



## Meeting Minutes - Draft Committee of the Whole

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Thursday, February 1, 2018

6:00 PM

City Hall

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### 1. Roll Call

*Council: Mayor Max Bacon, Derek Norton (Mayor Pro Tem), Susan Wilkinson, Maryline Blackburn, Doug Stoner, Ron Fennel, Charles Welch, Andrea Blustein*

*Staff: Tammi Saddler Jones (City Administrator), Scott Andrews (Assistant City Administrator), Terri Graham (City Clerk), Scott Cochran (City Attorney), Ashley Youmans (Management Fellow), Maxwell Ruppensburg (Special Projects Coordinator) Ken Suddreth (Community Development Director), Rusty Martin (Planner II), David Lee (Chief of Police), Kristin Robinson (Finance Director), Scott Stokes (Public Works Director), Eric Randall (City Engineer), Patten Smith (Fleet Maintenance Supervisor), Bo Jones (Water/Sewer Supervisor), John Corn (Building/Grounds Supervisor), Tommy Price (Street Division Supervisor), Shane Harpe (Sanitation Supervisor), Frank Martin (Assistant Director of Public Works), Donna Cox (Public Works Administrative Services Coordinator)*

*Guests: Larry Terry (Croy Engineering), Tammy Galvis and Ginni Harris (Nichols Cauley)*

### 2. Call to Order

*Mayor Max Bacon called the meeting to order at 6:00 pm.*

### 3. Auditors Update - Nichols Cauley

*Ginni Harris, auditor from Nichols Cauley, began the update by explaining that a comprehensive annual report is submitted to the Government Finance Officers Association (GFOA) every year. Ms. Harris explained that the city's general fund has 44.4 million dollars and expenditures were at 37.4 million dollars, which she noted were increases from the previous year. Ms. Harris said the total change was 2.7 million dollars. She said the ending fund balance was 20.1 million dollars. She noted that the unassigned fund balance was the largest portion of the balance and was also an increase from the previous year. Ms. Harris then said that the city has at least two months of operating expense in the fund balance. Mayor Max Bacon asked if the city was required by law to send the annual report to the state. Ms. Harris explained that sending the report to the state is a requirement and sending the report to GFOA is optional. She continued explaining that when GFOA gives a grade on reports, it is basing the grade on their standards. Tammy Galvis, also an auditor from Nichols Cauley, explained that GFOA has additional standards that other agencies may use to evaluate for distribution of grants. Mayor Bacon noted that the city has been both a member and a nonmember of GFOA and it seemed that the success has been the same either way.*

*Ms. Harris then showed slides on the unassigned fund balance, government accounting fund, expenses, and water and sewer fund. She explained that the*

*unassigned fund balance and net change in total fund balance had increased steadily over the years. She noted that the biggest portion of accounting funds is property taxes at 38%, which is comparable to the previous year. She said that the largest expense was public safety which was also comparable to the previous year. She also noted that for the water and sewer fund, the operating expenses had increased by 350,000 dollars, the non-operating revenues and expenses were the same, the change in net position was 3.2 million dollars and the net position was 38.8 million dollars at the end of 2017. Mayor Bacon asked if the 3.2 million dollar figure meant that the fund at increased in net by that amount and Ms. Harris answered yes. Councilmember Charles Welch asked what the 38.8 million figure stood for. Ms. Harris said that number represents all of the city's assets and liabilities, and Mr. Welch thought the amount seemed low. Councilmember Ron Fennel asked where the city stands compared to other cities and Ms. Galvis said she could provide the information but believed the city had a good year. Mr. Welch asked if there was a number that represented cash. Ms. Galvis answered that the total unrestricted cash amount was 12.2 million dollars. Finance Director Kristin Robinson explained that the majority of the water and sewer balance is in the revenues and expenditures fund and the funds are being used for capital improvements.*

#### **4. City Administrator Report**

*City Administrator Tammi Saddler Jones began the report by announcing that interviews were set up for six candidates for the Administrative Services Coordinator position and would be held February 6, 2018 and February 8, 2018. Ms. Saddler Jones recognized Parks and Recreation Director Richard Garland for becoming a Certified Parks and Recreation Professional. She then announced that there will be a group photo for Mayor and Council on February 19th, the First Sunday Lecture entitled Susie King Taylor: An African-American Woman's Civil War Experience on February 4th, and the Smyrna Vision Community Update Meeting on February 6th. Ms. Saddler Jones announced that Keep Smyrna Beautiful won the First Place National Affiliate Award for population 30,001 to 100,000, Sustained Excellence Award, and the President's Circle Award from Keep America Beautiful. Management Fellow Ashley Youmans announced that applications were open for the 2018 Smyrna Citizens Academy and that the courses would be held on Tuesdays from 6:00pm to 8:30pm from March 20 to May 15, 2018. Ms. Saddler Jones showed a picture of a vintage Smyrna fire truck that has been restored by the Fire Department.*

*Ms. Saddler Jones showed pictures of a vintage water meter found by the Public Works Department. Water and Sewer Supervisor Bo Jones explained that the meter was removed from Public Works crews and had a reading of 6,830,000 gallons. Mr. Jones said that upon further investigation, crews discovered that the water meter was from the 1940s. Mayor Max Bacon asked where the meter was located and Mr. Jones said it was located at Roswell Street and Hawthorne Avenue. Councilmember Charles Welch asked if it was still connected to a water line and Mr. Jones answered yes. Mr. Jones said the vintage water meter was on display at the Public Works facility.*

#### **5. Public Works Presentation**

*Public Works Director Scott Stokes began his presentation on the Public Works Department by introducing eight members of his management team. Mr. Stokes said that team manages a total of 81 employees. He first introduced Patten Smith, the Fleet Maintenance Supervisor and explained that he manages the city's fleet, small equipment, police and fire fleet, and fuel systems. Mr. Stokes introduced Bo Jones who is the Water and Sewer Supervisor and said that Bo manages 15,000 water*

services and is in charge of repairs, flooding, valve installations, and projects. He introduced John Corn, the Building and Grounds Supervisor that is in charge of all repairs and maintenance for the city's 19 facilities. Mr. Stokes introduced City Engineer Eric Randall and explained that he works on a range of engineering projects from daily tasks to larger scope issues like the traffic calming policy and detention pond audits. He then introduced Street Supervisor Tommy Price who manages the city's sidewalk, curb, and gutter installation and maintenance, landscaping, storm debris pick-up, and other road work. Mr. Stokes then introduced Shane Harpe who is the Sanitation Supervisor that manages sanitation issues, recycling routes, and the pick-up of brush and large items. Mr. Stokes introduced Public Works Assistant Director Frank Martin and said he helps running the day to day operations of all Public Works divisions and oversees projects. Finally, Mr. Stokes introduced Public Works Administrative Services Coordinator Donna Cox and said that Donna has been with the city for almost 34 years. Mr. Stokes explained that Donna works on accounting, Munis, CIP, management of seven budgets, SPLOST projects, special requests, workers compensation, property damage, and anything else that comes up in the department. Mr. Stokes expressed that this was the best management team he has had in ten years.

## 6. Follow-up on Traffic Calming Policy and Sidewalks Discussion

City Administrator Tammi Saddler Jones said that the traffic calming policy was discussed previously at the special called work session meeting on January 12, 2018 and asked Council if there were any questions since reviewing the policy. Ms. Saddler Jones explained that she wanted to see if the policy could be added to the February 5th City Council agenda. Public Works Director Scott Stokes said the policy attempts to solve problems in neighborhoods with cut through traffic and speeding issues and he noted that staff can make changes to the policy if something does not work. City Engineer Eric Randall added that the policy was first drafted in 2014 and there has been enough citizen concern since then to warrant the policy. Councilmember Charles Welch said he believed the policy would not be perfect but would need to be implemented and monitor what happens. Councilmember Susan Wilkinson said she received feedback on the draft policy from residents in her ward. Ms. Wilkinson noted that one resident was upset about the possibility of having to fund up to half the construction costs for installation of a traffic calming measure and also said the proposed petition process would be difficult. Mayor Max Bacon noted that some neighborhoods have Homeowners Associations that could help raise funds while other neighborhoods do not. Ms. Wilkinson said that residents believe neighborhood traffic is coming from people who live outside of the neighborhood. Ms. Wilkinson also shared resident feedback that believed the petition process puts work on the residents and would discourage people from seeking traffic calming measures. City Attorney Scott Cochran said the policy intends to address situations where some neighbors want a traffic calming measure installed while others do not. Ms. Wilkinson asked if there could be wording included saying that the policy applies only when a safety issue is not involved. Mr. Cochran said that wording is included to allow decision making at the sole discretion of the city. Mayor Pro Tem Derek Norton asked if a neighborhood is required to go through the process if Council decides there is a traffic problem. Mr. Cochran said the policy is drafted so that if the traffic engineer saw a problem, then the traffic engineer could decide on the next steps. Mr. Randall noted that the policy helps address traffic issues that are more for convenience rather than documented safety issues and uses data to drive policy decisions. Mr. Cochran said that Council can decide to avoid going through the process in objection to the traffic engineer's recommendation. Mr. Stokes said the policy's approach is to collect data to see if a traffic calming device is warranted. Ms. Saddler Jones asked if the policy draft could

be added to the Mayor and Council agenda, and Mayor Bacon said yes. Councilmember Ron Fennel said he believed the policy is a reasonable solution and Councilmember Doug Stoner said the policy would help create a process for neighborhoods to request traffic calming devices when it is not warranted. Ms. Wilkinson asked if it is determined that a neighborhood is in need of a traffic calming device, will the item be voted on. Mr. Randall said yes. Mr. Cochran said that if a neighborhood could not afford a traffic calming device and it is warranted, then the Council reserves the right to decide how much the neighborhood would need to pay. Ms. Wilkinson said she believed the policy was discriminatory towards lower income neighborhoods and Mr. Cochran said the amount a neighborhood would need to pay is not mandatory.

Mr. Stokes continued with a discussion on sidewalks. Mr. Stokes asked if the Council had a chance to review the phase one plan for sidewalk construction citywide and if they agreed with the proposed plan. Mr. Fennel noted that he would like to keep the discussion open in the future to look at the creation of a sidewalk bank. Mr. Stokes said that once there is a developed master plan for sidewalks and trails, they can determine the greatest needs and budget accordingly. There was no further discussion on the sidewalk plan.

## 7. Proposed Master Right-of-Way License Agreement for Mobilitie

City Administrator Tammi Saddler Jones explained that she received an application to install a small cell antenna in the city from mobile infrastructure company Mobilitie. She explained Mobilitie worked with representatives from the Georgia Municipal Association (GMA) to put together a model agreement for cities across the state of Georgia. Ms. Saddler Jones said she spoke with a GMA representative who explained that Mobilitie will have to pay an annual license fee for pole attachments on existing poles and pay for the construction of new poles. City Attorney Scott Cochran said that the city will reserve the discretion to allowing permitting, so the city would not have to agree to installations in advance. Mr. Cochran explained that the GMA representative said that this is a new trending issue in the state and will help with lobbying efforts. Councilmember Charles Welch asked how small the antenna would be and Ms. Saddler Jones showed a picture of the proposed antenna and said it was on Sanford Place and Powder Springs Street. Mr. Cochran noted that the antenna would be installed on an existing pole. Mr. Welch asked if it would only be one antenna. Ms. Saddler Jones said there is only one proposed and Mr. Cochran explained that more applications will likely come in. Ms. Saddler Jones asked if this item could be added to the February 5, 2018 Mayor and Council agenda and the consensus was yes.

### A. Mobilitie Presentation February 2018

Attachments: [Mobilitie - Smyrna Presentation Feb 2018.pdf](#)

## 8. Review of the February 5, 2018 Mayor and Council Agenda

Item A under Land Issues/Zonings/Annexations was a special land use permit request for the installation of a cell tower on 1700 Roswell Street from Verizon Wireless. Councilmember Maryline Blackburn asked if anyone had any questions. Councilmember Charles Welch asked if this is the same location that was originally discussed and Ms. Blackburn stated that yes, this is the same location being proposed. Item A under Formal Business was the approval of a contract with Ashley Shares to conduct preservation work at the Smyrna Memorial Cemetery to begin on June 2,

2018. Special Projects Coordinator Maxwell Ruppensburg said that the contract is to begin restoring historical tombstones and grave site markings in the Smyrna Cemetery and that it would not be until June when she would begin, but the city would need to book her contract to reserve the spot.

Under the Consent Agenda was the approval of street closures for the Atkins Park Annual Crawfish Boil on April 28th and the 16th Annual St. Patrick's Day Celebration Weekend on March 17th and 18th. Councilmember Charles Welch mentioned that he thought the Council had approved all special events for the year at one time. City Clerk Terri Graham said that the Council approved the dates, but they have to also approve the alcohol permits and street closings.

## 9. Other Business

City Clerk Terri Graham said that the campaign contribution disclosures were due February 1st with a grace period of five business days. She also said that the personal financial disclosure statements are due in June.

Councilmember Doug Stoner announced that his resignation had been made official and he signed the necessary paperwork. Ms. Graham said the city will need to have a special election and contact Cobb County. Mr. Stoner said he will officially resign on March 5th. Councilmember Susan Wilkinson asked when he would announce and Mr. Stoner said he would on the February 5th Council Meeting.

Assistant City Administrator Scott Andrews said that the hands-free ordinance public service announcement video will be completed within seven to ten days and was being worked on by Sergeant Louis Defense and Community Relations Director Jennifer Bennett. Mayor Pro Tem Derek Norton noted that the City of Marietta was looking into passing a similar ordinance and that the state is also considering a statewide regulation. Ms. Graham said she sent Smyrna's ordinance to about twelve cities.

Councilmember Susan Wilkinson discussed that the City of Stockbridge is looked for resolutions of support from other cities for an initiative. She said it was mentioned at the Mayor's Day Conference in January. Mr. Fennel stated that he understood the issue but did not think it would be appropriate to be involved in another city's issues.

Special Projects Coordinator Maxwell Ruppensburg said that the Public Engagement Meeting for Residents with Disabilities was a success. He stated that citizen advisory councils will be created on disabilities, community health and wellness, and resiliency. Mr. Ruppensburg also announced that Language Line Services would be implemented across all departments. He explained that the service will help public facing staff communicate with residents with limited English proficient at no cost to the customer and little cost to the city.

Mayor Pro Tem Derek Norton brought up that the ELOST tax consideration was brought up at a meeting at the Capitol and said he believed there was not enough support. Mr. Norton also mentioned that the Fire Department and Police Department both have had quick response times when he has had to rely on assistance in emergency situations.

Police Chief David Lee announced that the Police Department ordering 500 more hands-free cell phone devices to have in stock. City Administrator Tammi Saddler Jones said that she would like to order some with the city logo for use in city vehicles.

**10. Executive Session (Legal)**

*A motion was made by Councilmember Doug Stoner to enter into Executive Session for Legal matters, seconded by Councilmember Ron Fennel. The motion carried unanimously with all councilmembers present and with Derek Norton presiding.*

*Councilmember Ron Fennel made a motion to exit executive session and return to regular session, seconded by Councilmember Maryline Blackburn. The motion carried unanimously with all councilmembers present and Derek Norton presiding.*

**11. Adjournment**

*Mayor Pro Tem Derek Norton declared the meeting adjourned at 7:56pm*