

**MINUTES OF A
SPECIAL CALLED MEETING
AND BUDGET WORKSHOP
OF
MANNING CITY COUNCIL**

Tuesday, May 24, 2011
6:00 p.m.

Council Chambers
Manning City Hall

Members Present:

Mayor Pro-tem Davis
Councilmember Georgia
Councilmember Pack
Councilmember Welle
Councilmember Witherspoon

I. Welcome/Introductory Remarks: Mayor Pro-tem Davis welcomed all present, and thanked Council for allowing him to begin the meeting late so that he could attend his daughter's graduation ceremony.

II. Review & Discussion of FY '2011 Budget:

Mayor Pro-tem Davis asked Mr. Goodwin to begin the discussion of the budget. Mr. Goodwin stated that included Council's packet was a graph of the enterprise fund and non-enterprise fund and the preliminary draft of the budget. Mr. Goodwin gave the following highlights of the current budget for fiscal year ending June 30, 2011.

Adjusted Revenues-- Mr. Goodwin indicated that he and Mrs. Prince had reviewed the budget and the projected revenue stream and indicated that it would be approximately \$3,605,861. The regular budgeted expenditures were approximately \$3,641,404, out of balance approximately \$35,000. Mr. Goodwin stated that they looked at the line items where they felt savings could be made. They found approximately \$28,000 in additional savings which would make the figure approximately \$10,000 out of budget at the end of the fiscal year. Mr. Goodwin stated that he has encouraged the department heads to cut back on the gas usage as much as possible and have looked at other ways to conserve expenditures.

III. Discussion of FY '2012 Budget:

Mr. Goodwin stated that when he began working for the city part-time, the budget process had already begun. He thanked Mrs. Prince and Mrs. Davis for their efforts in assisting with the beginning processes. Mr. Goodwin stated that he reviewed the historical figures from revenues and estimated a reasonable, conservative revenue stream. Then he asked Department Heads for their list of expenditures that would be needed for the coming year.

Page 2 of 4. Minutes of a Special Called Meeting and Budget Workshop of the Manning City Council, May 24, 2011.

After comparing the department requests against the revenues, he asked the Department Heads to look at their budgets to see what could be streamlined to help balance the budget. Therefore, he was able to present to Council an honest, conservative, balanced budget for the fiscal year ending June 30, 2012.

For the Non-Enterprise Funds, the proposed revenues are \$3,831,591 and expenditures are \$3,831,591. Under revenues, the solid waste tax and yard debris fee would increase the fee by a little over \$5.00 per month per household to cover the city's expense of picking up yard debris. This fee would be listed on the water bills as "yard debris".

Mr. Goodwin reviewed the expenditure line items with Council and stated that he had asked the Department Heads to list their capital improvements and bare necessities needed to operate in the new fiscal year.

Mayor Pro-tem Davis asked Mr. Goodwin what ways have the department heads cut back on fuel.

Mr. Goodwin stated that he has encouraged the department heads to come up with ways to conserve fuel.

At this time, Chief Shaffer stated that his department has a vehicle policy that states that if their officers are off duty and need to come into town, they are allowed to drive their patrol cars to Manning. They must be in uniform, or dress clothes, and are required to provide assistance if there is a call in the area. Chief Shaffer stated that currently he has stopped off-duty officers from driving their vehicles. The department is utilizing the golf cart and T-3 to save fuel.

Councilmember Witherspoon asked if there was a radius as to how far the cars are allowed to be out of the city limits. Chief Shaffer stated that the police department's policy is that if you live within a 30 mile radius of the city of Manning you can drive the patrol car home. However, officers living in Sumter are not allowed to drive their vehicles in Sumter. They are not allowed to have their families in the vehicles. In addition, Chief Shaffer stated that the vehicle policy only refers to the twelve patrol officers and the Investigators who drive unmarked vehicles. As of last week, the policy has been suspended and the patrol officers that are off-duty are not allowed to drive their vehicles. On duty officers are allowed to drive their vehicles to work, while they are at work and straight back home, with no extra driving.

Councilmember Pack asked if all of the new cars are in. Chief Shaffer stated that they are all in, but that some of the equipment has not arrived. The dealer did not make the vehicle equipment to the correct specifications for the 2011 chargers and they are awaiting the corrected equipment to come in.

Page 3 of 4. Minutes of a Special Called Meeting and Budget Workshop of the Manning City Council, May 24, 2011.

Councilmember Georgia stated that Chief Shaffer mentioned that repairs are being done on the new chargers. Mr. Goodwin stated that the budgeted line item for vehicle repairs, line number 010-550-00040-00535, was reduced because of the purchase of the new chargers. Councilmember Georgia asked Chief Shaffer to clarify the vehicle policy concerning the off-days the officers are allowed to drive their cars.

Chief Shaffer stated that the officers are allowed to drive their vehicles to Manning. They are to dress in uniform or a shirt, no family members are allowed to be with them. In addition, the officers are to have their weapon with them and their radio on to respond to calls and to wait for an on-duty officer to arrive.

Next, Chief Shaffer stated that he will be requesting that four Ford Crown Victorias are taken off the insurance policy. Mr. Goodwin said that there will be a total of eleven Ford Crown Victorias that will be put up for auction.

Mr. Goodwin asked Council if they had any questions concerning the budget, to contact him or Mrs. Prince.

Councilmember Welle asked Mrs. Prince if she had any concerns with the budget or did she have anything to share with Council concerning the budget.

Mrs. Prince stated that the budget she showed the Administrator had historical data dealing with taxes and that the information was also available to the previous Administrator. Next, Mrs. Prince stated that Mr. Goodwin allowed her to help him with the budget and that she feels good about it. In addition, Mrs. Prince stated that the budget is a very conservative budget, more conservative than it has been in a while. Councilmember Welle asked Mrs. Prince how she felt about the business license revenue. Mrs. Prince stated that although the city has lost two large businesses, Bi-Lo and Burger King, the city should get close to what is projected.

Next, Mr. Goodwin asked Council to consider the GASB rule and mandates by the federal government, that require the city to put aside one year's budget for its retirees' retirement program. The amount which the city currently pays for their insurance is approximately \$13,600 for one year. These funds will need to be set aside for the two retirees, in a restricted, interest bearing account dedicated for this purpose. Mr. Goodwin stated that he would recommend that Council take it from an unrestricted cash reserves to a restricted amount and that he would need action taken at when Council adopts the budget at the next Council meeting.

Mr. Goodwin reminded Council of the dinner reservations with Santee Cooper at the Municipal Association. Council must RSVP by June 3, 2011.

Page 4 of 4. Minutes of a Special Called Meeting and Budget Workshop of the Manning City Council, May 24, 2011.

Mr. Goodwin asked Council to put on their calendar an invitation to the “Meet the Administrator and Council” Merchants Roundtable Discussion, June 21st at 8 a.m., at City Hall, sponsored by Main Street Manning.

IV. Old Business:

A. A Report and Motion on the Judicial Center Investigation.

Mr. Goodwin reported on the status of the Judicial Center. The attorney is in the process of looking at the packet of evidence to determine what can or cannot be released to the public. Mr. Goodwin stated that once it is released to SLED and the Solicitor’s Office, it will be FOIA. Mr. Goodwin stated that at the next Council meeting he will recommend that Council make a formal motion to release the information to SLED and the process will go forward.

V. Adjournment:

A **motion** was made by Councilmember Witherspoon and was seconded by Councilmember Gordon to adjourn. There was no discussion. All favored the motion.

Time: 7:15 p.m.

Respectfully submitted,

Daun Davis
Administrative Services Coordinator/Clerk