



## Meeting Minutes - Final Committee of the Whole

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Thursday, November 16, 2017

6:00 PM

City Hall

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### Roll Call

Council: Mayor Max Bacon, Derek Norton (Mayor Pro Tem), Andrea Blustein, Doug Stoner, Ron Fennel

Staff: Tammi Saddler Jones (City Administrator), Scott Andrews (Assistant City Administrator), Scott Cochran (City Attorney), Christy Ullman (Executive Assistant to Mayor and Council), Terri Graham (City Clerk), Maxwell Ruppensburg (Special Projects Coordinator), Ashley Youmans (Management Fellow), Ken Suddreth (Community Development Director), Kristin Robinson (Finance Director), Rusty Martin (Planner II), Richard Garland (Parks and Recreation Director), Terry McCormick (Police Department)

Guests: Larry Terry (Croy Engineering)

Absent: Susan Wilkinson, Corkey Welch

### 1. Call to Order

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

### 2. City Administrator Report

#### A. City Administrator Report

*Assistant City Administrator Scott Andrews began the report by updating the progress on the Smyrna Museum. He stated that Brockington and Associates had estimated that the redesign would cost around 150,000 to 200,000 dollars and would take about a year to complete and wanted to see if that would be okay with the Mayor and Council. Mayor Max Bacon mentioned that he would not like to see the museum closed for a year. Councilmember Ron Fennel asked if they are phasing in various pieces, and Mr. Andrews said he would find out. Mayor Bacon mentioned that he would like to see the process completed in three months.*

*Mr. Andrews also mentioned the bike parks and trails public input session that occurred on November 9, 2017. He said there were about 75 attendees and the group overall wanted to see an expansion of bike parks and trails in the city. He explained that the public input session was being used to gauge support of a grant that Parks and Recreation is applying for, called the Recreational Trails Program Grant distributed by the Georgia Department of Natural Resources.*

*Special Projects Coordinator Maxwell Ruppensburg announced the success of the first meeting of Smyrna's newly formed community housing team. He said the team*

*discussed housing issues such as homelessness and members shared statistics and ideas with the group.*

*City Administrator Tammi Saddler Jones gave an update on the Reed House. Ms. Saddler Jones stated that the grand opening is still being planned and Parks & Recreation will send formal invites when the date is selected. Councilmember Ron Fennel asked if the facility is ready to book. Ms. Saddler Jones said that the city is still figuring out what rental rates would be.*

*Mr. Andrews announced that Smyrna's GIS Coordinator Kathe Roper placed third in the Seven Hills Regional Users Group Storymap Competition for the creation of the Jonquil City Historical Trail web application.*

*Management Fellow Ashley Youmans mentioned that the "Como pagar para la Universidad" event on November 14, 2017 had a turnout of about 80 parents and students. She stated that the presentation was given in Spanish on financial aid information and that some students were able to begin the FAFSA application process that night.*

*Ms. Saddler Jones announced that City Engineer Eric Randall presented Smyrna's SPLOST projects to the Cobb Citizen Oversight Committee. Ms. Saddler Jones also announced she would be out of the office for a half day on November 21 and all day on November 22, which would leave Mr. Andrews in charge during her absence.*

### **3. Corn Road Parking Issue - Andrea Blustein**

*Councilmember Andrea Blustein explained that she went to see Mr. Cohen, owner at Screen USA, to get an update on the parking issue on Corn Road. Ms. Blustein said that Mr. Cohen had asked if the city could help him maintain his business by installing "No Parking" signs along Corn Road so that trucks pulling in and out will not accidentally hit the parked cars. She said the people parking along Corn Road have no homeowner's association to address the issue. Assistant City Administrator showed a video of cars parked along the road. Ms. Blustein said that Mr. Cohen has spoken with nearby residents about not parking along the business' side of the road, but it has not changed the situation. Mayor Max Bacon asked if the city's parking policy covers this issue, and City Attorney Scott Cochran said yes but it needed to be approved on the Mayor and Council agenda. Mayor Bacon asked when Ms. Blustein would like to place this item on the agenda and she answered that she would like it on the November 20, 2017 agenda.*

### **4. Finance Update (CIP Policy Changes, Purchasing, Monthly Financials, etc.) - Kristin Robinson**

#### **A. CIP Policy Changes**

*Finance Director Kristin Robinson gave a Finance Department update to Mayor and Council. First Ms. Robinson distributed the CIP Policy sheet that included changes from the Council and Staff retreat. She explained that the department was aligning the CIP forms with the Smyrna Strategic Vision Plan and that she met with the City Administrator and the Assistant City Administrator to approve the new policy. Mayor Max Bacon mentioned that some items on the CIP project list will never get done. Ms. Robinson explained that the purpose of changing the CIP Policy was to avoid displaying projects that would never get approved.*

*Ms. Robinson distributed the second document which included the purchase orders awarded citywide for the month of October. She explained that the Mayor and Council will receive purchase order updates on a monthly basis at the first Committee of the Whole meeting of each month.*

*Ms. Robinson distributed the third document, which displayed the monthly financials as of September 27, 2017. She explained that in the future, the department would finalize this report more quickly and that the new format includes a summary with a link to the interactive data dashboard. Councilmember Ron Fennel asked if the collections were tracking similar to last year, and Ms. Robinson answered yes Mayor Bacon asked why the parks maintenance line item was 898.9% over budget. Ms. Robinson explained that it was mis-budgeted at 1000 dollars with \$9,000.00 dollar expenditure, so while the percentage is high, it is not a huge amount.*

*Ms. Robinson distributed the latest SPLOST project reports and announced that the next scheduled meeting will be the Tuesday after Thanksgiving to get reports through October. Mr. Fennel asked City Attorney Scott Cochran if the city was on track for acquisitions, to which Mr. Cochran responded yes.*

**B.** Purchasing

**C.** Monthly Financials

## **5. Review of the November 20, 2017 Mayor and Council Agenda**

*Under the Mayoral Report was a proclamation in recognition of Small Business Saturday on November 25, 2017.*

*Under Land Issues/Zonings/Annexations, Community Development Director Ken Suddreth explained that the rezoning of lots on Bell Drive are for attached two story townhomes by David Weekley Homes. Mr. Suddreth explained that a tabled item will also be included on the agenda. He explained the zoning request is on Spring Street and it was tabled at the request of the applicant to be readdressed after the run-off election on December 18, 2017. Mr. Suddreth also said there is a rezoning request at 990 Dell Avenue to split the lot from one house to two houses.*

*Under Privilege Licenses was a cigar specialty license request for Maduros Cigar Shop with Samuel Franklin Patterson II as the agent. Mayor Max Bacon asked if this was the same cigar shop that had requested changing the city's ordinance. City Attorney Scott Cochran said that yes, this item for the shop to get approved for the license.*

*Under Formal Business was a public hearing on the approval of ordinance number 98-10 prohibiting the use of handheld mobile telephones or portable electronic devices while operating a motor vehicle. Councilmember Derek Norton explained that changes were made to the original draft document, including setting the fine at a 150 dollar maximum, addressing the ability to tap or swipe once, and allowing the ability to answer a phone call. Mr. Cochran explained that the preamble to the ordinance addressed the inability of the Georgia state law that prohibits texting does not address other means of distracted driving. He further explained that under this ordinance, a phone cannot be in a person's hand. Mr. Norton said he spoke with Police Chief David Lee about if it would be difficult to enforce. Mr. Norton stated that Chief Lee said it would not be difficult and that there would be an educational period to explain the ordinance to citizens. City Administrator Tammi Saddler Jones said that the Police*

Department is working on an educational video. Councilmember Andrea Blustein asked if the judge would be able to sentence traffic school instead of a fine. Mayor Bacon said that discretion is usually left up to the judge. Mayor Bacon asked how long the ordinance would take to be in effect if approved. Mr. Norton explained that tickets would not be written to violators until March 2018. Mr. Norton mentioned that the goal of the ordinance is to change behavior instead of a revenue stream and that the fine would be limited to \$150 without surcharges.

Next under Formal Business was the approval of the fiscal year 2017 budget amendment. Finance Director Kristin Robinson explained that the budget amendment was intended to clarify financial statements and explained each budget item and whether they were higher or lower than budgeted. She also displayed a page on SPLOST projects and said that the Finance Department is fixing accounts to that it aligns with reports from Croy Engineering. She explained that changes to the fiscal year 2017 budget had been less than in previous years and adoption would allow the financials to be finalized.

Item C under Formal Business was the approval of a General Services Contract between the City of Smyrna and Croy Engineering. Councilmember Ron Fennel said this was brought up to the finance committee and wanted to ensure the city is fulfilling its fiduciary oversight. Item D was the authorization of the acquisition of real property on Windy Hill Road. Ms. Blustein asked how many more parcels were left to undergo acquisition and Mr. Cochran said there are just a few left and they are currently waiting on two appraisals.

Under the Consent Agenda was RFP 18-004 award to Complete Demolition Services for the demolition and asbestos abatement of 575 Windy Hill Road. Mayor Bacon asked why this item was not included in the overall SPLOST approval and Mr. Cochran said because the amount needs to be approved. Also under the Consent Agenda was the approval of worker's compensation coverage for Smyrna Police Reserve Officers. Terry McCormick from the Police Department explained that the department is creating a police officer reserve program and GIRMA provides coverage for \$50 per officer per year. Mayor Bacon asked why this item is up for approval with such a low dollar amount, and Mr. McCormick answered that it was because GIRMA wanted a resolution authorized. City Administrator Tammi Saddler Jones explained that Item F was the appointment of Assistant City Administrator Scott Andrews as an alternate License and Variance Board member. Parks and Recreation Director Richard Garland explained that Item G is for the approval of Atkins Park Tavern to have a beer/wine/specialty two-item cocktail station at the Ugly Christmas Sweater Block Party and Movie Night event.

## **6. Other Business**

Mayor Max Bacon announced that the Village of Belmont by David Weekley Homes won the Master-Planned Community of the Year Award presented by the Atlanta Sales and Marketing Council during the annual OBIE Awards.

City Clerk Terri Graham announced that she has a temporary employee helping out. Mayor Bacon asked how she was doing on her Deputy City Clerk search, and she responded that she has selected some applicants and will be conducting interviews.

Councilmember Ron Fennel mentioned that the finance committee met recently and that the next meeting would be held in January. He mentioned that the annual Cobb Municipal Association meeting will be held on December 13, 2017 in the Smyrna

*Community Center with catering from Porch Light Latin Kitchen. He also said that Assistant City Administrator Scott Andrews, City Administrator Tammi Saddler Jones, Mayor Bacon, and he had a meeting with the United States Postal Service, in which the group asked the U.S Postal Service representatives what options were available. Mr. Fennel said that they would be exploring the opportunity for a bulk handling facility, either in Smyrna or finding a space to be a regional center.*

*Councilmember Andrea Blustein mentioned a meeting with the Cobb County CDBG Office and said they are trying to turn a building in Smyrna that was previously a public health center that had been shut down into a facility for homeless veterans.*

## **7. Adjournment**

*Mayor Max Bacon declared the meeting adjourned at 7:43 pm*