

# CITY OF HENDERSON – RECORD BOOK

Record of Minutes of     A Called Work Session     Meeting on     May 16, 2023    

A Special Called Work Session of the Board of Commissioners of the City of Henderson, Kentucky, was held on Tuesday, May 16, 2023, at 1:00 p.m., prevailing time in the third floor Assembly Room of the Municipal Center, 222 First Street, Henderson, Kentucky.

There were present Mayor Bradley S. Staton presiding:

**PRESENT:**

Commissioner Rodney Thomas  
 Commissioner Austin P. Vowels  
 Commissioner Robert N. Pruitt  
 Commissioner Nicholas E. Whitt

**CITY STAFF MEMBERS** included: William L. “Buzzy” Newman, Jr., City Manager; Dawn Kelsey, City Attorney; Maree Collins, City Clerk; Heath Cox, Assistant City Manager; Holli Blanford, Public Information Officer; Robert Gunter, Finance Director; Connie Galloway, Human Resources Director; Brian Williams, Public Works Director; Trace Stevens, Parks, Recreation & Cemeteries Director; Sean McKinney, Police Chief; Jordan Webb, Communications Director; Tim Clayton, Gas System Director; Greg Nunn, Information Technology Director; Nicholas Mangarella, Acting Fire Chief; Steve Davis, Code Administrator; Shelly Melloy, Accounting Manager; Dylan Ward, Project Manager; Sam Lingerfelt, Safety & Training Coordinator; Travis Owens, Assistant IT Director.

**THE FOLLOWING AGENDA ITEM WAS DISCUSSED:**

1. Review and Discussion of Fiscal Year 2024 Budget

- ✓ Mr. William L. “Buzzy” Newman, Jr., City Manager, gave a brief opening presentation regarding the upcoming budget constraints, purchasing, capital expenditures, and succession planning to be included in the FY2024 budget.
- ✓ Mr. Robert Gunter, Finance Director, presented a review of the Revenue Analysis indicating that there are five major sources of revenue:
  - 1) Property tax – the PVA tax assessment increased \$56 million in additions and increased value was also up;
  - 2) Occupational Tax – the increase in January 2023 enabled the employee salary increases of January 2023. The position added to handle the Pratt project contractors has more than paid for itself with increased revenues. These increased revenues are expected to continue into FY2024;
  - 3) Insurance Premium Tax – Ten percent of this revenue is set aside to pay 2020 bonds and any capital improvements;
  - 4) Utility PILOT – the new PILOT is anticipated to be \$1.4 million from HMG, \$1.3 million from HMPL, and \$550,000.00 from HWU. Mr. Gunter reported that the gas department is currently cash poor due to all of the ongoing capital improvement projects and their PILOT will decrease from previous years. The other utilities will phase in the PILOT plan over the next three fiscal years which will increase by \$750,000.00 when fully implemented.
  - 5) Other (various taxes) – 84% of revenues are from these five sources.
- ✓ Mr. William L. “Buzzy” Newman, Jr., City Manager, reviewed the Administrative department Goals and Objectives which includes:
  - ❖ Updating Safety Plans, Disaster Plan, and Continuity of Operations Plan ;
  - ❖ Municipal Facilities to continue to allocate facility improvements i.e. the roof work and interior work on the Public Safety Center and improvements at the JFK Community Center;
  - ❖ Active Shooter trainings; Employee Recognition Program;
  - ❖ Sports Complex and Fire Station replacement;
  - ❖ Continuation of the property foreclosure process; and
  - ❖ Wathen Lane Improvements, Green River Road Sidewalk, and Barret Blvd. Extension Projects.
- ✓ Mr. William L. “Buzzy” Newman, Jr., City Manager, began the review of the Administrative department budgets

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- ❖ The travel budget for the Mayor and Commissioners has been increased to allow for both the annual NLC and KLC conferences.
- ❖ The City Manager division budget reassigned the Administrative Secretary position from PT to FT, and added new PIO and Assistant City Manager positions. Due to the increased positions, the travel/training and car allowance budgets were also increased.
- ❖ City Attorney Dawn Kelsey reported that they are beginning the fourth year of foreclosures and there is an increase to support that process.
  - The Legislature is currently reviewing the addition of Code Enforcement Liens to the foreclosure process.
  - Continue to work with Habitat and the Housing Authority for possible locations for them under the foreclosure process.
  - Upcoming Ordinance Review
- ❖ City Clerk Maree Collins reported succession planning for her anticipated retirement in October 2024.
  - Increase in advertising and codification fees due to ordinance review requirements.
- ❖ Safety and Training Coordinator Sam Lingerfelt indicated an increase in supplies for new AEDs
  - An Intern will assist in creating/updating current and new policies.
- ❖ Human Resources Director Connie Galloway reported succession training for her planned retirement in July 2024.
  - Communicating/education on health-related issues.
  - COLA recommendation 1.5% for all pay plans.
  - Pay Plan amendment to raise all non-hazardous positions one grade (plus COLA). This was an initiative brought out in the Goal Planning work session to adjust pay, particularly to help the lower grade levels.
- ❖ Project Manager Dylan Ward reported succession training related expenses for the Engineering division due to the retirement of the Engineer Doug Boom.
  - There is an Intern in the Engineering division that will be assisting several departments and utilities to get an overall idea of the varied engineering facets of city government.
  - The Mass Transit budget was increased for capital improvements and the purchase of two new buses.
    - Buzzy Newman, City Manager, reported that the Census Bureau response was still unfavorable; however, KYTC has indicated that they would assist by allowing funding to be funneled through them until a final solution could be found.
- ❖ Finance Director Robert Gunter reported a 30% increase in clerical due to creating a FT position for parking enforcement. The Accounting division personnel is down due to contracting out meter reading services and will disappear once all the new meters are installed. The ERTs for gas are approximately 40% installed and should be completed by end of the calendar year; HWU is approximately 1/3 completed and HMPL has not started their project to date.
  - He indicated that once the new meters are fully operational, he anticipates that the customer could choose their own due date instead of the current wards that have been in place for many years.
  - Treasury division personnel has stabilized with the salary increase. There is an anticipated increase for PVA assessment due to increase in total assessments anticipated to exceed \$2 billion.
    - People like the kiosk but usage doesn't justify a second one at this time.
- ❖ Acting Fire Chief Nick Mangarella some recent incidents have caused additional training expenses.
  - Looking at alternative staffing vehicles that are trucks with camper tops to carry apparatus/equipment in a separate environment.
  - Recommends an incentive pay/program be considered for those that have additional trainings and participate on specialized teams.
- ❖ Parks, Recreation and Cemeteries Director Trace Stevens reported that one of the department's goals includes new entryway signage.

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- Cemetery/Parks vehicle replacement and the replacement of the Gator for year-round use is scheduled this fiscal year.
- An additional PT Seasonal position was added for maintenance of the downtown plantings.
- Cemetery Record Keeping Software Upgrade and GPS mapping of the cemeteries.
- The pool is scheduled to be stripped and repainted.
- JFK Center parking is scheduled to be paved.
- City Manager Buzzy Newman reported that the skatepark equipment from Community Park has been stored in the hopes of creating a new skatepark in the future.
- ❖ Police Chief Sean McKinney explained that there had been some internal budgetary division for the SROs and two system administrative positions to IT for better tracking purposes.
  - The ammunition purchase will have an 18-month lead time, so it won't be expended in this upcoming budget.
  - Upgrading the firing range.
  - A number of flock cameras will be included in this budget.
  - Two pursuit vehicles are in this budget.
  - Finally filled the PSO position and would like to request that one more for 2<sup>nd</sup> shift be added to this budget – the Board was agreeable to accept that recommendation to be added to the upcoming budget ordinance.
- ❖ Public Works Director Brian Williams thanked the City Manager for including the requested capital equipment.
  - Sanitation division will move forward with the containers and tipper equipment.
  - Roof renovations for the Public Safety Building have been included to complete the work previously started.
- ❖ Information Technology Director Greg Nunn reported that the audio/visual equipment for the Assembly Room would be upgraded along with updates to the Windows Server and replacement of switches at the MSC.
- ❖ Gas System Director Tim Clayton reported that the Pratt pipeline is on schedule and is expected to be completed within the next two weeks; the Station #1 Project on Madison Street is on track for completion on schedule; the Wathen Lane Project is ready to begin moving gas lines; and the ERT Project is underway; and the department has implemented cross training with two resignations and two upcoming retirements.
- ❖ Emergency Communications Director Jordan Webb reported that matching funds were put into the budget for the recently submitted grant application; the office equipment expense has been increased to cover new computers; the electric purchase has increased due to the need to purchase LP gas for the radio towers during storm outages; the overall department budget is down ten percent and usually comes in under budget due to staffing shortages.
  - Handheld radios are coming to their end of life and need to be addressed sooner rather than later for police and fire.
  - Need for discussion of funding future equipment replacements.
- ✓ Mr. William L. “Buzzy” Newman, Jr., City Manager, thanked each of the department heads and their staffs for all the hard work to present this budget.
  - GPS units will be installed on most all city vehicles.

DISCUSSION WAS HELD relating to a plan for being more aggressive in finding and applying for various grants; add an employee grant writer or contract out; there are companies that will research and complete applications with various fee structures for their assistance; possible retirement of Community Development Specialist within the next three years.

Consensus was that staff put a placeholder in the budget for grant writing services.

NO FORMAL ACTION WAS TAKEN BY THE BOARD OF COMMISSIONERS.

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MEETING ADJOURN:

MOTION by Commissioner Thomas, seconded by Commissioner Pruitt to adjourn.

The vote was called. On roll call, the vote stood:

Commissioner Thomas --- Aye:      Commissioner Whitt ----- Aye:  
Commissioner Pruitt ----- Aye:      Commissioner Vowels --- Aye:  
Mayor Staton ----- Aye:

WHEREUPON Mayor Austin declared the work session adjourned at approximately 4:22 p.m.

ATTEST:

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Maree Collins, CKMC  
City Clerk

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Bradley S. Staton, Mayor  
June 13, 2023