

**Walterboro City Council  
Work Session  
Budget Committee Meeting  
April 22, 2014  
4:00 P.M.**

**Present were:**

Budget Committee Members: Tom Lohr - Chairman, James Broderick and Jimmy Syfrett.

**Also Present were:**

Mayor Bill Young, Council Member Bobby Bonds, Council Member Judy Bridge, City Manager Jeff Molinari, City Clerk Betty Hudson, Finance Director Bill Floyd and Finance Office Manager Amy Risher. Council Member Paul Siegel was absent.

**Present in the Audience:**

Interim Chief Ken Dasen, Wayne Crosby, Donna Laird, David Dodd and a representative from the press.

The purpose of the meeting was to discuss the proposed Fiscal Year 2014-2015 Budget.

Chairman Tom Lohr called the meeting to order. Council Member Jimmy Syfrett gave the invocation. The pledge of allegiance was lead by Chairman Lohr.

Chairman Lohr then introduced City Manager Molinari, who provided a summary of the changes made to the 2014-2015 budget. Mr. Molinari asked the committee to turn to the summary sheet for the General Fund, which provided a breakdown of all the changes in all the departments, starting with City Council through all departments. He stated that on page 2 staff is recommending a balanced budget in the General Fund, showing us in the black approximately \$42,568. Further highlights were as follows:

Mr. Molinari then discussed the line items with regard to the revenues portion of City's General Fund budget. He gave the following highlights:

1) The current millage rate for the City of Walterboro is 88 mills. The property tax rate is 81.14 mills, but you also have millage in there that is dedicated to capital projects.

2) In 2011, the City did a bond issue for rehabilitation of parks which is 4 mills and that issue will be paid off in 2025. So that 4 mills will be reflected in the budget through that time.

3) You will also see in there unfunded mandates of 2.86 mills. This provided the City's capacity to fund the transit to the 800 megahertz radio system.

4) We are projecting about \$1.5 million in revenue through property taxes.

5) Fines and fees are projected at \$151,000. This is pretty consistent with what we had last year.

6) State shared revenue refers to the Local Government Fund. Basically, that's money that comes from the State of South Carolina back to municipal and county governments. What the statute says is: "Not less than 4½ percent of the State's General Fund Revenues from the last fiscal year has to go into the Local Government Fund." It's a complicated formula, but basically, the counties get about 83% of that revenue, and cities get 16% and some change. The share that we get is the population of Walterboro compared to the total municipal population in the State of South Carolina, and we are projecting \$116,000 in that regard.

7) Business License Revenue - We are projecting \$1.4 million, which is right on line with what we were projecting at the end of this year.

8) Franchise Fees - The City currently has franchise agreements with 3 utilities - SCE&G, Comcast and Coastal Electric. We get a 5% franchise fee from those 3 entities. We are projecting \$690,000 in revenue in that regard.

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9) Permit Fees - We are projecting \$40,000. We have a miscellaneous category in there for \$5,000. A little less than \$35,000 comes from the State Accommodations Tax. Basically, the state allows municipal governments the first \$25,000 of State accommodations tax revenue, and then 5% above and beyond that, and that comes to about \$35,000. Variances and zoning fees goes into the miscellaneous category, but nothing too significant there.

10) Housing Collection Fees - We are projecting \$440,000 which is consistent with what we have received in the past.

11) Local Option Sales Tax - Colleton County has a Local Option Sales Tax and what the statute provides for is that municipalities must dedicate a minimum of 71% of that revenue towards property tax relief. What the City of Walterboro does is we dedicate 71% to property tax relief which goes into a separate fund, and dedicate the other 29% to municipal revenue. Basically, both of those feed into the General Fund. We are required by State Law to segment those two funds.

12) Victim Assistance Fund - This is not a significant source of revenue. You have a special assessment on tickets that goes toward funding a Victim Advocate. The City has a Victim Advocate. Unfortunately, that \$25,000 does not cover that person's salary and benefits.

13) Reimbursement Grants - You will see \$64,000 under reimbursement grants. We have a couple of USDA Grants that we are projecting to come on line for two police interceptors and a pickup truck.

14) Hospitality Tax - The City currently has a 1% Local Hospitality Tax. This is set on prepared foods and beverages. Every year the City transfers \$90,000 from that fund into the General Fund, and those dollars have to be used toward tourism related activities. Obviously, in Walterboro that is a significant part of what we do. The Local Accommodations Tax transfers the same amount - \$90,000. There are the same statutory requirements in terms of how we spend the dollars. Those two transfers also help us fund our Tourism Department, it helps to promote the City of Walterboro and all of our festivals.

City Manager Molinari then went to the summary sheet summarizing the breakdown of the revenues in the City's Enterprise Fund - Water and Sewer. The highlights were as follows:

1) Our projected water sales are in line with what we are forecasting for the end of the year. We are looking at water revenue at \$2.1 million. Sewer revenue, we are looking at about \$1.2 million, with a total combined revenue of about \$3.3 million.

Mr. Molinari then stated that he forgot to mention one line item in the General Fund budget. Every year the City makes a transfer from the Utility Fund to the General Fund, and as you will see it continues to do that, but that transfer is a little less than what we have done in previous years. This year, we will do about \$1.3 million. This year, I am recommending about \$1.1 million. We are looking at over time trying to reduce our dependence on that transfer.

Council Member Bonds then raised a question on the Victims Assistance Fund. He asked, are we required by law to have a Victims Advocate? Because what I am trying to figure out is, for instance, I know there is a Victims Advocate in the Solicitors Office. So is that a fund? Mr. Molinari responded, it's correct. It's a special assessment that goes on the tickets and from talking to Amy, it varies depending on what type of offense. Mr. Bonds then asked, how does that money go out? He asked what happens if someone is a victim of a crime who has an unpaid medical bill or maybe he can't work, is there a process? Who makes the decision? Do they (the victim) get money? Mr. Molinari said basically how it works, over the past 10 to 12 years, the state has consistently tacked on various assessments. What happens is that the City acts as a collection agency

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for the State. It is my understanding that the funds that go to the Victims Assistance Fund, that's something that when we collect it, we take it in right away. Ms. Amy Risher then stated, to answer your question, if a victim comes in and says they are a victim of a crime and they need a hotel room for the night, we have supplied them with that. It comes out of the Victims Advocate Fund. If they need a ride to go to court in Columbia for their trial date, we supply them that ride. That comes out of the Victims Advocate Fund.

The City Manager then went over each individual department budget as follows:

City Council Budget - Mr. Molinari stated that the biggest difference in this budget is the line item under contractual services. For 2013-2014, we budgeted \$47,750. This year we are recommending \$21,750. That is because in previous budget years, the City had contracted with a lobbyist in Columbia. As of May, we have discontinued that relationship. Quite frankly, we were just not seeing a return on that investment. I think at one time, that was a good relationship for the City, but the City was not getting a return on that investment.

Council Member Bonds then asked, what is the City Attorney's retainer. What does that mean. Is that for hourly bills? He said, I don't think that is a retainer. A retainer to me, for instance, is work above and beyond the salaries. Mr. Molinari answered yes, he is paid \$12,731 a year. Mr. Molinari said, maybe the retainer can be identified as legal fees.

Mr. Molinari then asked for questions on the City Council Budget. Council Member Bonds then asked about the medical employee reimbursement program. What is that? I am only bringing it up now, because this is the first one time I have seen this item. Mr. Molinari explained that this is reflected in all the department budgets and it is \$850 and is part of everyone's benefit package. This pays the employee's deductible.

City Manager's Budget - Under the City Manager's Budget, Mr. Molinari said, the only thing I want to point out is every thing for the most part is status quo. I did omit one item - under contractual service - IT support. That number should be \$1,500. That's for any IT support for either myself or the City Clerk.

Finance Department - The only item I wanted to highlight here is you will see under Line Item 130 - Contractual Services - was changed from \$10,000 to \$6,000. That has to do with accounting software, being able to do that on line. Employee increase - you will see a significant increase in that, and that's just a reflection of Mr. Floyd being here one day a week.

Mayor Young then asked about the Tuition Reimbursement for U.S.C. Beaufort - he asked if the City had an employee enrolled in that program at this time. Mr. Molinari responded yes, this was for Ms. Amy Risher. Mr. Molinari noted that she is slated to graduate. Mayor Young then asked whether or not the program was offered here, was this something she had to go to Beaufort for. Ms. Risher responded that she had to go here (in Walterboro) first, then she transferred to Beaufort. She stated that she is scheduled to graduate in August.

Public Works - Mr. Molinari said in looking to take some pressure off the General Fund, we have some positions in Public Works that are heavily involved in the sewer operations. It would be logical for these positions not to be paid out the General Fund of Public Works, but be paid for out of the Enterprise Fund. The Public Works Director Charlie Chewning and 3 of his staff people are being shifted to the Enterprise Fund, which is taking some pressure off the General Fund. Also, Public Works for the last 3 years has asked for a new sanitation vehicle. I asked Amy to contact a lender to see what the rates would be to finance a sanitation vehicle, and the rates are still very low. The quote that she received was in the 1.6 or 1.7 percent range on a 5 year lease. What Mr. Chewning has put in his budget is \$218,000 for a new Sanitation Vehicle similar to the one we have

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now. Currently we have no backup truck in service. The City was in a five year rotation for sanitation vehicles. Unfortunately, with the downturn on the economy and some other things, the City has not been able to follow that replacement schedule, like it has in the past.

Mayor Young pointed out that this would take us out of self-financing. We had been doing the replacements in-house.

Further discussion was held on the financing of this vehicle. Mr. Molinari explained that instead of using an equipment replacement fund, he was looking at financing the sanitation vehicle over a 5 year period since the interest rates are still very low. The net impact to the General Fund would be about \$45,000 every 1-5 years. Mayor Young added, that will keep us from paying into that fund for future purchases also. So, we just don't have the money to maintain that fund. Mr. Molinari explained, even though we were budgeting for that fund, those transfers were not being made. Even though it was in the budget, we weren't funding that. One thing that concerned me in looking at the trend was in 2008, the General Fund balance was pretty high. If you look at the trend for the last five or six years, that fund balance has been going down. Right now we are projecting at the end of this fiscal year to have a 30% fund balance. At the end of the year for your last audit, you were at about 39%. If something catastrophic were to happen and the economy were to bottom out, that would get you about 4 ½ months of operation with no revenue coming in. One of the things I mentioned to the budget committee last week, this isn't anything that we have to do now or in the next couple of months. What I would like City Council to be thinking about is setting a fund balance policy. There is no right fund balance. If you asked 5 different finance directors or accountants, I am sure they each would give you a different answer. I just want to make sure that the City has ample reserve if we were to have a bad storm, earthquake or hurricane or whatever, that we would have sufficient reserves. Let's say, hypothetically, that City Council established a fund balance of 40% and your audit came back and you were at 47%. That would give you the opportunity, if you so desired, to make some one time capital expenditures from those excess dollars.

Mr. Molinari said, last year you had so many things you had to deal with, you had a \$420,000 supplement for the County, which comes right out of fund balance and you had an interim City Manager to come on board, and that was another \$50,000. This is just to stabilize things and start building things back up.

Chairman Tom Lohr summarized by stating that he felt the City Manager wanted us to have some discussion in the future and maybe come to some consensus among ourselves as to a proposed fund balance, whether we want to have 35%, 40% or whatever. I would be very much in favor of doing something. If we do better than what we set, then we can take a look at some things and not feel so guilty about it.

Council Member Broderick then asked, so the purchases of large equipment in the past, where we were suppose to be transferring it, was just basically coming out of fund balance. City Manager Molinari responded, it depends on the purchase. If you look at replenishing your patrol vehicles, at a minimum you need to be purchasing at least 3 new vehicles, optionally, more like 5 to keep your stock current. I think it's been about 7 years since the City has purchased a sanitation vehicle. At the end of the next fiscal year, the City would be completing the debt service on the last fire apparatus it purchased, and I think that was a 10 year lease. So, in the last couple of years, the vehicle purchases have been out of necessity and dire need. I would also like to try to get the City back on a regular rotation, where each department is rotating out vehicles on a set schedule. So, I think this would be a good start towards that.

Council Member Bonds, then asked if the garbage truck was 7 years old. Mr. Molinari answered yes, and we currently don't have an extra vehicle. So, basically, if one goes down, we are down one vehicle for as long as it takes.

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Further discussion then centered on whether or not it was in the best interest to maintain the Equipment Replacement Fund.

Mr. Molinari pointed out that it would be best to get the financing done on the sanitation truck to get it secured before the rates go back up.

Council Member Bridge asked if the transfer of the positions in the Public Works Department would actual show up anywhere in the budget. Mr. Molinari explained that this would be reflected in the sewer department budget.

Planning Department - Mr. Molinari stated, this is really a status quo budget. The biggest jump that we see here is number 16 - line item, Office Supplies. You will see that going from \$5,000 to \$10,000. Our building inspector has requested some new furniture for his office. We have also included a tuition reimbursement for \$3,000. David Dodd has expressed a desire to go back to school and work on his Master's Degree.

Council Member Bridge then asked if there is a policy on employee tuition reimbursement. Mr. Molinari then asked Ms. Amy Risher to brief Council on this.

Ms. Risher then said, if you are interested in going back to school and continuing your education, as long as it is in the field that you work in, and once the tuition is paid, we reimburse the employee once the employee gets a grade B or better, and you have to remain with the City for six months after the last payment. The reimbursement is 100% tuition for B or better and then reimburse for ½ cost on books.

On a question raised by Council Member Bridge, City Manager Molinari explained that the employee's classes must be taken outside of employment hours, either taking on line courses or taking night courses.

Mayor Young pointed out that the City has had a long-standing policy of encouraging employees to go back to school and get more education.

Judicial Budget - Mr. Molinari stated that earlier this year, the City brought on a part-time person to help. We have had a fairly significant backlog of cases. This part-time person has been invaluable to the operation in helping get those items moved through. We would like to continue with that person. Last year on contractual years, we budgeted \$2,700, and we are not budgeting anything this year. That is simply because we added an internet bay system, and it does not require a server. There are no expenses related to that.

Council Member Bonds questioned the fact that the summary sheet for the Judicial Department showed an increase of \$7,000. Mr. Molinari explained that in the last fiscal year, the City did not have a part-time person budgeted.

Council Member Broderick asked if the part-time position would be something that would be recurring year after year. He also asked if this was something maybe we should look at in adding another position to this department for that reason. Mr. Molinari responded that at this time, using the part-time person is the more cost effective way to go. A part-time person is sufficient. We really can't justify another full time position.

Public Safety - Mr. Molinari reported that in regards to capital replacements, last year the Public Safety Department replaced three vehicles. I am recommending that we do that again. Typically, they cost about \$44,000 to purchase a vehicle and also equip it with all the necessary equipment.

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Another capital item you will see in this budget is a dispatch console. This is an expenditure that we don't have any control over. Meaning, that the agreement that the City made with the County called for the City to purchase a console in the amount of \$130,000. Mr. Molinari also explained that the check for this item will be cut in September. The other capital item is AVL software. In talking to Ken Dasen, this was needed. Currently, when the dispatchers send an officer to a call, they have really no idea where that vehicle is. This will allow their screen being able to monitor where the vehicles are, and that dispatcher will be able to dispatch the officer that is closest to where the call is coming from. Mayor Young asked if this would go in the 911 office. Mr. Molinari answered, that is correct. Mayor Young then asked if the County already has that type of equipment. Mr. Molinari responded, that he did not know this. Council Member Bonds then asked, so this is going to provide "real-time" tracking of where our officers are at any time. Interim Chief Ken Dasen responded affirmatively. Mr. Bonds then asked if a report would be made as to where our officers are any time. Mr. Dasen responded, that the software program does keep a history of all the cars while they are working. When they turn the computer on, it will automatically pop on. So, it will track where they are going and where they have been, and we will be able to pull up that history and live call monitoring, even from here at City Hall. Council Member Bonds then asked Mr. Dasen if the history just goes to 911 or will you or the Chief have access to that information, so they can turn on the computer and see where their force is. Interim Chief Dasen responded that all his supervisors will have access to this information, including the sergeants who are out on the road.

Council Member Bonds said, I feel that is very effective.

Council Member Broderick then asked about the position that was removed via attrition, which was minus \$23,000. Ms. Risher responded that the City removed a dispatcher for this current fiscal year. So, what we are doing this year, we are putting that dispatcher back since we have combined with the county. This is a sergeant position, and we will still have the same number of employees.

On a question raised by Council Member Broderick about the addition of a public safety vehicle, Interim Chief Ken Dasen stated that one of his department vehicle's transmission is completely shot and it is not being repaired. Basically, it is for one of the detectives, they needed a bigger vehicle for all the crime scene stuff that they need to process the scene. So, it is a SUB verses a car.

Council Member Bonds then raised a question on the request for a pumper fire truck and the request for a garbage truck, where are we going with this. I see potential needs for both of these. City Manager Molinari responded, the reason I put that out there is on the fire side, before we purchase anything, there is a plan moving forward as far as assessing what our needs are. One of the questions I asked each of the department managers is, tell me what you absolutely need and what can you wait for another year.

Parks - Mr. Molinari pointed out that the City is currently operating with what essentially amounts to a skeleton crew. We have 3 people, and are currently recruiting for the Director's position. It is expected that when that person comes on board, he will hire a parks supervisor. I will say that Pamela Wright has essentially assumed the reigns of that operation, and has done a fantastic job. She has really brought the crew together. What she has indicated to me is that they really need some extra hands. We have some applications in for a park attendant position, which will help them out. So far, I have not gotten much response on the parks director position. I have advertised it state-wide through the Municipal Association and put an ad in the newspaper. In the short-term, we have some leadership and expertise in place.

Non-Departmental - Mr. Molinari explained that this is where we put the expenditures that do not have a true category to go in. The Chamber of Commerce's current annual dues are \$6,000

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per year. I asked David Dodd to take the expenditures for the Planning Commission, Clean City Commission and Historic Preservation Commission, and put those expenses in the Planning Budget. This is not a huge amount of money, but since that is a planning function, it should be in the planning budget. You also have the 2011 General Obligation Bond. This is the \$2 million that the City borrowed back in 2011 to rehabilitate the parks. As I mentioned, that is a 15 year note that will be paid off in 2026.

With regard to the employee Christmas bonus, Mr. Molinari recommended that this item be kept in the budget. We also have our workers' compensation deductible, which is \$10,000 per year. The City provides an insurance benefit for retirees, and our annual premium is \$42,000.

Mr. Molinari also talked about GASB 45. He said, it requires governments to account for future liabilities associated with post retirement benefits. So, as you see, we paid close to a quarter of a million dollars to provide that benefit for our retirees. On a question raised by Council Member Bonds, Mr. Molinari explained that when Governmental Accounting Standards Board came down with GASB 45, it required governments to account for post retirement benefits. It required us to account for future liability. So, basically any medical claims that come from our retirees (we have about 78), we have to be able to set money aside for that. I believe, we are also required to have an actuary do a study every two years to present to us what we have to put aside each year. The post retirement benefits were put in place in 2001. In 2010, basically the criteria is much more astringent in terms of how many years of service you have to have. Ms. Risher then stated, as far as Council is concerned, for 15 years service, your health insurance premium is paid by the City for the rest of your life for anyone here prior to June 2010. She also explained, for any employee who was here prior to June 2010, we still have to account for all those employees. Mayor Young then explained, that different employees have different levels of service and they will need to qualify for that benefit.

Further discussion was held on the employee post retirement benefits. Mayor Young said, as I understand it, a lot of cities are in the same boat and maybe have a lot more that they have to be responsible for than ours. Mr. Molinari then said, I think what you are seeing in the cities, not just from South Carolina, but throughout the country, that cities are moving away from post retirement benefits.

Tourism - Mr. Molinari said this is pretty much a status quo budget. The only real increase we see here is under contractual services. This is for additional cleaning, which is simply a reflection of the amount of traffic we get at our Visitors Center.

Water - Mr. Molinari stated we are not proposing any new positions here. The only capital item in the budget is a new pickup truck, which will replace a 2002 model which currently has 178,000 miles on it.

Utility Support - Mr. Molinari said, this is to fund two positions next door at 248 Hampton Street to help process water and sewer payments. The only item I wanted to highlight here is the drive-through remote system. The drive-through has currently not been working. The company that provided the system has been sold. The parts are essentially obsolete. When it would go down, it would be weeks before we could get it back up. Amy and her staff are recommending that we put in a new drive-through system so we can better serve our customers.

Council Member Bridge then asked how many payments are made in the office. Ms. Risher answered, we have a number on who pays by mail and who pays on line. I could get you those figures. She also stated that everybody is billed at the same time every other month.

Council Member Bridge then suggested that some changes to the parking spaces in the City Hall parking lot to make it easier for people to use the drive-through.

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Mayor Young then asked, what happened with the bill that was in the legislature that was going to eliminate or not allow us to collect fees for charge cards or charge services. Did that bill die? It seems I heard it was voted down. It would mean we would end up paying the fees and this would be an additional cost to us.

Economic Development - Mr. Molinari stated, I kept this department in the budget, but I kept it unfunded. My recommendation to you at this time and for the next year, I don't think that position is warranted. Any of those activities, I could resolve. I have a background in economic development. I did it with my previous job. What I would suggest to you is down the road, if we did want to revisit having a specific economic development function, I think that is something you could blend in with another position, whether it be if you wanted to create an assistant manager's position or a special projects person, you could get a lot more for your buck. You could have a person who did economic development, but also did special projects or things of that nature. At this time, I don't see a need for it, and it will free up \$68,000 in the utility for you.

Sewer Fund - Mr. Molinari said, in the sewer department you will see where those positions come over. Also, the only capital item under the sewer, was a re-coating of the SVR railing. Utilities Director Wayne Crosby explained that this is the railing on our SVR system. It's a three tank system, and that is simply a metal crane system. Because of the nature of the atmosphere and the over spray we get on it, it is constantly corroded. This company has offered us a 5 year warranty to come in and coat it. We are spending some where in the neighborhood of \$1,400 just to re-coat with some epoxy paint every year. I know it is expensive, but they are saying it will last 10 years and will guarantee it for 5 years.

Debt Service - Mr. Molinari stated, this is a schedule of what we currently have obligated via the general obligation debt from 2011 to pay for the park rehabilitation. You will see the final payment that we will make on the fire apparatus in the next fiscal year. The 800 megahertz system which will only be that millage increase will only be in place for 5 years. That will be paid off in 2018 and I also put in a schedule if Council were to approve purchasing a new sanitation vehicle - what that would amount to over a 5 year period.

Mr. Molinari then reviewed the current debt service on the water and sewer system. He explained that this debt service was taken out in 2001 to rehabilitate our sewer lines. The last item water sewer rehab was taken out 2 years ago. Moving forward for the next 7 years, that debt service will be around \$422,000.

Local Accommodations Revenue- Mr. Molinari explained that he had asked Amy to provide a breakdown for our Hospitality Tax Revenue & Expenses and our State Accommodations Tax Revenue & Expenses. He said these are significant revenue sources. Those revenue sources will continue to be enhanced over time.

Hospitality Tax - Mr. Molinari explained that the City currently has a hospitality tax of 1% that currently is being used to pay off the debt service on the construction of the VA facility. Also, the City created a Tax Increment Financing District back in 2006, but the district has not been able to sustain itself with the current revenue stream, so the hospitality tax has been used to supplement that revenue and enabled us to pay the TIF bonds off.

Concluding the discussion, Mr. Molinari said, one of the things the chairman has directed my attention to and we talked about it at the retreat, and one of the things I would like City Council to consider for the next year is contracting with the solicitor's office to hire another solicitor who is dedicated to specifically the cases in Walterboro. A few weeks back, we had a meeting with Duffy Stone. What I would encourage you to do in the next couple of weeks is to set up a workshop or a meeting and ask Mr. Stone to come in and give you the same presentation he gave the Mayor and



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I and Mr. Lohr. From my perspective, it is certainly an avenue to work for us. Is it going to solve all of our problems, no. But I think it is something that the City can be proactive in. I certainly think it is worth bringing him in to give him the opportunity to make his presentation. It would also give you the opportunity to ask any questions.

Mr. Lohr felt that this would help the City have some kind of data base to track the “career criminal”. When you keep reading the same names and they still have the same constitutional rights that we have. I do think we are a little more attentive and give the police somebody to help them on this. I don’t think we can loose on this, and I think it is a financial thing that we’ve got to deal with.

Mr. Molinari explained that if this is the route that City Council wants to go, we can make it happen. We’ve got \$68,000 that currently will not be going to economic development, and we have some capacity in the Enterprise Fund if you wanted to do a one time transfer and a one year contract with the solicitor’s office. We are open to it, but we are going to re-evaluate this thing after a year to see what he can do for us. Mr. Lohr added, I think he said he would probably provide someone on his staff with experience in tracking these kinds of things.

Mr. Molinari and Council agreed to set up a meeting with Mr. Duffie Stone on a Tuesday to discuss this matter. Mr. Molinari pointed out that if needed, the next Budget Committee Meeting will be on May 13<sup>th</sup>. It was recommended that this item be handled as a contractual matter.

No action was taken and the meeting concluded at approximately 5:30 P.M. Notice of this meeting was distributed to all local media and posted on the City Hall bulletin board at least twenty-four hours prior to meeting time.

Submitted by,

Betty J. Hudson  
City Clerk

**APPROVED: August 12, 2014**