



# CITY MANAGER'S

# COUNCIL REPORT

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City of Hogansville | David A Milliron, City Manager | 706.637.8629 | April 16, 2018

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## Project Updates:

- Lake Jimmy Jackson/Amphitheater – Restroom plans are in final stages; Precision Planning, Inc. is expected to begin process this week to revise plans to remove existing restrooms/concession stands from documents and create bid documents to go back out to bid.
- FEMA – These are the projects from the December 2015 and January 2016 floods. Falcon Design Consultants, LLC is engaged and is creating the necessary documents to put the projects out to bid. The thought process is that the cost ought to be less if one contractor handles each of the projects. The Elm Street Bridge project is being handled separately by Turnipseed Engineering.
- Crosswalk – The state has issued the permit for this project adjacent to Thrash Funeral Home on SR 54. Atlanta Paving & Concrete Construction Inc. is a GDOT-certified contractor and has submitted a responsive bid for \$9,791 to complete the project. The City Council previously approved a not-to-exceed amount of \$12,000 for the project.
- Wastewater Treatment Plant – USDA has approved the funding necessary to move forward with the construction of the Wastewater Treatment Plant. A USDA representative will be at Thursday's 3:30 pm City Council Work Session to review the covenant documents for Council approval.
- Utility Rate Study – Staff together with the City Auditor and analysts with Electric Cities of Georgia (ECG) have completed an exhaustive utility rate study. ECG representatives will present the findings at the Thursday 3:30 pm City Council Work Session.

**Grounds Maintenance:** Troup County Board of Commissioners decided to close the Troup County Correctional Institute in May of last year, so that they could balance the budget. In doing so, Hogansville lost access to 12-16 state inmates that would provide litter control and grounds maintenance throughout the city. The city has since been leaning on the Troup County Sheriff's Department for county inmate labor, but as of late we've only been able to get one or two inmates and have been informed that boot camp crews are out of the question for the foreseeable future. The cost to taxpayers to backfill that labor is more than \$500,000. Staff is currently exploring a dedicated county inmate crew from a neighboring county that would require an intergovernmental agreement that would cover the salary and benefits of the guard, in addition to a newer model transport van outfitted with emergency equipment and radio system. This would elevate to a request in the 2018-2019 annual budget. There are two budgeted Public Works positions that are currently frozen by the City Manager; the funds for those positions can cover the expense for the boot camp crew in next year's budget but in the interim, those funds will be used to hire seasonal staff to perform litter and roadside maintenance in the city, including grass cutting at the city cemetery. Those positions will be advertised later this week and will be temporary labor with no benefits.

**Budget Calendar:** The 2018-2019 budget calendar is finalized and has been distributed to staff; a copy is attached to this report. The goal is to distribute to the City Council the proposed budget on May 21<sup>st</sup> to allow the Governing Body six weeks to meet its June 30<sup>th</sup> deadline to adopt the fiscal year budget. Troup County has already provided staff with a preliminary tax digest as well as notice of a budget increase for fire services based on a preexisting agreement.

## **Upcoming City Manager Training/Travel**

- April 17: Police Applicant Interviews
- April 17: Georgia Gas Authority Conference Call
- April 18: Deadline for staff to submit capital budget requests
- April 19: Meeting with Georgia Public Web to discuss fiber options for Hogansville
- April 19: Council Work Session @ 3:30 pm
- April 19: Planning & Zoning Commission Meeting @ 5:30 pm
- April 20: Training Webinar - Unwrapping the Audited Financial Statements: Financial Statement Analysis, Interpretation and Presentation
- April 20: Meeting with Stephan R. Wilcox, CPA
- April 21: Citywide Cleanup Day - Earth Day @ 9am – 1 pm
- April 23-27: City Manager on Vacation
- April 30: Weekly Public Works Supervisors Meeting
- April 30: Weekly Administration Meeting
- May 1-4: Administrative Budget Meetings
- May 4: Fox Theater Institute Check Presentation @ 10 am
- May 4: Training Webinar - Accounting for Capital Assets
- May 6-12: Municipal Clerks Week

**--- End of Report ---**



# 2018-2019 Budget Calendar

## **Monday, April 30<sup>th</sup>**

Review 5-year histories for all revenues, expenditures and expenses  
Review all proposed increases/decreases to cost of services or revenue streams  
Review capital requests and funding needs

## **Tuesday, May 1<sup>st</sup>**

Meet with the following departments and review their maintenance and operating budgets along with capital requests:  
Police Department  
Municipal Court

## **Wednesday, May 2<sup>nd</sup>**

Meet with the following departments and review their maintenance and operating budgets along with capital requests:  
Water Department  
Waste Water Department  
Gas Department  
Street Department

## **Thursday, May 3<sup>rd</sup>**

Meet with the following departments and review their maintenance and operating budgets along with capital requests:  
Electric Utility  
Cemetery Fund  
Financial Administration  
Information Technology/Jeff Battle

## **Friday, May 4<sup>th</sup>**

Review all revenues, expenditures and expenses along with capital budget requests  
Finalize preliminary budget and assumptions  
Account for asset management, depreciation, fund balance/bond covenants and policies

## **Week of May 7<sup>th</sup>**

Review, revise and finalize proposed budget including job descriptions, pay scale and organizational chart

## **Week of May 14<sup>th</sup>**

Print, bind and prepare all final budget documents

## **Monday, May 21<sup>st</sup>**

Present the proposed budget to the City Council, including proposed Budget Ordinance and required Public Organ advertisements

## **June 30<sup>th</sup>**

Absolute final deadline for adoption of 2018-2019 Budget to take effect July 1<sup>st</sup> – goal is to have it adopted on or before June 22<sup>th</sup>