

Tyrone Council Retreat Minutes

February 14, 2009

Present:

Mayor Don Rehwaldt
Councilman Tracy Young
Councilman Eric Dial
Councilwoman Grace Caldwell
Councilwoman Gloria Furr
Town Manager Chris Venice
Town Attorney Dennis Davenport
Town Clerk Nancy Goedker

The annual Council retreat was called to order by Mayor Rehwaldt on Saturday, February 14, 2009, at 9:00 a.m.

FINANCE

Ms. Mary Sturm provided an overview of the current financial status of the Town. She reviewed the adopted budget for Fiscal Year 2008-2009 along with the anticipated revenues for Fiscal Year 2009-2010. The anticipated working budget for Fiscal Year 2009-2010 is estimated at \$2,776,000. With the decrease in projected revenues for the remainder of this budget year and for Fiscal Year 2009-2010 it was suggested that each department review their revenue and expense reports to see where cuts can be made. Staff was directed to give monthly updates to Council.

Fee Restructure

Council was briefed on fee restructure for sign permits, development permits, building permits, subdivision plat and site plan review fees. Staff is looking for direction to have the Town pursue an increase in these permits and fees where warranted. It was noted, from a summary of charts that were presented, that Tyrone is the only town that does not charge for a re-submittal review fee. It was also noted that the Town charges a flat fee for sign permits where other cities are charging based on square footage. Staff was directed to look at each area and to bring proposals back for Council's consideration.

Use of Credit Cards

This is a carry over from the 2008 retreat. It was noted that the major issue with providing citizens with the option to use credit cards is paying the fee and trying to recapture that from the user. There are also many other costs that the Town would have to absorb; i.e. authorization fees, renting or purchasing additional machines, and the installation of an additional phone line. Ms. Venice stated currently there is not a system that would work for the Town and that staff would not want to take on any additional costs at this time. Ms. Venice suggested that the Town continue with the way things are currently being done, let technology improve in time and revisit this issue again next year. Council concurred to revisit next year.

Purchase Order Program

This was a carry over from the 2008 retreat. Mayor Rehwaldt commented that the Town ordinance states the Town is to have a purchase order clerk who does all the bidding, pricing and ordering. Right now it is currently done by each department. Ms. Venice added that when orders are done, staff always follows the ordinance, whether there is need for a written bid, a sealed bid, or three quotes. Mayor Rehwaldt added that the Town is not looking to hire anyone for this position; this was for information purposes only.

ADMINISTRATION

Sunday Alcohol Sales

This issue had previously been brought before Council to have Sunday Alcohol Sales added to the ballot, but, at the time, it was too late. With the upcoming November 2009 election staff is asking Council to have a Sunday Alcohol Sales referendum added to the ballot.

Motion to have a Sunday Alcohol Sales referendum put on the November 2009 ballot was made by Councilman Dial, seconded by Councilman Young, approved 4-0.

Use of Vacant Space in Town Hall

It was noted that with the library relocation and other internal changes within Town Hall there is an area behind the Council Chambers available for use. This area includes a separate office, a restroom and the mirrored open space adjacent to the kitchen. Suggestions for use of this space were to move court, recreation, or public works into this area. Ms. Venice asked Council how they would like to see this space used. After a discussion of the pros and cons for each department, court was ruled out. Staff was directed to come back with a more detail plan for the use of this space for recreation or public works.

Council Hiring of Staff

This issue came up during the Employee Handbook meetings. The Town Charter states that all hiring and firing is done by Council. Council has the authority to delegate this if Council chooses to do so or Council can keep this authority. The proposed Employee Handbook states that the Town Manager and Chief of Police can hire and fire and if there is any adverse action, it would be brought before Council. Ms. Venice stated that one obstacle with Council hiring is the waiting period for Council meetings to have a candidate placed on the agenda. It can take up to six weeks before an individual is hired. She added, on the positive side, the proposed change reduces Council's time and involvement with the hiring and firing. Staff was directed to prepare a position paper for Council's consideration.

Donation of Sick Leave to Other Employees

Councilman Dial stated this came about when an officer was injured and asked what the option was to have other officers donate their sick or vacation time. Mr. Dial felt this was good for morale. Mayor Rehwaldt pointed out that there are some individuals who will use their sick or vacation time up very quickly and when a serious issue does arise they will want others to donate time, in essence the Town is rewarding bad behavior. Ms. Venice stated that she felt that basically this was a great idea and there are cases where individuals have done everything right and still end up in a dire situation. There are those who would be happy to donate but to implement this program there are several administrative challenges; i.e. who is eligible, how many hours can an individual give, how many hours can an individual maintain in their bank and how many hours can an individual receive. She added there is also the issue of donating leave when salary rates are not compatible. She stated that this is not impossible to do but there are several issues that need to be addressed. After further discussion on the positives and negatives of donating leave to other employees Councilman Dial asked to have this issue dropped. Council all agreed with Mr. Dial.

Audio in Council Chambers/Power Point

The good news is that the microphones for Council are working but there still are no microphones for staff, and no technology for power point presentations. The meetings are currently being video recorded and a free-standing tape recorder is being used. This works but is not ideal. Over all staff has made strives this past year in this area that have not cost the Town anything, but it is not where staff would like to be. Ms. Venice suggested to Council to have the Town's IT consultant, Dick Borelli, assess the situation and make recommendations for Council's consideration. Council agreed to have Mr. Borelli assess the situation with recommendations for Council's consideration.

Courtroom: Digital Recording Equipment

Ms. Kathy Bright stated that currently there was no digital recording system in the court room and would like to purchase one. In light of the budget restrictions, court can not expect a great system but for less then \$1,000 a basic digital recording system could be purchased. She added that right now nothing is being recorded and if there was an appeal of any kind the requested transcripts would have to be done by memory or from notes. Councilwoman Caldwell suggested that Ms. Bright get a price to see if this could be worked into the budget. Ms. Sturm asked if court could purchase a recording system with drug funds. Ms. Bright stated that she did not know but would look into that along with getting prices on a recording system that would serve the court's purpose.

Sanitation Services

It was noted that the Town's contract with All South Robertson expired in 2006 and the Town has been operating on a month to month basis since that time. Ms. Venice stated that the Town has two options regarding sanitation services: (1) put out a Request for Proposal (RFP) for sanitation services, or (2) renew the contract with All South Robertson. The Town has been very pleased with the service provided by All South and the residents are receiving waste services at a good price. Ms. Venice recommended that the Town pursue a new contract with All South Robertson. Mr. Davenport gave a brief overview between exclusive and non-exclusive arrangements, and the advantages and disadvantages of both. He also added with an exclusive arrangement the Town does get a franchise fee of 3% which is paid quarterly. Councilwoman Caldwell made a motion to stay with All South Roberts with a residential contract for three years, seconded by Councilman Dial, approved 4-0.

Facility Signs

This item was brought before council in August 2008 and it was noted to wait until Fiscal Year 2009-2010 to purchase new signs. Mayor Rehwaladt stated that it would be nice remove Library from the Town Hall sign. After a brief discussion it was decided to drop this item and look for other alternatives.

POLICE

Town Web Site

Chief Perkins updated Council on the Town's re-designed website. The objective of the new site is to provide both ease of use on the Town's end as well as ease for the citizens. The re-designed

site will provide more information and more on-line services with forms, documents and other useful functions. Chief Perkins added that the navigation on the re-designed website will be more user friendly. He added that the citizens will be able to create free accounts where they can join and/or manage their Town Crier membership, sign up for text messages alerts, and subscribe to certain pages. The text message capability will be helpful in getting emergency notifications out to Town citizens more quickly. He concluded that the re-designed website will add functionality and the new features will benefit Town citizens. Chief Perkins was directed to bring this before Council at a regular session meeting for consideration.

2009 Goals and Objectives Update

Chief Perkins briefed Council on the 2009 Goals and Objectives for the Police Department. He identified seven goals: community policing, crime and traffic, training, personnel, capital improvements/equipment, accreditation and technology. He stated that his goal was to maintain what the Police Department accomplished last year and to improve on areas where they can this year without impacting the tax-payer.

Police Technology/Seized Assets

Chief Perkins stated that the Police Department relies heavily on modern technologies in accomplishing its daily activities. One of the most important of these is the departments records management system (RMS), which is a software application used by the officers to complete reports. The current RMS system has been in place since 2005. He added this is a good system but it is relatively basic for the departments needs. The department's goal is to put Mobile Data Terminals (MDTs) in the police cars that will provide officers access to the departments RMS and other important resources while in the field. Without an MDT, the officer must return to the office after each call to complete his reports. Depending on the type of call and other factors, this can take anywhere between 15 minutes to over an hour, time that an officer is off the street not providing visibility. MDTs will allow the same officer to park his car in a visible location while he is completing his report. MDTs have been proven to increase officer safety, improve efficiency, and reduce radio traffic. Chief Perkins added that in his research one vendor that stood out was Synergistic Software, Inc. (SSI) based in Villa Rica. A quote from SSI to equip all of the department's patrol cars with software, computers, and all associated hardware was \$73,650. This includes 12 Dell laptops, a three year replacement warranty, one year of support and maintenance, and upgrades. The annual renewal fee will be \$7,173.36. There will also be about a \$2,400 fee for air cards needed to provide internet access for the MDTs to work. The upfront purchase of new MDTs and all hardware is an approved use of drug funds therefore this would not impact tax payers. The annual fees will be recovered by the system the Police Department currently has in place. Overall this new system will save time and money. No action was taken; this was for information purposes only.

RECREATION

Shamrock Park Update (Playground, Basketball, Tennis)

Ms. Venice updated Council on the status of the basketball court, tennis court, playground and picnic area.

Basketball: The basketball court remains a topic of discussion from last year's retreat. It was noted there was talk of moving the basketball court from Shamrock Park to Handley Park or removing the court completely. It was noted nothing has changed this year.

Ms. Venice stated that the basketball court is the most pressing issue. Councilwoman Furr stated that she would like to eliminate the idea of moving the basketball court to Handley Park. There was a concern about the lighting issue at the basketball court and after a brief discussion it was suggested the Town look into installing a timer.

Tennis: Professional assessment of the existing tennis court determined that the court is not repairable. The existing surface needs to be removed and a new surface, fencing and netting installed. It was noted that no funding is available to repair the tennis court.

Playground: The committee continues to research and refine the plan, location, pricing and source of funding for playground facilities.

Picnic Area: The Home Depot grant allowed the replacement of the grills and picnic tables. The pavilion has also been repainted. Some additional minimal landscaping will complete this phase of the project.

Rental Agreements

Ms. Venice stated that there was a lot of progress this past year with the rental agreements pertaining to rental of the dunking booth, the pavilions and the recreation fields.

The dunking booth was an issue that Ms. Venice addressed first. She stated that staff proposes to terminate rental of the dunking booth due to the condition of the booth and liability concerns. She stated that this piece of equipment must be towed to a location for use, has inefficient moving parts and is in bad repair. Staff would like to dismantle the dunking booth and get rid of it. It was determined that the dunking booth should be declared as salvage. Council directed staff to add the dunking booth as a consent agenda item for a Council meeting in March 2009 to be declared salvage.

Roger Spencer Community Center: Besides the issue of whether to rent this facility, two other topics came before council for discussion: (1) provision of keys to renters, and (2) provision of security for large parties.

After a brief discussion about the keys and the concern to ensure parties stay under control a question was asked, does the Town still want to continue to rent the Roger Spencer Community Center. It was agreed upon by Council that with the new agreement in place, as written, the Center would still be rented.

Shamrock Park Pavilion: One area of concern when renting the Shamrock Park Pavilion is the great lawn. This area could be considered always open to the public or it could be rented. Council directed staff not to allow rental of the great lawn but to keep it open for public use.

Triangle Park Gazebo: The concern is renting the grounds when someone rents the gazebo. It was determined not to allow rental of the grounds, but to keep it open for public use. It was also noted to change the agreement to read Veteran's Memorial Park.

Dorthea Redwine and Handley Park Ball Fields: It was noted that there are two different agreements for these parks. One for picnics and parties and one for tournaments and private sporting clubs. Ms. Patton, Recreation Department, explained the difference between the agreements. She stated that when tournaments are held, outside teams are charged by TYBA to come in. A picnic and parties agreement is when an individual rents the park for a family reunion or a fun get together. It was also noted on both agreements that rule number 11, "One Tyrone Police Personnel per every 30 attendants shall be hired for security purposes for all events..." be removed from the agreement.

Instructors/Insurance Certification

Ms. Venice updated Council that the Recreation Department now requires instructors to provide current certification documentation and have their own insurance. Students sign a waiver.

PLANNING & DEVELOPMENT

Comprehensive Plan Review

Council was updated that the Planning Commission completed review of a proposed revision to the plan document with the text centered on ensuring the Town maintains a low density residential character. A proposed map revision including the expansion of the Traditional Residential land use designation, was also reviewed. Ms. Venice added that staff is in the process of capturing the proposed changes for Council's approval and for submittal to the Atlanta Regional Commission (ARC) for their review and approval.

Ordinance Review

It was noted that the Planning Commission has completed review of the Sign Ordinance. Consideration of a new Sign Ordinance is advertised for Public Hearings on February 26, 2009 before the Planning Commission and on March 19, 2009 before Council. She added that next on the Planning Commission's agenda is a review of the Land Development Regulations (LDR). This review is anticipated to begin in March. Initial discussion will center on whether to incorporate all development ordinances into a unified development ordinance or to keep them separate as they are now. Ms. Venice stated that a review of the Zoning Ordinance will follow the review of the LDR. In the meantime, Ms. Goedker, Town Clerk, has managed to reorganize the Zoning Ordinance in a way that actually incorporates ordinance amendments into the master document so the town is more assured of using the correct application. She added that the reorganization has not changed the content of the ordinance; however it will need to be brought before the Planning Commission and Council for approval before the reorganized format can be utilized.

Storm Water Utility

Ms. Venice stated that through a state mandate the Town is required to deal with several stormwater issues. State law makes the Town responsible for the maintenance of stormwater infrastructure and this takes several forms. The Town has catch basins, culverts, ponds, drop inlets and outfall structures. The maintenance and repair of these structures falls squarely on the

Town and currently the costs come from the general fund. Every year the Municipal Separate Storm Sewer System (MS4) permit requires the Town to inspect at least 20 percent of all the Town facilities. The Town's Engineering and Planning Technician inspections last year indicated that the Town has 12 catch basins, 9 ponds, 17 drain easements, and 12 outfall structures needing maintenance. Some of this work can be done in house but much of it cannot. Staff is looking for Council's direction to prepare a town Stormwater Utility Ordinance. A stormwater utility, also know as a "user fee," is a revenue generator used to fund the maintenance of a municipality's storm sewer system. It is not a tax because it bears no relation to the taxable value of a property. It is applied to every property that is developed. The utility divides user fees equitably among users of developed property (residents, churches, schools, and commercial establishments) so that each user is only paying for the amount of runoff that they contribute to the system. There are many different ways to establish a fee. It was also noted that a formula needs to be developed on how to calculate these costs.

If the Town does not develop a utility ordinance the repairs and maintenance will come out of the general fund. After a short discussion whether to outsource or keep this in-house, staff was directed to work with legal to consider two ordinances. One ordinance would be for the implementation of setting up the Stormwater Utility. The second ordinance would establish a way to calculate how to charge for residential and nonresidential use. It was also suggested that a Request for Proposal (RFP) be drafted to potentially outsource this work.

Gated Communities

Ms. Venice noted that staff had received a request from John Wieland Homes and Neighborhoods about the Town's interest in allowing River Crest and River Oaks to become private gated communities. She added that there are pros and cons to having these. One benefit to a gated community is the community assumes full responsibility for all infrastructure issues such as road repairs, street lights, side walks, stormwater maintenance, animal control, etc. Ms. Venice stated staff is seeking Council's direction whether or not to prepare an ordinance that addresses the development of gated communities. After a discussion of the advantages and disadvantages of a gated community Council stated they did not want to make any existing communities gated but will look at making it an option for new development.

Annexations

This is a carryover from last years retreat. It was noted that staff has not initiated nor has there been a request for an annexation this year.

TRANSPORTATION

Public Works Projects

Council was updated on projects/needs anticipated by Public Works for Fiscal Year 2009-2010. Some large projects were identified that need to be done: curbing in Cathy Estates, sidewalks on Farr Road, mill, patch and resurface Senoia Road from Crestwood to Castlewood and mill, patch and resurface West Crestwood. Public Works is also looking at a front loader in the amount of \$5,000.

Handley Park Multi-Use Path (MUP)

Council was updated on the Handley Park Multi-Use Path (MUP). Last year staff reviewed the Handley Park and Handley Road MUPs and was directed to terminate the project at Handley Park. It was determined that the path around the perimeter of the park would not serve much purpose. Staff received a verbal approval from the state to transfer the money from the park project to the Handley Road project.

The Handley Road MUP project is a 1.21 mile 10' wide asphalt path extending from the entrance of Handley Park south along Handley Road to Tyrone Road, then east along Tyrone Road to Anthony Drive. In staff's research, it was determined that there is no row on Tyrone Road; it is all prescriptive easement. In order to install the path the Town would have to get an easement from every property owner asking for their permission to construct a path on their property. Ms. Venice asked for Council's direction if this is a project they would like to continue. After a discussion of the expense, distance needed, the danger it could impose if citizens crossed Tyrone Road and improvements needed to complete this project, staff was directed not to pursue this project. Staff was also directed to see if the money from this project could be transferred to another town project.

Special Purpose Local Option Sales Tax (SPLOST)

Ms. Venice stated that Fiscal Year 2009-2010 is the fifth and final year of the five-year SPLOST in Fayette County. At the outset Tyrone identified 20 projects for which SPLOST money could be used. To date the following projects have been completed: the right turn lane at Castlewood and Senoia Road, and nine resurfacing projects. The Town currently has approximately \$300,000 in SPLOT monies. Depending on accumulated funds available, staff recommends improving Shamrock Industrial Blvd to include Clover Lane, and resurface West Crestwood Road. Staff was directed to get firm prices for these projects and depending on what is available in the SPLOST budget staff will complete what projects they can.

Councilman Dial added his concern with the four way stop at Palmetto, Arrowood and Swanson Road stating that something needs to be done; at least fill the holes.

Local Assistance Road Projects (LARP)

Last year LARP funds were used for several projects: Castle Hill, Queens Court, and Whisperwood Trail.

For 2009, the Town has submitted the following road list to be considered for LARP funds: Shamrock Industrial Boulevard, Lynnwood Avenue, Castlewood Road, Laurel Circle, Handley Road, Palmetto Road, West Crestwood Road, Winfair Drive, Wildwood Court, Tramore Trace, Pointview Court and Autumn Trace. Staff has not yet heard from DOT if any of these roads are eligible for LARP funding.

OTHER

Road Names:

A letter from the County EMS and Post Office will be forthcoming concerning East Crestwood versus West Crestwood. This has created a problem with the delivery of mail as well as a safety

issue with EMS. A consideration to change the name of East Crestwood to two different names was brought before Council. The section from Senoia to SR 74 would be one name and the section from Farr Road to SR 74 would have another. The only Crestwood would be West Crestwood, and the west would be eliminated. No action was taken; this was for information purposes only.

Signage of SR 74

Staff has had a request for directional signage of SR 74 to the downtown area. After a brief discussion staff was directed not to add any directional signage on SR 74.

Sewer Line Extension Policy

It was noted that at some point, Council will be asked about extending sewer to different parcels. Right now there is no policy in place to allow the Town to do this. Staff asked Council for permission to draft a sewer line extension policy with legal to have in place when faced with this type of request. After a brief discussion staff was directed not to proceed with this policy.

Meeting adjourned at 3:45 p.m.

By: _____

Don Rehwaldt, Mayor

Attest: _____

Nancy J. Goedker
Nancy J. Goedker, Town Clerk