

**Tyrone Town Council
Meeting Minutes
Budget Workshop
May 7, 2019
9:00 AM**

Present:

Mayor, Eric Dial

Mayor Pro Tem, Gloria Furr

Council Member, Ken Matthews

Council Member, Ryan Housley

Council Member, Linda Howard

Town Manager, Brandon Perkins

Finance Manager, Sandy Beach

Accounting Specialist, Ellie Emini

Engineer/Public Works Director, Scott Langford

Planning & Zoning Coordinator, Phillip Trocquet

Recreation Manager, Rebecca Brock

Library Supervisor, Patty Newland

Police Chief, Randy Mundy

Town Clerk, Dee Baker

Mayor Dial opened the meeting and gave the Invocation.

Approval of Agenda

Council Member Matthews made a motion to approve the agenda.

Council Member Howard seconded the motion. Motion was approved 4-0.

Mr. Perkins began by informing Council that this was the largest Tyrone budget to date, but not to be alarmed. \$5 million was slated for the new municipal complex, most of which would be financed. \$2.6 million was in anticipation of the Town's portion of the Pendleton dam project, and \$4.8 million was for regular operations. The remainder was \$300,000 more from last year's budget. He added that he was optimistic regarding the grant for the Pendleton dam.

Council Member Furr asked if the \$2.16 million included monies from the Pendleton HOA? Mr. Perkins shared that he anticipated the best from that situation, including input. One homeowner adjacent to the lake was noncommunicative at this point. He would not respond to requests from the Town. Mr. Langford added that the next step in the Safe Dam classification process was to complete the breach analysis survey.

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Ms. Beach stated that with the anticipation of the Pendleton dam grant being awarded, that amount was placed within the General Fund. She added that also, strictly for budget purposes, she added the estimated \$5 million for the new complex, with \$4 million being financed.

REVENUE:

Ms. Beach informed Council that the grant for the dam and the loan for the municipal complex were plugged in. She proposed that \$1 million come from reserves for the complex and not finance the entire project.

Council Member Furr inquired about financing for the new building. Mr. Perkins stated that staff would look into every aspect of financial opportunities. They would look into financing the entire \$5 million or financing \$4 million over various terms. Currently the rates look good for a twenty-year term. He added that if there were another SPLOST opportunity in the future, he would definitely look into adding debt reduction for the building. Mr. Perkins stated that after meeting with the Town attorney, there may be opportunity to use the current building's allotted improvement monies (\$275,000) toward the new building as well.

Council Member Howard inquired about Class 39 (Funds Carried Forward). Ms. Beach clarified that it was money moved from reserves that was allotted and rolled forward, to balance the budget.

ADMINISTRATION:

Mr. Perkins stated that there were no major changes, and that the possibility of gym memberships was added to the budget. A lot was carried over from last year's budget. During the Retreat, a need for a cloud-based server was discussed, but after more research it was cost prohibitive over time. He added that \$15,000 was added for a new server and installation that would be carried over to the new building. We are going to try and make it through the budget year with our current server. Mayor Dial posed: do you anticipate any other computer cost within the year? Mr. Trocquet informed Council that staff had gradually upgraded their computers. Ms. Beach added that each department has a small equipment line for their own computers.

Council Member Furr inquired about the Wellness Supplies line (\$2,000). Mr. Perkins stated that it was an incentive program for staff to cover Fitbits and gift cards. Ms. Baker handed Council the complete breakdown. Council Member Furr asked where the gym membership budget was placed. Ms. Beach stated it had to be placed under, "Other Benefits" because by law, the membership would be taxed. Mr. Perkins informed everyone that the employees that took advantage of the opportunity gained an additional \$120 in benefits per year. This would equate to one month's membership in taxes (\$10-\$12). The membership offered was \$10 a month for an employee with no sign-up fee. West Fayette Barbell on Palmetto Road had the best deal with no maintenance fees or start-up fees. Chief Mundy added that the owner would also end the membership immediately if needed. Mr. Perkins shared that employees would need to sign a waiver prior to enrollment, stating that they would attend at least three days a week. If they could not attend three days, their membership would be placed on hold for the quarter, they could then re-enroll. Council Member Furr asked if Council Members could join. Mr. Perkins stated they could. Mr. Perkins and Chief Mundy shared that this would be much more cost effective than building an employee gym.

Council Member Matthews inquired if the Mayor and Council salary increases were budgeted for. Ms. Beach stated that they have been placed in for six months to start due to the administrative process for changing elected official salaries. If passed, the increase would take effect on January 1, 2020.

FINANCE:

Ms. Beach informed Council that there was a change for a new printer.

MUNICIPAL COURT:

Mr. Perkins stated that there were no major changes in this budget. There was a contingency for the possibility of the same company, as in the past, returning for more Court open record requests. Ms. Beach clarified that although the Town pays upfront, the company would then reimburse the Town.

PARKS & RECREATION:

Ms. Brock reminded everyone that Parks and Recreation were recently combined into one budget. She added that during the Retreat, discussions involved budgeting for three new events, the purchase of a new Canon camera that staff could use for different events, one laptop and one desktop computer, the replacement of the stolen Toro (lawn equipment), and a small boat to assist with repairs for the fountain at Shamrock Lake. Other items were: repairs from the theft and push plates for the Shamrock restrooms.

Mayor Dial inquired about the increase in the Ground Maintenance line. Ms. Brock explained that there were several needed projects, among them were: cleaning of the Shamrock fountain and miscellaneous repairs to Handley Park, and Redwine Park fences. Council Member Howard asked if there were any plans for clearing the backside of Redwine Park. Ms. Brock stated that staff had contacted a contractor that was equipped to trim brush in wet areas (ponds). Ms. Brock also added that there was a drainage project within the line item. The Recreation Center experiences flooding in their back door and there was currently a “band-aid” on the problem.

Council Member Howard requested a clean-up for the Redwine Park walking path. Ms. Brock stated that the contractor mentioned earlier would clean up the back of the path and take care of the drainage issue if need be. There were also SPLOST funds that could be used to plant azaleas. Mr. Langford requested time with Ms. Brock and Council Member Howard in the future to walk around the park to see specifically what needed to be accomplished. Council Member Howard requested for directional signage on Tyrone Road for Handley Park. Ms. Brock stated that she was unaware of that need however, Fabon Brown and other park signage improvements were in the budget and Handley could be budgeted as well. Ms. Brock spoke of the new logo replacement for signage in the next couple of years. Mr. Trocquet reiterated that new signage was part of the SPLOST budget.

PLANNING & ZONING:

Mr. Trocquet stated that in regards to the Planning Commissioner's salaries, currently the budget was \$900 (\$75 per month). He added research reflected no consistency for Planning Commission pay. He did not have a recommendation for an increase and referred to Council for direction. Council Member Matthews suggested an increase to \$2,400 (\$200 a month). The consensus was to keep the Planning Commissioner's pay the same. He stated that he increased the Engineering Services by \$1,000, last fiscal year went over budget. Mr. Jaeger knows our ordinance; reviews construction and site plans and he is Georgia licensed. Mr. Trocquet stated that he anticipated more plan reviews in the future.

Mr. Trocquet stated that he wished to increase the Technical Services line by \$12,500 for additional consultant work such as the Town's impact fee program. Another consulting service need was for the zoning map update to incorporate rezonings and annexations. The last map update was in 2015. The final project in need of professional consulting would be the initiation of a more formal right-of way indexation system. This system would identify the Town's fee-simple ownership. It should be an on-going process. Mr. Trocquet shared that the new line titled Equipment Repair and Maintenance was in place for the new plotter and consumables, such as ink, paper and belts. He informed Council of another new line titled, Rental of Equipment and Vehicles. This line included rental of the plotter. Mr. Trocquet shared that the Food line was for hosting an annual meeting for local Planners, workshops and steering committee meetings. He stated that the Books and Periodicals line was cut in half, it was not heavily used. Mr. Trocquet shared that he wished for his Signage line to be cut from \$10,000 to \$3,000. There was a need to replace zoning and variance signage so they would be more visible and durable.

PUBLIC LIBRARY:

Ms. Newland stated that she wished to increase her Books Purchase line by \$2,000, she added that concessions were made for the addition. The increase for purchase included text, audio, large print, picture books, etc. The current collection was valued over \$600,000. She added that staff would be weeding out redundant products. Ms. Newland shared that print was more expensive and that she wished to increase her ebook selection. The patron numbers were increasing for ebook downloads. Patrons could download magazines, audio books and books on their personal devices.

PUBLIC SAFETY:

Chief Mundy thanked Mr. Perkins and Ms. Beach for their assistance by offering historical insight for his first Tyrone budget. He added that there were three increases to their budget: Regular Employee, Communications, and Vehicles. He added that in regards to the Communications increase, the department had been relying on Federal Drug Funds to fund that area and that they should not rely on that cushion any longer. In regards to Vehicles, the past few years the department had leased their vehicles. He added that staff was anticipating negotiations with Enterprise for new vehicles and maintenance for the following 2021 budget year, keeping the cost low. Chief Mundy requested the purchase of two Chargers for fiscal year 2020.

Ms. Beach stated that the cost for the two Chargers would be \$ 67,727.50, which included equipment and would partially be funded by SPLOST funds in future years.

Chief Mundy gave the break-down; the cars were \$23,043.75 each, and the equipment was \$10,820. Mr. Perkins gave clarification regarding the Regular Employee pay line; the total was \$734,187.10. Chief Mundy added that initially he wanted to go higher; however, one position would now be increased to \$42,500, which would be the top pay for that position in Fayette County.

Mr. Perkins shared that Fayetteville's Police Chief, Scott Gray had invited all Chiefs and City Managers, including the Sheriff to meet regarding working together as a County for a uniform pay scale for Officers across Fayette County. This would ensure no competition between agencies in regards to hiring candidates. Chief Mundy added that Tyrone's big draw was the Elected Officials and the citizens, they help the Officers keep Tyrone safe. He added that the plan would also include incentives and training opportunities. He stated that we would much rather lose a candidate to another County than another Fayette County municipality.

PUBLIC WORKS:

Mr. Langford shared that a few lines would increase, however a lot of good work would be completed. The Road Paving and Repair has increased due to a local assistance program with Fayette County, which was Federally funded to pave Tyrone Road from Handley Road to Anthony Drive. Another addition was that the LMIG funding was consolidated into the budget. The Sidewalk and Repair line had increased to repair three major neighborhood's sidewalks also for striping on cart paths. The Contract Labor line had increased for the temporary employees discussed at the Retreat for better efficiency. The Supplies line had increased, mostly for the replacement of Mr. Bowman's computer. Mr. Langford stated that the Signs line would increase due to GDOT's new reflectivity regulations. Several signs needed to be upgraded, a few signs were damaged and a few needed replacing. He directed Council to the Capital Outlay section; the Equipment line had \$22,000, for the Gyro Trac, any additional pieces needed and shipping costs. Mayor Dial complimented Mr. Langford and Mr. Perkins for working together on narrowing costs for the Public Works budget. Mr. Langford shared that it was a tight budget and gave the example of only \$500 for repairs on the former Fire Station building. Mr. Perkins added that it would cost too much for compliance; it would be placed on the market at a later date. Mr. Langford also informed Council not to be shocked with the final numbers, the Pendleton dam repairs were included. Mr. Perkins spoke of the grant and that if it was granted, would cover 75% of the dam cost. He added that the Federal Emergency Management Agency (FEMA) and the Georgia Emergency Management Agency (GEMA) were diligent in regards to reimbursing applicants.

CAPITAL IMPROVEMENT PROJECTS:

Mr. Perkins stated to keep in mind that the line tied-in with SPLOST. The SPLOST priority list had not yet been worked completely into the budget, due to possible funding of the reopening of the Senoia Road dead-end, onto Highway 74. He added that there was a verbal disapproval from GDOT, but that staff was waiting on an official written denial of the project.

Mr. Perkins added that some monies initially set aside for repairs for the current Town Hall, could potentially be used toward the new complex.

Mayor Dial began a conversation regarding the \$400,000 SPLOST funds, initially allotted for the Senoia Road and Highway 74 on ramp project. The discussion included how much flexibility there was to move or reallocate SPLOST monies. Ms. Beach stated that all Fayette County governments signed an agreement for SPLOST funds for specific projects. Mayor Dial asked, if GDOT denied the Senoia Road ramp projects, could the \$400,000 be placed elsewhere? What is our flexibility for using that money for road projects? Mr. Langford suggested increasing the mini roundabout on Palmetto Road to a larger size to accommodate the increasing truck traffic and regular traffic; which increased by 2,000 vehicles in one year. The consensus was to keep the roundabout smaller to deter larger trucks. Mr. Langford added that the additional monies could go toward cart path improvements and connectivity. He added that it could also possibly go toward the Handley Park, parking lot paving project. Ms. Beach reiterated that the SPLOST list that was approved, was the list the Town needed to adhere to. Mayor Dial shared his concern with losing the \$400,000 if GDOT in fact denied the project. Ms. Beach added that if another SPLOST was approved, the Town needed to be more general when describing Town projects. Ms. Beach informed Council that of the \$9 million total cost for SPLOST projects, the monies were piecemealed in each year and placed into projects as the money arrived. She added that currently the Town has over \$1 million in SPLOST funds, of which, some was to pay off the Georgia Transportation Infrastructure Bank (GTIB) loans. Mr. Perkins stated that a large part of SPLOST funds was also allocated for sewer.

SEWER FUND:

Mr. Perkins stated the he was still attempting to reach Fairburn's new City Manager.

FOUNDERS DAY FUND:

Ms. Brock informed Council that there were no major increases. Some funds were added to lines that in the past went slightly over budget. She added that this year would be streamlined and that sponsorships usually come in a month prior to the event. Council Member Furr inquired about the Overtime line. Ms. Brock stated that the line was for any Police Officers or Public Works staff that went over their regularly scheduled time.

POLICE ANIMAL FUND:

Ms. Beach informed everyone that the Animal budget was strictly to illustrate to the public and donors that donations were coming in and going out appropriately. Chief Mundy and Mr. Perkins reminded Council that Purina was donating food for K-9 Officer, Bruno and that his veterinarian well-services were being donated and procedures would be if needed.

TREE FUND

Ms. Beach shared that \$15,280 was from the Goodwill project several years ago and that \$7,400 would be arriving from another project soon, totaling \$22,680. She suggested using the funds for the placement of trees at the new complex.

PERSONNEL:

Ms. Beach shared that the anticipated Mayor and Council salary increases were placed in the budget for six months; which would go into effect, January, 2020. Mr. Perkins stated that the \$758,987 amount for Public Safety included projected overtime. Ms. Beach informed everyone that the Temporary Employees for Public Works were not included in the Personnel budget, they are considered seasonal contracted workers with no benefits. Mayor Dial inquired about research Mr. Perkins was currently working on for staff retirement. Mr. Perkins shared that he had placed \$1,550 for a GMA consultant to review the Town's current retirement plan. There may be a possibility to move toward a Rule of 70 plan. He explained that currently, employees could take a partial retirement at fifty-five years of age, which would be a significant cut, or a full retirement at the age of sixty-five. He stated that under the Rule of 70 plan, if the years of service, plus your age equal 70, you can retire with full retirement benefits. He added that the employee needed to work at least five years to be vested. If someone at the age of sixty was hired, they would need to work ten years to gain full retirement benefits. Mr. Perkins clarified that the research was taking place this current fiscal year, if the plan was feasible, it may be implemented next fiscal year. If the increase was significant, he would propose that the Town stay with the current policy; retire at age sixty-five at 100%, or if the employee wished to go with the other plan, they can pay the difference.

Ms. Beach informed Council that she usually had a contingency placement of 15% in the Insurance budget each year, but that she would have the real numbers by November 1st.

Council Member Housley began a conversation regarding a stipend for elected officials when they reach out to the public by attending local youth sporting events, school banquets, etc. He added that Mayor Dial probably spends several hundred dollars of his own money by attending numerous baseball, football, and soccer events each year. Council Member Housley added that he was registered as a mentor at one school and received a card that allowed him into sporting events, at that particular school only, for free. It is important for the kids to see local officials show-up to support them. He suggested reaching out to the local schools or place an amount in the budget. Ms. Beach shared that Mayor and Council does have a budgeted line under Administration. Mr. Perkins informed Council that they could turn in their receipts and be reimbursed. He added that the Police Department could make ID's for elected officials and if the schools were on board, they could enter events at no charge. Ms. Beach added that in the past the budgeted line was intended for employee gift cards and funding the Christmas dinner and also for food at the Retreat; however, events could be added per Council's suggestion. Ms. Beach mentioned that the entry fee into the events may be desired for the school's needs. Mayor Dial clarified that the money does not go toward the teams, it goes directly to the school. Ms. Beach stated that currently, the amount budgeted was \$2,000.

Mr. Perkins shared that he would like to hold the Christmas dinner at a Town facility, cater the dinner, and for employees to bring their spouses for an additional \$10 per person.

Mr. Perkins stated that staff would reach out to the Fayette County Board of Education in regards to elected officials attending school events at no charge.

Council Member Howard asked if additional Centennial books were budgeted for, since supply was low. Ms. Beach stated not at this time and that someone had mentioned that citizens could possibly order them online. Council Member Howard shared that citizens should come to Town Hall to purchase them; we are very proud of the books. Mayor Dial asked on what line the increase should be placed. Ms. Beach stated, under Administration, Other Supplies. She added that they cost \$30 per book, we could add \$1,500 for 50 Centennial books.

Adjournment

Council Member Housley made a motion to adjourn. Council Member Howard seconded the motion. Motion was approved 4-0. The meeting adjourned at 11:16 a.m.

Eric Dial, Mayor

Dee Baker, Town Clerk