

**Tyrone Town Council
Meeting Minutes
Budget Workshop
May 17, 2018**

Present:

Mayor Eric Dial
Mayor Pro Tem Gloria Furr
Council Member Ken Matthews
Council Member Ryan Housley
Council Member Linda Howard
Town Manager Jonathan Lynn
Finance Manager Sandy Beach
Town Clerk Dee Baker
Planning & Zoning Coordinator Phillip Trocquet
Municipal Court Clerk April Spradlin
Recreation Manager Mitch Bowman
Public Works Supervisor Billy Campbell
Environmental Technician Brad Konwick
Library Supervisor Patty Newland

Mayor Dial opened the meeting.

Approve agenda

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

General Fund Roll-Up

Council Member Furr inquired about the “Other” column. Ms. Beach stated that the column’s purpose was for loans; mostly administrative. Council Member Furr then asked for an explanation for the same column for the Police Department. Ms. Beach explained that the amount was for the leased Ford vehicles. Mr. Lynn added that it was also for insurance claims.

Personnel

The discussion involved a 3% raise for everyone with a cap of 4% for merit. Council Member Furr inquired about the Office Coordinator position regarding the salary increase. Ms. Beach stated that upon a six month review, that position could have the possibility of receiving up to an additional 3% raise. Council Member Furr examined the Recreation Manager increase. Mr. Lynn stated that the additional increase was due to Mr. Bowman’s recent certification.

Discussion began regarding raises for certifications and awards plus incentives. Mayor Dial clarified that Council was issuing merit raises but not rewarding additional raises for certifications. Instead of a 3% cap on merit raises with the caveat of more incentives when an employee becomes certified or obtains a degree on their own; employees can now obtain a merit raise up to 4%. The discussion continued regarding the basis of merit raises based on incentives. Council Member Housley asked to implement within the performance review to encourage employees to seek extra development on their own. Mr. Lynn stated that it would be added to the review process and he would inform department heads to encourage their staff to seek additional professional development, in addition to maintained certifications.

Revenue

Mayor Dial inquired as to why there were no increases in Sales Tax in regards to the Local Option Sales Tax (LOST). Ms. Beach explained that the percentage was delayed and peaked above normal and is now decreasing to where it should have been prior to the delay.

Administration

Council Member Furr inquired as to the increase in Dues and Fees (10-52.3600) and Education and Training (10-52.3700). Mr. Lynn explained that the Georgia Municipal Association (GMA) dues were taken from that line and have increased based on population. **Mayor Dial informed Mr. Lynn and Ms. Beach that GMA's billing cycling is changing soon**. Council Member Housley inquired of the increase for the Public Official Liability Insurance (10-52.3103). Ms. Beach stated that the Planning Commission was now moved into Administration along with Council. Council Member Howard inquired why only \$2,921.85 was paid out for the same line item for the current fiscal year. Ms. Beach stated that the Georgia Interlocal Risk Management Agency (GIRMA) insurance payment was prorated. Mayor Dial asked Mr. Lynn to research other municipalities for their dues, fees and education costs. Ms. Beach informed Council that the Building Insurance (10.52-3101) line has also been consolidated into Administration as well. Mr. Lynn echoed that by consolidating like items, it makes a cleaner document.

Mayor Dial asked what accounts would be affected when the new municipal complex is built. Ms. Beach stated that she expects the building insurance rates to increase. Mayor Dial asked when that rate would be paid. Ms. Beach informed Council that it would take effect the following billing cycle after the building is occupied.

Council Member Furr asked about the "Other Costs" line (Class 57). Ms. Beach explained that the Class was made for contingencies such as unforeseen Capital project costs. Mayor Dial asked why it needed to be located in Administration. Ms. Beach explained that it was cleaner to have the Other Costs in one location than to have sums in each department.

Finance

Mr. Lynn stated that he encouraged Education & Training (15-52.3700) to be increased due to the fact that the Finance Department normally does not attend training on a regular basis.

Council Member Howard inquired about the Technical Services line (15-52.1300). Ms. Beach stated that the line was mostly for computers and maintaining ADP payroll system. Mayor Dial asked why the Auditing Services (15-52.1206) line was \$6,000 less than last year. Ms. Beach stated that the Town's auditors bill in segments.

Municipal Court

Ms. Spradlin informed Council that the reason for the Court Appointed Attorney (20-52.1207) line increase was on tonight's Council agenda. The \$119.50 increase was due to the upsurge in cases; totaling \$8,400. Ms. Spradlin asked to keep the additional funds under Technical Services (20-52.1300) due to the possibility of additional open records requests from TransUnion. She stated that she decreased Small Equipment (20-53.1600) and Books & Periodicals (20-53.1400) for the lack of need. She added that she increased Postage (20-53.1103) for the upswing in Golf Cart permits and miss-shows in court appearances.

Mayor Dial revisited the Technical Service line. Ms. Spradlin explained that according to the auditors, the Town charges TransUnion what Courtware charges the Town. Ms. Beach stated that the auditors are very particular how transactions are coded. Expenses are recorded as such; when TransUnion pays the Town for the service it is then recorded as Revenue (General Fund).

Ms. Spradlin requested a salary increase for Municipal Judge Services (20-52.1203) for Judge Pierce's longevity and service to the Town.

Planning & Zoning

Council Member Howard inquired about the Part Time Employee (70-51.1101) listed. Mr. Trocquet stated that it represented the Planning Commission Members.

Mayor Dial began a discussion regarding his concern for sufficient funding for Building Inspector Services (70-52.1204) due to the increase of new construction. Mr. Trocquet stated that if Founders Studio is built, we would gain commercial revenue; which would off-set the expenditure. Mr. Trocquet explained that when someone applies for a permit, there is a SafeBuilt plan review fee, a base permit fee and a Tyrone plan review fee. SafeBuilt receives portions of these. This fund also covers inspection fees. Council Member Furr inquired about the newly adopted Public Works Director/Engineer position for in-house inspections. Mr. Lynn stated that one individual would not be able to handle all of the duties that would entail. Mr. Trocquet added that a civil engineer would not be qualified to perform building inspections but perhaps they could review plans.

Council Member Howard requested information for the increase of the Small Equipment (70-53.1600) line. Mr. Trocquet stated that the line item could be reduced. He stated that he requested additional funding for a mapping plotter under the Equipment line (70-54.2001). He added that the Engineer and Environmental Technician could utilize the plotter.

Council Member Furr inquired about the Economic Development Market Analysis line (70-54.1228) from last year in the amount of \$50,000. Mr. Lynn stated that research had been performed regarding this line and amount to no avail. Mr. Trocquet stated that it may have been part of the Capital Improvement Element.

Council Member Furr brought the conversation back to the need for a plotter. Mr. Trocquet stated that currently, the Town is utilizing Buster's Blue Print in Peachtree City for large copies. The Council consensus was to transfer \$2,000 from Small Equipment to Equipment (70-54.2001) for a new balance of \$10,000 in order to upgrade the initial requested plotter.

Public Library

No comments at this time.

Public Safety

Council Member Furr commented about the large amount in Vehicle Repair & Maintenance (30-52.2201). Mr. Lynn communicated that it was due to several incidents regarding deer and traffic collisions within a short period of time. Council Member Furr asked for clarity regarding Debt Services fund (30-58.1200). Ms. Beach explained that currently the Police Department was leasing vehicles rather than purchasing. Council Member Furr asked how long the leased vehicles were kept. Ms. Beach stated approximately five years.

Public Safety Administration

No comments at this time.

Public Works/Environmental

Council Member Howard inquired about the Grounds Maintenance (40-52.2203) line. Mr. Campbell stated that the line was also located in Parks; this included AAbby and TruGreen for both.

Council Member Furr inquired about the \$20,000 in the Gateway Signage line (40-52.2203). Mr. Lynn explained that the line was earmarked for CIP, Gateway Coalition signage; it was increased due to no expenditures this year for the Highway 74 Corridor improvement. Council Member Furr inquired about the large amount in the Tyrone Turn Lane line (40-54.1405). Mr. Lynn explained that most was due to right-of-way acquisition and Engineering costs. Council Member Furr inquired about the increase in the Equipment and Vehicle lines (40-54.2200 & 40-54.2001). Mr. Lynn explained that it was for the mini excavator discussed during the Retreat and the vehicle would be a replacement vehicle for Mr. Konwick. Council Member Furr asked for more information regarding the mini excavator. Mr. Campbell explained that the machine is very small, easier to maneuver and also included a backhoe and the trailer for hauling.

Mayor Dial inquired about the reduction in Grounds Maintenance and Road Repair (40-52.2203 & 40-52.2205). Mr. Lynn explained that both lines were from partially completed CIP Projects; such as road paving. Next year all road paving projects will be funded through SPLOST.

Council Member Furr asked for clarification regarding Grounds Maintenance. Ms. Beach clarified that a portion of Grounds Maintenance was for Aabby and TruGreen. Mr. Campbell stated that the Aabby contract totaled \$16,666.32 per month. Ms. Beach further clarified that the percentages were split between Parks and Public Works depending on area sizes. Council Member Furr asked why some lines indicated zero balances for the upcoming fiscal year. Ms. Beach gave the example of Insurance (40-52.31, 3102, 3105 and 3106). The lines were moved to Administration leaving a zero balance.

Parks

Mayor Dial inquired about line item Sites (62-54.1100), under Capital Outlay. Mr. Lynn stated that the amount reflects the property that was purchased last summer, located at Handley Park.

Mr. Campbell began a discussion regarding the potential for additional funding for Playground Maintenance (62-52.2209) the fountain and aeration system (62-54.1225). Mr. Bowman stated that at the time there were no impending playground projects. Ms. Beach stated that if the fountain needed repair, it would be funded through Equipment Repair & Maintenance (62-52.2202). Mr. Bowman stated that the installation of the fountain initially was a Capital Outlay project.

Council Member Furr inquired about the expenses from the Shamrock Park restroom (62-54.1306) repairs. Mr. Campbell stated that the Engineer bore the costs for the modification.

Council Member Furr asked about the \$30,000 in the Equipment line (62-54.2001) from last year. Mr. Bowman informed her that the amount was from the new stage and playground. Ms. Beach added that the \$8,000 budgeted for next year is for the potential of the new KABOOM Playground.

Council Member Howard inquired about the new Recreation roof. Mr. Bowman stated that the roof was going through the bid process. Mr. Lynn added that the amount for the roof could be found under the Recreation Capital Outlay tab (60-54.1310).

Recreation

Council Member Furr inquired about the Part Time Employee line (60-51.1101), she understood that Ms. Owens would become a full time employee. Ms. Beach clarified that under that line starting July 1st, Ms. Owens would now become a Regular Employee (60-51.1100) as that line had increased. Ms. Howard commented regarding the increase of Group Health Insurance (60-51.2100). Ms. Beach informed Council that she placed a “family” insurance plan within that line for Ms. Owens. Enrollment is toward the end of the calendar year; Ms. Owens may choose a lesser plan at that time. Dialogue continued regarding the cost of insurance. Mr. Lynn stated that the maximum cost per employee was approximately \$17,650, Ms. Beach budgeted accordingly, and it may be less. Council Member inquired about Other Financing Uses, Transfer Out (61-61.1000). Ms. Beach explained that the Town was not predicting that Founders Day would bring in enough funding for expenses; this amount may be the difference pulled from the General Fund. It is a new concept this year for Founders Day; we do not know how to gauge at this point.

Sewer Fund

Council Member Furr inquired as to why the Repairs and Maintenance line (504-43-52.2200) had no balance. Ms. Beach stated that moving forward the repairs would be more specific and would be placed in a specific account line.

A discussion took place regarding the billing from the Peachtree City Water and Sewer Authority (PTCWASA). Ms. Beach stated that PTCWASA had not billed for their services as of yet and that she would reclassify that particular item. Mayor Dial inquired if the cleaning product was placed in the budget. Mr. Lynn stated that it was placed under Other Supplies (505-43-53.1700). Council Member Furr inquired about Sewer Fees (505-43-53.1590). Ms. Beach stated that the Town is billed from Fulton County and that they are behind two billing cycles. Council Member Furr asked for clarification for Infrastructure (43-54.1400). Mr. Lynn stated that \$100,000 was budgeted for the video survey of the entire sewer system for priority repairs. Conversation continued regarding the importance of the survey and the relining of sewer pumps with a long-lasting product.

Conversation commenced regarding receiving payment from the City of Fairburn for past sewer usage. Mr. Lynn stated that Mr. Davenport has currently begun communications with Fairburn.

Founders Day Fund

Mayor Dial clarified that there would be a new format this year and that Recreation has done a fabulous job. There would be no revenue generated from carnival rides this year. Ms. Beach clarified that the Transfer Out line (60-61.1000) from Recreation was transferred to Operating Transfers In (230-00-39.1200) to Founders Day as a contingency. Mayor Dial asked if there was an order of events available. Mr. Bowman stated that the order had been available for some time; however, the specific poster would be available prior to the end of June and on the website. Council Member Furr informed Mr. Bowman that the notice should state that “no rides” would be present. Mr. Bowman announced that Aabby had agreed to sponsor the Sandy Creek event for \$7,500.

**** From Administration ****

Dues and Fees (100-10-52.3600) GMA billing cycle.

Mr. Lynn simplified that the Town would budget an additional six months and pay for twelve months, the extra six months would be debited to the next six months for the next budget.

Federal Confiscated Assets

Ms. Beach informed Council on behalf of Chief Perkins that the Federal Government was in the process of ending the program. She added that Chief Perkins was aware that approximately \$204,500 needed to be spent soon or it would need to be returned. Mr. Lynn stated that unfortunately, an entire program such as a new Drug Dog could not be funded solely through the Drug Fund; only supplemented.

Ms. Beach stated that the Chief was spending down slowly and hoped that the Federal Government would allow him to hold a portion for the purchase of radios in the future.

Fire Impact Fee Fund

Mr. Lynn stated that new building was on the rise and this fund had no impact on the General Fund, as it ebbed and flowed through the County.

Police Animal Fund

Ms. Beach stated that the fund was kept separately and maintained by donations.

State Confiscated Assets

Nothing new to report.

Tree Fund

Mr. Lynn stated that \$15,280 came from the Goodwill of North Georgia development with the stipulation that only trees could be purchased, not shrubbery. The trees can be placed anywhere on Town property.

S.P.L.O.S.T.

Ms. Beach reported that there was approximately one million dollars to spend. A few projects slated for this year had been moved to next year. This Fund is for specific projects only through a specific time table. Mr. Lynn gave the example of the Briarwood Road and Wheaton Way paving projects being added to the Castle Lake project in order to save money. Council Member Furr inquired about the roundabout project. Mr. Lynn stated that yes, that project was also a part of SPLOST. The surveying had been completed and would be placed on the June 21st Council agenda.

Capital Improvement Projects

Council Member Furr asked for a list of projects that had been completed up to today. Mr. Lynn stated that the replacement of the Dogwood Road culvert and the Briarwood Road project had both been placed for bid. The Handley Park project has been pushed back. The signage that was mentioned earlier was not Gateway signage; it pertained to directional signage to Town buildings and sites. Council Member Furr asked when the signs would be erected. Mr. Lynn stated that the signage had been place in the upcoming budget year.

Council Member Furr inquired about Public Safety Patrol Vehicles (Partially Funded by SPLOST) Ms. Beach explained that the former Town Manager placed a certain amount within SPLOST each year for patrol car replacement vehicles but it was not enough to cover the cost. The remaining monies would come from the General Fund.

Mr. Lynn informed everyone that the Budget Public Hearing would take place on June 7th at 6:30 pm, and the adoption would be on June 21st.

Adjournment

Council Member Matthews made a motion to adjourn. The meeting adjourned at 3:59 pm.

Eric Dial, Mayor

Dee Baker, Town Clerk