

**ROLLA CITY COUNCIL WORKSHOP  
MEETING MINUTES  
MONDAY, AUGUST 26, 2013; 5:30 P.M.  
ROLLA CITY HALL COUNCIL CHAMBERS  
901 NORTH ELM STREET**

**Presiding:** Mayor William S. Jenks, III

**Council Members in Attendance:** Rhonda Sue Myers, Monty Jordan, Greg Sawyer, Steven Leonard, Kelly Long, Susan J. Eudaly, Don Morris, Lou Magdits, Jim Williams, Tony Bahr, and Walt Bowe

**Council Members Absent:** Brian Woolley

**Department Directors in Attendance:** Parks and Recreation Director Scott Caron, Public Works Director Steve Hargis, Finance Director Steffanie Rogers, Fire Chief Robert Williams, Police Chief Mark Kearse, Environmental Services Director Brady Wilson, and Community Development Director John Petersen

**Other City Officials in Attendance:** City Administrator John Butz and City Clerk Carol Daniels

After a light meal, Mayor William S. Jenks, III called the Fiscal Year 2014 budget workshop to order at approximately 5:38 p.m. He stated the most important job the Council has is approving the City's budget. He then turned the floor over to City Administrator John Butz.

City Administrator John Butz encouraged the Council to ask questions during the budget presentation. He mentioned the Finance/Audit Committee recently met and reviewed the proposed budget.

Mr. Butz pointed out the proposed Fiscal Year 2014 budget has a fund balance of \$9.8 million and revenues are projected at \$24,774,229. He said the key revenue sources for the City includes real estate taxes and the sales tax and staff is projecting a 1% growth in sales tax revenues for FY 2014.

Mr. Butz then provided an overview of the proposed budgets for the divisions included in the General Fund. He pointed out staff is proposing a 1% cost-of-living increase to all employees in this year's budget. Had the communications director position been refilled, this increase would not have been possible. Mr. Butz added that no increase is anticipated in health insurance premiums this year.

**AUGUST 26, 2013**

**CITY COUNCIL MEETING MINUTES  
AUGUST 26, 2013  
PAGE 2**

Mr. Butz advised the Council that the City's Finance Department provides accounting services for the Rolla Public Library at a cost of \$2,500 per month. He noted the offsetting revenue of \$211,965 is included in the General Fund.

Regarding the Municipal Court budget, Mr. Butz informed the Council that there are one and one-half full-time employees in this department. He explained that Ms. Kathleen McMeen works part-time in the Municipal Court office and part-time in the Animal Control Department as an animal control officer. Additionally, Mr. Butz noted that Executive Assistant Millie Street in the City Administrator's Office assists as well in the Municipal Court office.

Mr. Butz pointed out the Central Communications/E-911 Expenditures are entirely paid through the Phelps County Emergency Services Board (PCESB), which is reimbursed 100% through the Phelps County-wide sales tax.

Mr. Butz provided a brief overview of the Animal Control Expenditures and informed the Council that during the September 3, 2013, City Council meeting he plans to give a presentation regarding plans for a new animal shelter.

During review of the Police Department budget, Mr. Butz informed the Council that state law indicates drug seizure funds may be spent at the discretion of the Police Chief.

Mr. Butz pointed out the fire marshal position is not being funded again this year in the Fire Department budget.

Although funds are not available in this year's budget, Mr. Butz emphasized the need for new building permit software, which is estimated to cost about \$15,000.

Some Council discussion ensued regarding the need for City employees to take City vehicles home. Mr. Butz indicated it is necessary when employees are required to respond to emergencies after regular work hours.

Mr. Butz noted the annual contribution to the Rolla Regional Economic Commission (RREC) has been increased in the proposed budget from \$85,000 to \$95,000.

During an overview of the Sewer Fund, Mr. Butz stated it shows a projected cash balance of \$1.5 million.

**CITY COUNCIL MEETING MINUTES  
AUGUST 26, 2013  
PAGE 3**

Mr. Butz then provided an overview of the Environmental Services Fund, which includes the Recycling Center, Sanitation Department, and the Vehicle Maintenance Department. He informed the Council that the addition of the third employee in the Vehicle Maintenance Department, who provides tire services for City vehicles, is working very well.

Mr. Butz reported the work the City is doing in preparation for the Brewer Science project at the Rolla National Airport is progressing very well.

Mr. Butz informed the Council the Cemetery Trust Fund contains monies obtained for perpetual care when cemetery lots are sold.

Regarding the Parks and Recreation Department, Mr. Butz indicated the Recreation Center is a \$1.3 million operation. He indicated he would like the Council to consider possibly funding some infrastructure improvements (water line construction) in the Veterans Memorial Park from the Parkland Reserve Fund.

Mr. Butz then called the Council's attention to the City's personnel and compensation system. He informed the Council that staff is not proposing any merit increases in this year's budget. Mr. Butz noted, however, the pay scale has been adjusted to include the 1% cost-of-living increase.

The budget review was concluded with Mr. Butz referring the Council to the Debt Service Schedule, which lists the City's outstanding long-term debts and lease/purchases.

Mr. Butz entertained questions and comments from the Council. If the budget allowed, the Council asked Mr. Butz what items he would like to see funded. His list included the following: 1) the purchase of a new building permit software program (\$15,000); 2) installation of street lights at the intersections of Lions Club Drive; 3) funding of a communications director position, and; 4) funding of a city engineer position.

Mr. Butz announced that a public hearing on the proposed FY 2014 budget and the first reading of the budget ordinance would be conducted during the Council's September 3, 2013, with the final reading of the subject ordinance during the Council's September 16, 2013, meeting.

**AUGUST 26, 2013**

**CITY COUNCIL MEETING MINUTES  
AUGUST 26, 2013  
PAGE 4**

Having no further business, the meeting adjourned at 7:17 p.m.

Minutes respectfully submitted by City Clerk Carol Daniels.

---

CITY CLERK

---

MAYOR

**AUGUST 26, 2013**