CLARKSVILLE CITY COUNCIL
SPECIAL SESSION
JANUARY 25, 2021

MINUTES

CALL TO ORDER

A special session of the Clarksville City Council was called to order by Mayor Joe Pitts on Monday, January 25, 2021, at 4:30 p.m. in City Council Chambers, 1 Public Square, Clarksville, Tennessee.

This meeting was conducted in person, via Google Meets, and live streamed on cityofclarksville.com

A prayer was offered by Councilperson DaJuan Little; the Pledge of Allegiance was led by Councilperson Ashlee Evans.

ATTENDANCE

IN PERSON: Vondell Richmond (Ward 2), DaJuan Little (Ward 3), Wallace Redd (Ward 4), Jason Knight (Ward 5), Travis Holleman (Ward 7), Wanda Allen (Ward 8), Karen Reynolds (Ward 9), Stacey Streetman (Ward 10), Ashlee Evans (Ward 11), Trisha Butler (Ward 12)

GOOGLE MEETS: Wanda Smith (Ward 6; joined late)

ABSENT: Richard Garrett, Mayor Pro Tem (Ward 1)

APPROVAL OF ELECTRONIC MEETING

"In order to comply with the technical aspects of the Governor's Executive Order regarding holding open meetings in a forum other than in the open and in public, this governing body determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak."

Councilperson Evans made a motion to approve the electronic meeting. The motion was seconded by Councilperson Little. The following vote was recorded:

AYE: Allen, Butler Evans, Holleman, Knight, Little, Pitts, Redd, Reynolds, Richmond, Streetman

NOTE: Councilperson Smith did not respond to this vote.

The motion to approve the electronic meeting passed.

OVERVIEW OF FY21 BUDGET AND BUDGET PROCESS

Mayor Pitts recognized Chief Financial Officer Laurie Matta. For the benefit of recently elected members of the City Council, Ms. Matta presented an overview of the City's FY21 General Fund Budget and the upcoming budget process.

Ms. Matta noted an adopted budget gives the City authority to allocate and spend funds, some of which are required by state law. She gave a brief explanation of fund categories and shared a breakdown of tax revenues. She said the Mayor has the responsibility of creating a budget and providing it to the City council for consideration.

Reviewing the budget process, Ms. Matta said the budget requires one public hearing and two readings and said any member of the City Council may offer written amendments during the public meetings.

Ms. Matta shared a brief history of the tax rate with regard to reappraisals and explained the need to issue debt and how the tax rate is linked to debt.

In response to Councilperson Allen's question, Ms. Matta said the tax rate is typically established in the budget document, except during reappraisals when the tax rate is established separately.

In response to Councilperson Butler's question, Ms. Matta said each utility enterprise, CDE and Gas & Water, has their own financial manager, and said the enterprise funding cannot be co-mingled with city general funds.

In response to Councilperson Reynolds, Ms. Matta said the fund balance policy of 20% was established by the City Council.

In response to Councilperson Richmond's question regarding funding for individual wards, Ms. Matta said Community Development funds may be available, but require certain qualifying criteria.

In response to Councilperson Allen, Ms. Matta said the State of Tennessee no longer allows establishment of entertainment district tax rates, but consideration can be given to Tax Increment Financing programs for certain areas for specific projects with strict guidelines for use of funds. In response to Councilperson Reynolds, Ms. Matta 2020 TIF funds were paid to the Industrial Development Board.

Ms. Matta also enlightened the new members of the upcoming budget process, which would begin in February or March. She noted sources of revenues and a summary of current department budgets.

In response to Councilperson Smith, Ms. Matta said funding for the Roxy Theater is paid at the beginning of each month.

In response to Councilperson Allen's question, Ms. Matta said she practices using conservative revenue projections.

In response to Councilperson Butler's question regarding year-end overages, Ms. Matta said unspent operating appropriations are re-directed to the General Fund on June 30 of each year. She said capital project funding remains budgeted over several years. Ms. Matta mentioned the five-year Capital Improvement Plan coordinated by the Regional Planning Commission and reviewed by the City Council. She said capital project spending is reported monthly to the Finance Committee.

ADJOURNMENT

The meeting was adjourned at 5:53 p.m.

ADOPTED: February 4, 2021