

**June 14, 2017
Work Session
City of Gaston**

Present: Mayor Tony **Hall**, Jerry **Spaulding**, David **Meeker**, Chris **Jeffries**, Don **Richter**, and Bill **Martin**

Absent: Rod **Hale** (excused)

Staff: City Recorder Wenonah **Blanchette**, Public Works Director Brent **Whittaker**, City Clerk Sharon **Bregante-Candau**

Mayor Tony **Hall** called this meeting to order at 6:01 PM.

ROLL CALL: Recorder **Blanchette** conducted the roll call for the record with:

Councilor Jerry **Spaulding**: present

Councilor David **Meeker**: present

Mayor Tony **Hall**: present

Councilor Chris **Jeffries**: present

Councilor Rod **Hale**: absent (with excuse)

Councilor Don **Richter**: present

Councilor Bill **Martin**: present

1. Isidro Toscano, Protection One Proposal/Security System

Mr. **Toscano** presented the revised quote for the security system. He described installation locations for the four-camera solution for City Hall, and reviewed the price for both the non-lease and lease options. He noted the \$15 monthly fee for the non-lease option was optional to cover system maintenance. He answered Council questions as follows:

- All four cameras were night-vision infrared cameras. The outside camera was also waterproof.
- The outside camera provided a general overview of an area up to 100 feet. Depending on the focus and range selected, a viewer could identify a person 10 feet away from the camera at nighttime. The City could upgrade to a camera that could be focused to read a license plate.
- If the biggest concern was identifying who was coming in and out, the camera location he recommended was on the side of the building at the drop box where the camera would cover the front door and the drop box.

Mayor **Hall** said his primary concern was the back door when the staff left at night. Mr. **Toscano** recalled that concern was the reason they decided to locate the camera almost at the end of the building, as opposed to at the front door, where it looked over the entire parking lot, as well as the back entrance. He confirmed he would discuss camera quality with Deputy **Wormington**.

2. Mike Marr, Review and Update on current Budget, 2015 and 2016 Audit Updates

Mike **Marr**, City Accountant, reported he would have the FY 2014-2015 financials ready for the auditor by the middle of next week, and begin working on FY 2016-2017 financials with Council's permission once the June figures were in. He believed the City did well on the three fiscal years completed, but he was still not comfortable with the fourth year, FY 2014-2015, as there have been some over budget expenditures. If he saw fit to do some year-end adjusting entries, he would do so in order to minimize the over budget expenditures.

Mayor **Hall** noted the Council needed to know what funds it had to work with for an upcoming real estate purchase. Mr. **Marr** reiterated the 2015-2016 year was almost ready for the auditor

but the current fiscal year would take longer. He intended to start providing monthly financial statements to the City in the next fiscal year.

Mayor **Hall** stated he has never received an answer to his repeated question of where the City stood financially in a given month. Mr. **Marr** said he hoped to have a July financial statement to the Council by the end of August. His practice was to provide the prior month financial statement before the end of the following month.

Mayor **Hall** asked for Mr. Marr's comments on the FY 2017/2018 budget. Mr. **Marr** said he was impressed with it. The few things he found confusing were due to formatting. He did not find anything that needed changing. He noted the work he and Recorder **Blanchette** did to improve payroll tracking. Staff would now run the entire payroll through the General Fund with a monthly amount, and make a journal entry to the other two funds in any given month. This allowed easier tracking of extra hours and a monthly adjustment as needed. When necessary, the City would do a supplemental budget to adjust for any unforeseen circumstances.

Mayor **Hall** asked if the Mayor or the Council signed off on the journal entries. Mr. **Marr** clarified the Council did not need to vote on those journal entries because staff was tracking an allocation of expenditures. However, the Council would need to sign off on a supplemental budget. He explained if a budget change exceeded a certain amount, then the City had to hold Budget Committee hearings, so the Council would want to minimize those needs as much as possible. He informed the Councilors he was available at any time for a phone consultation if any Councilor had a question about the financial statements.

Mayor **Hall** said he was pleased with how clear the budget was this year, especially the Ending Fund Balances and with the way Recorder **Blanchette** organized the categories and highlighted different columns.

Mr. **Marr** said the Council would have to do at least one supplemental budget to change the opening balances in the FY 2015/2016 and FY 2016/2017 Budgets. The Council could take that action in January or February, along with any other needed changes in the current year's operating budget.

Mayor **Hall** thanked Mr. Marr for keeping him in the e-mail loop and informed on all the issues. It was the best he has been informed as the City Supervisor and Mayor since he was elected.

3. Employee Manual Review of Updates

City Recorder **Blanchette** clarified the Council has already approved the changes and updates to the Employee Manual. Mayor **Hall** said the City would publish the new handbook and issue one to all employees, who would sign a document that they have received and read the manual and that document would go into their files.

Mayor **Hall** explained to Councilor **Jeffries** the employee manual including a position, such as part-time employees or a city clerk, did not mean the City had to employ that position. The manual provided guidelines for both actual and potential positions.

The following item was added to the agenda.

4. Public Works Part-time employee

Public Works Director **Whittaker** distributed the application for the individual he wished to hire for the part-time summer position. He confirmed he interviewed the applicant today. He said Mike **Howard**, a volunteer coach in the area who also did volunteer work at the park,

recommended the applicant. He noted one application he received was a joke and he could not reach another applicant for an interview. A fourth application was incomplete.

Councilor **Martin** asked if the applicant appeared to want the job. Public Works Director **Whittaker** reported the applicant showed up five minutes after **Whittaker** asked him to come to City Hall for an interview. He said the applicant was an assistant football coach and appeared able to do the job.

Mayor **Hall** reminded that at the last Council meeting the Council decided to leave the hiring decision to the Public Works Director.

In response to Council questions, Public Works Director **Whittaker** said the applicant was a local Gaston resident who graduated last year. The applicant had a driver's license and said he could pass a background check.

Mayor **Hall** noted, according to the Charter, the Council was responsible for hiring all personnel. The applicant has been interviewed and screened. The Council had no objections to the applicant. Provided the applicant passed the background check, the Charter criteria have been met for hiring the applicant.

ADJOURNMENT: Mayor **Hall** asked for any further discussion, none heard. Meeting adjourned at 6:34PM.

Mayor Tony Hall

Attest:

City Recorder Wenonah Blanchette