

# City of Smyrna

*2800 King Street  
Smyrna, Georgia 30080*



## **Meeting Minutes - Final**

**Thursday, March 15, 2018**

**6:00 PM**

**City Hall**

## **Committee of the Whole**

## 1. Roll Call

*Council: Mayor A. Max Bacon, Derek Norton (Mayor Pro Tem), Susan Wilkinson, Maryline Blackburn, Charles Welch*

*Absent: Andrea Blustein, Ron Fennel*

*Staff: Tammi Saddler Jones (City Administrator), Scott Andrews (Asst. City Administrator), Terri Graham (City Clerk), Scott Cochran (City Attorney), Elsa Thompson (Administrative Services Coordinator), Ashley Youmans (Management Fellow), Christy Ullman (Executive Asst. to the Mayor & Council), Richard Garland (Parks & Rec Director), Jennifer Bennett (Community Relations Director), Kay Bolick (HR Director), Kristin Robinson (Finance Director), Roy Acree (Fire Chief), Brian Marcos (Deputy Fire Chief), David Lee (Chief of Police), Scott Stokes (Public Works Director), Rusty Martin (Senior Planner)*

## 2. Call to Order

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

## 3. Employee Taskforce Presentation

*Deputy Fire Chief Brian Marcos began the Employee Taskforce Presentation with a 2 minute video that featured a few staff members then introduced ICMA Management Fellow Ashley Youmans to provide information on how the recommendations were decided upon.*

*Ms. Youmans explained that the recommendations that were being addressed came from the surveys that were conducted of employees from various departments. Employees participated in interactive activities to help the Taskforce make the recommendations regarding longevity pay, annual leave sellback, annual leave carryover, incentive proficiency pay and tuition reimbursement.*

*Finance Director Kristin Robinson spoke about the recommendations regarding longevity pay.*

*Human Resources Director Kay Bolick spoke about the employee annual leave sellback and annual leave carryover recommendations.*

*Mr. Marcos spoke about the recommendations for proficiency pay and bonuses for certifications and degrees.*

*City Administrator Tammi Saddler Jones thanked the Employee Taskforce for their hard work and their diligence in getting this done in less time than expected.*

## 4. Council Retreat Goals

*Not discussed.*

## 5. Salary Survey

*Human Resources Director Kay Bolick presented a proposed pay scale to be adopted*

*July 1, 2018 that would change the current pay grades for all positions and bring salaries that are below minimum standards to the current market standards. She also proposed reclassifications for certain Fire and Police positions that were below market when compared to other municipalities.*

*Mayor Bacon expressed concern that the proposed reclassifications only addressed the higher ranking positions within the Police Department.*

*Ms. Bolick continued with her presentation; she noted that it is also recommended that the City Administrator's position be taken off of a salary pay scale and be placed under a contract that would be negotiated with Mayor and Council.*

*Mayor Bacon voiced his concerns about police officer vacancies and recruitment efforts; Chief Lee addressed his concerns, he noted that he and the City Administrator had already been discussing these issues and would be having a meeting to form a plan to recruit new officers and bring it to Council.*

*Ms. Bolick announced that 5 employees had reached their maximum salaries; she recommends that those employees receive \$500 bonuses; Councilmember Susan Wilkinson inquired when the bonuses are usually paid out; Ms. Bolick advised that in the past the bonuses have been paid in January and since that had not been done this year, she would like to pay those employees their bonuses as soon as possible.*

*Mayor Bacon inquired if the new pay schedule is adopted, would the employees that are currently at their maximum remain at their maximum; Ms. Bolick advised that they would not be at their maximum for the next merit increase but would be at least \$1,700 away from it.*

*Councilmember Corkey Welch noted that he is in favor of the salary adjustment schedule and also for finding a way to recruit more police officers however that he recalled that there may be some issues with meeting budget in year 2019 - 2020 according to their budget schedule/future forecast. Finance Director Kristin Robinson advised that those budget needs would be taken care of with surplus funds and previously committed funds. Councilmember Welch stated that the use of the surplus concerns him - if the City will be implementing the new policies and then having to use the surplus funds in order to meet the City's budget needs.*

*Mayor Bacon inquired if the Council would be voting on the new policies at the upcoming City Council meeting; Ms. Bolick advised that they would not however she reiterated that they are seeking a July 1st implementation date. The Mayor stated that they should wait until all of the Councilmembers are present to have further discussions about the policies; he also noted his concerns about the new policies and the fact that they do not address the issue of the City acquiring more police officers.*

## **6. Surplus Discussion FY17**

*Finance Director Kristin Robinson presented, made recommendations from the Finance Department on how to spend some of the surplus funds. She handed out an updated budget proposal that noted that \$41,000.00 was left in the 2017 budget, it was paid to the City for the repair of one of the dump trucks. The repair was made and the bill was paid in 2018. As a result, these monies needed to be moved to the 2018 budget.*

*Ms. Robinson stated the Finance Department would also recommend adding*

\$600,000.00 to the CIP and \$400,000.00 to the vehicle replacement fund for future needs.

Mayor Bacon questioned whether the cost to repair the Community Center roof and the repairs for the Police Station were already budgeted for and why would we need to use surplus funds to complete the repairs. Ms. Robinson explained that the Community Center roof repair were in the budget and planned for it to be repaired in a couple of years. She also reminded Council that during one of the past meetings, Council chose to defer the repair until a later date.

Ms. Robinson explained that the roof leak had become really bad and needed repair as soon as possible. She stated that the previous quotes for the repair had risen to \$200,000.00 just to patch the roof. The City tried to see if the roof was still under warranty and it was not. Finance recommended replacing the roof in its entirety. Councilmember Derek Norton asked if the roof has a fifty (50) year warranty. Ms. Robinson replied she believed that was included in the quote.

Councilmember Susan Wilkinson asked about the HVAC unit at City Hall and if it needed to be repaired; Mayor Bacon asked if the repair of the HVAC was included in the CIP plan.

City Administrator Tammi Saddler Jones stated that a condenser was repaired. The HVAC was not in the CIP plan until this year because they were not aware that the HVAC unit was in such bad shape and that is the reason for the request to use the surplus funds for the City Hall HVAC repair.

Councilmember Wilkinson asked about the unit at the Police Department and the roof problems. Ms. Robinson informed Council that the problem occurred because the HVAC unit is on the roof and the leak from the unit caused the roof to leak. Ms. Robinson added that upgrades have been done internally to the Community Center that could potentially be compromised with the roof being left in disrepair.

Councilmember Wilkinson noted that she was glad the City had the surplus to be able to make the repairs now versus later. Finance Director Kristin Robinson reminded Council of the approval for the Cemetery Preservation and the need to put money aside for that expenditure.

Mayor Bacon questioned why the \$18,000.00 needed to come out of the surplus and asked, did we not have this in the \$95 million dollar budget. Ms. Robinson stated the Master upgrade of the fuel system was needed and would tie all the systems together. Mayor Bacon asked when it was discovered that the old system was out of date. Ms. Robinson stated that it had been performing poorly for some time, but as a whole, the City tried to wait until there was no other avenue but to upgrade the system.

Mayor Bacon stated he would prefer to not piece meal and he would like to see the pavers replaced before 2022. Councilmember Wilkinson questioned the need for an annexation study. Councilmember Charles Welch stated he supported annexations and this was one of the best ways to bring property into the City.

Mayor Bacon also asked about an update on the Tolleson Pool and what would be the cost and that the repair should come out of the surplus as well as the pavers repairs. Assistant City Administrator Scott Andrews advised that they had yet to determine the cause of the leak at Tolleson Pool however they would do everything in their power to find it, patch it or repair it depending on the severity of the leak but that it would not

*cause the pool to be closed down because that was not an option.*

*Councilmember Welch cautioned using the entire Surplus and not having monies for later utilization.*

*During the February 15, 2018 Committee of the Whole meeting the following items were discussed and the consensus was to remove them from the proposed FY17 surplus :*

- 1.) Concord Road Dog Park*
- 2.) Ice Rink Startup Costs*
- 3.) Cemetery Preservation*
- 4.) Fuel Master Upgrade*
- 5.) Annexation Study*

*Of the total list of proposed items brought forward for the FY17 surplus, the following items were discussed and the consensus was to move them forward to an agenda for Council vote:*

- 1.) Replacement of the Community Center Roof*
- 2.) Replacement of the HVAC units at City Hall and Jail*
- 3.) Street Department Dump Truck repair*

## **7. City Administrator Report**

*City Administrator Tammi Saddler Jones advised Council and Staff of upcoming events;*

- 1.) St. Patrick's Day - Mayor turns the Smyrna Market Village Fountain Green on Saturday, March 17th at 5:00PM*
- 2.) City Hall will be closed on Friday, March 30th in observance of Good Friday.*

*City Administrator Tammi Saddler Jones spoke briefly about the City owned property located on Oakdale Road, she advised that there was an offer on the property however Council decided that they did not want to accept it.*

*Assistant City Administrator Scott Andrews and Community Development Director Ken Suddreth addressed the issues with the property located at 203 Doeskin Trail. Mr. Suddreth advised that the property has been cited and that the owner is set to appear in court on March 23rd in reference to the citation; he noted that the property did not pass their water and sewer inspection.*

*The City Administrator advised that the owner of Cafe Lucia was seeking permission to host an Easter Egg Hunt on Friday, March 30th from 11:00AM - 12:00PM for small children. She provided a map of City Hall's grounds in order to specify the area that the owner of Cafe Lucia wanted to utilize.*

*The City Administrator showcased the Hydraulic Mobile Stage that the City will be acquiring; she advised that Staff will proceed with putting it out for bid and provided a link for Council and Staff to see a video regarding the stage and how it is setup.*

*Lastly, the City Administrator asked ICMA Management Fellow Ashley Youmans to give Council and Staff an overview of the upcoming inaugural Smyrna Citizens Academy Session.*

*Ms. Youmans advised that the academy will start on March 20th at 6:00PM with 25*

*participants and provided a schedule of their events for the evening; she asked for Mayor, Councilmembers and Administration to be present if possible in order to give participants an overview of their positions.*

## **8. Review of the March 19th, 2018 Mayor and Council Agenda**

*Land Issues/Zonings/Annexations:*

- Senior Planner Rusty Martin advised that it is a request from the construction company for 3 additional hours to pour the concrete foundation due to the large size of the building that is being built at 4390 South Cobb Drive; recommending approval.*
- Annexation request from Cobb County for the property located at 990 Pebblebrook Road; recommending approval.*
- Application to sub-divide the property located at 1102 Church Street; recommending approval.*

*Formal Business:*

- Approval for the purchase of a vehicle for the Police Department.*

## **9. Other Business**

*Councilmember Susan Wilkinson advised that she will not be present at the Monday, April 2, 2018 Council Meeting.*

*Councilmember Corkey Welch reminded Council and Staff about the Reed House Tour and breakfast he was hosting on Friday, March 23rd at 7am.*

*City Attorney Scott Cochran advised that he will not be present at the Monday, April 2, 2018 Council Meeting.*

*Community Development Director Ken Suddreth gave information about a new urgent care facility (Peachtree Intermediate Care) that is coming to the City in the South Cobb area.*

*Deputy Fire Chief Brian Marcos asked the Mayor and Council if they would like any follow up information presented at the City Council meeting on Monday, April 2, 2018; the Mayor advised that he would like for Councilmembers Ron Fennel and Andrea Blustein to be made aware of the recommendations presented at this meeting.*

*Fire Chief Roy Acree gave an update on a wrongful termination suit that was filed by a former City firefighter.*

## **10. Adjournment**

*Mayor A. Max Bacon declared the meeting adjourned at 8:45pm.*