

Tyrone Council Retreat Minutes

February 27, 2010

Present:

Mayor Don Rehwaldt
Council Member Tracy Young
Council Member Eric Dial
Council Member Ken Matthews
Council Member Gloria Furr
Town Manager Richard Newbern
Town Attorney Dennis Davenport
Town Clerk Pamela Megill
Police Chief Brandon Perkins
Finance/HR Manager Penny Hunter

The annual Council retreat was called to order by Mayor Rehwaldt on Saturday, February 27, 2010, at 9:07 a.m.

FINANCE

1. Discuss FY 2010/11 Expenditure/Revenue Projections.

Town Manager, Richard Newbern presented a power point presentation to discuss with the Town Council the FY 2010/11 Expenditure and Revenue Projections. Mr. Newbern stated that the Town has collected \$1,943,061 from all revenue sources so far this year, which is 63.9% of the \$3,041,505 budgeted for revenue. By the end of the fiscal year on June 30, the Town expects to meet the \$3,041,505 budgeted revenue figure for FY 2009/10. Mr. Newbern stated that the Town has a General Fund balance of \$2,845,777, which is equal to 11.2 months of expenditures. The Town's expenditure budget is \$3,041,844. Mr. Newbern projected an \$82,986 revenue shortfall for FY 2010/11. He stated that the Town may consider postponing capital projects or not filling open positions to deal with the shortfall. Mr. Newbern stated that last year the Town Council had developed a Capital Improvement Plan that projected capital acquisitions over a five year period. The consensus of the Town Council was for the Capital Improvement Plan to be updated.

2. Discuss options concerning proposed Valleywood Road Railroad crossing closure.

Town Manager, Richard Newbern listed the three options regarding the proposed Valleywood Road Railroad crossing closure, which are: 1. Close Valleywood Road Railroad crossing, relocate East Crestwood Road intersection to bring into alignment with West Crestwood and extend Park Drive to the newly aligned East Crestwood Road. 2. Close Valleywood Road Railroad crossing and extend Park Drive to East Crestwood Road, and don't "realign" the East Crestwood railroad crossing. 3. Do not close Valleywood Road Railroad crossing, do not extend

Park Drive or relocate East Crestwood and have gates, lights and bells installed at Valleywood Railroad crossing.

The consensus from all Town Council Members was to pursue and review further option 3.

3. Purchasing Manual/Procedures

Mayor, Don Rehwaldt stated that the portion of the code of ordinances pertaining to purchasing was not being followed and the current practice was for each department to order directly from a vendor for items under \$500.00 rather than through a designated purchasing agent. Town Manager Richard Newbern stated that purchasing thresholds needed to be updated and set, and that a centralized purchasing agent needs to be designated. In addition purchase order forms need to be developed and a procedure for purchasing put into place. Finance Manager, Penny Hunter stated that there was no consistent policy for integrating purchase orders with established account codes.

The consensus from all Town Council Members was to direct the Town Manager, Town Attorney and Finance/HR Manager to work together and re-write the ordinance in a more simplified and concise way.

4. Financial Statement Format

Town Manager, Richard Newbern, and Penny Hunter, Finance/HR Manager provided a power point presentation to the Town Council which displayed various formats to present financial statements. Council Member Tracy Young stated the present way of providing financial statements was too detailed and lengthy, and stated the bar graphs were far easier to read and review the information.

The consensus from all Town Council Members was to direct the Finance Manager to present monthly financial statements in the form of bar charts along with a comparison from the previous year.

5. Possibly Using ADP for Payroll and Payroll Accounting

Town Manager, Richard Newbern stated that the Town is currently using Paychex Preview for payroll processing and recently implemented a sister company, Paychex Time and Labor Online to input time and leave requests. Mr. Newbern, Finance Manager Penny Hunter, Police Chief Brandon Perkins and Court Clerk Kathy Bright all expressed concerns and dissatisfaction with using the Paychex software. Mr. Newbern stated that the Town had entertained a bid from ADP, a company providing the same services but at a higher quality, although it was more expensive. It was estimated the additional cost to the Town would be \$1,100 per year, with a \$6,000 initiation fee.

The consensus from all Town Council Members was to consider this proposal further during the upcoming budget meetings.

6. Reducing Sewer Charges, if affordable

Town Manager, Richard Newbern stated that the Town no longer has sewer debt, and currently has \$412,353.33 in sewer reserves, and that reducing sewer charges at this time was not

advisable as equipment repairs, and or infrastructure replacement costs have the potential to liquidate the current reserves.

The consensus from all Town Council Members was to leave the rates as they stand, and to continue to monitor the sewer reserves.

7. Tax Billings for Town Property (Green Space)

Mayor, Don Rehwaldt stated that in September 2008, the Town received a notice of a tax liability from the County Tax Assessor for a portion of TCG Holdings property and green space the Town now owns. Town Attorney, Dennis Davenport responded to the Board of Commissioners requesting that these taxes be abated. The County has taken no further action in over 18 months, and Mr. Davenport recommended that the Town take no further action at this point in time.

Mayor Rewaldt stated this item was to provide information only, and no consensus or action was necessary from the Town Council.

8. Job Descriptions and Pay Classification Plan

Town Manager, Richard Newbern provided the Town Council with copies of Town job descriptions and pay ranges for Town employees, along with present pay for each employee. Mr. Newbern stated that the Town needs to have a reliable, updated pay classification plan that includes accurate job descriptions that tie to pay ranges. Mr. Newbern stated that the current listing of pay ranges is inaccurate and does not reflect what individual positions are being paid. Mr. Newbern stated that employees should be paid at market rate. Mayor Pro Tem Furr stated that she did agree the job descriptions needed to be updated, and stated they need to specify if the position is exempt or non-exempt. Mr. Newbern stated that he would review which positions fall under exempt or non-exempt.

The consensus from all Town Council Members was to direct staff to update the Town job descriptions and document on the job descriptions the date they were updated.

9. Employee Morale/Encouragement

Town Manager, Richard Newbern stated that this item was placed on the agenda due to the fact that many local governments Council's have had to cut back on benefits, merit raises, pay increases etc., due to the decline in revenue, and organizations are looking for alternative ways to provide encouragement and boost moral to the employees. Mr. Newbern thanked Chief Perkins for providing a survey to all Town employees via their e-mail address or supervisor; the results of which were provided to the Town Council in the retreat agenda packets. Mr. Newbern stated there are ways to keep morale up in lieu of spending dollars. Chief Perkins stated that in some areas Police Department employees had differing responses to the survey than the non Police Department employees. Council Member Dial stated that he did not want the employees to think the Council did not care, but wanted them to understand why the Council has to make certain decisions that affect pay and benefits, and stated that we need to communicate to all employees that the Council is on your side, and we want to give more money, but we can't as we have all these obligations, with a limited amount of money that is shrinking. Council Member Dial also stated that supervisors need to maintain a keen eye for their employees and not allow gossip and

unkindness, if those things are present they can make an employee miserable, and supervisors should be aware of what is going on in their department.

The consensus from all Town Council Members was to direct staff to extend recognition and appreciation to employees when due.

10. Discussion of Executive Session Requirements

Town Attorney, Dennis Davenport briefed the Town Council and Staff on Executive Session requirements. Mr. Davenport provided the Town Council with a handout. A discussion ensued regarding executive session and open meetings. Council Member Dial stated he thought it was appropriate to remind both elected officials and staff that all and everything that is discussed in Executive Session needs to remain in Executive Session and is not to be discussed with the public under any circumstances. Everything from Executive Session has to remain in confidence. Discussion ensued regarding the affidavit required by State law for Executive Sessions.

This item was for information only and no consensus was given or denied.

11. Records Management – Retention and Destruction

Town Clerk, Pamela Megill provided the Town Council a power point presentation with an update regarding the current situation of records management at Town Hall, and the proposed plan of action to implement an inventory, notice of records identified for destruction, legal destruction of those records, correct storage of remaining documents, appropriate labeling of the storage of materials, and a data base that will provide the retention schedules for Town documents at the recommendation of the State of Georgia Archives Department.

Consensus from the Town Council was to keep the Town Council posted on the progress of the project.

12. Codification

Town Clerk, Pamela Megill provided the Town Council a power point presentation with an update regarding the current situation of the lack of codification of Town ordinances over the past few years. Ms. Megill stated how important it was to have all ordinances of the Town maintained in good and accurate order, allowing for anyone to easily access all Town laws in an expeditious manner. Ms. Megill provided the Town Council with information from two codification businesses she had solicited quotes from. Court Clerk, Kathy Bright stated it was very difficult for her to locate ordinances in a timely manner. Town Attorney, Dennis Davenport stated that by law you are required to have your code either on the internet or have an updated code book. Mr. Davenport explained the procedure of having the Town ordinances codified

The Town Council consensus was to let the professionals deal with this item and to place this item on the budget agenda.

13. “SAVE” (Systematic Alien Verification for Entitlements Program) Update.

Mayor Don Rehwaldt provided a memorandum to the Town Council which stated that the SAVE program is a State mandated program which was implemented to ensure that illegal aliens are not

allowed to receive certain benefits in relation to occupational tax certificates, alcoholic beverage licenses, insurance company licenses etc. Mayor Rehwaldt stated the program is making for time consuming additional duties for the Administrative Assistant.

Mayor, Don Rehwaldt stated this item was for information purposes only and no consensus was required.

14. Review of the Police Department's 2009 Goals and Accomplishments and Presentation of the Department's Goals for 2010.

Police Chief, Brandon Perkins provided a detailed memorandum to the Town Council which documents the outlines of the goals set for the Police Department in 2009 and the progress made on those goals. The memorandum also contains the list of goals for 2010: Maintain constructive, open communications with the citizens we serve, Create opportunities for citizen-officer interaction, Maintain a low crime rate, Maintain a low rate of accidents with injuries and deaths, Ensure that all personnel have access to academy and advanced level training that is pertinent to their jobs, Revise the agency's field training curriculum, Regain "Certified" status through the GACP State Certification Program.

This item was for information only.

15. Review and Approval of Equipment Purchases from Seized Assets

Police Chief, Brandon Perkins provided a detailed memorandum and presentation to the Town Council to review for approval of equipment purchases from seized assets. The items discussed for purchase were: shotguns, vehicles, service weapon upgrades, Stinger ECDs, Building Improvements, and training.

Council Member Dial made a motion to approve the purchase plan as presented. Council Member Young seconded the motion. Motion approved 4-0.

16. Discussion of the funding of Police Sergeant positions for FY 2010 – 2011

Police Chief, Brandon Perkins provided a detailed memorandum and presentation to the Town Council regarding the funding of Police Sergeant positions for fiscal year 2010 – 2011. Chief Perkins stated that Field Supervisors are one of the most important elements of any police department as they provide immediate oversight and direction to the officers and oversee the day to day operation of their respective shifts. Chief Perkins also stated that Field Supervisors generally hold the rank of Sergeant, but Corporals may serve in these roles at times, and also stated that the Tyrone Police Department has held three approved sergeant positions for some time now. Chief Perkins provided the Town Council with an organizational chart for the Tyrone Police Department. Discussion ensued regarding budgeting and funding for the sergeant positions. Finance/HR Manager, Penny Hunter asserted that the Town's position classifications had to be preserved. She stated that it was important to identify and fully fund the positions before personnel were transferred to them.

Town Attorney, Dennis Davenport suggested that the two corporals currently serving as sergeants have their job classifications changed to reflect the classification of sergeant. Consensus from the Town Council was for Chief Perkins to fill out position change forms re-

classifying the two identified positions, the new positions will then be advertised internally for five days, and once candidates are selected Chief Perkins will request permission from the Town Council to hire the selectees.

Council Member Young made a motion to approve the organizational chart as presented by Chief Perkins. Council Member Matthews seconded the motion. Motion approved 4-0.

17. Proposed Fire Station No. 3 Relocation

Fayette County Director of Public Safety, Fire Chief Allen McCullough and Fayette County Deputy Director Public Safety Deputy Fire Chief, Thomas Bartlett provided the Town Council with a letter and a briefing regarding Fire Station No. 3. Deputy Fire Chief Bartlett stated that the Department was requesting that the Town of Tyrone consider granting 1,000 gallon per day allowance to any site purchased for the express purpose of the location of a fire station should the selected site not fall within the current area approved and served by the sewer system. Town Manager, Richard Newbern stated he would prepare a memorandum for the Town Council listing current sewer obligations and how much sewer capacity is already under contract. Chief McCullough and Deputy Chief Bartlett requested that the Town Council make a decision on their request within a 30-40 day time frame.

Mayor Rehwaldt thanked Chief McCullough and Deputy Chief Bartlett for their presentation and the information they provided to the Town Council.

18. Code Enforcement Officer Re-Hire

Mayor, Don Rehwaldt introduced this item and stated that the Town has not had a Code Enforcement officer since June 2008. Mayor Rehwaldt stated he believed the Code Enforcement Officer was also a revenue generator for the Town. Mayor Pro Tem stated she was against creating a Code Enforcement position and that Code Enforcement should be handled in-house by various departments. Police Chief Brandon Perkins stated he could see the issue of code enforcement from both sides, but stated that citizens are calling the police department citing high grass and similar issues and this has created a larger work load for police department employees. Chief Perkins also stated he would like to see a separation from code enforcement operations to police department operations, and did not think the Police Department should be handling code enforcement issues.

Consensus from the Town Council was not to re-hire a Code Enforcement Officer and gave direction that Code Enforcement duties should be divided amongst the Town's departments.

19. Unfinished Lots that have not completed development

Town Manager, Richard Newbern stated that there have been several lots in Town that appear abandoned possibly due to prevailing economic conditions. Environmental/Engineering Technician, Beth Vaughn stated she has prepared a draft letter to send out to the owners of these properties requesting the sites be maintained according to Town standards. Ms. Vaughn stated that she had visited the sites and there these were violations of Town requirements.

Council Member Young made a motion to approve the letter as presented to the Town Council by Ms. Vaughn and to be reviewed by the Town Attorney, Dennis Davenport. Council Member Matthews seconded the motion. Motion approved 4-0.

20. Shamrock Park Improvements

Town Manager, Richard Newbern stated that the basketball and tennis courts at Shamrock Park need to be maintained, and stated there could be grant funds available for park upgrades and maintenance with matching funds and stated he would research grant opportunities. Council Member Matthews stated that he had received several complaints from citizens regarding the condition of the equipment at Shamrock Park. Planning and Zoning Commissioner, Judy Jefferson stated the playground and the tennis courts probably just need replacing. Ms. Jefferson said she has solicited at two different times bids for having the tennis courts and basketball court renovated, and nothing has been acted upon. Ms. Jefferson stated that Shamrock Park was the jewel of the Town. Council Member Matthews thanked Ms. Jefferson for all her hard work with Shamrock Park. Council Member Matthews stated he thought the tennis courts and basketball courts should be locked down as they were hazardous and provided too much of a liability and asked for consideration of locking the courts. Ms. Jefferson stated a rendering of the park would not exceed \$7,000. Mayor Pro Tem Furr stated there are a lot of safety issues at the park and also at the soccer fields.

No consensus from the Town Council was stated.

21. Gated Communities

Town Manager, Richard Newbern stated that John Wieland and Associates have proposed the River Crest Subdivision become a gated community, and stated staff had met with John Wieland staff to discuss the request, and had recently received sample ordinances for the Town to review from John Wieland and Associates staff. Mr. Newbern stated that one advantage of this request to the Town was that if the Home Owners Association was responsible for road maintenance and lighting it could save the Town some money from the perspective of reducing the Town's responsibilities. Council Member Young stated he was opposed to having a gated community in the Town and stated he believed it created more issues than solved them. Mayor Pro Tem Furr stated she was also in opposition to a gated community in Tyrone. Council Member Dial stated he did not have an adamant opinion either way. Council Member Matthews stated he also did not have a strong opinion, and thought the Town should leave things alone at present.

Consensus from the Town Council was they are not amiable to going in the direction of allowing River Crest Subdivision to become a gated community.

22. Handley Park Multi-Use Path Grant

Town Manager, Richard Newbern stated he needed to gather more information from the Department of Transportation regarding what the matching fund amounts would be for the grant and determine the amount of Right-Of-Way required and then determine if this issue can be pursued further.

Citizen Comments

Mr. Chip Young stated concerns regarding the building permit processing, and also made comments on what an excellent service the Police Department was providing.

Staff Comments

There were no staff comments.

Mayor Rehwaldt

There were no further comments from the Mayor

Council Comments

Council Member Young stated he would like to see the first draft of the budget by early May. Town Manager, Richard Newbern stated he would prepare a budget calendar and e-mail it to the Council Members around mid-March.

Council Member Young asked what the status of the Employee Handbook was. Mr. Newbern stated he had listened to the minutes of the December 3, 2009 meeting and was aware of what changes were necessary. Council Member Young asked when we could expect to see the handbook and have it out to the employees. Mr. Newbern stated it should be available later this week. Council Member Young stated that we are doing a dis-service to our employees by not having the Handbook finished.

Mayor Pro Tem Furr asked Mr. Newbern to send a letter to the County requesting recreation money for this year. Mr. Newbern stated he would.

Mayor Pro Tem Furr asked Mr. Newbern if he would find out how much SPLOST money we have allocated for Park Drive. Mr. Newbern stated he would get those figures to Mayor Pro Tem Furr

Council Member Young made a motion to adjourn. Council Member Dial seconded the motion. Motion approved 4-0.

The Town of Tyrone Council Retreat Meeting adjourned at 3:50 p.m.

By: _____
Don Rehwaldt, Mayor

Attest: _____
Pamela J. Megill, Town Clerk