

**CITY OF METTER
CALLED MEETING/BUDGET WORKSHOP
MONDAY, MAY 7, 2018
9:00 A.M.**

A called meeting was held at City Hall on Monday, May 7, 2018 at 9:00 a. m. at the Metter Police Department Training Room.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Mayor Pro tem Chyrileen Kilcrease
Councilwoman Amy Harrelson
Councilwoman Rashida Taylor
Councilwoman Marsha Colson
Councilman Paul MacGregor
City Manager Mandi Cody
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Chief of Police Robert Shore
Fire Chief Jason Douglas
Finance Manager Cindy Collins
HR/Purchasing Manager Missy Edenfield
Director of Tourism/Business Development Heidi Jeffers
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Jennifer Durham – Statesboro Regional Public Libraries
Maxine Griffin – L.C. Anderson Memorial Library
Roberta Graham – Director of Communities in Schools
Molly Olson – Executive Director of Candler County Industrial Authority
Brian Tootle – Candler County Industrial Authority
Eddy Jones – Chairman, Metter Tree Board
Bryan Singleton – Executive Director of Concerted Services, Inc.

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PURPOSE

The purpose of the called meeting was to hear and discuss requests from Department Heads and other Entities for the FY 2019 budget.

L.C. Anderson Memorial Library

Ms. Jennifer Durham with Statesboro Regional Public Libraries gave a presentation regarding FY 2019 budget request for the L.C. Anderson Library. The library is funded by three entities; city, county, and school board. The city and county pay 40 % and the school board pays 20%. The library is requesting \$45,590 from the City of Metter for FY 2019 and will be asking the county for the same. The request to the Candler County School Board will be \$14,740.

The library has one full time employee, Ms. Maxine Griffin, who is the manager, and three part-time employees. Only the manager has benefits. There are no proposed salary increases for FY 2019.

Communities in Schools Program (CIS)

Ms. Roberta Graham, Director of Communities in Schools Program, gave a presentation regarding FY 2019 budget request for the Communities in Schools Program. There are

125 students participating in the Communities in Schools Program in Metter. The graduation rate here is above the state average and the CIS average. In Metter, 100% of the case management students graduate. It costs \$750 to case manage one child per year. This program is funded by the City of Metter, Candler County Board of Education, and Georgia CIS. The city contributes \$6,600, Board of Education \$27,000, and Georgia CIS \$24,000. The county does not contribute to this program. The FY2019 budget request to the City of Metter for the CIS Program is \$12,000.

Airport

Mr. Cliff Hendrix, Public Works Director and member of the Airport Authority, gave a presentation regarding the FY 2019 budget request for the Metter Municipal Airport. There are no capital improvement projects in the FY 2019 budget year, therefore, the airport is only asking for \$12,243.50 from the City of Metter.

Candler County Industrial Authority (CCIA)

Ms. Molly Olson, CCIA Executive Director, gave a presentation regarding the FY 2019 budget request for the Candler County Industrial Authority. The CCIA is requesting a funding level of \$70,000 from the City of Metter. This dollar value equates to forty percent of the total 2018-2019 CCIA budget of \$175,000. The other 60% will be requested from Candler County.

The funding level will enable CCIA to be effective with successful sales and marketing initiatives, including

- Proactive in seeking opportunities to recruit new industries.
- Generate business development opportunities directly with site location consultants.
- Be involved in regional efforts for existing industry and business attraction initiatives.
- Assist Candler County's existing industries with expansion opportunities and workforce development.

Metter Tree Board

Mr. Eddy Jones, Chairman of Metter Tree Board, gave a presentation regarding the FY 2019 budget request for the Metter Tree Board. The budget request is usually \$10,000 but this year we are asking for \$20,900. There are 27 trees that need to be replaced. It costs about \$250 per tree. Mr. Jones said that he realizes that we can't replace them all this year.

Mr. Jones said that the Tree Board has recommended replanting 8 trees in the downtown park. He understands that the council does not want trees planted back in the park. The Tree Board is still recommending to plant at least 3 on the west end of the park for shade. They are recommending 2 oak trees and 1 Crape Myrtle.

Mr. Jones informed the council that the Class of 66 does the leg work to get the trees and the city plants and maintains them. The Tree Board would like to know what direction we are going in with the downtown park.

Concerted Services, Inc. (CSI)

Mr. Brian Singleton, Executive Director of Concerted Services, Inc., gave a presentation regarding the FY 2019 budget request for Concerted Services, Inc. CSI is requesting that the City of Metter support the senior program by committing to \$6,000 in funding for FY 2019.

Because of budget cuts, the Candler County Senior Center's operating costs far exceed the funding we receive from the Heart of Georgia Regional Commission Area Agency on Aging. For the past three years, Concerted Services, Inc. has absorbed the deficit, which

exceeds \$14,000 annually. We are unable to continue to do this because we have exhausted resources in our efforts to maintain the current level of service to the seniors.

We do currently receive in-kind support from the County Commission, including the facility where we are housed, utilities, building repairs, and building and grounds maintenance. Candler County has supported the program in this way for more than 30 years. Until June 2017, the County also provided \$6,000 in financial support for the program. We were notified by the County that the 2017-2018 county budget did not include any continued financial support for the Senior Center.

Our goal is to garner support from the City of Metter in the amount of \$6,000 and to have the County's prior financial commitment of \$6,000 reinstated so that we will be able to continue to operate the center.

Performance/Outcome Based Budget

Ms. Cody explained the new way the FY 2019 proposed budget was prepared. She informed council that this year we used the Performance/Outcome Based Budget. This will help us to know where we are going.

- Our Vision is a picture of what our preferred future will look like.
- Our Mission provides the Who, Why, When, and Where of the steps needed to realize the vision articulated in the vision statement.
- Our Values are the How we conduct ourselves in the execution of our mission.
- Our Budget is Outcome Oriented = designed to realize our vision, perform our mission, and live our values at the price of government our citizens are willing to pay.
- Our Accountability is Measured in our Performance.

Performance/Outcome Based Budgeting

- The process of making resource allocation decisions based on the achievement of measurable outcomes.
- Also known as outcome-based budgeting.
- Serves to assess operational performance against important policy goals.
- Moves public sector organizations away from activities or services provided toward quantifiable results, outcomes, and Impacts.

Characteristics of High Performance Organizations

- Clear on mission
- Define outcomes and focus on results
- Empower employees
- Motivate and inspire people to succeed
- Are flexible and adjust nimbly to new conditions
- Are competitive in terms of performance
- Restructure work processes to meet customers' needs
- Maintain communications with stakeholders

Performance Measures

- The desired result of an action or a coordinated set of actions by government aimed at achieving a specific result. They allow you to make the link between operations and achieving mission.
 - Must be clear on mission
 - Employees are challenged to relate their task or activities to the overall outcome to be achieved and are empowered to act.
 - Move focus away from boundaries and to mission achievement.
 - Stress on meeting customer needs and communication.

Metter's Vision Statement

- The City of Metter will preserve our historical past, embrace our agriculturally based economy, and capitalize on our “downtown at the interstate” location to become the destination stop for travelers of Interstate 16 and the “foodie” fans of the Georgia Grown/Metter Made “farm to table” movement from across the state and region. Additionally, we will aggressively seek to elevate our presence as an industrial location in close proximity to the fastest growing container port in the nation-offering rail, air, and interstate access; first class broadband capabilities; infrastructure capacity; and first-class business services. We will grow a small city with a high quality of life and abundant economic prosperity. While cherishing the comforts of small town life for the businesses, farms, friends, and families that call Metter home, the new residents we will welcome, and the visitors we host daily.

Metter's Missions

From Charter Powers and Authorities

- General health, welfare, and safety
- Ensure public peace
- Protect against public hazards, pollutions, and nuisances through regulation, inspection, and removal
- Provide for fire, police, and emergency services
- Own, operate, and protect public property
- Own and operate public utilities
- Make public improvements and provide for transportation and roadways
- Planning and Zoning
- Make appropriations to support services; form agencies to carry out; contract; incur debt; and the power to tax to support
- Economic Development

Departmental Presentations

Each City Department Head gave presentations regarding proposals for their departments demonstrating performance goals and measurements including capital and staffing as follows:

Finance Manager Cindy Collins – Department of Finance
HR/Purchasing Manager Missy Edenfield – Department of HR and Purchasing
City Clerk Angie Conner – Department of Administration
Fire & Rescue Chief Jason Douglas – Department of Fire & Rescue
Chief of Police Rob Shore – Metter Police Department
Chief of Police Rob Shore – Metter Animal Control
Director of Public Works Cliff Hendrix – Sanitation & Sts. & Lanes Departments
Director of Tourism/Bus. Development Heidi Jeffers – Economic Development
Director of Public Works Cliff Hendrix – Water & Wastewater Departments

City Manager Presentation

City Manager Mandi Cody gave a presentation of recommended operating budget for the City of Metter General Fund FY 2019 including proposals regarding Authorized Personnel, Organizational Chart, and amendments to the same and presentation of recommended operating budget for the City of Metter Water/Wastewater Fund 2019.

City Manager Mandi Cody gave a presentation of recommended capital improvements plan which included projects and funding sources for FY 2019 and 2019 – 2029.

Ms. Cody informed council that the presentations today do not reflect a balanced budget. At this time the projected revenues are \$3,179,118 and the projected expenditures are \$3,706,897. Ms. Cody asked council to be thinking about the presentations today and let her know how to proceed with balancing the budget.

ADJOURNMENT

After no further discussion, the meeting was adjourned at 5:00 p.m.

*** No votes were taken during this meeting.

Angie Conner, City Clerk

Edwin O. Boyd, Mayor