



City of Smyrna

2800 King Street
Smyrna, Georgia 30080

Meeting Minutes - Final Committee of the Whole

Thursday, September 14, 2017

6:00 PM

City Hall

Roll Call

Council: Mayor Max Bacon, Derek Norton, Andrea Blustein, Ron Fennel, Corkey Welch, Doug Stoner, Susan Wilkinson

Staff: Tammi Saddler Jones (City Administrator), Scott Andrews (Assistant City Administrator), Christiana Craddock (Executive Assistant to City Administrator), Christy Ullman (Executive Assistant to Mayor and Council), Scott Cochran (City Attorney), Terri Graham (City Clerk), Ashley Youmans (Government Management Fellow), Maxwell Ruppensburg (Special Projects Coordinator), Ken Suddreth (Community Development Director), Scott Stokes (Public Works Director), Kristin Robinson (Finance Director),

Guests: Larry Terry

Call to Order

Mayor Bacon called the meeting to order at 6:05pm.

City Administrator Report

Administration Update

Attachments: [Admin Report 9.14.17.pdf](#)

City Administrator Tammi Saddler Jones began her report by informing Council that she, Maxwell Ruppensburg, and Ashley Youmans would be attending the GCCMA Conference in Jekyll Island the following week, from Sep. 20th – Sep 22nd. However, she said with the recent hurricane event, there was a possibility it was going to be cancelled. She shared with Council some data regarding Hurricane Irma and how City departments worked together to tackle the storm as it affected Smyrna. Next, she shared with Council changes to the Department reporting structure, with the following departments reporting directly to Assistant City Administrator Scott Andrews: Information Systems, Parks, Library, Vision, and KSB. She reminded Council of Ann Kirk's retirement in mid-October and said they had a candidate they wanted to make an offer to, with a start date of October 2nd, which would allow the person two weeks to work and train with Ann Kirk. Lastly, she shared with Council that Admin was working on putting together a Council/Staff retreat in advance of the CIP and Budget process so Staff could get direction from Council as far as objectives and goals to tie into the budget requests. Mayor Bacon said that when planning this, a date just needed to be picked and Council would have to do their best to attend or work around their schedules.

New Reporting Process for Purchase Orders, Change Orders, and Contracts

Finance Director Kristin Robinson said that there had been some concern and discussion amongst Council about the increase to the purchase order thresholds and that they feel out of the loop on some projects and purchases that no longer need to be formally approved by them. She said she had been working with the Finance Committee to come up with some reports to give Council on a monthly basis that would help fill in those gaps and keep them informed as to larger purchases that do not need a formal Council vote. She handed out several reports and reviewed them. The first of which was a report that showed all Purchase Orders issued in August in excess of \$25K (e.g., professional services, monthly sanitation expenses). She said there was a column to explain what the purchase was for. She said the goal was to keep Council informed, and if they had any questions they could reach out to the Department Head, Tammi, Kelly, or herself. She said there would also be a column that said if an item was a monthly expense, already budgeted, not budgeted, and if it had already been approved on an agenda. There were many positive comments about the report and the information given.

The next report Ms. Robinson reviewed was a document that detailed any change orders made to contracts or purchase orders. She said these did not go to Council, but the City Administrator would have the discretion to bring them formally to Council if she ever felt necessary, and if not, the updates would be provided on this report for disclosure purposes. Mayor Bacon asked if there was anything on the report that Council should have approved that they did not, and Ms. Robinson said she did not think so. Councilmember Corkey Welch said he felt it important that Council is able to see all non-budgeted items on this report, and Ms. Robinson agreed and added that the Finance Committee discussed that very issue and decided that anything that was unbudgeted with no line item would be brought to the City Administrator and she would bring it to Council for approval. Councilmember Blustein inquired about the Purchasing Manager, Kelly Brown, and Ms. Robinson said Ms. Brown was completely up to speed and handling everything for purchasing and doing a phenomenal job.

The last reports reviewed were two SPLOST reports involving the Windy Hill Road parcels and acquisitions, and then other SPLOST projects. She said the first report had all the draws for all the parcels that are being acquired on Windy Hill, as well as what remained to be drawn down on the bonds for the project. The other SPLOST report is a budget report that shows where the budget is at for each project. The second page details out each phase of a project with how much has been spent, amount of budget spent to date in comparison to the total budget, and the amount of budget remaining. She said Croy had been working with her to put the report together and it will also be given to Council on a monthly basis. She also said if any adjustments had been made to the budget there was a column to explain why.

Review of September 18, 2017 Mayor and Council Agenda

Under the Mayor's report was a proclamation for Steven Ewing of Wade Ford, recognizing his impact and service to the community.

Under Formal Business there was an apartment name change and the appointment of Councilmember Derek Norton as the Mayor Pro Tem. Mayor Bacon asked that the new Committee assignments as a result of Councilmember Teri Anulewicz's resignation be put under his Mayoral Report and not listed as an item that needed a formal vote.

The next item was for dedication of R/W on Riverview Road due to the realigning of the roadway. There was mention of the dock to the Chattahoochee being underwater as a result of Irma, and there was discussion about this land still being dedicated to the City as parks land. Public Works Director Scott Stokes said that they did recommend to Parks Director Richard Garland that he budget some cleanup money in his budget for this area once it comes into the City's possession. Mayor Bacon expressed some concern about the liability for the City with this land, and Councilmember Ron Fennel agreed it had its negatives, but the positives outweighed them by being able to have a mile of frontage on the Chattahoochee. He also mentioned that there very few cities who had a direct access control point to the river.

Other Business

Mayor Bacon asked if everything was done for the upcoming November election for the Ward 3 Councilperson. City Clerk Terri Graham said that Qualifying was September 18th and 19th from 8:30am – 4:30pm, and September 20th from 8:30am – 1200pm. She said it was advertised on the website, but the election could not be advertised until after the Cobb County Elections Board has signed off on it.

Mayor Bacon said the City would be sponsoring a fair day for employees, and each employee would be getting two tickets, to include unlimited rides and parking.

City Administrator Tammi Saddler Jones said they had hired a PT museum manager, Jenny Eldridge. She works for the Atlanta History Center and had done work with Brockington. She starts September 25th, and there was discussion about communicating this to Harold at the museum, as well as acquiring her some office space in the museum.

City Attorney Scott Cochran said he would not be at Monday's meeting, but Jeffrey Tucker would be there in his stead.

Public Works Director Scott Stokes said North Cooper Lake would be down to one lane for a manhole for a new sewer line that is being put in next week.

Maxwell Ruppensburg reminded Council of the October 6th tour of the Belmont Hills Pre-K program.

Councilmember Ron Fennel announced the October 12th SBA Event, a taping of Herman Cain's radio show, and he said he would not be in attendance at the COW meeting that night due to the event. He also said there would be a reception in the HR Training Room prior to the taping.

Adjournment

Mayor Bacon declared the meeting adjourned at 7:04pm