



City of Smyrna

2800 King Street
Smyrna, Georgia 30080

Meeting Minutes - Preliminary City Council

Monday, June 1, 2015

7:30 PM

Council Chambers

Rollcall

Present: 7 - Mayor pro tem/Councilmember Melleny Pritchett, Councilmember Andrea Blustein, Councilmember Teri Anulewicz, Councilmember Charles Welch, Councilmember Susan Wilkinson, Councilmember Wade Lnenicka and Councilmember Ron Fennel

Absent: 1 - Mayor Max Bacon

Also Present: 8 - Toni Jo Howard, Ken Suddreth, Tammi Saddler Jones, Jered Sigmon, Dan Campbell, Terri Graham, Scott Cochran and Heather Corn

Call to Order

The June 1, 2015 meeting of the Mayor and Council was called to order by Mayor Pro tem Melleny Pritchett at 7:35PM.

1. Invocation and Pledge:

Mayor Pro tem Melleny Pritchett called upon Pastor Dwayne Hardin of The Embassy located at 810 Church Street to give the invocation and lead all in the Pledge of Allegiance.

2. Agenda Changes:

There were no Agenda Changes.

3. Mayoral Report:

There was no Mayoral Report.

4. Land Issues/Zonings/Annexations:

There were no Land Issues/Zonings/Annexations.

5. Privilege Licenses:

- A.** Public Hearing - Privilege License Request 2015-179 - Beer, Wine Pouring - 300 Village Green Circle STE 3110 - ABG 5 Hospitality Inc dba Porch Light Latin Kitchen with Andre Raoul Gomez del Valle as agent.

Sponsors: Anulewicz

Mayor Pro tem Melleny Pritchett asked Interim City Administrator Toni Jo Howard to read the background.

This is a new application for a privilege license for ABG 5 Hospitality Inc dba Porch Light Latin Kitchen for the sale of beer and wine (retail pouring). ABG 5 Hospitality Inc dba Porch Light Latin Kitchen is the owner and Andre Raoul Gomez Lopez del Valle is the agent applicant, responsible for the sale of alcohol at the referenced location. Andre Raoul Gomez Lopez del Valle has been given a copy of the Alcoholic Beverage Ordinance and attended the mandatory alcohol awareness workshop.

(Certificate attached) A background investigation conducted by the Smyrna Police Department failed to reveal information that would preclude issuance of this license. Andre Raoul Gomez Lopez del Valle has agreed to abide by the guidelines set forth by the City of Smyrna ordinance governing the sale of alcohol. Staff recommended approval of this item.

Councilmember Teri Anulewicz called Community Development Director Ken Suddreth forward to give additional background. He stated that this location was in the old Quizno's sandwich shop on Village Green Circle in Market Village. Because this was a new location for alcohol it comes before Council first.

Mr. Gomez came forward and explained that he is originally from Puerto Rico and his mother is Argentina and it will be a Latin based restaurant. He is a resident of Smyrna as been a head chef at Rathbun's and decided to open his own restaurant. He was asked if he is comfortable with the alcohol ordinance and he stated with his previous experience he was. They would be open Monday through Saturday for lunch and dinner and Sundays for special events. He plans to open late August, early September. There will be a limited full bar and the restaurant seats a total of 40 seats.

Councilmember Fennel welcomes Mr. Gomez and reiterated the Smyrna Police Department Compliance checks. He asked if he had ever held an alcohol license at other locations and he has not but understands the seriousness of the privilege license.

The public Hearing was announced and no one came forward to make comment or speak against this item.

A motion was made by Councilmember Teri Anulewicz to approve Item 2015-179, a Privilege License Request (2015-179) for Beer, Wine Pouring at 300 Village Green Circle STE 3110 for ABG 5 Hospitality Inc. dba Porch Light Latin Kitchen with Andre Raoul Gomez del Valle as agent; seconded by Councilmember Ron Fennel. The motion carried by the following vote:

Aye: 6 - Councilmember Blustein, Councilmember Anulewicz, Councilmember Welch, Councilmember Wilkinson, Councilmember Lnenicka and Councilmember Fennel

B. Public Hearing - Privilege License Request 2015-115 - Beer, Wine Package - 2771 Cumberland Boulevard - Interstate Management Company LLC dba Residence Inn Cumberland with Philippa Monthorpe as agent.

Sponsors: Pritchett

Councilmember Ron Fennel recused himself from this item since the applicant is a memebr of an association he is an officer of. Mayor Pro tem Melleny Pritchett asked Interim City Administrator Toni Jo Howard to read the background and she stated this was a new application for privilege licenses for Interstate Management Company LLC dba Residence Inn Cumberland for the sale of beer and wine (retail package). Interstate Management Company LLC is the owner and Philippa Monthorpe is agent applicant, responsible for the sale of alcohol, at the referenced location. Philippa Monthorpe has been given a copy of the Alcoholic Beverage Ordinance and attended

the mandatory alcohol awareness workshop. (Certificate attached) A background investigation conducted by the Smyrna Police Department failed to reveal information that would preclude issuance of this license. Philippa Monthorpe has agreed to abide by the guidelines set forth by the City of Smyrna ordinance governing the sale of alcohol. Staff recommended approval of this item.

Councilmember Teri Anulewicz called on the agent to come to the podium and she came forward with her attorney. This is the first application to come before Council under the new hotel sundry shop ordinance.

Ms. Monthorpe explained that the privilege license would be for Monday, Tuesday and Wednesday evening social and spirits gatherings, keeping with other Residence Inn offerings across the state and country for business travelers.

The public Hearing was announced and no one came forward to make comment or speak against this item.

A motion was made by Councilmember Teri Anulewicz to approve Item 2015-115, a Privilege License Request (2015-115) for Beer, Wine Package at 2771 Cumberland Boulevard by Interstate Management Company LLC dba Residence Inn Cumberland with Philippa Monthorpe as agent; seconded by Councilmember Charles "Corkey" Welch. The motion carried by the following vote:

Aye: 5 - Councilmember Blustein, Councilmember Anulewicz, Councilmember Welch, Councilmember Wilkinson and Councilmember Lnenicka

Recuse: 1 - Councilmember Fennel

6. Formal business:

A. Public Hearing to adopt Proposed Budget for Fiscal Year 2016.

Sponsors: Anulewicz

A detailed review with power point presentation was given by Budget Manager, Jered Sigmon. Some high points of this budget were as follows:

The General Fund would have a proposed budget of \$42,151,572, an increase of \$1,509,328 (3.7%) from last fiscal year.

Special Revenue Funds would have a proposed budget of \$3,032,972, an increase of \$194,532 (6.4%) from last fiscal year.

Capital Funds Project would have a proposed budget of \$9,043,823, a decrease of \$1,559,769 (-17.2%) from last fiscal year.

Internal Service Funds would have a proposed budget of \$839,000, an increase of \$279,000 (49.8%) from last fiscal year.

Enterprise Fund would have a proposed budget of \$20,922,166, an increase of \$826,481 (4.1%) from last fiscal year.

In the General Fund, Property Taxes are expected to make up 54.1% of the total revenue, with Other Taxes, Licenses/Permits, Charges for Services, Fines/Forfeitures, Intergovernmental, Misc and Other Sources making up the remainder.

The net property tax digest is expected to have a 7% increase over the next fiscal year.

The City expects to collect \$870,000 more over fiscal year 2015 in real property taxes, while Municipal Court Fines are projected to decrease by \$450,000 from last fiscal year.

Vehicle Taxes are projected up \$300,000 from FY15 (16.7%)

Building Inspection Fees projected up \$241,000 from FY15 (47.5%)

Sanitation Collection projected up \$70,000 from FY15 (1.1%)

Intergovernmental Revenue projected up \$602,000 from FY15 (81.9%)

Keep Smyrna Beautiful will add a new fee schedule that will allow non-residents to lease plots in the Community Garden. The charge would be \$10 more than residents. Public Works will eliminate fee for paper leaf bags since no longer sold and eliminate fee for large item pick-up containing Freon as this service is no longer provided. Water will update to reflect new tier rates.

Parks & Recreation,

- Administration will stop renting large gymnasium for birthday parties as it is damaging to the basketball flooring and will have an increase in the cancellation fee from 10% to 20% of rental fee; date change fee increase from 10% to 20% of rental fee.

- Athletics/Aquatics, Adult Softball fall season will reduce fees from \$420/team to \$360/team and the Volleyball Court will eliminate day/night distinction of \$10/hr resident and \$15/hour non-resident.

- Brawner Hall, Conference room rentals will increase the resident rate for 4 hours from \$40 to \$60, and the non-resident rate from \$60 to \$75 and will add a fee for outdoor chair rental of \$4/chair for a Chiavari chair.

Police will have the following changes:

- First copy of incident report will be free for residents

- Open records report – hourly rate of the preparer if work exceeds 15 min

- 911 tape recordings – hourly rate of the preparer if work exceeds 15 min

- Lost alcohol server permit – \$10 fee

- Bonding companies doing business with the City - \$100 fee

- Taxi driver late permit renewal – 10% of the fee per 30 days or portion thereof following the due date

Under General Funds Expenditures, the breakdown would be as follows:

At \$42.15M, the proposed General Fund expenditures balance with the projected revenues.

- Public Safety (Police, Fire, E-911) as a whole makes up 31%.

- Insurance & Other Benefits – includes expenditures such as Group Insurance, Retirement Contributions, Prescriptions, Unemployment, and Worker's Comp.

- Public Works – makes up 20% of the GF Expenditures.

- General Government – includes budgets for M&C, Administration, Finance, IT, HR, Municipal Court, and other miscellaneous expenditures.

- Debt Obligations – includes principal and interest payments for the City's revenue bonds.

The contingency budget was up this year. At \$1.3M, it's a 31% increase over the revised budget (of \$425,000) for the prior FY. It has been budgeted to absorb three proposed salary adjustments in FY16. The first will be an updated salary table to go into effect July 1. This was the result of a class and compensation study by a third-party consultant (Archer) which found that our salaries for a number of positions across the city are not on par with regional and industry benchmarks. This was especially true of our public safety departments, which have had a difficult time recruiting and retaining new personnel at the current salary ranges.

By adjusting the salary ranges upward, employees who have worked here for some time may find themselves at the bottom of their new salary range. That creates an issue of compression – where new employees hired into the same position are making the same wage as employees who have been here for a longer period of time. To resolve this, Finance was recommending that we bring staff to the minimum of their new ranges, then give them a cost of living adjustment of 2%. The COLA plus the updates to the salary table would be a one-time expenditure of about \$450,000, which would leave about \$850,000 in the contingency budget.

The last salary-related item is for merit raises which are tied to annual employee evaluations. Last year, we waited 6 months to implement the merit raises, and that

would be staffs proposal this year as well.

NOTE:

Salary table impact ~ \$45,000

COLA impact ~ \$405,000

Merit raises impact ~ \$265,000

Total of \$715,000

\$1.3M minus \$715,000 = \$585,000 left in Contingency

These personnel changes were requested by the departments and supported by Finance and the City Administrator's office through the budget process.

7 new FT positions

-Fire Prevention

-Highways and Streets

-Library

-Parks Admin

-Recycling (2)

-Traffic Engineer

1 reclassification of an existing position in COMMUNITY Development from Planner I to Planner II.

The budgeted amounts for new personnel are based on a start date of October 1st.

Special Funds Revenue has a proposed budget of \$3,227,504, an increase of \$194,532 (6.4%) from last fiscal year.

These are the various Special Revenue funds:

-Auto Rental Tax Fund – up from \$93,000 in FY15 due to the discovery that one major rental company (Hertz) was not reporting to City. (Auto rental tax is budgeted separately based on State chart of accounts, but it is transferred to the hotel/motel fund.)

-CDBG – based on anticipated projects and reimbursement from the Federal grant.

-Confiscated Assets, Donations, Multiple Grant fund– based on current cash balance

-E911 Fund – includes \$153,000 subsidy from general fund, CY \$305,000

-Hotel Motel – will add about \$183,000 to reserves

Capital Funds has a proposed budget of \$7,484,054, a decrease of \$1,559,769 (-17.2%) from last fiscal year.

The decrease is due to lower SPLOST expenditures since the 2011 SPLOST is wrapping up and those projects are being completed.

NOTE:

2011 SPLOST – a 4-year SPLOST in effect from January 1, 2012 to December 31, 2015

2016 SPLOST – a 6-year SPLOST in effect from January 1, 2016 to December 31, 2021

Here's a summary of our various capital project funds.

- 2011 SPLOST – based on the project schedule from Croy Engineering (about \$2M less than FY15).

-CIP Fund – is budgeted at \$1.1M. That's up from the \$874,000 budgeted in FY15.

-E-911 CIP – has no projects budgeted. Two projects were removed from this fund to be funded instead by the 2016 SPLOST. Upgrading fire station alarms; upgrading emergency radios.

NOTE:

In FY15, capital projects totaled \$847,000, but \$378,000 of that was offset by leftover funds from past projects that we closed out.

We will be closing out a few past projects this year as well, but the offset will only be about \$29,000.

The Internal Services Funds has a proposed budget of \$839,000, an increase of

\$279,000 (49.8%) from last fiscal year.

Vehicle Replacement Fund: established in FY15 to secure funding to replace the City's vehicles and rolling equipment.

We have about 215 vehicles in our fleet. Vehicles are recommended for replacement when they reach designated age and/or mileage limits.

The FY16 budget is higher than the FY15 budget for a couple of reasons:

- More vehicles to be replaced (11 in FY15 and 20 in FY16).

- Updated estimated replacement costs for the city's entire fleet.

The revenues for this fund total \$800,000. That includes a \$700,000 transfer-in from the GF, and a \$100,000 transfer-in from the Water/Sewer Fund.

Last year, we transferred into the VRF a total of \$730,000, but our budgeted expenditures were only \$560,000.

Also, for the last couple of years, we've also allocated surplus money at year-end to this fund (\$200,000 in FY13 and \$400,000 in FY14).

So although FY16 expenditures will be slightly more than revenues, there are still more than sufficient funds available for our FY16 vehicle purchases.

NOTE:

We're still in the process of purchasing some of the FY15 vehicles, but if you take total fund revenues (including surplus contributions) minus the budgeted FY15 and proposed FY16 expenditures, we have about \$730,000 in the fund balance. $\$2.13M - (\$560,000 + \$839,000) = \$731,000$

The AAC to keep these funds solvent is about \$815,000 from the GF and \$103,000 from the Water/Sewer Fund.

*FY16 Vehicle Replacements

- General Gov't (2 vehicles)

- Parks & Rec (0 vehicles)

- Public Safety (9 vehicles)

- Public Works (9 vehicles)

Total of 20

The Enterprise Funds has a proposed budget of \$20,922,166, an increase of \$826,481 (4.1%) over last fiscal years budget.

Storm Water Fund: established in FY15 to hold all storm water fee revenues & to provide funding for maintaining & improving the City's storm water system.

Water/Sewer CIP Fund: also established in FY15 to provide funding for capital improvements to the City's water and sewer systems.

Water/Sewer Fund provides for the operation of the City's water and sewer systems. Revenues are generated from charges billed to customers for water and sewer services.

Expenses reflect the costs of operating and maintaining those utilities.

The breakdown of expenses for the Water/Sewer Fund were as follows:

Half of the expenses are for the wholesale purchase of water from the Cobb-Marietta Water Authority.

NOTES:

The FY15 Revised Budget was \$17,195,685 – an increase of \$606,481 (3.5%)

Salaries & Benefits are down due to turnover

Wholesale purchase of water is up \$352,000

The amount transferred to W/S CIP is up \$220,000

Residents can review the proposed FY 2016 Budget Book at the following locations:

- Hard copy at Library circulation desk

- Hard copy at City Clerk's office

- Online at www.SmyrnaCity.com

This was a no vote item and the public hearing was called with no one in attendance coming forward to speak against or make comment regarding this item.

7. Commercial Building Permits:

There were no Commercial Building Permits.

8. Consent Agenda:

A motion was made by Councilmember Anulewicz, seconded by Councilmember Fennel, that the consent agenda be approved. The motion carried by the following vote:

Aye: 6 - Councilmember Blustein, Councilmember Anulewicz, Councilmember Welch, Councilmember Wilkinson, Councilmember Lnenicka and Councilmember Fennel

Absent: 1 - Mayor Bacon

A. Approval of the Mayor and Council Meeting Minutes for May 18, 2015

Sponsors: City Council

The May 18, 2015 Mayor and Council Meeting Minutes were approved.

9. Committee Reports:**10. Show Cause Hearings:**

There were no Show Cause Hearings.

11. Citizen Input:

There was no Citizen Input.

12. Adjournment:

The June 1, 2015 meeting of the Mayor and Council was adjourned by Mayor Pro tem Melleny Pritchett at 8:25PM.