

**CITY OF SUGAR HILL
MAYOR & CITY COUNCIL
SPECIAL CALLED MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2015, 7:00 P.M.
CITY HALL COMMUNITY ROOM
5039 WEST BROAD STREET
SUGAR HILL, GEORGIA**

CALL TO ORDER – by Mayor Steve Edwards at 7:00 p.m. Present were Mayor Steve Edwards, Mayor Pro Tem Hembree, Council Members Marc Cohen, Curtis Northrup and Mike Sullivan. Council Member Susie Gajewski was not present. Also present were City Manager Paul Radford, Assistant City Manager Troy Besseche, City Clerk Jane Whittington and City Attorney Frank Hartley.

Resolution, 2013 Budget Amendment – the City Manager explained that in order to reflect the intention of the 2013 administration to transfer funds from the General Fund to the Golf Fund, staff recommends increasing the Operating Transfers out to other funds budget line item by \$325,000. This will be offset by increasing the Insurance Premium tax budget line item. This line item actually came in over budget by \$350,000 for 2013. Council Member Cohen motioned to approve the proposed budget amendment as presented by the City Manager to reflect the transfer of funds from the General Fund to the Golf Fund in 2013. Council Member Sullivan seconded the motion. Approved 4-0.

Acceptance of 2013 Audit (Wayne Tuck, CPA Auditor) – the City Manager explained that Walker, Pierce & Tuck, CPA's with the assistance of staff, has completed the 2013 Audit of the City's financial records, accounting and reporting,. The City received an "unqualified opinion" which is desired and positive opinion in the field of governmental accounting and financial management. Wayne Tuck presented the audit to the Mayor and Council. He stated that the 2012 Audit has been accepted by the Department of Audits. Mayor Pro Tem Hembree motioned to accept and approve the 2013 Audit as presented by Wayne Tuck of Walker, Pierce & Tuck, CPA and for the audit to be immediately transmitted to the State Department of Audits and Accounts. Council Member Sullivan seconded the motion. Approved 4-0.

Accrued Leave Policy Amendment – the City Manager explained that the current Personnel Policy and Employee Manual addressed Personal leave as follows: Each employee can carry over from one calendar year to the next a maximum of 240 hours of personal leave. Any employee that has over 240 hours of personal leave on December 31st, the overage up to 120 hours maximum, will go toward a catastrophic leave. Staff feels that this policy is unfair to the employee as they, for the most part, will never be paid for hours earned; and that it is extremely hard, if not impossible to implement fairly; and this creates and "open ended" liability, with an unknown cost to the City. Staff recommends that on December 31st of each year, any employee with a Personal Leave balance exceeding 240 hours may choose one of the following options: 1) receive a payroll check for the excess hours paid out at that employee's current hourly rate. (Normal payroll tax deductions and the retirement benefit would be included in this payout.) 2) The City will contribute the amount equal to excess hours times current hourly rate, to that employee's 401a Retirement account. Council Member Cohen motioned to amend the Personnel Policy in regard to Personal Leave to eliminate the term "catastrophic leave" and to direct the City Manager to offer one of the two employee selected options for payout at end of year excess hours (hours over the policy limit of 240). Council Member Northrup seconded the motion. Approved 4-0.

Natural Gas Ordinance Amendment – the Assistant City Manager explained that the gas base rate has not been raised since 2001. A recent staff overview of overhead costs associated with utility services provided some insight into the structure and intention of the base rate. This rate is one of the lowest in the State and has not kept pace with inflation. After reviewing this historic and current market rate analysis as well as our ongoing commitment to provide reliable, clean and safe energy to our citizens and ratepayers, staff is recommending a phased-in rate adjustment schedule as follows: \$15 per month beginning January 1, 2016 through December 31, 2016; \$16 per month beginning January 1, 2017 through December 31, 2017; and \$17 per month beginning January 1, 2018 and continuing thereafter until changed by action of the City Council. Council Member Cohen motioned to adopt the ordinance amending the base rate for gas service and adjustment schedule. Council Member Sullivan seconded the motion. Approved 4-0.

EXECUTIVE SESSION: TO DISCUSS LEGAL, REAL ESTATE AND/OR PERSONNEL – there was no Executive Session held.

PUBLIC ACTION TAKEN OUT OF EXECUTIVE SESSION

ADJOURNMENT – Council Member Sullivan motioned to adjourn. Mayor Pro Tem Hembree seconded the motion. Approved 4-0.

Steve Edwards, Mayor

Jane Whittington, City Clerk