

Town of Tyrone Council Minutes

Budget Workshop

May 13, 2010

6:00 p.m.

Present:

Mayor Don Rehwaldt
Councilman Tracy Young
Councilman Eric Dial
Councilman Ken Matthews
Mayor Pro Tem Gloria Furr
Town Manager Richard Newbern
Town Clerk Pamela Megill
Finance/HR Manager Penny Hunter

Also Present:

Police Chief, Brandon Perkins

Call to Order, Invocation and Pledge of Allegiance

Mayor Rehwaldt called the meeting to order at 6:00 p.m. The invocation was given by Council Member Dial, and was followed by the Pledge of Allegiance.

Approval of Agenda

Council Member Dial made a motion to approve the agenda. Council Member Matthews seconded the motion. Motion approved 4-0.

NEW BUSINESS:

1. Discussion on Proposed Budget for FY 2010 – 2011. *Richard Newbern, Town Manager*

Town Manager, Richard Newbern stated the Town Council had been provided with a proposed budget for FY 2010-2011, and referred to the letter that was provided to the Town Council on May 12th. Mr. Newbern stated that one of the changes he had made from the initial draft was to remove the salary and expenses reserved for a Code Enforcement position. Mayor Rehwaldt questioned why the \$20,000 for the Code Enforcement position was not placed in salaries, as this is what was mentioned at the previous Council meeting. Mayor Rehwaldt provided a letter dated May 13, 2010, entitled Code Enforcement Office to all Council Members. A few minutes were taken to allow the Council Members time to read the letter. Council Member Young stated he applauded the Mayor's tenacity for trying to gain a Code Enforcement Officer, but stated he did not believe 12 days of monitoring the new Code Enforcement Officer computer program was sufficient data to base making a decision on whether to hire a Code Enforcement Officer. Mayor Rehwaldt stated he would like to see the monies allocated for the position returned to the budget.

Mr. Newbern stated he could put the Code Enforcement allocation back into the budget if that was the desire of the Council. The consensus of the Council was to leave it alone for the present. Mr. Newbern stated that a Public Hearing on the FY 2010-2011 proposed budget has been scheduled to take place during the June 3, 2010 Town Council Meeting. Mr. Newbern thanked Police Chief Brandon Perkins, Finance Director Penny Hunter, and all directors and staff for all of their hard work on the proposed budget. Mr. Newbern noted the following highlights of the proposed budget:

The budget reflects an anticipated 8% reduction in property tax revenue. There will be a transfer of \$136,100 from money market reserves to balance the General Fund budget. The \$136,100 represents 4.2% of the Town's money market fund balance, which is \$3,247,616. The County is expected to decrease their usual \$30,000 contribution for Parks maintenance to as little as \$10,800. Council Member Dial asked that the Council be notified of when the next County Commissioners meeting would be, and asked Mr. Newbern to find out if any of the Council members are available to attend the meeting. Mr. Newbern stated Sewer and Sanitation funds will begin supporting employee time spent on these Town function. The Town has \$524,748 of SPLOST funds on deposit, which must be spent before December 31, 2014 or they revert to the County. Mr. Newbern stated it is expected that the Town will be spending approximately \$96,000 next fiscal year on street lighting and this cost was spiraling upwards, and the Town needs (with Town Council consensus) to consider and identify alternative funding for this expense.

General Fund Roll-Up and Revenue

Mr. Newbern gave an overview and summary of the General Fund expenses and revenue with the aid of a power point presentation.

Personnel

Mr. Newbern stated there was some information regarding over-time expenses that could be discussed at the Council's discretion.

General Fund

Mr. Newbern stated that this year's budget includes departmental goals and objectives that are the first step to getting Tyrone on the path to having a "performance budget" whereby each department's expenditures are tied to their stated goals. Council Member Young stated he did believe that the goals that list "compliance" related matters are not goals; they are something that is required.

Administration

Mayor Rehwaldt requested that the line item addressing Professional Services be broken down so that it is easier to determine who is spending and the amount. Mayor Pro Tem Furr questioned the reporting for Safebuilt, Building Inspections, Engineering and Technical Services. Mr. Newbern said that he would provide a better breakdown for those line items. Council Member Young asked why there was a \$1,000 increase in vehicle repairs. Finance Director, Penny Hunter stated that the vehicles slated for these repairs were getting old. Mayor Pro Tem asked why line item 52.3700 – Education and Training had \$11,000 allocated to it (which is the same as last year), although as of April 30, 2010 only \$4,270 has been spent. Ms. Hunter stated that this next fiscal year there are additional training expenses for various administration staff members.

Council Member Dial asked if the Street lighting costs could be discussed further. Mr. Newbern stated that costs would continue to increase. Council Member Dial asked how common it was

for a Home Owners Association to be responsible for their own street lights. Council Member Matthews replied it was very common. Mayor Rehwaldt stated that Town ordinances state that we pay the street lighting after two years. Council Member Young suggested that the Town research to see if there is grant funding available for street lighting. Mr. Newbern stated that he would look into grant funding.

Council Member Young asked for an explanation of server and e-mail migration. Mr. Newbern stated the funding was only for a server and not to address e-mail migration. Council Member Young stated that the e-mail migration needs to be removed, and asked what did the designated \$6,500 include for the server. Ms. Hunter responded 3 years, 24 hour service from the manufacturer. Council Member Young asked who performed the research to select a manufacturer. Ms. Hunter responded it was Newnan Computers that did the research. Council Member Young stated that changing out a server required a lot of variables, and cautioned the implementation and requested more information on what exactly is going to be done, who will be performing the work, along with time frames. Council Member Young stated that before he could agree to give authorization to this project he would need to fully understand what is going to be done, and would like to know if there are any other local companies that would be able to undertake this project.

Council Member Dial addressed line item 53.1270 (gasoline), and asked if the designated \$2,500 could be reduced to \$2,000. Ms. Hunter responded that Ms. Vaughn was using one of the Town vehicles a lot more due to working on code enforcement projects, in addition the previous Town Manager was not driving the Town's vehicles and Mr. Newbern is. Chief Perkins stated he had run a projection to calculate gasoline cost needs for the police department, and stated that gas prices are volatile. Ms. Hunter offered to run a detail on the gasoline line item. Council Member Dial asked that the four previous months of gasoline total costs be multiplied by three for an annual estimated cost.

Mr. Newbern stated that \$100,000 had been designated for contingencies, which is there for any emergencies, and during this current fiscal year none of the funds have been used.

Council Member Young stated he was irritated by the fact that the Town has no funds to pay for things we do as a Town to honor people and events locally; and requested a Public Relations line item be placed in the budget. Ms. Hunter stated that we (the Town) are limited by constitution of how much we can give out; the constitution states that we are not allowed to give out gifts and gratuities to people. Council Member Young stated he wanted the Town Attorney to tell us (the Town Council) if that was specifically the case. Mr. Newbern asked where the funding had come from to pay for the frame for the proclamation that was presented to the Police Department and other framed proclamations. Ms. Hunter stated they had been funded through the General Supplies line item. Mr. Newbern stated that if there was a proclamation that the Council wanted to present and have it framed then those funds could be taken from the Mayor and Council line item (53.1105). Council Member Young stated he thought that line item was for the Mayor and Council to attend meetings and events. Mayor Pro Tem Furr stated she believed that Council Member Young should be reimbursed for the expenses for framing a proclamation and the purchase of flags. Council Member Young stated he did not bring up the public relations discussion to request reimbursement for himself, and said he had funded those purchases from his own funds. Ms. Hunter stated she was requesting this issue be brought to the Town Attorney for clarification.

Municipal Court

Mr. Newbern gave a brief overview of the Municipal Court budget. The Town Council gave consensus of complete agreement of the proposed Municipal Court budget.

Public Safety

Chief Perkins gave an overview of the Police Department budget proposal, and stated that Town Departments were tasked to submit budget proposals reflecting individual overall decreases of 3%. This resulted in a reduction goal of \$37,477. A proposal of a 3.05% or \$38,076 reduction was submitted to Mr. Newbern in April, and after required adjustments for insurance increases, etc., the revised proposal now reflects an approximate decrease of 2.54%. Chief Perkins provided the ayor and Council members with a memorandum that addressed personnel, purchased/contracted services, and capital outlays related to the proposed budget. Council Member Young thanked and commended Chief Perkins for a well prepared budget; Mayor Pro Tem Furr echoed those same remarks to Chief Perkins.

Public Works

Mr. Newbern gave an overview of the proposed Public Works Department budget. Council Member Dial asked if a point could be made to ask the Public Works Director why there is \$100,000 in the Road Paving and Repair line item when \$22,000 has only been spent so far this year. Mr. Newbern said he had already discussed this issue with the Public Works Director, and stated, repairs of this nature are very difficult to determine.

Council Member Young stated the Public Works Department has done a good job of putting this budget together and it looks good.

Council Member Young praised Mr. Newbern for his hard work and diligence in putting the budget together.

Recreation

Mr. Newbern gave an overview of the Recreation proposed budget, and stated that Jennifer Patton Parks and Recreation Director, had done a great job of scheduling events and she had worked closely with Mr. Newbern to put this budget together.

Parks

Mr. Newbern gave an overview of the Parks budget. Discussion took place regarding Shamrock Park and Handley Park. Council Member Young stated that he believed something had to be done with the tennis courts. Council Member Matthews stated he had addressed the condition of the tennis courts several times. Mayor Pro Tem Furr stated she was concerned about the condition of the soccer fields. Mr. Newbern said he would get an estimate of how much it would cost to repair both of the soccer fields, and get an updated tennis courts repair estimate.

Council Member Matthews asked if certain employees could have their employment status changed from non-exempt to exempt to reduce over-time costs. Mr. Newbern stated he had to look at the definition of exempt and determine which positions would qualify for exempt status.

Public Library

Mr. Newbern gave an overview of the Library budget. A discussion followed on the retirement line item 51.2400.

Planning Commission

Mr. Newbern gave an overview of the Planning Commission budget. No Council comments were made on the Planning Commission budget.

Special Purpose Local Option Sales Tax (S.P.L.O.S.T.)

Mr. Newbern stated that the Town treasury has \$524,748 of SPLOST funds on deposit. SPLOST can be spent on construction, including design, right-of-way acquisition, and preliminary drainage structures that are needed to support construction. Discussion followed on the various eligible projects that could receive SPLOST funding. Mayor Pro Tem Furr asked if a copy of the SPLOST referendum could be made available. Mr. Newbern stated he would get the referendum and provide to the Town Council.

Sewer

Mr. Newbern gave an overview of the sewer budget. It was noted that the revenues had increased due to the rate increase. A discussion followed regarding line item 52.3000 Other Purchased Service, 53.1590 Fairburn Sewer Fees and 53.1230 Electricity.

Sanitation

Mr. Newbern gave an overview of the Sanitation budget. No Council comments were made on the Sanitation budget.

Capital Improvement Program (CIP)

Mr. Newbern gave an overview of the CIP and discussed the list of structures in need of maintenance and suggested this list be prioritized at the next budget session.

State Confiscated

Police Chief Perkins gave an overview of the State Confiscated Assets proposed budget, and stated he would like for some of his officers to attend additional training classes using these funds.

Federal Confiscated

Police Chief Perkins gave an overview of the Federal Confiscated Assets proposed budget, and stated he would like to use some of the funding for over-time costs, and apply some of the funding towards the expense of having some of the detectives receive additional crime scene training. Chief Perkins stated he had placed \$50,000 in the Capital Outlays 54.2001 Equipment line item to possibly use to invest in a SMART trailer. Chief Perkins stated he would be using these funds very wisely. The Council Members thanked Chief Perkins for his budget presentation.

Founders Day

Mr. Newbern gave an overview of the Founders Day proposed budget. Council Member Young questioned the Personnel Services section of the Founders Day proposed budget. Council Member Matthews stated that historically the Founders Day event has paid for itself. A discussion ensued regarding police officers time working at this event.

Shamrock Park

Mr. Newbern gave an overview of the Shamrock Park proposed budget. No Council Members made comment on this section of the proposed budget.

Shop With a Cop

Chief Perkins stated the "Shop With a Cop" program went very well this past year, and stated with the Town Council's permission he would like to continue with the program.

Mr. Newbern stated that the proposed budget could be further discussed and reviewed at the next regularly scheduled Town Council meeting.

Mayor Rehwaldt asked if we (The Town Council) would be adding back the \$20,000 into the budget for a Code Enforcement Officer. Council Member Young and Council Member Dial responded that the Council had said no. Mayor Rehwaldt stated that should the Council to decide to hire a Code Enforcement Officer during the middle of the year, the funds will not be available. Mr. Newbern stated that the budget is still in draft phase, and he could put the money back in there, should the Council so desire. Council Member Dial asked if the Council could discuss this issue further next week.

It was decided that the proposed budget will be further reviewed and discussed during the May 20, 2010 Town Council Meeting, beginning at 7 p.m.

Adjournment

Council Member Dial made a motion to adjourn. Council Member Young seconded the motion. Motion carried 4-0.

The Town Council Meeting adjourned at 8:45p.m.

By: _____
Don Rehwaldt, Mayor

Attest: _____
Pamela J. Megill, Town Clerk

