

1. Credit card statements for Mayor and City Manager for March 2022 through now.

a. Provided.

2. Breakdown of what departments Patrick's salary is allocated to.

a. Provided.

3. Detail of all expenses for hotel/motel department for FY24.

a. Provided.

4. ARPA financial report previously released.

a. Provided.

5. Contingency expenses for mayor & city manager for year end 6/24 and 7/ 2024.

a. Provided.

6. Last credit card statements with transactions for city manager.

a. Provided.

7. Payroll records for the last payroll of the 6/30/24 year.

a. Provided.

8. City Auditorium reports 6/30/24 year.

a. Provided.

9. Water & sewer summary of revenue over expenses for 6/30/24 year.

a. Provided.

10. Leachate revenue for 6/30/24 year.

a. Provided

11. A copy of employee handbook draft.

a. Provided

12. A detail of city manager department budget amounts.

a. Provided.

13. Budget theme and priorities

a. Elevating the workforce; Elevating operations; Elevating infrastructure; Mitigating inflation

14. As discussed in our most recent Work Session on September 3, 2024 at 3:00pm, I have chosen the following dates that we can meet as a Commission with each Department Head on September 10th and September 11th starting at 3:00pm on both days to discuss the FY25 Budget in detail. Please be certain this is advertised to the public.

a. Quorum was not achievable, reached out to Commission for individual dates.

15. In an effort to help the city better organize/manage its finances including employee salaries; I am still waiting to receive an updated FY25 budget with the corrections and amendments to some of the concerns that have been pointed out, but for clarification this is what I am specifically requesting to see in the FY25 Budget Book:

a. Provided an updated FY25 budget book. We will create a separate document for salary request.

16. Please provide me the most recent 2023 Financial Audit for the City of Waycross which includes their findings / recommendations and improvements that are needed.

a. link: www.waycrossga.gov/uploads/finance_3_247009168.pdf

17. Second, as elected officials it is evidently clear that the city's budget, & overall finances including income & expenditures are extremely unclear. I need to see everything (credit card statements, bank statements, expense reports, invoices for FY23 and FY24)

a. Will provide as soon as we can but please be mindful of our day-to-day operational duties. We will need more time to accomplish this task due to the scale and scope and the large Open records request for information dating back 20 years.

18. The FY25 budget adjusted to bring all public works employees who are making less than \$15.00 per hour up to that rate. This should include their 1% proposed raise. There are several private companies that provide compensation and salary studies to cities that other cities have effectively used. (See attachment)

a. Not feasible unless we raise rates/fees/taxes to increase revenue or decrease services like private companies and other cities do and as mentioned in the attachment. We have briefed the necessity to increase water/trash/sewer/hotel rates and explained the CPI model used to mitigate inflation and increase revenue that has been successful in cities like Douglas, Atlanta, and Tifton. Please also consider the longevity change, age retirement change, and CDL raises that have already been executed. Ultimately, we cannot give what we do not have.

please consider the workforce in this matter.

19. An itemized breakdown of each City of Waycross employee's annual salaries for FY23, FY24 and proposed salaries for FY25.

a. We are working this; will include in your packet this weekend. We are really concerned about salary information getting out the public without context, please consider the workforce in this matter.

20. GMA has created the 2nd Edition of a Budget Guide for Georgia's Municipalities. This publication has been prepared for municipal officials as a practical guide to the budget process. It includes definitions of budgeting terms, an explanation of the roles of stakeholders in the budget process, and a step-by-step guide to developing a municipal budget. The laws, regulations, and principles that guide the budget process are also defined and explained in this guide. Finally, the guide includes numerous examples of forms, charts, and graphs that can be duplicated by most cities as they develop their budget documents.

a. We followed the model provided by GMA and IAW federal, state, and local laws.

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21. The City of Waycross's 10-year Plan. I requested this on July 12, 2024. I still have not received a response from you.

a. I briefed this and provided a copy upon my arrival, voted on by the then commission.

Additionally, I provided you a copy of the Comprehensive plan (10 yr).

22. Why are we compensating certain employees with overtime. This needs to be clarified.

a. Overtime as outlined in the City Handbook.

Section 2.00.03 – Standard Work Hours The standard number of working hours during any standard week is 40 hours for all full-time employees with the following exceptions: There is no maximum limit on the standard number of working hours during any standard workweek for exempt employees. The standard number of work hours for firefighters and police officers shall be consistent with the Fair Labor Standards Act and the pay plan as adopted by the City. When possible, overtime work shall be offered and assigned on a rotating basis to employees with the same position description at the same work location or administrative unit. Employees of the City shall work overtime when called upon in the event sufficient conditions as determined by the Department Director or their designee exist to require overtime work to be performed by the work unit. It is within the discretion of the Department Directors and the City Manager to alter employee hours on a case-by-case basis.

23. I have also requested to see the entire expense report for all of the ARPA funds and where these funds were allocated to, who they were distributed to, for what, how much and when? Also, what is the exact balance in ARPA Funds remaining? Please provide me with copies of every check written for ARPA Funds and include the bank statements and expense reports.

a. **Provided; checks and banks statements will be included in the #17 response**

24. What is the status on the paving projects for the City of Waycross? How will these paving projects be put into effect across each district?

a. **Bids are out, we will determine scale, scope, and priorities of work once contracts are selected.**

25. Has the alley on Walker Street been cut, edged and limbs trimmed? If not, please get this completed.

a. **As agreed upon by the commission, all Alley work starts in the month of October, this was agreed upon because the commission understood we did not have the personnel capacity to do everything at once, hence our seasonal scheduling.**

26. Has the City of Waycross's website been updated? I see several outdated information and photos that should be corrected.

a. All photos are correct, what outdated information are you referencing?

27. Question: Please clarify ARPA?

a. The ARPA amount on page 2 of \$1,900,000 for FY25 is the total amount from the ARPA Fund schedule on page 59. The amounts expected to be spent between 7/1/24 and 12/31/24 are in the bottom part of the page 59 schedule. The categories are Covid Pay \$4,000, Capital Software \$290,000, and Equipment for \$1,606,000. The covid pay program has been stopped, but we expect to pay \$4,000 in covid pay signing "bonuses" for new employees that started employment at the City before the pay was stopped. The revenue at the top of page 59 is made up of ARPA funds of \$1,888,000 the City has received from ARPA before 7/1/24, and also interest income of \$12,000 the City has received from ARPA funds deposited at the bank.

28. Question: It was noted that for Travel/Training District 3 is currently over budget, but on page 10, for the City Manager Business Travel was also over budget. Please explain.

- a. The budget for District 3 did not take into account the amount of travel for district 3 that was actually experienced for the year. All the commissioners are budgeted with the same amount for simplicity although each commissioner traditionally experiences different amounts. The result of this method has the travel total for all commissioners to be less than the budget total for all commissioners. The budget for the City Manager Department did not take into account the amount of travel that was actually experienced for both the City Manager and the City Clerk positions. The budget was prepared using an estimation for just the City Manager, and not for the City Manager and the City Clerk combined. Something that needs to be updated in the charter.

29. Under your title, why did you group salaries for the city manager, executive assistant, city clerk, and city clerk assistant for each year listed? Please provide a breakdown for each of those employees in that division with the account numbers and descriptions for each year listed.

- a. The salaries for the city manager were grouped together as other departments are grouped together when employees report to the same supervisor. A breakdown for the employees for each column on the budget page is indicated in the attached schedule. All of these are for account# 10-51-1-320-32-1100 with the description of Salaries.

30. Why is salary an hourly rate rather than a base rate? If base- would mean no specific overtime requirement of adjustment of that city employee's work week? Why are you requesting overtime pay for this employee? This would be the same for you as the city manager as well. Why are you including pay for overtime in this budget proposal? Overtime pay should be allowed for Public Works, Police and Fire city employees.

- a. We express all pay in hourly amounts in order to be uniform for comparison purposes. We put a relatively small amount (\$1,000 for the year) in overtime in case it is needed. The business integration clerk and the assistant city clerk are paid hourly and are required to be paid overtime if the hours are incurred. All unscheduled overtime needs to be preapproved and checked to see if it is justified.

31. Why are you requesting ARAP Interest Income (Should this be ARPA?) \$12,000.00 in funds for 2025? It was my understanding that all ARPA funds were earmarked and allocated. Also, please clarify for my understanding. Also, has follow-up and documents on ARPA projects from citizens who received ARPA funding complete?

- a. As indicated in question 1 above the \$12,000 interest is what we have earned from the bank in depositing the ARPA funds. We are allowed to earn interest on these ARPA funds, and we are required to report the amount to ARPA. We are still collecting documents as the work is completed.