

**FAYETTEVILLE CITY COUNCIL  
SPECIAL BUDGET MEETING MINUTES  
HUMAN RESOURCE DEVELOPMENT TRAINING ROOM  
MARCH 29, 2014  
9:00 A.M.**

Present: Mayor Nat Robertson

Council Members Kathy Jensen (District 1); Kady-Ann Davy (District 2) Mitch Colvin (District 3); Chalmers McDougald (District 4); Bobby Hurst (District 5); William J. L. Crisp (District 6); Larry O. White, Sr. (District 7); Ted Mohn (District 8); James W. Arp, Jr. (District 9)

Others Present:

- Theodore L. Voorhees, City Manager
- Kristoff Bauer, Deputy City Manager
- Rochelle Small-Toney, Deputy City Manager
- Jay Reinstein, Assistant City Manager
- Karen McDonald, City Attorney
- Rebecca Rogers-Carter, Strategic Initiatives Manager
- Craig Hampton, Special Projects Director
- Brad Whited, Airport Director
- Lisa Smith, Chief Financial Officer
- Tracey Broyles, Budget Manager
- Harold Medlock, Chief of Police
- Ben Major, Fire Chief
- Rusty Thompson, Engineering & Infrastructure Director
- Randy Hume, Transit Director
- Dwayne Campbell, Chief Information Officer
- Scott Shuford, Development Services Director
- Michael Gibson, Parks and Recreation Director
- Victor Sharpe, Community Development Director
- Jerry Dietzen, Environmental Services Director
- Ron McElrath, Community Development Director
- Luis Collazo, Human Relations Specialist
- Tracie Davis, Corporate Communications Director
- Kenneth Mayner, Graphics Manager
- Jane Starling, Deputy City Clerk
- Members of the Press

Mayor Robertson called the meeting to order at 9:15 a.m.

Mr. Ted Voorhees, City Manager, provided opening remarks and an overview of the agenda, and stated the purpose of the workshop is for each department to brief City Council on their program budgets and new initiatives requests.

Ms. Rebecca Rogers-Carter, Strategic Initiatives Manager, provided an explanation of the differences between the City's old way of budgeting and the new program budgeting that will be used this year.

**City Manager**

Mr. Voorhees provided an overview of the City Manager Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Administration	\$1,271,617.00	6.7
Strategic Initiatives	188,770.00	1.3
Total	<u>\$1,460,387.00</u>	<u>8.0</u>
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>	
Administration – Intern	\$47,267.00	0.0
Strategic Initiatives – Management Analyst	81,237.00	1.0
Total	<u>\$ 128,504.00</u>	<u>1.0</u>

## City Attorney

Ms. Karen McDonald, City Attorney, provided an overview of the City Attorney Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>
Litigation	\$ 794,435.00 2.7
Legal Reviews, Advice, and Opinions	580,076.00 5.3
Total	<u>\$1,374,511.00 8.0</u>
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>
Litigation- Additional Legal Support – Police and Utility	\$ 43,634.00 0.4
Legal Reviews, Advice, and Opinions – Additional Legal Support – Police and Utility	<u>174,530.00 4.6</u>
Total	<u>\$ 218,164.00 2.0</u>

## Corporate Communications

Ms. Tracie Davis, Corporate Communications Director, provided an overview of the Corporate Communications Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>
Communications	\$ 645,008.00 7.0
Auxiliary Services	167,393.00 2.5
Call Center	<u>213,512.00 4.5</u>
Total	<u>\$1,025,913.00 14.0</u>
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>
Communications–State Legislative Program	\$ 79,037.00 1.0
Call Center-Customer Service Training	16,360.00 0.0
Call Center-State Legislative Program	<u>14,227.00 0.0</u>
Total	<u>\$ 109,624.00 0.0</u>

The special meeting recessed at 11:02 a.m. The special meeting reconvened at 11:13 a.m.

## SUPPORT SERVICES PORTFOLIO:

### Mayor, Council, Clerk

Mr. Jay Reinstein, Assistant City Manager, provided an overview of the Mayor, Council, and City Clerk Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>
Citizen Representation	\$521,696.00 1.0*
Council Support	121,277.00 1.5
Records Management	<u>72,353.00 0.5</u>
Total	<u>\$715,326.00 3.0</u>
*FTE count for Citizen Representation does not include the Mayor or 9 Council Members	
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>
Records Management-Office Assistant 1 (part-time)	<u>\$72,353.00 0.5</u>
Total	<u>\$72,353.00 0.5</u>

### Finance

Ms. Lisa Smith, Chief Financial Officer, provided an overview of the Finance Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>
Financial Planning and Reporting	\$ 635,576.00 6.6
Accounting Operations	1,763,610.00 14.8
Risk Management	3,532,158.00 1.6
Procurement and Asset Disposal (through the City's PWC)	405,550.00 0.0
Non-Program Costs – Risk Management	<u>72.00 0.0</u>
Total	<u>\$6,336,916.00 23.0</u>

<u>Department Requested New Initiatives</u>		<u>FTE'S</u>
Financial Planning and Reporting – Expand Internal Audit Function and Reporting	\$ 81,740.00	0.0
Financial Planning and Reporting – Supplement Analyst Staffing	<u>76,244.00</u>	<u>1.0</u>
Total	<u>\$ 157,984.00</u>	<u>2.2</u>

### **Human Resources/HRD**

Mr. Jay Reinstein, Assistant City Manager, was available to provide an overview of the Human Resource Development Department requests, he was instructed by the Mayor to skip this presentation and therefore did not present.

### **Information Technology**

Mr. Dwayne Campbell, Chief Information Officer, provided an overview of the Information Technology Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>		<u>FTE'S</u>
Policy, Planning, and Administration (PPM)	\$2,430,996.00	8.0
Business Intelligence, Innovation, Solutions (BIIS)	760,056.00	5.0
Network, Infrastructure and Workplace Management	<u>1,748,998.00</u>	<u>10.0</u>
Total	<u>\$4,940,050.00</u>	<u>23.0</u>

<u>Department Requested New Initiatives</u>		<u>FTE'S</u>
BIIS- GIS Database Analyst	\$ 88,018.00	1.0
BIIS- ERP Analyst	80,935.00	1.0
BIIS- GIS Analyst	87,843.00	1.0
Network, Infrastructure and Workplace Management – Network Security Administrator	81,085.00	1.0
Network, Infrastructure and Workplace Management – VDI Administrator	80,935.00	1.0
Network, Infrastructure and Workplace Management – Exchange System Administrator	80,935.00	1.0
Network, Infrastructure and Workplace Management – Desktop Support Specialists (3)	<u>193,335.00</u>	<u>3.0</u>
Total	<u>\$ 693,086.00</u>	<u>9.0</u>

The special meeting recessed at 12:17 p.m. The special meeting reconvened at 12:32 p.m.

### **COMMUNITY INVESTMENT PORTFOLIO:**

#### **Community Development**

Mr. Victor Sharpe, Community Development Director, provided an overview of the Community Development Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>		<u>FTE'S</u>
Community Development Administration	\$ 99,164.00	1.2
Community Investment Housing	270,217.00	1.5
	86,985.00	0.0
Non-Program Costs	<u>6,945.00</u>	0.0
Total	<u>\$463,311.00</u>	<u>2.7</u>

#### **Department Requested New Initiatives**

No new initiatives

#### **Human Relations**

Mr. Ron McElrath, Human Relations Director, provided an overview of the Human Relations Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Equity Programs	\$130,328.00	1.45
Community Services	<u>172,173.00</u>	<u>1.55</u>
Total	<u>\$302,501.00</u>	<u>3.00</u>
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>	
Equity Programs-Contract Architect – ADA	\$25,000.00	0.0
Assessment of City owned buildings		
Community Services – Human Relations	75,510.00	1.5
Specialist and OAI		
Community Services – Community Conversations	<u>24,000.00</u>	<u>0.0</u>
Total	<u>\$124,860.00</u>	<u>1.5</u>

### **Development Services**

Mr. Scott Shuford, Development Services Director, provided an overview of the Development Services Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Development Review	\$ 533,953.00	5.2
Current Planning	498,646.00	5.5
Long-Range Planning	200,000.00	0.0
Permitting	244,441.00	4.8
Building Inspections	1,252,167.00	16.0
Construction Plan Review	259,129.00	2.8
Code Enforcement	<u>1,478,440.00</u>	<u>13.7</u>
Total	<u>\$4,466,776.00</u>	<u>48.0</u>
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>	
Building Inspections-Additional Inspectors	\$ 223,164.00	3.0
Development Review-Development Advocate Section	132,235.00	2.0
Development Review-Design Center Section	144,271.00	2.0
Long-Range Planning - Planner to prepare future Land Use Plan	74,822.00	1.0
Long-Range Planning - Reduction in the base budget for Consultant	(200,000.00)	0.0
Code Enforcement - Privilege License & Expired Permit Enforcement	74,253.00	1.0
Code Enforcement - Taxicab, Zoning		
Conditions & Other enforcement "gaps"	<u>74,253.00</u>	<u>1.0</u>
Total	<u>\$522,998.00</u>	<u>10.0</u>

### **Engineering and Infrastructure**

Mr. Rusty Thompson, Engineering and Infrastructure Director, provided an overview of the Engineering and Infrastructure Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Engineering	\$ 2,100,863.00	8.2
Construction Management	5,461,058.00	12.4
Street Maintenance	3,598,773.00	36.2
Traffic Services	2,742,313.00	19.4
Real Estate	867,362.00	3.0
Stormwater	4,966,929.00	29.8
Non-Program Costs	<u>1,182,450.00</u>	<u>0.0</u>
Total	<u>\$20,919,748.00</u>	<u>109.0</u>
<u>Department Requested New Initiatives</u>		
Real Estate – Office Assistant II	<u>\$ 40,787.00</u>	<u>1.0</u>
Total	<u>\$ 40,787.00</u>	<u>1.0</u>

**Economic & Business Development**

Rochelle Small-Toney, Deputy City Manager, provided an overview of the proposed Economic Development Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Commercial & Corridor Redevelopment	\$140,818.00	0.7
Marketing & Business Development	160,351.00	0.3
Local Incentives	<u>208,258.00</u>	<u>0.0</u>
Total	<u>\$509,427.00</u>	<u>1.0</u>
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>	
Commercial & Corridor Redevelopment – Manager	\$ 94,366.00	1.0
Marketing & Business Development - Manager	97,766.00	1.0
Commercial & Corridor Redevelopment – Administrative Assistant	53,425.00	1.0
Local Incentives – Investment Fund Portfolio	<u>500,000.00</u>	<u>0.0</u>
Total	<u>\$745,557.00</u>	<u>3.0</u>

**OPERATIONS PORTFOLIO:**

**Regional Airport**

Mr. Brad Whited, Airport Director, provided an overview of the Regional Airport Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Airport Administration	\$ 664,646.00	5.0
Air Carrier Operations	1,471,856.00	7.6
Parking & Rental Car Operations	226,211.00	0.9
Airport Maintenance	384,125.00	2.5
ARFF/Fire Training Services	628,970.00	6.0
Non-Program Costs	<u>1,104,305.00</u>	<u>0.0</u>
Total	<u>\$4,480,113.00</u>	<u>22.0</u>
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>	
ARFF/Fire Training Services – Firefighter Supplemental Retirement Premium	\$ <u>720.00</u>	<u>0.0</u>
Total	<u>\$ 720.00</u>	<u>0.0</u>

**Transit**

Mr. Randy Hume, Transit Director, provided an overview of the Transit Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Transit Administration	\$1,547,218.00	8.7
Fixed Route	4,532,993.00	64.0
FASTTRAC!	1,537,175.00	22.1
Facility Maintenance	205,096.00	1.7
Non-Program Expenditures	<u>65,862.00</u>	<u>0.0</u>
Total	<u>\$ 65,862.00</u>	<u>96.5</u>
<u>Department Requested New Initiatives</u>	<u>FTE'S</u>	
Fixed Route – Enterprise Avenue Feeder Route	\$ 142,307.00	2.0
FASTTRAC! – Customer Service Representatives	50,248.00	2.0
Administration – Civil Rights Program Analyst	(18,069.00)	0.0
Fixed Route	<u>3,132.00</u>	<u>4.0</u>
Total	<u>\$ 177,618.00*</u>	<u>8.0</u>

\*The total cost impact to the General Fund for the initiatives above will be \$119,505.

Expenditures for initiatives 1 and 2 would be offset by a total of \$58,113 in additional fare

revenues and grant reimbursements.

**Environmental Services**

Mr. Jerry Dietzen, Environmental Services Director, provided an overview of the Environmental Services Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Administration	\$ 171,092.00	6.3
Residential Waste Collection	4,429,642.00	32.3
Residential Yard Waste Collection	1,486,742.00	22.0
Bulky Item Collection	1,331,560.00	9.6
Recycling	2,348,819.00	2.0
Non-Program Cost	<u>580,205.00</u>	<u>0.3</u>
Total	<u>\$10,894,060.00</u>	<u>72.5</u>
<u>Department Requested New Initiatives</u>		
<u>FTE'S</u>		
Administration - Routing Administrator	\$ 73,413.00	1.0
Residential Waste Collection – Excess Debris Collection (using existing equipment)	116,950.00	2.0
Administration – Comprehensive Outsourcing Study	<u>150,000.00</u>	<u>0.0</u>
Total	<u>\$ 340,363.00</u>	<u>3.0</u>

**Fire/Emergency Management**

Mr. Ben Major, Fire Chief, provided an overview of the Fire Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Community Risk Reduction	\$ 751,983.00	10.0
Emergency Management	93,244.00	1.0
Emergency Response	22,464,972.00	301.0
Administration/Planning & Research	1,013,655.00	10.0
Training/Employee Development	<u>277,856.00</u>	<u>3.0</u>
Total	<u>\$24,601,710.00</u>	<u>325.0</u>
<u>Department Requested New Initiatives</u>		
<u>FTE'S</u>		
Administration/Plan & Research-Fire Analyst	\$ 62,075.00	1.0
All Programs-Supplement Retirement Cost	38,280.00	0.0
Emergency Response- Special Operations Incentive	<u>98,478.00</u>	<u>0.0</u>
Total	<u>\$ 198,833.00</u>	<u>1.0</u>

**Parks, Recreation and Maintenance**

Mr. Michael Gibson, Environmental Services Director, provided an overview of the Parks, Recreation and Maintenance Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Recreation	\$ 5,234,704.00	55.0
Parks and Grounds Maintenance	7,193,096.00	73.0
Facilities Maintenance	3,585,723.00	18.0
Administration	2,771,939.00	16.0
Non-Program Costs	<u>595,787.00</u>	<u>0.0</u>
Total	<u>\$19,381,249.00</u>	<u>162.0</u>

Department Requested New Initiatives

No new initiatives

**Police**

Mr. Harold Medlock, Chief of Police, provided an overview of the Police Department requests and provided the following information:

<u>Base Budget Request by Program Fiscal Year 2015</u>	<u>FTE'S</u>	
Patrol Operations Bureau	\$22,746,128.00	282.0
Investigative Bureau	9,984,275.00	114.2
Administrative Bureau	10,970,455.00	84.5
Crime Prevention	366,550.00	6.0
Communications	<u>4,924,468.00</u>	<u>63.0</u>
Total	<u>\$48,991,876.00</u>	<u>549.7</u>
 <u>Department Requested New Initiatives</u>		
Patrol/Investigative/Administrative – additional positions for Police Staffing Plan	\$ 7,050,635.00	68.0
Investigative Bureau - Forensic Quality Service and Quality Manager Specialist Pay	11,320.00	0.0
Administrative Bureau - Training	76,940.00	0.0
Crime Prevention - Adopt-A-Cop, Ceasefire	23,575.00	0.0
Investigative - Crime Scene Vehicles	<u>107,623.00</u>	<u>0.0</u>
Total	<u>\$7,345,093.00</u>	<u>68.0</u>

Mr. Kristoff Bauer, Deputy City Manager, provided an overview of the Police Department Staffing Implementation Options and provided information on three scenarios:

Aggressive Implementation

FY15 Total	\$4,969,081.00
FY16 Total	\$4,970,157.00
FY17 Total	\$4,461,881.00

Two Year Implementation

FY15 Total	\$3,586,071.00
FY16 Total	\$5,449,271.00
FY17 Total	\$4,452,942.00

Three Year Implementation

FY15 Total	\$2,737,367.00
FY16 Total	\$5,089,320.00
FY17 Total	\$4,800,998.00

Mr. Ted Voorhees, City Manager, provided closing remarks that included the funding requirement for fully implementing the Police Request: Minimum Funding for Implementation = \$5 million per year which translates into 3.7 cents of property taxes.

There being no further business, the meeting adjourned at 4:21 p.m.