

**Tyrone Town Council**  
**Budget Workshop**  
April 21, 2009

**Present:**

Mayor Don Rehwaldt  
Councilman Tracy Young  
Councilman Eric Dial  
Councilwoman Grace Caldwell  
Councilwoman Gloria Furr  
Town Manager Chris Venice  
Finance Manager Penny Hunter  
Town Clerk Nancy J. Goedker

**Also present:**

Police Chief Brandon Perkins  
Library Supervisor Julie Digby  
Recreation Program/Events Coordinator Jennifer Patton

The meeting was called to order by Mayor Rehwaldt at 6:00 pm.

Penny Hunter, Finance Manager, gave an overview of the current FY2008-2009 budget on what was actually spent through April 10, 2009, and gave a projected estimate of revenues through June 30, 2009. Ms. Hunter stated that the general fund year revenue is projected to end at \$2.9 million. She added that proposed revenue for FY2009-2010 is \$3.1 million. Councilwoman Caldwell asked if the proposed FY2009-2010 budget includes any State Property Tax Credits. Ms. Hunter confirmed that the Homeowners Tax Relief Grant (HTRG) had not been included.

**Administration:**

Councilman Dial asked to clarify line item 57.9000 - Contingencies in the amount of \$208,948. Ms. Hunter stated that staff addressed the need for a contingency fund for emergencies. Chris Venice, Town Manager, stated that there are modest funds in Public Works and Public Safety but if there was ever a major road wash out, or any major issue, there would not be enough money in the individual departments to cover the expenses. She further added that the contingency funds can only be spent with the approval of Council. Ms. Hunter added that funds were cut from other line items to fund the contingency line item.

Councilman Young asked about the difference in Health benefits from the previous year. Ms. Hunter stated that she found that some individuals were budgeted for health insurance but the Town was not actually paying their insurance. Mr. Young also asked about what the Town's portion of the Health benefits included; i.e. medical, dental, life insurance, and long term disability. Councilwoman Furr asked why the retirement went down. Ms. Hunter stated that the figures were actual figures based on what the Town was paying.

Councilman Young asked for clarification on line item 52.2202 - Equipment, Repair and Maintenance to verify if this line item included the copier or would line item 52.2320 - Rental Equipment include the copier. Ms. Hunter stated that she would look into these two line items. Mr. Young also asked why there was an increase from \$1,000 to \$10,300 in line item 53.1700 - Other Supplies. Ms. Hunter stated that this is to upgrade the Town's Financial Accounting System. The upgrade is for a cash receipting and pooled cash program. Ms. Hunter stated that she felt these two programs were essential for the efficient operation of the Town. She added that everything in the general ledger is listed by a journal entry and that checks are not being written directly into the system. Instead checks are written manually, then input by a journal entry, making for a very complicated accounting system. She added that cash receipts are taken in at different places and done manually. These do not show up on the general ledger until the bookkeeper posts them. Ms. Hunter added that the proposed accounting system would save the Town money. Councilman Young stated that he would like to see a more comprehensive detail in regard to this system.

#### Public Safety:

Councilman Young asked Chief Perkins to clarify line item 54.2300 - Furniture & Fixtures from \$2,000 to \$1,000 and line item 54.2400 - Computers staying the same at \$2,000. Chief Perkins stated that his goal was to finish the basement within the current budget, and with the furniture donation from Countywide Mortgage, there are only a couple of items still needed. He added he has nothing planned for furniture for next year and therefore, has actually cut line item 54.2300 down to \$500. He added that he has also cut line item 54.2400 down to \$1,000 for a contingency if something should come up. Councilman Dial addressed line item 53.1270 - Gasoline, and asked Chief Perkins if he knew what has been spent month by month on gas this year. After a brief discussion, Councilman Dial asked Chief Perkins to go back and do a month by month calculation, including the price of gas per gallon, and see if this line item can be decreased from the projected \$70,000. Chief Perkins addressed line item 51.1100 - Regular Employees in the amount of \$728,196 explaining that if he promoted anyone needing to fill necessary supervisory positions he would be over budget; therefore, he would like to propose \$731,112 for this line item.

#### Recreation:

Councilman Young addressed line item 51.1300 - Overtime, and asked how this reduction was going to impact the Recreation Department for working events after hours. Ms. Venice stated the Jennifer Patton's schedule will work a flex schedule and by altering her schedule, the overtime will be cut down.

#### Public Works:

Line item 54.2100 - Equipment, was addressed specifically in regard to a loader for the tractor. Ms. Hunter stated that Public Works needs a bucket scoop to handle larger jobs. Councilwoman

Furr directed staff to get a clarification as to what type of loader Ms. Holt is requesting. Councilwoman Caldwell asked how many dams in line item 52.3106 - Lakes and Dams Insurance was the Town paying for. Ms. Venice stated that as far as she knew two; Pendleton and Shamrock Park. Councilwoman Furr addressed line item 53.1600 - Small Equipment and asked for clarification on what Public Works has already spent from this line item. Ms. Hunter stated that \$2,500 has been spent this year. It was noted that Public Works has been getting by with the small equipment they have; using old equipment and using their valuable time running to get parts. Ms. Hunter further added that Public Works would like to have new equipment to do their jobs right. Councilwoman Furr directed staff to find out what was purchased for \$2,500.

Parks:

Line item 53.1235 - Electricity/Parks was discussed as to why the proposed budget went from \$15,000 to \$23,000; an increase of \$8,000 and what was currently being spent monthly on this line item. Ms Hunter stated that it was averaging anywhere between \$1,500 and \$2,700 per month. In the current budget \$19,000 was spend on this line item. Ms. Venice pointed out that this did not just include the parks, but also the pump stations and water sprinklers.

Library:

Councilman Dial addressed line item 53.1400 - Books and Periodicals and why subscriptions need to be increased from \$1,300 to \$2,300. Julie Digby, Library Supervisor stated that when the Library first moved into the building they wanted to increase their subscriptions considerably, but did not, and would like to add several new magazines this year.

Sewer:

Ms. Hunter stated that the Sewer budget will be addressed at the April 30, 2009 budget workshop.

Sanitation:

After a brief discussion on how the sanitation bills are being mailed out, Councilwoman Caldwell stated that she would like to see if a company could fold and stuff the sanitation bills instead of staff. It was also noted that the sanitation bills are not being mailed at bulk rate. Councilman Dial added that it would be worth checking into as the Town could probably save money just on the postage. He added that he would check and get prices.

Staff Comments:

Ms. Venice stated that the Capital Improvements Program (CIP) includes long term, large scale projects that Council is going to be faced with in the near future. She added that the Engineering and Planning Technician has put together a list of projects, i.e. inlets and headwalls, with a basic estimate of over \$91,524, and without money reflected anywhere in the budget. Likewise Public

Works has put together a list of projects, i.e. drainage repairs that are over \$100,000. She added that the Town is looking at a Capital Improvement Program of at least \$500,000. After a brief discussion staff was directed to prioritize a list and bring it back for discussion at the next workshop.

Council Comments:

Mayor Rehwaldt commended Ms. Hunter for all her hard work in putting the proposed budget together in the short time she has been here.

Councilman Young asked if staff could look into the possibility of eliminating one of the administration vehicles if it was not used regularly. He also addressed line item 52.1200 - Professional Services under Administration. He stated he would like to see this line item decreased more than the \$30,000 from last year's budget. Ms. Venice stated that over \$40,000 was spent on Engineering Services, \$20,000 to Post and Associates for auditing, and about \$60,000 for legal services. It was noted that nothing has been spent this year for environmental services as Beth Vaughn, Engineering and Planning Technician, has been handling these issues. She added that the Town is faced with projects that Public Works will not longer be able to handle in-house; i.e. culverts collapsing under a street, ravines that are 30' deep that need head walls and that the Town will need to rely more on outside Engineering Services.

The next budget workshop is scheduled for Thursday, April 30, 2009 at 6:00 pm.

A motion to adjourn was made by Councilman Young, seconded by Councilman Dial, approved 4-0. Meeting adjourned at 8:02 pm.

By: \_\_\_\_\_

Don Rehwaldt, Mayor

Attest: \_\_\_\_\_

Nancy J. Goedker, Town Clerk