

City of Freeport  
Budget Workshop Meeting Minutes

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**City Hall Council Chambers  
August 20, 2020, 5:30pm**

**1. Meeting Called to Order**

The August 20,2020 City of Freeport Budget Workshop Meeting was called to Order at 5:30PM by Mayor Russ Barley. The meeting was held in the City Council Chambers of Freeport City Hall.

Council Members Present: Mayor Russ Barley, Councilman Farris, Councilwoman Brannon, Councilwoman Green, Councilman Martin, and Councilwoman Haffner.

Staff Present: City Attorney Clay Adkinson, City Manager Charlie Simmons, Finance Officer Sara Bowers, Utility Billing Manager Debbie Roberts, Sewer Manager Robert Fawcett, Joyce, and City Clerk Malani Robinson.

**2. 2020-2021 Budget**

Mayor Barley turned the meeting over to Finance Officer Sara Bowers who began with the changes from the last meeting.

- Increase Parks Budget
- Increase Water Budget

Finance Officer Bowers noted that the balancing of the books with these changes would be discussed at the Regular City Council Meeting.

City Manager Simmons suggested omitting positions within the Planning Department and to allow Planning Receptionist Gay to fulfill dual roles resulting in a fair pay increase, which would give more room within the budget to hire a skilled Planner for the department. Councilman Martin explained the importance of maintaining a chain of command with the Planning Department and recommended that the department maintain a Planner, Tech, and Director. Councilman Martin addressed the job responsibilities and recommended hiring a thorough subordinate that could convey information accurately in City Director Hughes-Neel's absence. Councilwoman Green inserted her concern about the demanding workload with over 500 permits and a lack of personnel.

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Councilman Farris noted the importance of customer service and the necessity of City Director Hughes- Neel having a competent subordinate that could share responsibilities with her. Councilwoman Brannon suggested teared positions for the Planning Department to maintain an effective chain of command, recommending the department keep four positions (Director, Planner, Tech, and Receptionist) moving forward. The Council continued to discuss an appropriate placement of Planning Receptionist Gay within the Planning Department, agreeing to allow City Director Hughes-Neel to decide on her promotion or bringing in a new hire. Finance Officer Bowers noted that implementing these changes would result in a decrease in the budget and a conservative pay increase for Planning Receptionist Gay. The Council shifted the discussion towards salary and qualifications for a Planner for the Planning Department. Finance Officer Bowers sought guidance for the salary, to which the Council referenced the salary study. The Council and Finance Officer Bowers agreed on \$40,000-\$50,000 for the salary of the Planner.

Finance Officer Bowers recommended promoting Billing Manager Roberts to senior status, resulting in better employee benefits. The Council agreed.

It was agreed upon that Finance Officer Bowers would compose a bottom-line budget and present it to the Council via e-mail prior to the public hearing.

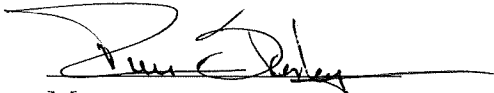
City Manager Simmons submitted a Facilities Maintenance job description before the Council and reviewed the change made:

- Removed code enforcement from the job responsibilities

Councilman Martin inquired about the government revenue sharing policy and its potential to interfere with City funds. Finance Officer Bowers offered clarification on his concerns.


Mayor Barley adjourned the meeting at 6:02pm.

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Mayor

ATTEST:



City Clerk