gotten that email and asked if this means adjusting the FY21 budget, or if the recommendation is not to do the project this summer. Mr. Leland commented about not asking for any changes to the budget and getting the project out for bid as quickly as the consultant can do, which they have said is six weeks. Commissioner O'Loughlin asked Interim City Manager Reed to add this as an agenda item quickly so the public can be informed of the project delay.

Going on to the next item under this topic, which is the \$100,000 Engineering increase for Cruse Ave. to be split among different funds, Mr. Couey explained this was sent to Finance as something to be discussed today. Mr. Leland commented that without this funding there's nothing available to move the project forward with the preliminary engineering report, notwithstanding additional costs for the design. Commissioner Logan asked about the history of this project and past decisions leading up to this point and Commissioner Haladay provided historical background information. Commissioner Logan commented about millions of dollars' worth of past capital projects which have been committed to and then deferred as well as other projects like road repair in the city that he's heard feedback from constituents that need to be addressed. Commissioner Logan stated he has concerns about taking on such a large and complex project like Cruse Ave. Commissioner O'Loughlin noted that it is a good question about how the overall project would get funded and agreed that TIF advisory board or the new redevelopment agency would have to look at using TIF funds to possibly finance the project. Commissioner O'Loughlin noted that this is a way for the commission to keep the project moving forward, knowing that TIF funds would ultimately be considered to finance the overall project.

Commissioner Dean commented on the need for the City to have a housing strategy and that Helena's affordable housing problem wouldn't be helped by condos being built on Cruse; \$100,000 would be better spent developing that housing strategy to meet the needs of marginalized people without access to housing.

Commissioner Haladay expressed disagreement with Commissioner Dean on that point with regards to the funding, and with regards to the long-term vision and plan for the Cruse Ave. project and its potential, which could include housing.

Mayor Collins took a vote on the \$100,000 increase; all the Commissioners and Mayor Collins voted in support.

Commissioner Dean asked since funds are coming from TIF if the \$100,000 could be used for a housing strategy that would impact

downtown more than anything, rather than on an engineering design for a project that might not happen. Commissioner Haladay suggested that could be proposed and Commissioner O'Loughlin added that's possible although it's not on today's list. Commissioner Haladay expressed support for the engineering study if the Cruse Ave. project is valuable for the city but the development of a housing strategy is also a valuable option to be considered if it's proposed.

Mr. Couey moved the discussion on to the next topic, under Parking (fund number 551) and Capital (fund number 440), where the main question for conversation is postponing a purchase of sweeper equipment until FY22. Commissioner O'Loughlin proposed Parks/Parking could continue using the current sweeper which would then be reflected in the budget as cost savings since Parking is currently in the red. Transportation Systems Director David Knoepke explained what conversations have happened between Parking and Parks about sharing Parks' sweeper. Mayor Collins asked about the impact only having one sweeper between two departments would have especially during the winter and Director Knoepke commented on that; Director Ponzoso added that sharing the equipment between departments is workable and provided clarification on how coordinating the use of the equipment during the day would work. Commissioner O'Loughlin noted this is a good short-term fix but doesn't put the parking fund in the black, and a later conversation is needed about balancing this fund. Mr. Couey asked for clarification about the consensus on this item and was told the decision is to put off getting a new sweeper and sharing the current one. Discussion ensued as to which sweeper and which fund are being addressed, and what equipment will be shared or purchased in FY21. Mayor Collins asked Director Ponzoso which option would be best for the department and indicated that's his position. Commissioner Dean commented about budget amendment options if the shared sweeper dies over the winter and Mr. Couey expressed agreement that a budget amendment could be done in that event.

Mr. Couey moved the discussion on to another item in the 440 fund which was for replacing Cherry playground and rebuilding the Civic Center tennis courts and the reductions in the expected costs for both projects resulting in a large amount of funds being left over, and explained how that's reflected in the budget. The question is re-appropriating those savings and re-allocating them towards restoring the Fire Tower. There will probably be a carry-over into FY21.

Commissioner O'Loughlin asked if this was a request from staff or a commissioner and Mr. Couey said it was a staff request; Commissioner O'Loughlin asked about the Fire Tower being covered by private donations and inquired of Commissioner Logan about past conversations about that. Commissioner Logan and Director Ponzoso provided background information on some private funding that was available via grants that have been applied for, and the specific dollar amounts.

Mr. Couey moved on to the next area for discussion regarding the Police & Court fund, number 012. Chief Steve Hagen and Farah Lane were present via Zoom. The topic to be addressed is revisiting and re-writing HPD policies and procedures and the cost for Lexipol to do that, and Mr. Couey commented and provided background on it relative to the budget; the question for the Commission is if this is something they want to look at funding for next year. Commissioner Dean asked if there was a contract with Lexipol or if this project could be re-bid; Mr. Couey explained the County uses Lexipol and Chief Hagen provided additional comments about the services Lexipol provides. Commissioner

Dean commented about policy-writing and how that shapes the direction the HPD wants to go, and the need to start from a policy template that aligns with the desired outcomes and how that's something to be sure the company used has available as a model policy, if this isn't done via the RFP process.

Commissioner O'Loughlin expressed agreement with Commissioner Dean's point and appreciation of Chief Hagen's approach to these policies, and asked about what's reflected in the budget. Interim City Manager Reed and Mr. Couey provided clarification on that point. Commissioner O'Loughlin indicated some concerns about providing additional funding to the police budget without having further discussions with the community reflected in their policies. Commissioner Dean added comments about current national conversations about systemic racism and all the areas that affects not just police. Chief Hagen indicated HPD policies already needed updating, and community input is a big part of that process. It's possible this could be funded with the current budget without anything additional, but the issue is HPD staffing.

Commissioner O'Loughlin commented in response to Commissioner Dean's question about this being the right place for this to be discussed, or if any allocations should be under the City Manager's budget. Commissioner Logan asked if this line item was just for the HPD and Chief Hagen indicated yes that's the case and further briefed the Commission on Lexipol and what it is. Mayor Collins added his opinion that the City should move forward with this to ensure officers are trained and policies are updated. Commissioner O'Loughlin said she would support moving funds for this into the City Manager's budget not the HPD budget and Commissioner Dean expressed agreement with that approach, just with the \$45,000 specifically allocated to HPD. Interim City Manager Reed and Mayor Collins commented about the dollar amounts. Commissioner O'Loughlin agreed with Commissioner Dean about not moving forward with spending money if policies don't reflect Commission feedback; it's fine to review policies but the question is who's doing that review. Commissioner Dean commented about policy reviewing services and how the process works. Chief Hagen provided further comments about policy review, what Lexipol offers and setting aside funds.

Mr. Couey moved the discussion to the next item, DigiTicket for HPD, and how the cost for that will need to be budgeted for FY21 – should it be listed specifically as a budget line item for FY21 or should it be paid for using savings from FY20. Interim City Manager Reed noted this is used by both Municipal Court and HPD so it could be listed in either budget. Commissioner Loughlin asked who wants this software and Chief Hagen opined it's more important for court than HPD. Commissioner Dean asked if demographic data could be pulled from the system about DigiTicket tickets that were written and Chief Hagen explained that's not possible with this particular system, which only gets information listed on individuals' driver licenses. Dispatch and records management system have some capability as far as demographics but that's an issue for community discussion, and a different budget. Commissioner Dean stated she was in favor of moving forward. Commissioner Haladay said he agreed with Mayor Collins about moving this to the court's budget and discussion ensued about general funds being used to cover that. Commissioner O'Loughlin commented about this being a priority for the court moving forward.

Mr. Couey moved the discussion to the next item to be addressed, the Fire Inspector position, under the General Fund number 011, and the \$120,000 for salary and benefits added to the fund.

Commissioner O'Loughlin commented regarding the Fort Harrison contract, the need for any additional capacity and expressed concerns about how this came up given the state of the general fund and other Commission priorities; she stated she does not support adding this position at this point and further conversations about capacity can be held later.

Commissioner Logan commented he brought this item up for discussion and further talked about the Fort Harrison contract and funds which were originally meant to go to the Fire Department and what those were meant to cover, as well as staff capacity for handling this additional facility. He expressed support for the Fire Inspector position assuming the budgeted number is accurate.

Commissioner Dean commented about what she's heard in town about Fire Department response times not being that great. She expressed interest in knowing where salary/benefits fall within the Fire Department. Mr. Couey explained Chief Wood had classified this position as that of lieutenant so that's the basis for the pay range. Commissioner Logan explained the different positions in the Fire Prevention Bureau and where the inspector position would be structured. Mayor Collins inquired about who is currently doing City inspections and Commissioner Logan provided information about how that's being handled among the current positions as well as prioritization of different facilities since only certain types of facilities must be inspected annually. Commissioner Dean commented on inspection requirements for restaurants. Commissioner Haladay expressed reservations about budgeting for this position since FTE positions weren't discussed during this budget season and commented about the need for inspections within the city and the necessity of having a full-time position for that; he stated he cannot support moving forward with the position in this form. Mayor Collins and Commissioner Dean expressed support for moving forward with this position.

Interim City Manager Reed noted that two hours had been allotted for this meeting and they are at that point now, but recommended that the work session continue to allow for public comment at the end.

Mr. Couey moved the discussion on to the next item under the Commission budget, General Fund number 011, which is Personnel Services, Salaries & Wages – the question was to address the FY20 expenditures for personnel. Commissioner O'Loughlin noted this was her suggestion in anticipation of continued Commission budget vacancies, given the situation with the General Fund negative balance. Her suggestion is to lower the FY21 budget to reflect actual expenditures from FY20 for personnel services. Commissioner Dean asked if that mean eliminating the sole vacant position of Deputy City Clerk and Mayor Collins also asked for clarification. Mr. Couey commented that his understanding of Commissioner O'Loughlin's request is to reduce the FY21 budget in order to no longer fund the Deputy Clerk position for FY 21, not to eliminate that FTE position. Commissioner Dean expressed her desire for the Commission to be more proactive in making things available to the public, i.e. posting Zoom videos of Commission meetings for people to listen to, and the capacity for doing that is not really there without a Deputy Clerk. Commissioner Logan expressed agreement with Commissioner Dean. Mayor Collins stated his opinion that the Clerk's office has been neglected and certain tasks that need to be done haven't been. He asked Interim City Clerk Dannai Clayborn for insight on tasks that have been neglected and she provided comments and further background information.

Commissioner O'Loughlin commented about the office of the City Clerk and how that falls completely under the City Commission's authority and has nothing to do with the City Manager's office. Her idea was to reflect the decreased capacity in next year's budget in an effort to balance the budget this year.

Commissioner Haladay suggested this budget line item should be left as is, if the plan is to expend those funds, since there no longer seems to be anywhere left to save money. Mayor Collins reiterated his original comment about the neglect of this office and said it should be funded so it can function as intended. Commissioner Logan expressed support for the City Clerk's office. Mr. Couey was instructed to move forward with funding this office.

Mr. Couey moved the discussion on to the next item under the Commission budget, which is Election Expenses, to clarify any confusion about these given an election wasn't anticipated within FY21's budget. Commissioner O'Loughlin had suggested some funds be included in this line item. Interim City Clerk Clayborn added her thoughts regarding possible election expenses that might arise before the end of this fiscal year. Commissioner Haladay and Commissioner O'Loughlin stated they were comfortable with bringing this item to zero.

Mr. Couey moved the discussion to the next topic for the City Manager's budget, which relates to Commissioner O'Loughlin's suggestion to reduce it by \$5500. Commissioner O'Loughlin asked about trimming some subscriptions that might not need to be continued; Interim City Manager Reed provided further comments about subscriptions relating to the PIO and sustainability coordinator position and asked that this budget item not be reduced. Commissioner O'Loughlin expressed appreciation for the clarification and noted if these subscriptions are being used by the CMO then she is fine with leaving that in the budget. Commissioner Dean inquired about the PIO advertisement.

Commissioner O'Loughlin further asked about Other Contracted Services and reducing those funds. Mr. Couey explained this is where the previously discussed funds for policy review would end up, provided more background information and explained the numbers for FY20 and FY21. Interim City Manager Reed provided additional commentary. Mayor Collins, Commissioner Dean and Commissioner O'Loughlin asked about different specific line items like PIO Graphic Design, and about reallocating funds from areas like the housing study or growth policy. Commissioner O'Loughlin asked about savings for FY20 being reflected in the FY21 budget, and reducing funds in FY21 being shown in that year's budget as a reduction in the general fund. Mr. Couey commented on the difference between balancing the budget and the ending cash balance in different accounts. Discussion ensued about decisions being made about funding or cutting initiatives like the housing/transit study versus reallocating the funds towards things like the growth policy. Commissioner O'Loughlin recommended reducing the City Manager budget by \$60,000. Commissioner Haladay commented on why these items were listed under the City Manager budget for this year and the necessity of possibly rolling these funds back for the City Manager since there's no capacity for that in the next year, even though these are good projects; he expressed discomfort with moving forward budgeting for these funds since there's no specific proposal pending on what to do with them. Commissioner Dean disagreed and commented about contents of the growth policy regarding goals and work plan. Commissioner Haladay expressed support for the growth policy but reiterated the need to be cautious when budgeting for non-tangible projects for FY21. Commissioner O'Loughlin asked if the growth policy had been discussed

with Community Development Director Haugen in the context of the FY21 budget; Commissioner Dean provided comments to clarify what's being proposed with regards to the workplan. Mayor Collins suggested that the work session discussion move forward given the time constraints, after a vote be taken on removing the transit and housing study expenditures from the FY 21 City Manager budget. Commissioner Dean noted her proposal was to re-allocate those funds to the growth policy initiative and that's what she is supporting. Commissioner O'Loughlin voted in favor of eliminating the expenditures. Commissioner Dean commented regarding the lack of consensus or discussion on this item. Commissioner Logan, Commissioner Haladay and Mayor Collins expressed support for removing these studies.

Mr. Couey asked for a dollar amount for the growth policy initiative; Commissioner Dean said \$60,000 and asked about prioritization of the action items and Community Development's work plan. Commissioner O'Loughlin spoke in favor of prioritizing tangible items like creating a redevelopment agency that would move the City forward with implementation of the growth policy within the constraints of \$60,000 and project capacity issues. Commissioner Logan and Commissioner Halladay voted against reallocating funds to the growth policy.

Mr. Couey moved the discussion to the next item to be addressed, \$50,000 for the redevelopment agency, under Community Development, fund number 014. Community Development Director Sharon Haugen was present via Zoom. Commissioner O'Loughlin provided background historical information on this topic and raised the question of bringing in an outside consultant to assist with the development of the agency as opposed to doing it internally with staff. Director Haugen expressed support for Commissioner O'Loughlin's proposal of bringing in a consultant. Commissioner Haladay and Commissioner Logan expressed support for the proposal.

Mr. Couey moved the discussion to the next item to be addressed, the Development Engineer position under Community Development, fund number 014, and noted Director Haugen's input that the budgeted amount is not enough to pay for the position, as well as other conversations about the Housing Coordinator position. The proposal is to switch the position title from Development Engineer to Housing Coordinator with no other FTE position changes. Commissioner O'Loughlin asked if this position had been added last fiscal year, expressed being comfortable with the shift in job title but asked for more information about the job description later on as part of a bigger conversation about the City's role in housing. Commissioner Haladay indicated support of the proposal.

Mayor Collins asked a procedural question about whether to open the floor now to public comment or to keep going with the budget work session discussion. Commissioner Haladay indicated a preference for continuing to push forward with the discussion and get decisions made tonight. No objections were received by the rest of the Commission. The general consensus was to finish up talking about the General Fund and more specific questions and possible actions can be addressed by staff.

Mr. Couey moved the discussion to the next area to be addressed which is the Loan Repayment program, fund number 238. The first item was \$50,000 which was proposed to increase to \$60,000 because of the loan capacity. Commissioner Dean asked if there would be an opportunity to discuss what the criteria for execution of each loan would be, and her desire to have a further discussion about project

prioritization and Mr. Couey explained how he'd met with Director Haugen and Mr. Judge about this. Commissioner O'Loughlin commented regarding how to approach the goal of reaching low-income families and solar energy incentives through this loan program and asked if the fund was currently at a zero balance. Mr. Couey and Commissioner Haladay commented about the numbers and tax receipts coming in. Commissioner O'Loughlin indicated her preference to leave this fund as is.

Mr. Couey moved the discussion on to the next item, the increase in the transfer out from the general fund to the Capital Transit fund, number 580, by \$50,000 to help it reach \$300,000 which it has been at historically. Commissioner O'Loughlin asked Director David Knoepke for his thoughts on whether he's fine with a general fund transfer of \$250,000 or should \$300,000 be considered. Director Knoepke stated the budget was based on assuming it would be \$250,000. Mayor Collins asked about the impacts of COVID on transit ridership and asked the Commission for consensus on leaving this line item as is. No objections were received from the Commission.

Mr. Couey moved the discussion on to the grant contributions to the general fund. Mayor Collins expressed his thoughts that these should be left as is. Mr. Couey explained what funds were already put in here after the initial budget work session. Commissioner O'Loughlin commented on why the process was gone through last year and the history behind this, and how decisions are made about funding different community organizations. She moved to strike funding for the General Federation of Women's Clubs. Commissioner Dean commented on the dollar amount provided in funding to that organization, and Commissioner O'Loughlin and Mayor Collins inquired as to the nature of the program and the services provided. Commissioner Haladay indicated support of striking this funding. Commissioner Logan indicated support for leaving it. Commissioner Dean was in favor of leaving it.

Mayor Collins asked the Commission if discussion was desired on the amount budgeted for the workplace climate survey. Commissioner Dean commented her opinion that doing this survey would be necessary to assist the permanent City Manager in improving the City environment and retaining the best staff. Commissioner O'Loughlin asked for more details and Commissioner Dean explained what Interim HR Director Sheri Hall was working on as far as reaching out to a consultant. Interim City Manager Reed indicated she hasn't gotten numbers back yet. Commissioner Logan commented on this project's importance in the future after a full discussion at an administrative meeting. Mayor Collins asked that this be put on the agenda for the next admin meeting. Commissioner O'Loughlin asked about the timeline, goals and purpose of this sort of study and how it would be useful to the new City Manager. Commissioner Dean commented on the general experience of conducting this type of employee survey at larger and private sector companies. Mayor Collins asked about the cost of doing a survey. Mr. Couey explained they don't have a number right now without the consultant in attendance at the meeting and Interim City Manager Reed added further comments as far as funding and developing the process through admin meetings. Dr. Thomas was in attendance via Zoom for this portion of the meeting and provided insight into the necessity of determining the scope of a survey in order to develop it and gain accurate results. Commissioner O'Loughlin indicated her preference for hiring a new City Manager first then proceeding with this discussion. Commissioner Logan opined he would have preferred to have the conversation sooner at an earlier admin meeting; since that didn't

happen, the Commission doesn't have a number so it's hard to justify doing the survey without the scope discussion. Commissioner Dean asked if information could be provided before budget adoption on June 22 and if it could be discussed at an admin meeting so the project can be done in the next fiscal year and it can be included in the budget.

Interim City Manager Reed stated this could be added to the agenda for the admin meeting on June 17. Commissioner Haladay asked about the expectations as far as data for the costs of a survey like this, since a discussion on scoping the survey is outside the purpose of tonight's work session. He asked what staff would bring to the table at an expedited admin meeting discussion to provide the Commission with tangible numbers for the scoping process so they can make an informed decision at short notice. Interim City Manager commented on what staff can do as far as providing a range of costs for different types of surveys. Commissioner Haladay expressed an interest in getting information on the cost of a best practices survey and the Commission needs to know the high-end cost.

Mayor Collins asked for information about the next item to be discussed under the General Fund, increasing website cloud storage for the digital checkbook. Commissioner Dean explained how this item came up in light of claims received daily and the need to have a list posted online of all claims approved at every Commission meeting for transparency purposes. Mr. Couey indicated uncertainty about what the website storage limits are and possible costs for increasing that. Interim City Clerk Clayborn provided additional insight in view of the digitization project the Clerk's office has been working on with M-Files for cloud storage. Commissioner Haladay stated he has no opinion since there's not a budget item to approve at this point and the general consensus was there was not a decision action to be taken; it can be discussed at an admin meeting.

Commissioner O'Loughlin asked for a real-time update on the status of the General Fund before moving to public comment. Interim City Manager Reed noted as soon as the General Fund is reviewed the floor will be opened for public comment. Mr. Couey provided an updated overview of the whole General Fund reflecting any changes that were discussed today. Commissioner O'Loughlin asked about the cost of the General Fund for salary increases related to COLA and Mr. Couey provided the numbers. She added that's another consideration since in the past budgets have been approved without including specific COLA numbers until the end of the fiscal year when there's a better sense of the fund balance. She noted a concern with the ending balance here showing expenditures over revenues of \$750,000 and asked for input if the Commission is going to move forward with an unbalanced budget or if they want to hold off on the COLA until the end of FY20 to get a better sense of ending numbers. The COLA could be included in the budget but they could hold off on authorizing payment of that until they have more updated numbers for the end of this fiscal year since that wouldn't require a budget amendment.

Commissioner Logan added his comments expressing support for having another budget work session to work on this issue; he added it has been helpful having the updated spreadsheet to provide a better idea now of the final numbers. Commissioner Dean indicated it would be helpful to get the updated spreadsheet in order to spend more time in reviewing it, and schedule another work session for the Commission to go through everything again now that they have the full spreadsheet with everything plugged in. Commissioner Logan concurred that the budget process has been confusing for new commissioners since there's so

much to it and understanding how everything fits together. Commissioner O'Loughlin indicated uncertainty on the necessity of having another work session unless there are specific proposals of areas to be cut; her recommendation is holding off on the COLA.

Commissioner Logan asked if historically decisions have been made on the night of budget adoption and Commissioner O'Loughlin explained how things have worked procedurally in the past. Commissioner Logan asked if the full finalized budget spreadsheet could be provided. Commissioner Haladay commented on past years' actions with the budget and COLA referring to past meeting minutes, and stated his feeling that another work session meeting should not be held given the preliminary budget already showed a negative general fund balance; but if another work session is held his request of the Commission is that any further discussion be limited to only the topic of the COLA.

Mayor Collins opened the floor to public comments. Interim City Clerk Clayborn reported one public comment had been received from former HCC Chair Sumner Sharpe who asked if any of the Commissioners have looked at the HCC report and if any further public comments on it would be received, and Mayor Collins stated the document that was presented had been looked at. Mr. Couey said what's been referred to here is the requested increase in personnel. Commissioner O'Loughlin indicated that wasn't on the table for discussion as it had not been brought forward by any commissioner.

Adjournment

There being no further business to come before the City Commission, the meeting adjourned at 6:36 p.m.

/S/ WILMOT COLLINS

MAYOR

ATTEST:

/S/ DANNAI CLAYBORN

CLERK OF THE CITY COMMISSION