

**CALLED MEETING MINUTES  
JUNE 22, 2023 BUDGET WORK SESSION**

The members of the City Council of the City of Phenix City, Alabama met in a called work session at 8:30 a.m. Eastern Time, Thursday, June 22, 2023 in the Conference Room of the Municipal Building located at 601 12<sup>th</sup> Street, Phenix City, Alabama for reviewing the proposed budget for fiscal year 2023-2024. Upon roll call the following councilmembers were present: Councilmember Arthur L. Day, Jr., Councilmember Vickey Carter Johnson, Councilmember R. Griff Gordy and Mayor Eddie N. Lowe. Councilmember Steve Bailey was not present. Also present were City Manager Wallace B. Hunter, Assistant City Manager Chan Gamble, City Clerk Melony Lee, Finance Director Labrita King Copeland, Comptroller John Gorton, HR Director Stephanie Chastain, Chief of Police Ray Smith, Assistant Police Chief George Staudinger, Assistant City Engineer Mike Pattillo, Utilities Director Charles Woody, and Utilities Engineer John Spraggins.

Mayor Lowe delivered the invocation.

Mayor Lowe turned the meeting over to City Manager Wallace Hunter, who advised we are here to go over the Proposed Budget for Fiscal Year 2023-2024.

City Manager Wallace Hunter requested City Clerk Melony Lee to explain to council why this meeting is being held in the Municipal Building Conference Room. City Clerk Melony Lee explained that the Mayor's Ball VIP Event is being held this evening at the Martin Idle Hour Park Community Center and there would not be enough time to conclude this meeting before the Mayor's Ball VIP Event would begin to set up. City Clerk Melony Lee went on to advise that with COVID regulations removed, we could now gather in the Municipal Building Conference Room, which incidentally, would be easier for the Clerk's Office.

City Manager Wallace Hunter asked Finance Director Labrita King Copeland to go over the Proposed Budget for Fiscal Year 2023-2024. Ms. Copeland reviewed the column layout. She advised that the Planning Department has been separated from the Economic Development Department. She further advised there is a 4% increase in salaries except for EAP 10 or above and also PS4.

City Manager Wallace Hunter called on Human Resources Director Stephanie Chastain to review changes in overtime wages within the Public Safety Department.

There was further discussion on incentives for the retention of current employees and a few changes to make employment more desirable for new employees.

Finance Director Labrita King Copeland reviewed the following Revenues:

1. Revenue Summary
2. Department Expense Summary
3. Category Expense Summary
4. Revenue Detail – Sales Tax is the largest stream of revenue. Property Tax is the next largest stream of revenue.

5. Miscellaneous Revenue
6. Restricted Funds come from areas you cannot plan for.

Finance Director Labrita King Copeland reviewed the following Expenses:

1. City Manager Budget – Increase salaries. Capital Outlay of \$50,000.00 budgeted for vehicles.
2. Economic Development – Planning Commission, Planning Director reclassified as City Planner and moved to Planning Development Department. Increase salaries. No Capital Outlay.
3. Planning Development Department – Increase salaries. No Capital Outlay.
4. IT Department – GIS Coordinator moving from Engineering to IT. Increase salaries. Capital Outlay – Computer Equipment and Vehicles.
5. Library – New Circulation Supervisor. Increase salaries. No Capital Outlay.
6. Municipal Court – Increase salaries. Capital Outlay of \$20,000.00 budgeted for facility improvements.
7. Human Resources – Increase salaries. Capital Outlay of \$33,098.00 budgeted for vehicles and \$40,000.00 budgeted for furniture.
8. City Clerk – Increase salaries. No Capital Outlay.
9. Code Enforcement – Increase salaries. Capital Outlay of \$60,000.00 budgeted for office equipment – software; \$12,000.00 budgeted for work stations; \$22,000.00 budgeted for computer equipment; and \$80,000.00 budgeted for vehicles.
10. Finance – Increase salaries. Capital Outlay of \$2,500.00 budgeted for computer equipment and \$2,500.00 budgeted for office furniture.
11. Finance - Revenue Collection – Increase salaries. Capital Outlay of \$1,000.00 budgeted for computer equipment.
12. Parks and Recreation – Increase salaries. Recreation Coordinator and Summer Tennis Clinic Instructors were removed. Capital Outlay of \$25,000.00 budgeted for other equipment; \$6,800.00 budgeted for computer equipment; \$84,000.00 budgeted for vehicles; and \$65,000.00 budgeted for facility improvements.
13. Golf – Increase salaries. Added a Cart/Range Attendent. Capital Outlay of \$18,000.00 budgeted for other equipment; \$12,000.00 budgeted for other equipment; \$30,000.00 budgeted for facility improvements.
14. Public Safety – Increase salaries. Capital Outlay of \$1,500.00 budgeted for office equipment and \$1,800.00 budgeted for computer equipment.
15. Fire Department – Increase salaries. Capital Outlay of \$45,000.00 budgeted for vehicles and \$546,485.00 budgeted for capital leases.
16. Police Department – Increase salaries. Russell County Juvenile Probation Services moved from Appropriations; Russell County Coroner Transport moved from Appropriations; and Added Lee County Coroner Transport. Capital Outlay of \$158,613.00 budgeted for other equipment; \$47,000.00 budgeted for computer equipment; \$455,025.00 budgeted for vehicles; \$15,000.00 budgeted for Canine unit; \$15,000.00 budgeted for furniture; and \$370,000.00 budgeted for facility improvement.
17. Police – Animal Control – Increase salaries. Capital Outlay of \$3,000.00 budgeted for other equipment and \$1,500.00 budgeted for computers.
18. Engineer / Public Works
  - a. Administration – Increase salaries. No Capital Outlay.
  - b. Engineering – Increase salaries. GIS Coordinator transferred to IT. Capital Outlay of \$60,000.00 budgeted for vehicles.

- c. Limbs and Debris – Increase salaries. Capital Outlay of \$53,000.00 budgeted for other equipment and \$55,000.00 budgeted for vehicles.
- d. Streets and Drainage – Increase salaries. Capital Outlay of \$2,200.00 budgeted for other equipment and \$230,000.00 budgeted for lease payments.
- e. Building Maintenance – Increase salaries. No Capital Outlay.
- f. Refuse Disposal – Increase salaries. Capital Outlay of \$200,000.00 budgeted for compactor lease.
- g. Vehicle Maintenance – Increase salaries. Capital Outlay of \$60,700.00 budgeted for other equipment and \$3,000.00 budgeted for computer equipment.
- h. Cemetery Maintenance – Increase salaries. No Capital Outlay.

19. Non Departmental

- a. Professional Services
- b. Utilities for purchased property
- c. Lee/Russell Council of Governments – PEX Bus
- d. PBA Lease Expenses
- e. Highway 431 Project
- f. Garbage Service Contract
- g. Appropriations – Requested amounts by various agencies will be determined by Council upon the Appropriation Review Section of this Budget Work Session.
- h. General Fund Capital / Restricted / Red Light Camera Projects – Emergency Expenditures are recorded here. Also: Miracle Park; Bridgewater Bridge Replacement; MPO Projects; and Retention Pond.
- i. Tax Incentive Payments – 2<sup>nd</sup> Street; Halpern Development; Girard Partners.
- j. Operating Transfers Out – Debt payment out of General Fund; Mill debt service coverage; Reserve fund contingency of \$2,000,000.00

20. Utilities Fund – Revenue and Expenditures – Capital Projects funded by System Development Fees – the rest of the projects are funded from Operations.

- a. Operating Revenue
- b. Water Fund Revenue
- c. Waste Water Fund Revenue
- d. Expenditures
- e. Capital Expense Summary
- f. Capital Projects – Summerville – Glenwood Sewer Main; Saddlebrook Improvements (Engineering Costs only) Construction costs paid from ARPA Funds; WWTP Upgrade and expansion partially funded with ARPA Funds; Bridgewater Drive Sewer Improvements.
- g. Administration – Increase salaries. Separate Meter Tech Supervisor from Meter Tech. Capital Outlay of \$30,000.00 budgeted for vehicle.

- h. Water Distribution – Increase salaries. Capital Outlay of \$29,600.00 for other equipment; \$100,000.00 for Mains and Lines Repair; \$225,000.00 for vehicles; and \$27,198.00 for Capital Leases.
- i. Water Filtration – Increase salaries. Capital Outlay of \$6,750.00 for other equipment; \$32,000.00 for pumps; and \$35,000.00 for Facility Improvements.
- j. Waste Water Collection – Increased salaries. Capital Outlay of \$32,650.00 for other equipment; \$75,000.00 for Mains and Lines Repair; \$98,625.00 for Lift Station Pumps; \$160,000.00 for vehicles; and \$87,368.00 for Leases.
- k. Waste Water Treatment – Increased salaries. Capital Outlay of \$46,475.00 for other equipment and \$392,000.00 for facility improvement.
- l. Utilities Debt Service – Debt to be paid in the Fiscal Year.

## 21. Special Revenue Funds Budget

- a. Capital Improvements Fund – Landfill close to an end.
- b. Gas Tax Funds – Mainly paving.
- c. 10 Cent Gas Tax
- d. Corrections Fund
- e. 2<sup>nd</sup> Mortgage Fund
- f. Confiscated Property – Condemned money – Police Department related.
- g. 3 & 4 Mill Tax Fund – Property Taxes to School System.
- h. 7 Mill Tax Fund – Debt Service Expenditures.
- i. Municipal Court Funds – Keep funds separate.
- j. Donated Money
- k. Public Building Authority – Municipal Building Improvements – Public Safety Building renovations come out of this fund.
- l. Library Fund
- m. 2017-A Capital Projects Fund
- n. 2017-B Capital Projects Fund
- o. American Rescue Plan Fund – Also funds the Utilities Department: Saddlebrook Sewer Construction Costs; WWTP Primary Clarifier; and WWTP Upgrade and Expansion.

## 22. Appropriations

The following requests for Appropriations were approved for funding by council:

- a. Alabama Cooperative Extension - \$2,550.00
- b. Chattahoochee Valley Community College Foundation - \$4,000.00
- c. Children & Family Connection of Russell County, Inc. - \$2,500.00
- d. Doris C. Weaver Girls Club of Phenix City, Inc. - \$10,000.00
- e. East Alabama Chamber of Commerce - \$35,000.00
- f. East Alabama Humane Society - \$500.00

- g. East Alabama Services for the Elderly, Inc. - \$1,500.00
- h. Keep Phenix City Beautiful - \$1,000.00
- i. Phenix City Board of Education - \$200,000.00
- j. Phenix City Board of Education – In-Kind - \$374,282.00
- k. Project Greene Light - \$5,000.00
- l. Russell County Child Advocacy Center - \$5,000.00
- m. Russell County Department of Human Resources - \$5,000.00
- n. Russell County Juvenile Drug & Family Dependency Court Program - \$16,500.00
- o. Russell County Emergency Management Agency (EMA) - \$10,000.00
- p. Russell County Soil & Water Conservation District - \$2,500.00

The following requests for Appropriations were moved to the Police Department:

- a. Central Alabama Crime Stoppers
- b. Russell County Coroner/Special Transport
- c. Russell County Juvenile Probation Services

The following requests for Appropriations were not approved for funding by council:

- a. Planting Seeds
- b. TEARS, Inc.
- c. Safe Landing for Veterans
- d. Phenix City Art Council
- e. East Alabama Mental Health
- f. Russell County Chapter – Red Cross
- g. Liberty Learning Foundation, Inc.
- h. Knowledge Works Learning Academy, Inc.
- i. Salvation Army
- j. Chattahoochee Valley Sports Hall of Fame
- k. Communities of Transformation
- l. Habitat for Humanity
- m. Phenix City Housing Authority
- n. Phenix City Tree Commission
- o. Russell County Health Department
- p. Russell County Historical Commission
- q. Wiregrass RC&D Council

Mayor and Council requested that the City Clerk send out letters notifying the agencies if they were approved or not.

Mayor and Council concluded its review of the proposed budget for the 2023-2024 fiscal year.

There being nothing further to discuss, the meeting adjourned.