

**Troy City Working Budget Meeting
Council Chambers
June 9, 2010
6:30 pm**

The meeting came to order at 6:30 pm. Present: Mayor Don Banning, Council: Phil Fisher, Fran McCully, and Loretta Jones, Gary Rose, and City Deputy Clerk Tracy Rebo

GUESTS: Robert McLeod and Allen Dye

REVIEW DEPARTMENT BUDGETS:

General Fund:

Phil Fisher questioned 41000-560 the State Fire Protection. Tracy Rebo explained it is what the County charges for City property that lines the county for fire protection.

Phil Fisher questioned Investment Costs. -554. Tracy Rebo explained that it is for the transfer of the \$100,000 CD from First Montana Bank to the Credit Union.

Gary Rose asked about the 10,000 dollars in for a Court Clerk. He stated that he wasn't aware we had one. Tracy Rebo stated; we don't, Allen Dye is requesting one. Allen Dye reiterated; we do not have a Court Clerk other than me. He went on to explain the back log of cases that haven't been appropriately filed. Judge Dye stated that he had a call from the Attorney General that said it can no longer be done like it was in the past. This means we are way behind and there are stacks of things that need to be completed. Dye added; there is too much paperwork for me to do alone with the hours allotted. He gave examples and explained the frustrations from the City Attorney because of the missing information for trials. Judge Dye stated he is afraid of being sanctioned. There are about 40% of our cases that show open in the State system. Judge Dye added that the City Attorney had advised that with an increase in criminal load, the information that will be required from our cases, is so much work that we may have to split it and have a Criminal City Attorney as well. Judge Dye expressed his feelings that if the court ran the way a court should run; it would be more efficient and could pay for itself.

Gary Rose asked about the court fee expense -391 of \$400. Tracy Rebo will follow-up.

More discussion regarding training for judge and court clerk followed. Fran McCully asked Judge Dye what it would mean to be sanctioned. Judge Dye stated that he isn't sure, but there is a statute that gives the specifics. Judge Dye mentioned that with a Court Clerk, the Judge's hours could be cut down. Fran McCully asked; why not increase your hours and pay to take care of this. Judge Dye answered; if my hours are increased, it puts me into a full time employee status with benefits. Discussion followed. Loretta Jones asked Judge Dye if it is possible to hire someone temporarily, only long enough to organize the past cases. Judge Dye stated his feelings that if he had someone that did the clerk things, and he did the Judge things; then together they could tackle the back load. Fran McCully brought up the benefits issue of the Judge being full time. She stated that hiring another part time person wouldn't be a savings because the other person, Sandi Sullivan, that may apply for the position would then be a full time employee. Mayor Banning stated it would split her hours between the court and her part time position she already holds in City Hall. Mayor Banning added she already has some training. Judge Dye stated that he had talked to her, and she has a legal secretary degree. He added, you would have to weigh out the difference between having two part time people and one full time person. Discussion followed. Gary Rose asked why City Hall requires 2 ½ clerks. Tracy Rebo answered; because there is a lot of work. Rebo expressed her feelings on the need for the third person. There is continuous training going on with her because she covers for vacation and sick time and cannot be expected to remember something she may only do once a year, so she has to stay current on everything. Gary Rose stated; those are the things we need to know. Judge Dye stated that it is important that on the days that court is being held, court clerk position be only for the court, she wouldn't be able to float over and relieve people for lunch breaks or anything like

that. Discussion followed regarding examples of proceedings and penalties. Loretta Jones would like to consider this and revisit the issue. Phil Fisher stated that the position would need to be listed and available for everyone. Discussion followed.

Robert McLeod brought up Video Court. Judge Allen Dye stated that he has looked into it and has a bid out for it, but at this time, he isn't requesting it. The bid for it is about \$7,600 minimum. McLeod stated that they have it in Libby. He went on to explain the current procedure and how the Video Court would free up time spent in transport for the Police Department. Judge Dye stated that he is hoping there will be future grants available.

Gary Rose stated that no one had told him the Court was so far behind. Fran McCully asked Judge Dye for more information regarding the possibility of having to have a separate attorney for the criminal proceedings. Judge Dye explained that the City Attorney had told him there is all new legislature especially with DUI offenses; it is overwhelming for him to keep up with. Dye stated that he reserved the third Tuesday of every month for Preliminary Hearings.

Mayor Banning asked Judge Dye to be sure to update council on the progress of the court with the new clerk. Judge Dye said, absolutely, and asked how they wanted it. Banning stated there are department reports at the end of every council meeting. Judge Dye will also give monthly report to council that states where the fines go.

Phil Fisher questioned the auditing. He asked if that is for bringing the auditors in. Tracy Rebo answered; yes. That is General Fund's share. The utility departments also pay for a total of over \$13,000. Gary Rose asked who determines an audit is required. Tracy Rebo answered; the state requires it. Fran McCully asked questions regarding the overage in the budget from the current fiscal year. Rebo explained that we haven't been billed for the full amount yet.

Phil Fisher asked about the election expense. Tracy Rebo explained; it is for the County to run the elections for City Officials. Loretta Jones explained that there will not be one this year, it is every two years.

Gary Rose asked questions regarding the City Attorney training services. Tracy Rebo answered; when he goes to MLCT, it's a three day class. Robert McLeod added; there is so much continuing education required.

Small items of equipment: Loretta asked what the large expense was this year for operating supplies. Tracy Rebo explained it was possibly the claim for items purchased for MMCTFOA that was reimbursed. Rebo added; we won't have it this year.

Gary Rose asked what membership and registrations is for. Tracy Rebo explained it is for belonging to MMCTFOA and for MLCT etc. Rebo offered to print them a DLQ for a breakdown, but said that she couldn't list all of them off the top of her head.

Fran McCully asked why we do the pop machines. Tracy Rebo explained that Coke is now maintaining their machine at the park. The only ones we have are the machines in the lobby at city hall. Fran McCully expressed her feelings that even if it is something small, there are probably hidden costs to operate them. Mayor Banning added; the county pays half the costs for the electricity at city hall as well as the food pantry freezers.

Phil Fisher asked why training services didn't have any money allotted for '09-'10. Tracy Rebo explained that it comes out of central office services -630 at the back of your packet. There hasn't been anything budgeted in that line since '06-'07. Central office services are funded by all departments. Discussion followed.

Gary Rose asked questions regarding employer contributions for city hall administrations. Tracy Rebo explained it is the matching funds for Social Security and Medicare.

Phil Fisher asked questions regarding the city hall sewer fund. Rebo explained it was for the city hall building, the apartments and the annex.

Phil Fisher asked about salaries and wages for maintenance for city hall. Rebo explained it is for the janitorial wages.

Phil Fisher asked what the \$30,000 dollars is for on the old fire-hall remodel. Loretta Jones stated that it wasn't used; it has to go back in. Tracy Rebo added; it is the energy efficiency grant. Fran McCully asked questions regarding the breakdown.

Mayor Banning mentioned the Libby CD. He explained that he had been in contact with the City Attorney regarding the CD interest payment. It was an agreement two years ago with Libby that the interest payments would be made to the Senior Center to help with the cost of the building here in Troy. That will be up in two years, and then it will be turned back over to the City. Discussion followed.

Fran McCully had questions regarding the phones. She asked if all departments were paid out of this fund. Tracy Rebo explained; all lines except the Sewer Utility HAL, the Water tank line, and the electric. The deputy phone is billed back to the County.

Gary Rose asked Chief McLeod how he came up with his salary and wages. McLeod gave an explanation. Tracy Rebo pointed out that the overtime has a separate line this year. Fran McCully asked how the DOT overtime worked. McLeod also explained the STEP grant requirements. Gary Rose asked what the SWIFT program is. McLeod explained it and added that it is important and all the reports go through it. McLeod stated that he may look into the fuel costs again with anticipation of higher gas prices.

Discussion on Troy Volunteer Fire Department followed. Tracy Rebo stated that they haven't received the chief's budget back yet. Fran McCully asked what the \$4000 payment is. Tracy Rebo explained this is the last year for the City's side of the new fire department building.

Discussion followed regarding the electric department's contribution to the General fund.

Fran McCully asked why there wasn't anything taken out of cemetery for the year. Tracy Rebo explained that there will be when the bills come in for the clean up that took place in May.

SALARY & WAGES:

Phil Fisher asked about the \$15,000 in wages for central shop. Tracy Rebo explained that it is a portion one employee's wages. His wages come out of two or three different areas.

Fran McCully stated there is nothing in wages for animal control, and asked if this was because the County is doing it now. Mayor Banning explained the Animal Control contract we now have is not working. He spoke to Cathi Hooper about going back to the previous contract. The recent county animal control officer has resigned and Troy is not getting any coverage now. Officer McLeod spoke on the lack of coverage for the area and the time it takes away from patrol to take the pets to Libby. Loretta Jones asked who decided to take the old holding facility down. Nobody responded. Discussion followed.

Fran McCully asked about -950 for construction. She stated the park was budgeted \$14,000 but used nothing. Tracy Rebo explained that it was for the Wildlife Interpretive Center that was going to go up near Callahan Creek. Fran McCully asked; where does the money go? Tracy Rebo explained it is in the General Fund and has to stay there. Discussion followed.

Chief of Police Robert McLeod advised that he will be writing a grant to the Department of Transportation for radar equipment if his other recourses don't work out.

Fran McCully had questions regarding the difference between a fund and an account. Tracy Rebo gave examples and Loretta Jones also advised. Discussion with examples followed on how the budget process works.

REVENUE GENERAL FUND:

Fran McCully asked for definition for HB124. Tracy Rebo explained that its payment from the state for a combination of things they used to pay separately, like motor vehicle tags, gaming machines, liquor licensing, etc. Every year it increases approximately three percent.

Fran McCully asked what LC Local option tax. Tracy Rebo stated that she believes its Lincoln County motor vehicle option tax.

Gary Rose asked what the Montana Board of Crime Control is. Robert McLeod explained it was a grant, and we actually received more than what was budgeted and had to return some.

Phil Fisher asked about the miscellaneous line. Tracy Rebo replied that it is what we get from Dispatch to do their bookkeeping.

Fran McCully asked; if HB124 has licensing etc in it, why do we also have a line for this. She also stated that the alcohol beverage line is what the City requires from the business.

Gary Rose asked about conduct violations under fines and forfeiture. It was explained that it is estimate. Gary Rose pointed out that we don't have anything for dog citations. Tracy Rebo replied that it goes through the court. Judge Dye stated that he heard his first three cases last week and explained the process.

Phil Fisher asked what miscellaneous is in the miscellaneous line. Tracy Rebo replied that she believes it is the line for the interest off the CD for the senior citizens. Fran McCully stated; then we don't receive any projection from that then. Tracy Rebo replied; it was unexpected.

Phil Fisher mentioned the City Hall Office Rental. He stated we don't have that anymore. Tracy Rebo reiterated; it was the office that is now the Mayor's office. But we kept the line in there for the future.

Phil Fisher asked what the line labeled Sale City of Troy is. Tracy Rebo answered; property. She stated that she believed it was the money accepted for the property Gary Rose purchased.

Gary Rose asked what Police Department Sales is. Loretta Jones stated that she believes it is the unclaimed properties like the bicycles. Robert McLeod stated that it is his belief that they were actually donated to the bike rodeo last year.

Don Banning stated that it is his understanding that the Roosevelt Park donations come from the County and that is not necessarily a contract. Tracy Rebo replied; they have sent it to us for the last couple of years. There was discussion of other previous and anticipated donations as well.

Fran McCully wanted more clarification on STIP. Tracy Rebo explained.

ACTIVE EXPENDITURES:

Loretta Jones mentioned that we don't have anything for this yet.

Tracy Rebo answered; correct, and added; the City hasn't received its paperwork from MMIA for the insurance yet and workman's comp and the employer contribution is based on wages.

Mayor Banning asked if there were any questions on Comprehensive Liability. Phil Fisher asked if that is what we have on the building if somebody falls. Tracy Rebo said she believes so.

Fran McCully asked what personal property tax is under intergovernmental revenues.(revenue side) Tracy Rebo stated; we don't receive that any longer, we were getting it from the County.

Discussion followed regarding increases on employee insurance and the union.

Fran McCully asked about the money budgeted last year for sidewalks. It was grant money. Discussion on the Tree Grant followed.

Discussion on Sprinkling and Oiling; it is a line item on your County taxes that is appropriated to the City.

Don Banning asked Chief McLeod about the Police Pension and Training. McLeod explained that he had given some figures about the Life Savers convention. He stated that he is going to try to get it through a grant. Mayor Banning stated that it has personal training operating supplies and training services mentioned. Tracy Rebo stated that training services was the only thing used out of this last year.

Fuel Tax: Phil Fisher asked how can we have salaries and wages out of gas apportionment. Fran McCully answered; that is where the one employee's wages come out of. Tracy Rebo stated; this is the money we get from the State. There is a list of things that it can be spent on. Discussion followed.

Phil Fisher asked about the 911 emergency fund. It is showing revenue budgeted of \$6,900. He asked if we get that later. Tracy Rebo explained that we no longer get it. It goes to Lincoln County now. Fran McCully asked what the computer program is under this fund. Tracy Rebo explained that it is the first year of the SWIFT. Loretta Jones noticed it went up quite a bit. Robert McLeod explained it was \$1,200 to link his computer with SWIFT. Discussion followed regarding the difference between SWIFT, CJIN, and TAC.

Discussion on HB645 followed; Tracy Rebo explained that is where the grant for the sidewalks came from.

Mayor Banning asked about the fire truck debt. Tracy Rebo replied; the GOB has been satisfied; we won't be budgeting that this year.

Phil fisher asked what the consulting services are no the Water Utility fund. Tracy Rebo explained it is when Dan Parks comes to prepare the City for audit. Fran McCully asked if it is just the water department that pays for it. Tracy Rebo answered; no, it is split between all departments, that is just the water department's share. Gary Rose asked what the advertising is for. Tracy Rebo explained the different publishing that is mandated for bids, requests for engineering, and public meetings. Gary Rose asked about the insurance portion in the water budget is just for things that the water department have or is it the water departments portion of the entire insurance bill. Gary Rose asked about salaries and wages and what employees are paid out of it. Tracy Rebo stated that she wasn't positive but she advised them of the previous report given to council regarding this. Discussion followed regarding a time study and hours worked coming out of appropriate departments. Fran McCully stated they will address it at the work meeting and act on it at the next council meeting. Tracy Rebo asked if they have any information as to what they are requesting from the employees for their time study. Fran McCully stated they were advised to come up with a sample and present it to the Mayor to ask of the employees. Discussion followed.

Don Banning asked Tracy Rebo what COE-595 was. Core of Engineers, the water project. Banning asked why salary and wages were in it. Rebo replied; the grant pays for administration. Discussion on Phase III followed.

Loretta Jones asked what the sewer department was planning on purchasing with what was budgeted for small items of equipment. Tracy Rebo stated that she isn't sure what they are anticipating, but the \$3,600 for this year was to re-build the motor at the blower building. Phil Fisher advised that he had talked to Dave Norman about it and he was going to put extra money in it this year so it doesn't go over budget in the case that something like that happens again.

REVENUE:

Fran McCully asked if we can do the same with the enterprise funds and collect the interest like we do with the STIP funds. Tracy Rebo explained that they already get a portion of the STIP.

Electric Utility:

Fran McCully asked why so much for consultant services for surveying. Tracy Rebo suggested the new underground lines in Iron Creek area, but wasn't sure.

Loretta Jones asked why the insurance went down so much. Tracy Rebo explained that what she is looking at is for his department employees only.

Fran McCully mentioned the budgeted capital expenses for the track hoe; Don Banning asked if the copier budgeted for is for a new one down at the shop or his share of the one at the office. Tracy Rebo stated; his share of the one purchased for the City Hall office. It's part of that interfund that gets transferred to the COS.

Fran McCully asked what the Universal Systems Benefit Charge. Tracy Rebo explained that it assistance given by Troy Power to electric utility customers that have difficulty paying their bill. Gary Rose asked what the medical and dental. Tracy Rebo explained that it is because we require some of our employees to have a CDL.

Fran McCully asked what the employee loan was. Tracy Rebo answered; yes. She advised McCully to ask the City Clerk for any more information if she requested it, but it was for a medical need.

Central Office Services:

Tracy Rebo explained that the computer updates and maintenance are for the BMS which is the utility billing, finance, and payroll software.

Salaries and Wages:

Phil Fisher asked if the three percent increase is for FY10-11. Don Banning answered; yes. Discussion followed.

Gary Rose mentioned that the court clerk is getting paid out of this. Discussion followed on research for the starting wage.

Fran McCully asked if there is retroactive pay for increases if budget if finalized after July 1, 2010. Tracy Rebo replied; yes.

DETERMINE SPECIAL PROJECTS:

Tracy Rebo asked if there is any special projects that they would like to see happen that can be budgeted for at this time. Discussion on the walking path followed. Phil Fisher stated that they have a list they would like to submit at a later time.

Phil Fisher would like council to consider lowering the sewer bill at the Golden Lion Manor. He had spoken to Dave Norman concerning this before. All the residents are paying a sewer rate anyway. We'll check to see if the laundry area is coin operated.

Phil Fisher made the Motion to adjourn at 10:07 p.m. Loretta Jones seconded.

Donald C. Banning, Mayor

ATTEST:

Tracy Rebo, Deputy City Clerk