

**Tyrone Town Council**  
Special Called Meeting  
Tuesday May 27, 2014

**Present:**

Mayor Eric Dial  
Mayor Pro Tem Gloria Furr  
Council Member Ken Matthews  
Council Member Ryan Housley  
Council Member Linda Howard  
Town Manager Kyle Hood  
Town Clerk Dee Baker

Mayor Dial called the meeting to order at 4:00 p.m. The Invocation was given by Mayor Dial, followed by the Pledge of Allegiance.

**Approval of Agenda**

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

**NEW BUSINESS:**

**1. Discussion on Proposed Budget for FY 2014-2015**

Mr. Hood pledged that this year's budget books were far less complicated. The introduction is less voluminous and the tabs are now alphabetized with more pertinent and updated information. Mr. Hood added that the book itself was incomplete, however the electronic version that was previously sent is complete. Following today's meeting, revisions will be made per Council's request if needed, and new books will be issued prior to the budget public hearing. Certain information is missing due to all Federal Confiscated or Capital Projects monies, may not be in. When the final budget is approved, a clean, complete and concise document will be distributed. He ended by stating that due to the past holiday, a few department heads are not in, or very busy and all can reached by phone or text if anyone has questions.

**General Fund Roll-Up**

Mr. Hood stated that the Capital Projects budget line is a combination of all previous years, not to include S.P.L.O.S.T or any other alternative funding projects. Several projects in past years were never executed. He listed several funding sources, such as: the General Fund, Sewer and Sanitation Funds. Mr. Hood stated that currently there is \$89,485 of unexpended S.P.L.O.S.T funds for all projects that were previously approved.

Mayor Dial inquired if that money is appropriated to any particular projects. Mr. Hood stated that that money has to be spent on projects that were approved per a referendum, and there is a list of roads and projects.

Mayor Dial asked for the time limit on the funds. Mr. Hood stated that it should be spent during fiscal year 15, on projects such as cleanup of the Valleywood Road project.

## **Personnel**

Mr. Hood stated that at the annual retreat, Council agreed to a 3% cost of living increase for all employees and a floating addition for a performance merit, not to exceed 2%. No one will exceed 5%.

Council Member Furr inquired as to the yellow highlight. Ms. Beach stated that the dark yellow is regular full time employees, the light yellow is part time.

## **Revenue**

Mr. Hood stated that the Town's revenue is based on business dealings, real estate appraisals and sales tax collection. There will be a slight increase in L.O.S.T, due to the renegotiation of the distribution formula, however that will peak in a couple of years. We were conservative based on prior year trends and we are comfortable with our proposed revenue. Council will have direct control on the residual equity transfers.

Council Member Housley questioned the increase in the Motor Vehicle line item. Mr. Hood stated that the new formula allows car owners to pay one time as opposed to annually.

Council Member Furr inquired about the Building Permit line. Actual is \$113,490 and budgeted is \$85,000. She added that that was a good increase. Mr. Hood stated that it is countered by the Planning and Zoning line for the Safebuilt fee to be paid out.

## **Administration**

Mr. Hood informed Council that even with the 3% increase in salaries, operations are still significantly lower due to the absence of the former Finance Manager's salary. Additionally, certain costs were migrated out of administration and placed in their proper departments, such as Planning and Zoning and Environmental Planning.

Mayor Dial stated that from the stand-point of numbers, the Town is running extremely lean.

Council Member Furr inquired about the Official/Administrative-Contracted Services line. Ms. Beach stated that part of the increase is due to election fees.

Mayor Dial stated that two years ago the Legal, Engineering Services and Building Inspection lines were combined, currently they are now separate.

Mr. Hood stated that the Building Inspector will be phased into Planning and Zoning, where it should be.

Council Member Furr inquired about the Signs line as it relates to other departments. Mr. Hood clarified that it depends on the type of sign. For instance, Public Works is currently changing out the street signs due to do the federal mandate, which costs a lot more than the Administration and Planning and Zoning signs needed for Public Hearings.

## **Environmental Planning**

Mr. Hood informed Council that this new line item includes, storm water projects, soil and erosion and state water management plans.

## **Municipal Court**

Mr. Hood stated that this is a lean and high performing department. The revenue in Court Fines and Fees will continue to increase, due to the purchase of the credit card terminal.

Council Member Furr examined the Small Equipment line increase. Ms. Beach stated that a new phone system will be purchased. It is very old and not working well, this will come out of the FY15 budget. Mr. Hood stated that other factors include the new projector, monitor and bench additions.

## **Parks**

Council Member Housley pointed out that the Grounds Maintenance line is the lowest in four years. Mr. Hood stated that the Town found less expensive means to complete projects.

Council Member Furr asked about the Holiday Decorations line and added that it seems as if the Town never purchases new decorations. Mr. Hood replied that we did purchase new trees and lights on sale after the New Year. Mr. Hood added that a lot more will be purchased in the FY15. Ms. Beach stated that items were purchased and she will examine where the items were coded.

## **Planning Commission**

Council Member Furr asked Mr. Hood to clarify the Legal fees and Engineering fees. Mr. Hood stated that everything is at or below where it should be. Per our contract, the Town pays out a portion of permitting fees to Safebuilt for performing our inspections. As our net revenue increases so does the contracted services to Safebuilt.

## **Public Library**

Mr. Hood informed that as a whole, everything is down except for Personal Services/Employee Benefits due to the promotion to the full time supervisor position.

Council Member Furr inquired as to the increase of the Small Equipment line. Mr. Hood stated that a portion was carry-over, for public computers and printers. Mr. Hood added that the Town is trying to broker a deal with the non-profit organization, Friends of the Library and Pines in order to collectively increase buying power for some expenses.

## **Public Safety**

Mr. Hood informed Council that again, the increase is found in Personal Services as it is in most departments.

## **Public Works**

Mr. Hood stated that there has been a sizable decrease in Personal Services due to the reduction of 1 ½ employees. He added that the Ground Maintenance line has increased from \$3,000 to \$115,000 due to the TruGreen contract.

Council Member Furr stated that she is not satisfied with their work. She asked if all sidewalks have been repaired. Mr. Hood stated that the \$3,000 and \$5,000 in Ground Maintenance was also slated for utility locates and minor safety hazards from county utilities for patch and repairs. The Capital Projects such as ADA compliant ramps for sidewalks, wholesale sidewalk repairs and LMIG projects, those monies are located under respective tabs. The monies under line item 100-40-52-2203 are for small projects such as roots growing through sidewalks.

## **Recreation**

Mr. Hood stated that all changes were marginal and this concludes the General Fund and that the Council body should be credited to running a tight ship. The department heads are doing a great job holding the line.

## **Sanitation**

Mr. Hood specified that the changes are small. In the Enterprise Funds, Sewer and Sanitation respectively, have line items for personnel, and it absorbs a percentage of the time that certain staff work on items relative to that department. He stated that part of their salaries are charged to that fund.

Mayor Dial reiterated that the employee line item decreased due to the absence of the former Finance Manager.

## **Sewer**

Council Member Furr clarified that the Town has \$2,000 in Legal Services and \$500 in Engineering. She then inquired about Property Services. Ms. Beach relayed that, that was from Southern Power Systems' inspections on our pump stations. Council Member Furr inquired as to the new replacement pump. Mr. Hood stated that the replacement pump is under the Capital Improvement line.

Mayor Dial queried as to the Fairburn Sewer Fee increase. Mr. Hood stated that Fairburn is ready to increase their capacity through Fulton County, we are one of their customers and have to incur the cost. Council Member Furr asked if we are passing along the cost to our customers. Mr. Hood replied that we are stagnant in that area. Over time we have made money, but there will be expenses to purchase a fifth pump, for repairs.

Mr. Hood stated that in the near future, the Town does need to make a Sewer and Sanitation business decision. Currently, the Town has not put much into to the Sewer Fund.

Council Member Furr expressed her concerns with other citizens paying for the use of sewer when they are not using it. Mr. Hood replied that currently, the only monies going into the sewer account is from the users.

## **Federal Confiscated**

Mr. Hood stated that regarding the Federal Confiscated and the Fire Impact Fee's, both are housed and managed, but can only be spent on certain items by certain departments.

## **Founders Day**

Mr. Hood stated that Ms. Patton Frey brought to Council's attention at the retreat, that Founder's Day was dwindling. Our festival is always the same day as all other larger festivals in the area. The options to get out of the shadows of other festivals are: moving the date or extending the parameters. He stated that if the Town makes the festival a week long with set events and days, this will increase our revenue. Forever Young carnival has assured us that a week-long event will bring bigger and better rides and more days on the ground. The carnival brings in the most revenue. Mr. Hood explained that in FY-12/13 Baseball took over the parking admission and the proceeds went directly to them. Last year, the Town took over parking and we brought in approximately \$3,000. That money has not yet been turned in.

Mayor Dial asked for an explanation for the increase of Event Admissions from \$3,000 to \$5,000. Council Member Matthews stated that one year the Sandy Creek Band Boosters collected the money and a portion was given to the Town, they charged approximately \$5 to park.

Council Member Howard questioned why it has been so long for the parking money to be turned in. Mr. Hood stated that he is trying to gain answers regarding that subject.

Council Member Furr inquired about the increase in the Advertising line. Mr. Hood stated that in FY-10-11, Founder's Day brought in the most money due to the extensive advertising; through radio, magazines and other circulations. This year we will try to replicate that, although not through radio, through NCG Theaters in Coweta County. This cost is for a thirty second advertisement spot. It lasts for ten days leading up to the event at the end of movie previews. Several other businesses in Tyrone have tried this method and have been very successful.

Council Member Housley asked if the Town has considered advertising through social media. Mr. Hood stated that the Town has purchased a domain and actually has a Founder's Day website.

Council Member Furr inquired about the Overtime line. Ms. Beach stated that she needs to add the actual amounts before year end. Overtime will be added for the Police Officers, Public Works and Recreation.

## **S.P.L.O.S.T**

Mr. Hood stated that monies should be spent on several Capital Outlay projects such as; a right turn lane on Hwy 74 and Tyrone Road, at least \$50,000 on prep work for Senoia Road's paving and repair, \$15,000 for the Valleywood Road paving project, such as driveway lips and grassing. Mr. Hood stated that his goal is to expend all S.P.L.O.S.T monies into much needed projects and eliminate the liability of this fund.

## **State Confiscated**

Mr. Hood stated that this fund is for the Police Department's use.

## **Veterans Park**

Mr. Hood stated that this department now has its own tab. This will eventually be worked back into the Parks budget.

## **Shop With A Cop**

Mr. Hood informed Council that in the past years, the Town was successful in receiving donations for the Shop With A Cop Christmas gift program. Currently there has been very little activity and participation with the program. Mr. Hood recommended the remaining monies which is less than \$2,000, be moved into the General Fund account, and be split evenly between local charities.

Council Member Furr made a motion to expend the resources from the Shop With A Cop gift program equally between Hero Box, Toys for Tots, Way of Life's Angel Tree program and Fayette County's DFACS.

Council Member Matthews seconded the motion. Motion was approved 3-0. Council Member Housley recused himself.

## **Capital Improvement Projects (CIP)**

### **Public Works**

Mayor Dial asked Mr. Hood to relay to Council, starting in FY-15, the projects that need to be completed. Mr. Hood stated that next Thursday, he will bring to Council the bids for our 2014 LMIG milling and patching resurfacing work. He explained that due to the failure of the T-SPLOST, the State is allowed 30% of our project monies.

Mr. Hood stated that catch basins and sewer repairs will always be ongoing projects. A lot of items on this list have not been completed in the past 10-15 years. Regarding Patrol cars, there may be an alternative, that will be discussed when Chief Perkins returns from vacation, that involves the Georgia Municipal Association. There is also a refurbishing program as well. Mr. Hood shared that administratively, everything on the CIP list needed to be completed last year, however, it is impossible to fund all \$6,000,000 worth of projects in a small amount of time.

Mayor, Council and Staff continued on with the list of the Capital Improvement Projects.

A conversation took place regarding the paving of Senoia Road and re-routing heavy trucks.

Mr. Hood stated that Senoia Road, north of Castlewood should be paved this next fiscal year.

Council Member Furr inquired as to the amount of money the Town currently has per month in reserves. Mr. Hood stated that during the audit discussion, the Town agreed on twelve months in reserve, which we have fourteen to sixteen on average. Last year, \$800,000 had to be moved into the General Fund in order to balance the budget. This year, by funding these projects out of reserves there will be an overall reduction in the budget.

The process was more difficult than it needed to be by transferring funds. He responded that the number of months in reserves, depends on how the CIP Projects are funded. Fiscal Year 15 funding for these projects will come directly out of the Reserve account and not the General Fund account, except for Sewer and Sanitation.

Council Member Furr asked staff if the money is still in reserve and what are we doing with it. Ms. Beach stated that the money is still in reserve. Council Member Furr stated that if Council voted on only keeping ten months in reserves, where is the remaining money? Mr. Hood stated that the money is unreserved, unrestricted and can be used for any purpose Council sees fit. A lot of the money is in CD's and Money Market accounts gaining interest. Currently, we have the best rates possible.

Council Member Furr asked if the Hwy 74/Sandy Creek Road signal could be partially paid for by the Georgia Department of Transportation (GDOT). Mr. Hood stated that the only way that would be possible, is if that project was included in one of GDOT's state road projects. Currently, the need is not there for GDOT. Mr. Hood added that also, Governor, Nathan Deal just awarded Tyrone a loan through the Georgia Transportation Infrastructure Bank (GTIB) for road resurfacing projects and it needs to be completed within five years of receipt. Payback begins after the final inspection. We can start a separate account for reimbursement.

A discussion took place regarding the road projects. Mr. Hood suggested for Council to go and examine each project site and email him regarding any specific questions they may have.

A dialogue took place regarding the cart path projects. Mayor Dial suggested for Council to collectively decide what needs to be completed. He then asked staff to gather information on the property owners on Handley Road and to move forward with the project.

## **Recreation**

Discussion took place regarding a permanent pavilion at Handley Park. Council Member Furr stated that Soccer needs restrooms more than a pavilion. Mr. Hood stated that the money has been allocated for two years for this project. It could be broken into pieces for different projects if that is the wishes of Council. Council Member Furr stated that the Town could purchase a storage unit without the pavilion.

## **Sewerage**

Mr. Hood stated that the filming and as-built plan of all main lines will be in segments in 20% increments, along with the replacement pump also.

Mayor Dial posed these questions to Council: do you want sewer through Town, along Hwy 74, no sewer at all, or do you want only two existing school buildings to have sewer? He stated that currently, no dollar figure can be set, unless Council gives direction regarding sewer system expansion. Discussion ensued.

Council Member Housley mentioned that there were hundreds of students using the septic system at Tyrone Elementary School, why does it need sewer now?

Mayor Dial responded that we are not sure the school needs sewer or how long the septic will last. It could last another fifteen years, we do not know. One field failed and one did not. Council Member Furr added that it is in a lot better shape now because the school has been closed and it has dried.

Council Member Furr shared her opinion that she feels it is the School Board's responsibility to run sewer to the school, not the citizens who will not use it. The Town does not own any other property downtown that would benefit from sewer. Council Member Matthews added that what monies the Town receives from sewer will benefit other businesses. It is our responsibility to keep businesses in Town. Mayor Dial stated that all residents will benefit from a more vibrant downtown. Council Member Furr stated that she feels most citizens will not want to pay for other's sewer bills. Council Member Housley stated that the school septic system could last however it is all about perception. A business could perceive this as a weakness and might not invest in the property, which could remain empty. The discussion remained on whose responsibility it is to assure a properly working system. Council Member Howard relayed, that a local business is having septic problems due to the growth of their business. They had to purchase additional property in order to add septic to keep their business functioning properly. If growth continues, they may have to switch to using paper products to cut down on water usage. Council Member Furr stated that she feels that this is not the responsibility of the Town. Council Member Matthews shared that he feels that it is partly the Town's responsibility if we want to keep businesses in the Town. Council Member Housley stated that he believes that sewer would be an investment for the Town's future to bring in more businesses and families.

### **Vehicle Purchases**

Council Member Furr stated that regarding Public Works equipment; if you are not going to use it, we do not need to purchase it. She added that the Town grass is too high. Our current right-of-way maintenance company is not performing up to standards. Council Member Matthews agreed that the grass is too high and part of it is Public Works' responsibility.

### **On Going Projects**

Mr. Hood informed Council that the Transportation Enhancement Grant Project application includes a lot of projects, and staff is working to separate them. Among the projects included: gateway signage, Shamrock bridge replacement and Shamrock walking path re-paving. He reminded Council the Town has to match a percentage of the grant money. The total estimated cost is four to five years old.

## Adjournment

Council Member Furr made a motion to adjourn.

Council Member Howard seconded the motion. Meeting adjourned at 6:08 pm.

By: \_\_\_\_\_  
Eric Dial, Mayor

Attest: \_\_\_\_\_  
Dee Baker, Town Clerk