

**Town of Tyrone**  
**Special Called Meeting**  
**Council Meeting Minutes**  
May 31, 2012

**Present:**

Mayor Eric Dial  
Mayor Pro Tem Gloria Furr  
Council Member Ken Matthews  
Council Member Ryan Housley  
Council Member Linda Howard  
Police Chief and Interim Town Manager Brandon Perkins  
Town Attorney Patrick Stough  
Finance/HR Manager Penny Hunter  
Town Clerk Dee Baker  
Also present:  
Court Clerk Kathy Bright  
Recreation Events Programmer Jennifer Patton  
Library Supervisor Julie Digby

**Call to Order, Invocation and Pledge of Allegiance**

Mayor Dial called the meeting to order at 6:10 p.m. The invocation was given by Mayor Dial. The invocation was followed by the Pledge of Allegiance.

**Approval of Agenda**

Council Member Furr made a motion to approve the agenda.  
Council Member Matthews seconded the motion. Motion was approved 3-0.

Council Member Howard arrived.

**NEW BUSINESS:**

1. Discussion on Proposed Budget for FY 2012 -2013

Mr. Perkins briefed Mayor and Council on the FY 2012-2013 budget. Mr. Perkins presented two versions of the budget. One with the proposed 2% employee COLA (cost of living adjustment) raise and one without. Also included for consideration was a 5% employee merit raise based on employee hire date. The budget maintains the millage rate at 2.89 mils. He added that the property tax revenue is expected to decrease by 3% and the LOST (local option sales tax) would increase by \$175,000 due to a population increase. Mr. Perkins stated that capital projects and

storm water improvements would occupy a large part of the Town's budget. This could require a budget transfer from Fund Balance as low as \$200,130 or as high as \$246,389. The Recreation Department air-conditioning upgrade would be estimated at \$23,000, which was originally at \$12,000. All three units are currently not working.

Mr. Perkins stated that each department is maintaining FY 2012 figures where possible. Administration has reduced personnel services by transferring 15% of the Finance Manager's time to the Sanitation fund. This would recognize actual effort expended on this operation. \$30,000 was budgeted under the computer line item for the anticipated financial system upgrade. The Police Department submitted requests to fund a vacant position that was currently on hold and to purchase a new patrol car. The Administrative position has been removed from the Police Department and added to the Court Department budget. The Court Judge has submitted a 5% increase and the Town Solicitor has submitted a request for a 2% increase. Public Works has an overall increase in personnel services due to overtime and benefits due to full-time employees. Library has increased their bottom line by \$5,000 due to patron computer upgrades.

### **Revenue:**

Mayor Dial opened the discussion regarding COLA and merit raises. Ms. Hunter stated that among the two budgets presented one included a 2% COLA. She clarified that the 5% merit raise is a maximum amount based on employee evaluations performed on hire dates. She included 4 personnel sheets reflecting the 5% raises. Ms. Hunter added that a minor correction to the budget is in the elections line item. The Town just received a \$10,000 bill from the County for the fall election. There are two elections for FY 2012-2013 one in July and one in November, each totaling \$10,000.

Mayor Dial stated that the LOST negotiations with the County are an ongoing process. The current status for the Town is an "absent municipality status". This status allows the Town to receive the highest percentage in the negotiations. However with this status our negotiating rights are taken away. The negotiations are now between Peachtree City and Fayette County. Mayor Dial stated that his opinion is that in the first year the Town could receive an increase of \$175,000 to \$200,000. The amount should increase over the three years to possibly reach \$325,000. Mr. Perkins stated that the budgeted projection for LOST is \$1,005,000.

Ms. Hunter stated that the accounting profession suggests an ongoing observation of building permit and recreation fees in regards to cost and what a citizen should pay. Mayor Dial directed staff to inform these department heads to compile a list of current fees and charges.

### **Personnel:**

Council Member Furr asked Mr. Perkins to elaborate on the Police Department position that was previously "frozen". Mr. Perkins stated that prior to 2008 the department had a limit of 19 officers staffed. Two officers were lost through attrition. The current call volume warrants the extra officer.

Mayor Dial suggested a merit pay raise at 2 ½ %. If approved, the raises would be given on the employee's anniversary date.

Council Member Furr stated that a 2% COLA was given last year and that one should not be given this year or every year. She added that Fayette County teachers have had two pay cuts. She believes that the Police Officers are under paid and should receive a pay increase. The Police Officers' pay is not competitive.

Council directed staff to prepare a plan for increasing the Police Officers pay rate.

Council Member Housley agreed with increasing the Police Officers pay and suggested a merit or COLA increase for other employees. Mr. Perkins stated that two potential officers were lost due to lack of pay.

### **Administration:**

Mayor Dial stated that professional and legal services have been separated for a better understanding of what is charged.

Council Member Housley asked why the official administrative (elections) line item had tripled. Ms. Hunter stated that the County Elections office stated that there is an intergovernmental agreement. She added that there are two more elections this year. She stated that she has attempted to receive an answer from the County as to why the cost has increased. She added that the cost could be less if there is not a run-off election.

Council Member Furr asked why professional services required a budget of \$2,500. Ms. Hunter stated that the amount is in place for a doctor or an appraiser, if needed.

Council Member Furr then asked why the Town Engineer has an \$80,000 budget. A discussion then took place regarding the process in which the engineer is called and the duties he performs. Mr. Perkins reminded Council that there are several storm-water issues that need to be performed that require engineering services. He also stated that he is contacting him for emergency and approved projects.

Council directed staff to decrease the engineer line item amount to \$70,000.

Council Member Furr inquired as to why line item number 54.2400 increased from \$11,100 to \$30,000. Mr. Perkins stated that the increase is for the financial software. He then explained that the current payroll provider is not complying with the S.A.V.E program (Systematic Alien Verification for Entitlements). If an alternative is not found the Town could revert back to hand written time-sheets which is time consuming and also leaves room for human miscalculation. A discussion took place regarding the amounts in the 53.1700 line item (other supplies) and the 54.2400 line item (computers). Ms. Hunter stated that the amounts would be updated due to the computer software bids and the possibility of performing payroll in-house.

Staff was instructed to send back former Mayor Rehwaldt's unused printer.

### **Court Administration:**

Kathy Bright, the Town's Court Clerk, stated that in the past the Town Municipal Judge and the Town Solicitor were included in the budget for employee raises, however they were not included

in last year's budget for a pay increase. These positions have not received a pay increase since FY 2008-2009. After 15 years, the new rule requires these positions to submit their requests for raises in writing. The Judge has requested a 5% raise and the Solicitor requested a 2% raise. These raises are well warranted according to Ms. Bright as both positions perform beyond their required responsibilities.

It was confirmed that Ms. Spradlin's position had been moved from the Police Department budget to the Court Administrative budget. Ms. Bright requested that the Mayor and Council consider a 2% raise for Ms. Spradlin. During her four year tenure she had only received one 2% raise.

Staff was directed to include the Judge and Solicitors increases in the update proposed budget.

### **Public Safety:**

Mr. Perkins stated that the Police Department proposed budget includes 17 officers and removed Ms. Spradlin's Public Safety Clerk position. He stated that the additional officer would add approximately \$3,000 to the regular employee line item. He stated that the overtime line item could decrease and that drug money could also be used as a supplement to that line as well.

Mr. Perkins added that the department will be purchasing two more Police vehicles out of drug funds.

### **Public Works:**

Council Member Furr asked why there was an increase in overtime. Mr. Perkins stated that he would communicate with Ms. Holt regarding this issue.

Council Member Furr instructed staff to maintain the overtime amount of \$2,198 rather than the requested amount of \$4,000.

Mr. Perkins requested that line item 52.3200 (Communications) be increased by \$2,000 from \$1,000 to \$3,000. He stated that the 911 call center has a spot on their system for our Public Works Department. He requested that two portable radios be purchased. This would allow better communication between the Police Department and Public Works during emergencies and storms.

Council Member Furr asked Mr. Perkins if cell phones and land lines were needed if the radios are purchased. He stated that the cell phones are needed for the staff in the field.

Council Member Furr directed staff to research the phone usage before the line item is increase.

Council Member Furr inquired about line item 53.1601 (Signs). Mr. Perkins stated that the decrease was due to the Library and Recreation signs that were budgeted for the current fiscal year.

Mr. Perkins also stated that the state is also requiring a retro fit of all signs with a new type of reflective material.

Council Member Furr then inquired about line item 52.2208(Side walk repair). Mr. Perkins stated that Berry Hill has buckling sidewalks and The Estates also has ongoing issues with sidewalks.

### **Parks:**

Council Member Furr inquired about line item 53.1006(Holiday decorations). She stated that last years Christmas decorations were not cost efficient and that Veterans Park needs banners replaced.

Council Member Furr then asked staff to clarify the amounts and descriptions in line items 52.2203 (Grounds Maintenance) and 52.2204(Park Maintenance).

### **Recreation:**

A discussion took place regarding the fluctuating amounts. Ms. Hunter stated that it could be a glitch in the system regarding the spread sheet calculating formulas.

Council Member Howard asked for clarification on the increase of line item number 52.1300 (Technical Services). Ms. Patton stated that Ms. Owens' computer crashed and technical services were needed. Mr. Perkins stated that he has stated on prior occasions that the Town needs to review their IT infrastructure and hire an individual with governmental IT experience.

### **Library:**

Council Member Furr asked for clarification on line item number 52.3101 (Building Insurance). A discussion took place regarding the increase in the item by \$97. Ms. Hunter stated that she would research this item and report back.

Council Member Furr started a conversation regarding line item number 53.1270(Gasoline) from the Administration department. Ms. Hunter stated that a Library employee filled up the Town car with gas. The amount was taken out of Library to reimburse Administration.

### **CIP-Capital Improvements:**

Council Member Furr stated that she believed the Local Assistance Road Program (LARP) resurfacing projects; Laurel Circle, Wildwood Court and Lynwood have been completed. She asked staff to verify these completions. Mayor and Council discussed proposed projects.

Mayor Dial stated that there is approximately \$216,000 in the Special Purpose Local Option Sales Tax (SPLOST) line item. Two of the items budgeted are; the Valleywood Road- drainage & paving (materials only) and a right turn lane on Tyrone Road at SR 74 East.

Ms. Hunter stated that the Recreation air-conditioning unit must be included also.

Council Member Matthews stated that the Shamrock bridge replacement and the gateway signage is a part of the Transportation Enhancement (TE) Grant project.

**Sewer:**

Council Member Furr inquired about line item number 52.1300 (Technical Services). Mr. Perkins stated he believes that this is a part of the Sewer Mapping services.

**Sanitation:**

Council Member Furr inquired about the funds saved from the decrease with the new sanitation contract. Ms Hunter stated that the margins are very slim with the cost it takes to maintain.

Council Member Furr also inquired about 52.2110 (Sanitation Pick Up). Ms. Hunter stated that Administration is subsidizing Sanitation. A liability is also not being shown of approximately \$16,000 for unpaid accounts that has accumulated.

Council Member Howard inquired about line item number 52.3800 (Contact Labor). Ms. Hunter stated that the amount is for the Administrative Assistant position and will not be in the budget when a permanent employee is hired.

**Impact Fees:**

Ms. Hunter stated that Council voted to refund impact fees and every year a letter is sent out to contractors regarding the impact fee refund. Currently there is a balance of \$3,914.

**Fire Impact Fees:**

Ms. Hunter stated that all but 3% (administrative fee) of the fire impact fees are turned over to Fayette County.

**Federal Confiscated Assets:**

Mr. Perkins stated that line item number 54.2200, \$50,000 is for two patrol cars. Line item number 52.2001 is to fund equipment for the vehicles. A discussion took place regarding possible purchasing tasers for the Police Department.

**Founders Day:**

Council Member Matthews asked if the current Sanitation contract included disposal of trash during Founders Day (dumpsters). Line item number 52.2110 (Disposal) has an amount of \$1,023. Council Member Matthews instructed staff to verify that our Sanitation service contract covers this cost.

A discussion took place regarding Founders Day overtime.

Mayor Dial asked for the second line item number 51.1100 to be changed to 51.1101. Council Member Furr asked for line item number 51.1101 (Part-time Employees) amount to be changed from \$1,100 to \$800.

Council Member Furr asked why the overtime amount was so large. Council Member Matthews stated that also included the Police Officers time.

Council Member Furr asked why the Technical Services line item amount increased. Ms. Patton stated that Professional Services were dropped from Founders Day. The Technical Services now includes Fireworks, bands and contracts due to the Administration Departments separation of the Professional Services from the Attorney Services. Ms. Hunter stated that when services were separated in Administration the change was universal in each department.

#### **Veterans Park:**

Council Member Furr asked for clarification on line item number 13.4200 (Veterans Park Contributions/Donations). The amount for FY 2011-2012 was \$3,884. The amount for FY 2012-2013 is \$500. Ms. Hunter stated that the amount is for anticipated brick donations. Council Member Furr requested a break-down from staff for Veterans Park and Shamrock Park.

#### **Shop with a Cop:**

Mr. Perkins stated that the anticipated amount for this item is \$6,000. He stated that usually there are approximately 12-15 children the amount is split between them including lunch and transportation.

#### **Council Comments:**

Mayor Dial stated that the newspaper neglected to run the Town's Public Hearing ad, they were very apologetic. He stated that tentatively the Public Hearing would be held on Monday June 18, 2012 at 5:00 pm and the budget adoption would be held on Thursday June 21, 2012 at 7:00 pm.

#### **Staff Comments:**

Mr. Perkins stated that at the last Council meeting a discussion took place regarding employees accrued vacation time carry-over. Currently 5 out of 11 employees will have time that needs to be used prior to July 1, 2012. He proposed that these employees write a letter to Mr. Perkins requesting an extension in order to use their already accrued time.

Council Member Furr made a motion to extend the vacation accrued time to January 1, 2013. Council Member Housley seconded the motion. Motion was approved 4-0.

**Adjournment**

Council Member Matthews made a motion to adjourn.  
Council Member Furr seconded the motion. Motion was approved 4-0.

Meeting adjourned at 8:46 pm.

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

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