



CITY COUNCIL WORK SESSION MINUTES

SPECIAL WORK SESSION
Pelham City Hall – Council Chambers
August 8, 2023 – 4:00 p.m.

MINUTES

Proper notice of a special called Pelham City Council Work Session was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

Members of the Pelham City Council met August 8, 2023 at 4:00 p.m. The special called work session was held at Pelham City Hall in the Council Chambers and was open to the public.

Call to Order

The special work session was called to order by Council President Mercer at 4:05 p.m.

Record of Attendance

The following elected officials were present:

Council President Maurice Mercer
Councilmember David Coram
Councilmember Rick Wash
Councilmember Chad Leverett
Councilmember Mildred Lanier-Reed
Mayor Gary Waters

Media Present: None

Others Present: City department heads and city employees.

New Business

1. FY2024 Department Budget Review

a. Revenue

City Manager Gretchen DiFante stated the revenue projections for FY2024 are conservative in nature, which has been the past practice of the city. Phil Brashier, Revenue Officer, reviewed the revenue estimates for FY2024. He discussed the economic forecast and the anticipated consumer spending for

the coming year. Finance Director Jamie Wagner continued the review of the proposed FY2024 revenues with the city council.

b. Human Resources

Human Resources Director Tracy Hill and Payroll & Benefits Analyst Candy Porter presented the proposed FY2024 Human Resources (HR) budget to the city council for review and consideration. Mrs. Hill stated due to several anticipated retirements, an increase of 13% is expected in retiree expenses in FY2024, a budget impact of \$144,000.00. Mrs. Hill said HR is currently sharing a part-time employee with the IT Department for clerical duties. Ms. Porter noted the city will not know the employee health care expenses until September. She said the FY2024 budgets are anticipating an 8% increase in employee health care costs.

c. Pelham Municipal Court

Chief Magistrate Jennifer Bridwell presented the proposed FY2024 Pelham Municipal Court budget to the city council for review and consideration. She noted the court's transport van and jail expenses are expected to decline in FY2024. Mrs. Bridwell stated a large portion of the municipal court's expenses are related to employee salary and benefits costs.

d. City Clerk/Treasurer

City Clerk/Treasurer Tom Seale presented the proposed FY2024 City Clerk/Treasurer budget to the city council for review and consideration. He noted since the move from 401 Southgate Drive to City Hall several of the operational expenses have been consolidated in the City Clerk/Treasurer's budget. Mr. Seale stated the largest reduction in expenses for FY2024 is the cost of streetlights, which are a result of the city's move to LED lighting.

e. City Manager

City Manager Gretchen DiFante presented the proposed FY2024 City Manager budget to the city council for review and consideration. She discussed training opportunities and funding employee positions. City Manager DiFante reviewed potential overtime issues, office supplies, and other expenses.

A motion was made by Councilmember Coram to recess the special work session. The motion was seconded by Councilmember Leverett. The motion passed unanimously by voice vote of those members present, and the special work session was recessed at 5:14 p.m.

Council President Mercer stated the special work session would recess for approximately 30 minutes.

Council President Mercer called the special work session back to order at 6:00 p.m.

f. Finance

Finance Director Jamie Wagner noted the pending retirement of the business license clerk. She stated the need for succession planning and would like to post the position the first of October. She said this would allow someone to be in place for training purposes prior to the business license season which begins in December. City Manager DiFante spoke to the need to move forward in filling the business license clerk position. Finance Director Jamie Wagner updated the city council on the Munis implementation. She said the business license and sales tax modules will go live in early October. She continued with the proposed

FY2024 Finance Department budget for review and consideration. There was discussion regarding short-term rentals of residential properties.

g. Police

Police Chief Brent Sugg, Lt. Joey Pitts, Sgt. Jason Vandiver, and Robin Wilkinson presented and highlighted the proposed FY2024 Police Department budget to the city council for review and consideration. Chief Sugg noted FY2024 increases include vehicle replacement, salary step raises and overtime. He asked for an increase of \$80,000.00 in overtime pay for training. Chief Sugg reviewed the current state of the vehicle inventory. He said with the sale of the 2013 Porsche Panamera they have identified approximately \$200,000.00 in funding for vehicle purchases. He discussed a proposed vehicle maintenance and replacement plan. Chief Sugg reviewed the police department's operational FY2024 budget.

2. Review City Council FY2024 Budget Meeting Schedule

a. August 9, 2023, 4:00 p.m.:

Communications & Branding, Public Works, Water & Sewer, Capital Projects

b. August 10, 2023, 4:00 p.m.

Parks & Recreation, Racquet Club, Pelham Civic Complex & Ice Arena, Mayor, City Council

Old Business – None

Adjournment

A motion to adjourn the special work session was made by Councilmember Coram and seconded by Councilmember Leverett. The motion passed unanimously by voice vote of those members present, and the special work session was adjourned at 8:09 p.m.

Respectfully submitted this 8th day of August 2023.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

