

2012 ANNUAL RETREAT
Friday, May 18th, 2012
Dolce Atlanta-Peachtree Conference Center

Attendance: Mayor Ralph Moore, Councilmember Vince Williams, Shirley Jackson, Brian Jones, City Manager Steve Rapson, City Attorney Dennis Davenport, City Clerk Jacqueline R. Cossey, Human Resources Manager Tracie McCord, Police Chief Charles Odom, Public Works Director Sylvester Alexander, Jail Chief John Mansch, Parks and Recreation Manager Lee Blich, Operations Director Sonja Fillingame, City Planner Ann Lippmann and Fire Chief Donald Leasher.

Absent: Councilmember Angelette Mealing and Comptroller Tarsha Patterson

At this time Mayor Moore thanked everyone for attending.

Mr. Rapson led the meeting and discussed the following:

2012 PROPOSED BUDGET REVIEW

Financial Overview/Forecast

1. General Fund
2. E-911 Operations Fund
3. Sanitation Fund
4. Water & Sewer Fund
5. Jail Authority/Corrections Fund
6. Capital Projects (GO Bond Fund)

Mr. Rapson reported that the economy is in “reset mode” and we need to reset as well. He then recommended the following: halt discretionary spending, table pending capital projects, implement hiring freeze, reductions through attrition, evaluation, department reorganization, workforce reduction, furlough days, continue economic development efforts and rebuild fund balance. He added that he was not fund of furlough days, however; he strongly recommends an immediate hiring freeze.

He also reported that Council needs to give consideration to the following outstanding primary decision metrics: local option sales tax, water authority debt services, jail negotiations, healthcare contribution and defined contribution retirement.

While discussing healthcare contributions, Councilman Williams stressed his concerns regarding staff using tobacco products while on duty. He stated that we are professionals and we need to set the tone for others who are watching. He added that tobacco use also attribute to health issues which increases the City’s health premium. He then provided an example of his mother who smoked for 30 years and is currently using oxygen 24 hours a day.

Tracie McCord stated that she too has these concerns and has implemented a program to assist tobacco users to stop using and help their families as well. She added that many of the employees in the police and fire department are already making an effort to stop using so the program is working.

After a brief discussion Councilman Williams expressed his concerns regarding a number of complaints he received when calling the main number to City Hall. The complaints consisted of no one answering the calls and getting lost in the phone system and unable to reach a person for assistance.

Mr. Rapson explained that Tara is part-time and the phone system transfers the calls from 8:00 a.m. to 9:00 a.m. , during her lunch hour and from 4:00 p.m. to 5:00 p.m.

Jacqueline Cossey stated that her assistant clerk took it upon herself to assist with the phones from 8:00 a.m. to 9:00 a.m. and 4:00 to 5:00 p.m. so the problem is greater than that. She stated that the phone system needs to be re-programmed to redirect calls properly.

Mayor Moore suggested getting all of the administrative assistants throughout the city to assist so that one person is not assisting all of the time. He recommended rotating and giving each administrative assistant a day of the week to be responsible for the phone during the hours when Tara is not on duty. He added that he is not limiting this to the administrative assistants within City Hall and this includes Public Works and other outside departments who have administrative assistants.

Mr. Rapson stated that he would come up with something and present it to the Council at a later date.

ITEMS FOR CONSIDERATION/DISCUSSION

Public Safety

1. First Responder Vehicle - Rescue #3

Mr. Rapson suggested assigning the same fire crew to both Rescue #3 and Engine #1. When rescue #3 responds EMS Engine #1 will be placed out of service and when Engine #1 responds to fire, the Rescue #3 will be placed out of service. He concluded that this approach will negate the need for additional fire positions and provide the same advanced life support level of service while enhancing response time.

2. Fire Marshal Vehicle Replacement

Mr. Rapson recommended replacing this vehicle as it is extremely old.

3. Jail Operations

Mr. Rapson stated that the partnership with Fulton County had mixed results. He added that he provided purchase and lease options, will continue to pursue all other neighboring jurisdictions for inmates, has refinanced the remaining COPS debt services and left an average of 8 jail positions vacant so far this fiscal year without experiencing an adverse impact in the jail security.

Mr. Rapson reported that the jail remains at a minimum jail staffing operations and he is renegotiating the medical service contract, making reasonable concessions necessary to complete a long-term housing plan with Fulton County or the City of Atlanta, he is aggressively pursuing housing with all other jurisdictions. He recommended that the Council consider selling or leasing the jail facility to other jurisdictions or a private partnership such as GEO Corp or Correctional Services Corp. He also recommended that the Council consider entering into a long-term partnership with a private third-party to provide jail services. He concluded that no answer is needed today.

Future Consideration & Direction

1. Mayor & Council Salary Analysis

Mr. Rapson informed the Council that his salary analysis was based on population and if the Council wants to proceed with an increase, it would not take effect until January 1, 2014.

After a brief discussion the Council decided that now is not a good time.

Mr. Rapson agreed that now would not be a good time but would move forward after the budget cycle.

2. Early Payoff Highway 29 Ball Fields

Mr. Rapson reported that he could pay off the ball fields early but he would have to find the money to do so.

Mayor Moore advised against paying off the ball fields early if Mr. Rapson had to find the money.

Councilman Jones asked for the condition or status of the ball fields.

Mr. Rapson warned that the ball fields were not up to any code and has a large sinkhole. He added that if the sinkhole was fixed and a drainage system was installed, it could be used, but only as a practice field. He also warned that there were no lights on these fields.

Sylvester Alexander stated that all 3 ball fields could be ready for practice in 3 months.

Councilmember Jackson stated that the practice must be supervised.

Mayor Moore stated that he would yield to the Council, but he does not have a good feeling about this. He warned his colleagues to move with caution and judicious decision making.

3. Moore-Jackson Community Center (MJCC) Renovation Update/(Shortfall)

Mr. Rapson reported that the primary drivers resulting in the projected \$643,605 shortfall are the following: HVAC system \$190,360, electrical and mechanical system \$312,830, contingency \$111,162. These 3 items account for 95% of the project increase.

He also discussed recommendations for the project's next steps. These steps consist of the following: settling the pending GIRMA insurance claim to assist with project HVAC, electrical and mechanical system costs, "Value-Engineering" the estimated Hogan Project cost, utilizing existing City resources versus out sourced services, partnering with existing relationships for donations, phasing area of project based upon the City's needs, and ultimately reaching the determination of viability of project while ensuring FY2013 budget's balanced.

Mayor Moore suggested building the General Fund.

Councilman Jones suggested doing as much as possible in-house.

4. Stormwater Utility Fee

Mayor Moore recommended developing a Stormwater Plan, possibly to collect money and create a Stormwater Master Plan for retention ponds.

Mr. Rapson suggested starting the ERU at \$3.00.

Councilman Jones recommended starting the ERU at \$4.00 to eliminate coming back and requesting an increase later.

Council agreed to the \$4.00 ERU.

5. FY2012 Sewer Bond Program

Mr. Rapson shared a slide of the bonds proceeds: the slide reflected the following final numbers for the Water and Sewer Revenue Bonds, Series 2012 including the Sources and Uses:

Sources: Bond Proceeds:

Par Amount \$11,275,000.00, Net Original Issue Discount \$164,019.05

Uses: Project Fund Deposits in the amount of \$10,000,000.00, Debt Service Reserve Fund in the amount of \$793,875.00, Cost of Issuance in the amount of \$228,950.00, Underwriter's Discount in the amount of \$84,542.13 and Additional Proceeds in the amount of \$3,613.82.

6. Open Meetings/Records/Parliamentary Procedures Overview

City Attorney Davenport shared some changes regarding the Open Meetings and Open Records law. He advised that there are 3 kinds of executive session minutes: personnel, litigation and real estate. He spoke briefly of the changes made and how it will affect the way that the City Clerk keeps the minutes as well as how the Mayor and Council will go into executive session to approve executive session minutes. He asked the Council to bear with him as he is still grasping the concept regarding the process for approving executive session minutes.

Mr. Davenport addressed changes to the Open Records law regarding the following: new copying cost for letter or legal size documents, producing records that exceed \$25.00, producing records that will exceed \$500.00, producing electronic copies of electronic records, cost associated with search, retrieval and redaction, written requests to particular individuals, written requests in general, exemptions, sanctions and miscellaneous. He concluded that he has not seen any changes regarding the fact that they must come to City Hall to obtain the information.

7. Electronic Building Plan Review

Mr. Rapson spoke briefly regarding an electronic building plan review and shared a solution summary consisting of the process, pros, cons and the associated cost.

8. Economic Development Incentives

Mr. Rapson shared 3 different abatement scenarios consisting of buildout of existing warehouse space with parking lot expansion and stream buffer variance, new construction of freestanding full service restaurant with full ABL and sign variance and new construction of 5-story class A 125,400 square foot office building, leed certified, 14 spaces for lease.

Mayor Moore stated that this is a slippery slope and prepare to handle the calls. He warned that people may leave to get a better deal. He further warned the Council to be very careful and cautious regarding this matter.

Councilmember Jackson stated that she would not like to do it at all. She added that this would be opening a can of worms.

Councilman Williams stated that we should promote what we already have.

Mr. Rapson stated that he would proceed as we have in the past.

9. Revenue Enhancement – Process Overview

Mr. Rapson stated that he is only interested in going back one year for the people who are not paying although the law allows him to go back 3 years. He added that during these economic times, it would not be a good idea to go back 3 years.

Mayor & City Council Topics

1. Staff Protocol (Moore)

Mayor Moore stressed that the Council should have protocol in place now and once the new members of the Council come on board, the current Council should teach the new Council the protocol. He added that in order to protect the integrity of bringing in good programs, a Councilmember should check with their colleagues first to make sure that the Council is all in before introducing it to the staff. He added that to ensure that staff is not overloaded; Council should go through the City Manager and get a schedule or put a process in place. He concluded that directing staff to do something goes from the top down.

Mr. Rapson gave an example of the after school program at Parks and Recreation. He stated that Ms. Fillingame and Mr. Blicht wanted to start an after school program at the park and once the Council was informed, they were not in favor of the program. He added that if this was presented to the Council first, they could have dismissed the idea from the beginning.

2. Sewer/Septic Connection Policy (Jackson)

Ms. Jackson stated that she was concerned with residents being required to tie on to the City's sewer system, given that the resident has a fully functioning, properly working on-site septic system.

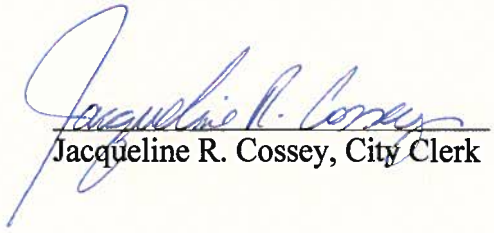
Mr. Rapson stated conditionally, yes; however, we use Union City Code Section 15-197 (d) provides as follows:

The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes which are situated within the City and abutting on any street, alley or right-of-way, in which there is now located or may in the future be located a public sanitary or combined sewer of the City, is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article within ninety (90) days after date of official notice to do so, provided that the public sewer is within one hundred (100) feet (30.5 meters) of the property line and access is available over the public land.

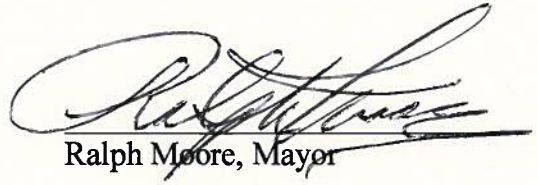
Ms. Jackson stated that she was concerned that residents were being required to do so, but did not have access to it; however, that is not the case.

Mayor Moore thanked everyone for coming.

There being no further business, the meeting adjourned at approximately 3:30 p.m.



Jacqueline R. Cossey
Jacqueline R. Cossey, City Clerk



Ralph Moore
Ralph Moore, Mayor