

**MINUTES
ELGIN CITY COUNCIL
WORKSHOP MEETING
WEDNESDAY JULY 24, 2019
CITY OF ELGIN RECREATION CENTER, 361 N HWY 95**

CALL TO ORDER

Mayor Cannon called the meeting to order at 6:08 p.m.

ROLL CALL

Present: Chris Cannon, Mayor

Jessica Bega, Mayor Pro Tem
Juan Gonzalez, Council Member
Mary Penson, Council Member
Susie Arreaga, Council Member
Daniel Lopez, Council Member
Brad Jones, Council Member
Sue Brashar, Council Member
Forest Dennis, Council Member

Staff: Thomas L. Mattis, City Manager
Charles Cunningham, Finance Director
Pam Sanders, Human Resources

Mayor Cannon certified that there was a quorum.

GENERAL DISCUSSION

1. Review and Discussion of the Proposed City of Elgin 2019-2020 Annual Budget and Related Matters, Including but Not Limited to Possible Discussion of All Departments, Operations, Revenues, Expenditures, Functions, Personnel, Infrastructure, Facilities, Taxes, and Tax Rates Related Thereto.

City Manager Thomas Mattis stated that it was a work session and no motions or votes would be taken, but this was for the Council to hear some general ideas and give their feedback individually and noted of who says yes or no. He stated that as they could see, there were no final numbers or details, but there were some big issues to be put forward and get some feedback.

Mr. Mattis stated that the Mayor had asked him to work on putting together a City Council orientation process document, and that he understood some prior Managers had done this.

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Mayor Cannon stated that there had not ever been a formal process at all. Mr. Mattis stated his approach had always been to reach out to people individually and let them guide that process. Mr. Mattis stated that he would like to schedule a tour of all the city facilities for anyone interested and asked that they let him know who would like to participate.

Mr. Mattis stated there were three basic topics they would be going through. He stated the re-organization project was something they had been working on the last couple of years, trying to get jobs and departments aligned in an effective professional way and responsive to the operation we are now. He stated that although there would be job titles and position changes, there would not be any adverse impact on any individual. Mr. Mattis stated the next item was revenue; this year as we prepare for the property tax caps that will come into play, next year the focus was on fee structures and shifting cost from where we used to absorb costs in the general fund, now it is a fee based structure. He stated that the third item that came up every year was employee paid benefits and taking a more comprehensive approach.

Charles Cunningham Finance Director spoke about the re-organizational structures, providing a current organization chart and one that was proposed. He stated that currently the City Manager has several departments that report to him, and each one of these have had direct access to the City Manager. He stated managing this many people made it difficult from a communication standpoint and created issues all of the time.

Mr. Cunningham spoke about the advantages of the new departmental configuration; Improved communication, better response to citizens, frees the City Manager to deal with broader issues, promotes development and use of Management Information Systems, facilitates planned growth of the organization and puts the organization in a better position to absorb and manage the City's growth that is contemplated in the near future.

Mr. Cunningham stated that there would now be Public Safety, Community Services, Planning and Development, and the Assistant City Manager/CFO all reporting to the City Manager.

Mr. Cunningham stated that with the new structure in the Police Department, there would be a new Criminal Investigations Division with support services that would include Animal Control, Code Enforcement, and the Marshall program.

Mr. Cunningham stated that Amy Miller would head the Community Services that would include the Library, Recreation, Mainstreet Events Program and Events Coordination involving Festivals, Parades and other activities.

Mr. Cunningham stated that Planning and Development would have no changes, but in the new budget they were adding a new position and moving that department to City Hall.

Next, he stated his department included the Finance Department and Human Resources, but now would have a Public Works Department including Engineering, Parks and Grounds, Sanitation, Streets, Utilities, and Building Equipment Services. He stated each one of these divisions would go through the Assistant City Manager, then to the City Manager.

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Mr. Cunningham provided an overview of the General and Utility Fund, Sanitation Fees, Property and Sales Tax Rate, Development Fees and Interfund Transfers.

Mr. Cunningham discussed a Classification and Compensation Study along with employee benefits. He stated that Pam Sanders, the HR Manager, was working on this as well as health insurance for employees.

Pamela Sanders HR Manager spoke and stated that she was currently looking into finding an affordable insurance provider due to a large increase that Humana had quoted. She stated that she is working on a Personnel Policy Manual since it was last updated in 2005 along with an Employee Handbook.

City Manager Thomas Mattis stated there was one more week before the presentation of the budget and at that point there would only be tweaks, which was why it was important that they met tonight for any changes they were considering. He stated after the budget was presented, there might be one more work session for questions or discussion, or if anyone wanted to meet one on one to let him know.

ADJOURNMENT

Mayor Cannon adjourned the City Council Workshop meeting at 8:29 p.m.

APPROVED

CHRIS CANNON, MAYOR

ATTEST:

AMELIA SANCHEZ
City Secretary