Budget Workshop #1 of the Sandy Springs City Council was held Tuesday, April 26, 2016, at 4:00 p.m.

The meeting began at 4:02 p.m.

Councilmembers and Staff in attendance

Mayor: Mayor Rusty Paul

Councilmembers: Council Member John Paulson, Council Member Ken Dishman, Council Member Gabriel Sterling, Council Member Tibby DeJulio, and Council Member Andy Bauman were present. District 3 seat is vacant.

Staff in attendance: City Manager John McDonough, Assistant City Manager Bryant Poole, Assistant City Manager Jim Tolbert, Finance Director Karen Ellis, Police Chief Kenneth DeSimone, Fire Chief Keith Sanders, Director of Public Works Garrin Coleman, Director of Recreation and Parks Ronnie Young, Economic Development Director Andrea Hall, Communications Director Sharon Kraun, Director of IT Jonathan Crowe, Facilities Manager Dave Wells, City Clerk Michael Casey, and Assistant City Clerk Kelly Bogner.

City Manager John McDonough gave the following presentation.

FY17 Budget Calendar

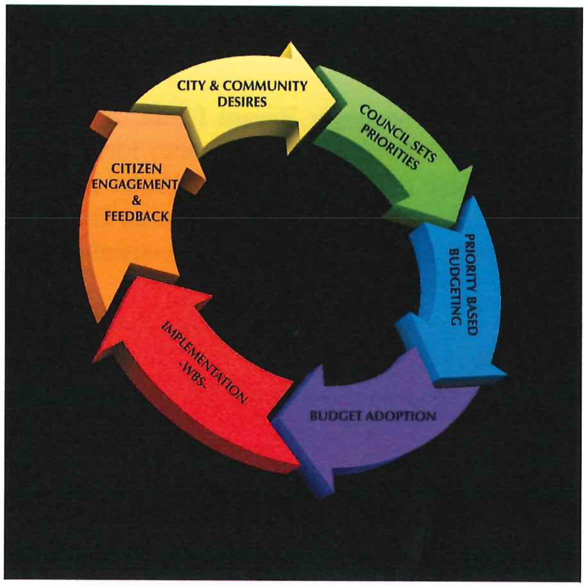
- March – April — Departmental Budget Hearings/Finance Review Phase
- April – May — Senior Management/Mayor Review Phase
- April 26 — Budget Workshop #1
- May 3 — Budget Workshop #2
- May 17 — City Council Budget Presentation (Proposed Budget)
- June 7 — 1st Public on FY17 Budget and Discussion
- June 21 — Final Public Hearing and Adoption by City Council

City Council Priorities

Purpose of Meeting

- To receive feedback and direction from City Council as we develop the FY17 Budget
- Review and validate FY17 planning assumptions
- Understand Public Safety, General Government Services, and Facilities priorities as part of the City's service delivery and capital programs

Priority Driven Programming



Priority Based Budgeting

- Calendar set and published early, begins with validation of priorities by Council at Annual Council Retreat
- City Manager holds Budget Hearings in mid-April with Department heads to review current year budget projections and requested enhancements
- All requests should be tied to Council's adopted priorities
- Identify assumptions and validate them early in budget process

Capital Improvement Project Budgeting

- Capital Budgeting Process
  - Based on priorities validated during Annual Retreat
  - Projects recommended during the year by Council
  - Vetted by staff prior to placing on ballot
  - Ballot is given to Mayor and Councilmembers at first Budget Workshop
  - Mayor and Councilmembers rank priority areas
  - Ballots are returned to City Manager's Office where they are averaged and available funds are applied until dollars are exhausted

OPERATING DEPARTMENTS

Sandy Springs Police Department – Chief Kenneth DeSimone

Police Department Overview

- UCR Crime Stats 2015
  - Violent Crime – 158 – down 3.7%
  - Property Crime – 2,607 – down 7.1%
- Traffic Crashes
  - 2015 – 6,914 up to 6.7%
- Traffic Citations
  - 2015 – 16,481 up to 2.1%
- I-285 and 400 Interchange – Average Daily Count
  - 417,620 cars
    - GDOT

SSPD - FY17 Goals

- Continue to reduce overall crime
  - Neighborhood safety
  - Vehicle break-ins
  - Theft of vehicle parts
- Enhance police services
- Continue Sandy Springs Emergency Response Vehicle (SSERV) program
- Maximize use of Citizens on Patrol and part-time officers
- Reduction in false alarm calls
- Enhance preparedness for active shooter

Mayor Rusty Paul asked if the steps to reduce the number of false alarm calls have been affective.

Police Chief DeSimone responded yes. There were about 100 false alarm calls a week. With implementation of the City's false alarm ordinance, that number has decreased. It is still a significant drain on the City's manpower.

Council Member Gabriel Sterling asked by what number the false alarm calls have decreased.

Police Chief DeSimone stated the Police Department does have statistics on that, but he does not recall the number at the moment.

Council Member John Paulson stated he has been watching these numbers. It is not unusual for the City to receive 140 – 160 false alarms in which 98% of them are false.

SSPD - FY17 Priorities

- Reduce response time and improve customer service
- Development of department leadership
- Build live fire range
- Development of department leadership
- Radio Infrastructure – continuation of radio purchases

Council Member Tibby DeJulio stated he thought Council approved the purchase of property to be used for active shooter training.

Police Chief DeSimone stated that property was purchased for non live fire training.

SSPD - Programs & Initiatives

Volunteer Programs

COPs (Citizens on Patrol)
- Primary Duties: House checks, handicap parking citations, traffic control assistance
- 2013 - 2015: 33,350 volunteer hours

SSRV (Sandy Springs Response Vehicle)
- Primary Duties: Provide assistance to motorists
- Since September 2015, SSRV has been in service full-time and in a 6-month period handled:
  - 1,095 Self-Initiated calls
  - 882 Dispatched calls

Park Patrol
- Provides dedicated law enforcement officers at City recreational facilities

Street Crimes Unit
- Focus on street-level crime including pedestrian robbery and thefts from vehicles.

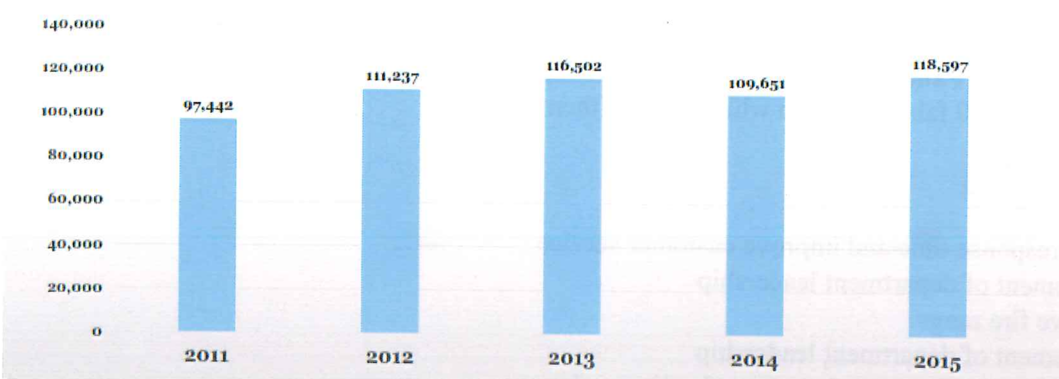
Part-time Sworn Officers
- Staff court and prisoner transport

Multi-jurisdictional Task Force Participation

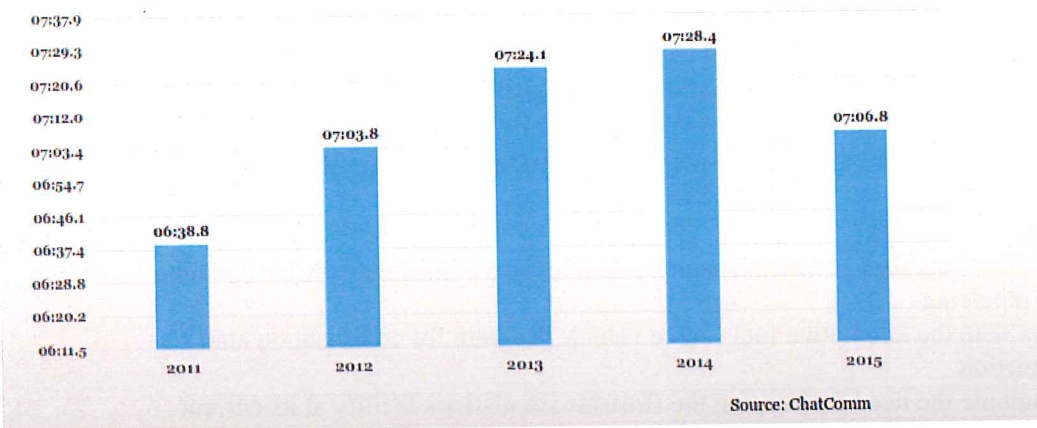
Within the Sandy Springs Police Department, officers participate in the following activities:
- DEA (FIT) Financial Investigations Team (1 FTE)
- DEA Strick Force (1 FTE)
- North Metro SWAT Team

Calls for Service - Citizen and Officer Initiated

Since 2011, the City has experienced a 21.7% increase in calls for service.



Sandy Springs Response Time – All Levels Priority



SSPD – FY17 Requested Enhancements

- Addition of 1 Fleet Manager and 1 Crime Analyst
- Vehicle replacement of 17 vehicles and an additional 3 vehicles for new officers
- Replaced 26 ballistic vests
- Purchased 80 body cameras
- Purchase 30 new radios
- Addition of Live Fire Range
- FY 2016: 134 sworn, 18 non-sworn, 14 part-time 166 Total
- Proposed FY 2017: 133 sworn, 21 non-sworn, 14 part-time 168 Total

Council Member Paulson asked for an update on the use of the body cameras.

Police Chief DeSimone stated most agencies will evenutally have to purchase body cameras. The technology is out there, along with the demand from the public. Sandy Springs is fortunate, because there are cameras in every car.

Council Member Paulson asked when the body cameras will be switched on and when they will be off. That is something the department will have to decide.

Police Chief DeSimone stated staff will have to create a body camera policy. The cameras are there to record use of force. The body cameras will be recording at all times, just like the cameras in the police vehicles.

Council Member Sterling asked if the City has a body camera pilot program.

Police Chief DeSimone stated the Department is currently testing the cameras. The program began about four to five years ago, but the technology was not really ready. There are police officers in the field now testing out the newer body camera equipment.

SSPD – Forecasting Strategic Considerations

- Short Range (1-3 years)
  - Complete the purchase of radios for communications upgrade

- ❑ Complete the reorganization of the Department using the manpower study as a guide
- ❑ Build a live fire shooting range
- ❑ Build a live fire shooting range
- ❑ Body Camera program – 80 cameras for field officers and Sergeants
- ❑ Purchase a Mobile Command Post for significant events and emergencies
- ❑ Increase the Police Department manpower to handle City Springs as its own beat and increase the number of officers assigned to the Traffic Unit

- Mid-Range (3 -5 years)
  - ❑ Evaluate the Report Management System to determine the needs for updating
  - ❑ or replacing
  - ❑ Evaluate the alternative fuel source vehicle program for continuation and
  - ❑ direction
  - ❑ Evaluate the need for keeping the firearms simulations facility at its current location or finding a new location.
  - ❑ Identify a location/land for a new Police Department facility

- Long Range (5-10 years)
  - ❑ Build new Police Department facility
  - ❑ Replace specialized vehicles
    - o SWAT truck and trailer; TRVs; Crime Scene Response

Council Member Sterling asked if the City is retaining its officers and not losing them to other jurisdictions.

Police Chief DeSimone stated the City is retaining its officers. There are several officers that will retire this year.

Council Member DeJulio stated the requested enhancement for FY17 the budget shows one less sworn officer and three more non-sworn personnel. He asked why the City is going to more non-sworn staff.

Police Chief DeSimone stated the reduction in sworn officers will be in upper management.

Council Member Andy Bauman asked if the new police department building will be operational in five to six years.

Police Chief DeSimone stated the time frame is budget driven.

City Manager McDonough stated the time frame is more like ten to fifteen years.

Council Member Bauman asked if resources are needed for Operation BlueShield.

Police Chief DeSimone stated funds are not needed for that.

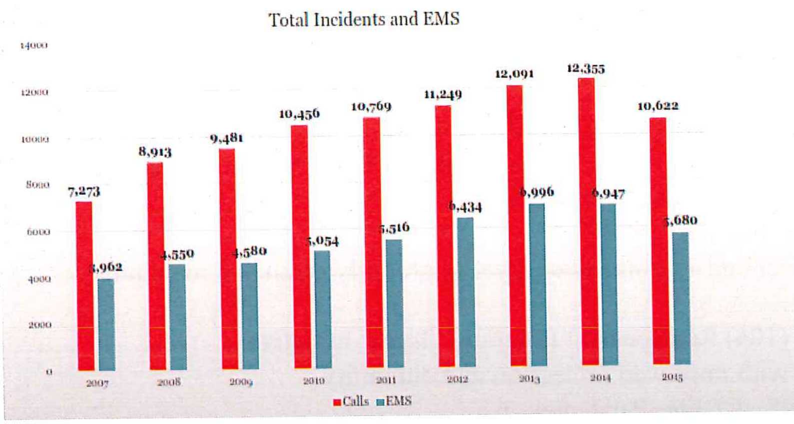
Council Member Paulson asked about the results of the manpower study.

Police Chief DeSimone stated six new employees were added as a result of the study.

City Manager McDonough stated the detective division needs to be evaluated as well.

Sandy Springs Fire Department – Chief Keith Sanders

Fire Chief Sanders gave the following presentation.



SSFR – FY17 Goals

PUBLIC SAFETY

- First unit arrives at scene of a life threatening emergency in 6 minutes or less from receipt of call 90% of the time
- (Total Customer Service Time)
- Place 15 firefighters on a structure fire scene within 9 minutes from time units are dispatched to arrival on scene
- Complete public hydrant inspections by fire suppression personnel, paint all public hydrants within the City
- Complete fire code inspections on all commercial base buildings
- Complete commercial pre-fire planning program conducted by suppression personnel during non-emergency time

COMMUNITY PARTNERSHIPS

- Exceed National Standards of Community CPR and AED training to businesses, schools, and residents of Sandy Springs
- Implement amended Fire Ordinance Initiative in Multi-Family Apartments
- Continue fire prevention and education program to citizens living within multi-family communities in order to reduce accidental fires
- Partner with businesses to educate the importance of installing AED's in facilities with 300 or more occupants
- Conduct one CERT class and increase Fire Corps membership

PERSONNEL DEVELOPMENT

- Career Development and Advancement
- Develop a job specific Performance Evaluation System
- Develop "Reduce the Risk" Program focus on emergency vs. non-emergency response mode reducing auto accidents, Situational Awareness at Critical Incidences, decontamination at fire scenes reducing carcinogen exposure, Fitness and Nutrition for optimal health
- Develop a "Sandy Springs Way" Supervisory and Leadership Symposium
- Certify 9 firefighters as Certified Fitness Instructors for the "Fit to Fight" Fitness Program

- Increase annual live fire training opportunities utilizing surrounding agencies fire training towers and burn buildings
- Conduct Classes outlined on Career Development Matrix for each Position
- Complete Standard Operational Procedures Manual

SSFR – FY17 Requested Enhancements

- Fund Career Development and Advancement Initiative
- Request 6 full-time Firefighter I positions in Fire Suppression to backfill Rescue 1 personnel vacated by placing Engine 5 in service in the Panhandle
- Replacement of 3 administrative vehicles (mileage)
- Purchase and install 1 gear washer and 1 commercial dryer to properly clean and maintain firefighting gear
- Air Pack (63) and Air Cylinder (106) Replacement Program - 3-year initiative
- Replace expiring Turnout Gear with improved protection and durability
- FY 2016 FT Fire Personnel – 108. PT Fire Personnel - 6
- FY2017 Proposed FT Fire Personnel – 114 PT Fire Personnel - 6

SSFR – Forecasting Strategic Considerations

SHORT-RANGE (1 to 3 Years)

- Identify and purchase property in Panhandle. Modify a house to accommodate apparatus. Fund with IMPACT FEES (ISO Recommendation)
- Additional Mini-Pumper to provide (replace Rescue 2) for adequate city-wide coverage during multiple structure fire responses
- Lease Purchase Engine 5 with IMPACT FEES. Place Quint 3 in Reserve Status

Council Member Sterling asked if the ladder truck is stationed at Fire Station #26.

Fire Chief Sanders stated the ladder truck is not stationed, yet. The City of Atlanta just approved this item last week.

Mayor Paul stated a lot of stock was put in quints and now the City is moving towards other forms of equipment. He asked what the philosophy is for selecting the equipment.

Fire Chief Sanders stated it is a concept that is very effective and needed for this community, but the equipment can be smaller. There is new apparatus available that is six wheel versus the City's current vehicles that are eight wheel. Looking at this from the ISO perspective, the City can reduce the quint capacity by one. If it is reduced any further, the City's ISO number will be affected. He wants the City to look at utilizing smaller apparatus in the future. Quint 3 and 4 are running ten to fifteen EMS calls a day through neighborhoods. It is very difficult to maneuver these large trucks in the apartment complexes.

Council Member DeJulio asked why EMS calls are answered in a quint.

Fire Chief Sanders stated this occurs when a rescue truck is already on a call and the next closest unit is a quint.

Council Member DeJulio stated it looks like it would be cheaper to buy an additional rescue unit.

Fire Chief Sanders stated the mini-pumper has the capacity to flow water, can deliver EMS services and is much more cost effective. A mini-pumper can be purchased for about $200,000. A quint costs about $700,000.

Council Member Sterling asked about the rescue vehicles.

Fire Chief Sanders stated those are pickup trucks and cost about $45,000 to $50,000. If there is an extra pumper on that rescue, that allows a City engine truck to respond to a fire when other units are busy on fire calls.

Mayor Paul stated this is a more cost effective way to deliver service and maybe even improve service.

MID-RANGE (3 to 5 Years)

- Develop Search and Rescue Team (High Angle Rescue, Collapse Rescue)
- Relocate, Rebuild, or Renovate Station 2 Built in 1969 (Include Headquarters)

LONG-RANGE (5 to 10 Years)

- Apparatus Replacement program transition from Quints to Engine deployment model
- Add 6-9 personnel (4 per Shift) in Fire Suppression to provide adequate coverage for city during multiple structure fire responses. Mutual Aid does not provide adequate response and coverage for the City when two fires occur simultaneously. (ISO Improvement) Staff Heavy Rescue/Manpower Unit
- Identify Property in City for Training Tower and Burn Building. IMPACT FEES (ISO Improvement)
- Build a Single Engine Fire Station in the Peachtree-Dunwoody District (Relocate one unit and personnel from station 2) IMPACT FEES
- Relocate Station 1 built in 1968 to Roswell Road/Dunwoody Place Area. Improved Distribution (ISO Recommendation)
- Identify Property within the City to Relocate Station 4 built in 1975. Will decrease response times and significantly improved Distribution (ISO Recommendation)

Council Member DeJulio asked how many fires has the City had recently.

Fire Chief Sanders stated in the last eighteen months there have been 57 structure fires.

Council Member Sterling asked regarding the long term equipment request of moving from quints to engines, does that mean the City will also receive ladder equipment to make up for the loss of ladders.

Fire Chief Sanders stated the ladders are as high as they can go. The tower is 100 feet in height and there are three aerial quints.

Council Member Sterling asked how to make up for the aerials.

Fire Chief Sanders stated the quints will be reduced by at least one.

Council Member Sterling asked if when the quints cycle off, is the plan to replace them with engines.

Fire Chief Sanders stated he will be able to better answer that question in six months when the ISO rating is received.

Rural Metro Ambulance

- FY17 Goals
  - Continue to provide superb medical services with high quality personnel and equipment
- FY17 Priorities
  - On-going analysis of the response times in the panhandle area since the modification of the posting plan in February 2015, which included posting an ambulance at 2090 Dunwoody Club Dr.
  - Maintain the Certificate of Commission on Accreditation of Ambulance Service that was issued in April 2014 and resource commitment under the contract
  - Computer Aided Dispatch link was completed with ChatComm November 2015. Allows for Rural Metro to dispatch Sandy Springs ambulances, reduces radio traffic on the Sandy Springs Fire channel and speeds the delivery of additional resources to the Sandy Springs area in times of high call volume
- FY16 Highlights
  - 5 Advanced Life Support Ambulances
  - In October of 2015 Rural Metro Ambulance was acquired by American Medical Response. There have been no changes in service and/or local management.
- FY16 Response Times
  - Ambulances arrived within 7 minutes 59 seconds to emergency calls 91% of the time
  - Ambulances arrived within 14 minutes 59 seconds to non-emergency calls 100% of the time

ChatComm E911 Services

- FY17 Goals
  - Continue to provide excellent 911 call taking and public safety dispatching services for our client cities
- FY17 Priorities
  - Maintain current performance metrics on call answering and call processing for High Priority calls
  - Continue to install and maintain contracted technology upgrades noted in contract extension through August 2019
  - Replace the Zetron Fire Station Alerting System with a radio based Fire Station Alerting System
  - Maintain our CALEA, IAED EMD and EFD, accreditation
- CY2015 Performance metrics
  - Call answering 93.1% of 911 calls answered within 10 seconds
  - 94.5% of High Priority calls processed for dispatch within 60 seconds.

General Government Services Contracts

Finance Director Karen Ellis gave the following portion of the presentation.

Finance

- FY17 Goals
  - Provide excellent financial services support for the City as well as improving procedures which contribute to efficiency
- FY17 Priorities
  - Finance - Cross train key accounting staff, specifically in the general ledger process
  - Accounts Payable - Staff development and improve time management
  - Revenue - Staff development, improve organization and continue cross-training
  - Purchasing - Provide additional support to internal departments, publish an SOP and automate the paper solicitation process
- FY 16 Results
  - Finance: Instituted travel card policy for Contractors in addition to City staff
  - Accounts Payable: Improved internal controls, reporting
  - Revenue: Implemented new credit card processor in PD and added Integrated Voice Response system to assist with business licenses
  - Purchasing: Accelerated bidding on PW projects and contract execution process
- FTE Summary
  - FY 2016 19 FTEs
  - Proposed FY 2017 19 FTEs

Information Technology

IT Director Jonathan Crowe gave the following portion of the presentation.

- FY17 Goals
  - Reduce potential for downtime by improving connectivity and redundancy
  - Use newly developed tools to improve our security level
  - Continue upgrading software to improve server reliability
- FY17 Priorities
  - Optimize network configuration in preparation for City Springs move
  - Implement additional security hardware to compartmentalize vendor access
  - Improve city-wide GIS collaboration by combining resources

Council Member Paulson asked about combining the Police and Fire Department GIS systems. He asked if there are privacy issues.

IT Director Crowe stated IT has provided the infrastructure. Micah Patrick is the GIS resource for the Police Department.

- FY16 Summary
  - 450 Service/Support requests per month
  - Major infrastructure refresh
  - 8 major application implementations

- FTE Summary
  - FY 2016 11 FTEs
  - Proposed FY 2017 12 FTEs

Council Member DeJulio asked where the City is in regards to cyber security.

IT Director Crowe stated there is physical security and digital security. For physical security, all of the laptops require a PIN to get Windows to start. The City blocks the hackers before they even reach the City network.

Council Member DeJulio asked if the junk emails are received by City staff. He receives emails from random people that he just deletes. He asked why he is receiving the emails, if they are being blocked.

IT Director Crowe stated the email addresses are public domain, so when someone gets our email addresses they can email the City directly.

Council Member Sterling stated no one is able to access the City network and plant viruses.

IT Director Crowe stated the City has spam filtering. About ten percent of the emails that the City receives are valid and ninety percent are spam.

Communications

This portion of the presentation was not discussed.

- FY17 Goals
  - Convey key messages of the City to internal/external audiences
  - Facilitate citizen input concerning programs and policies to aid in decision-making processes of the City
  - Reinforce the City's identity, including promoting a strong, positive city image outside the Sandy Springs area among target audiences that are vital to the community's economic well-being
- FY17 Priorities
  - Increase frequency of video shorts
  - Explore areas to expand functionality of website (promotional areas, enhanced visuals, web chat)
  - Expand functionality of Sandy Springs Works app
  - Develop an umbrella branding system to encompass City, Hospitality, Economic Development and City Springs
  - Work with H&T and City Springs in the development of special events
- FY16 Summary
  - Expand the breadth of accessible information through the City's electronic channels
  - Ensure accurate and consistent flow of information with an emphasis on City Springs, Transportation, and Sustainable Growth initiatives
- Enhance visibility of the brand, developing an umbrella system encompassing City, Hospitality, and Economic Development and City Springs
- FTE Summary
  - FY 2016 5 FTEs
  - Proposed FY 2017 5 FTEs

Municipal Court

Finance Director Karen Ellis gave the following portion of the presentation.

- FY17 Goals

- Accurately maintain, safeguard and store all Court documents as well as ensure all monies are disbursed as directed by law

- FY17 Priorities
  - Maintain day to day operations in accordance with Court Policy and Procedures
  - Implement new case management software
  - Completion of RFP for probation services

- FY16 Statistics
  - 2016: 6,808 YTD
  - 2015: 18,253
  - 2014: 21,514
  - 2013: 23,654

- FTE Summary
  - FY 2016 11 FT / 1 PT
  - Proposed FY 2017 11 FT

Council Member Paulson asked about the FY16 statistics.

Finance Director Ellis stated those numbers are cases the court has processed. The Court's calendar year starts in January, so that number is since January of this year.

Community Development

Assistant City Manager Jim Tolbert gave the following portion of the presentation.

- FY 17 Goals and Priorities
- By the Numbers - Operations & Revenue
- Budget Analysis and Requested Enhancements

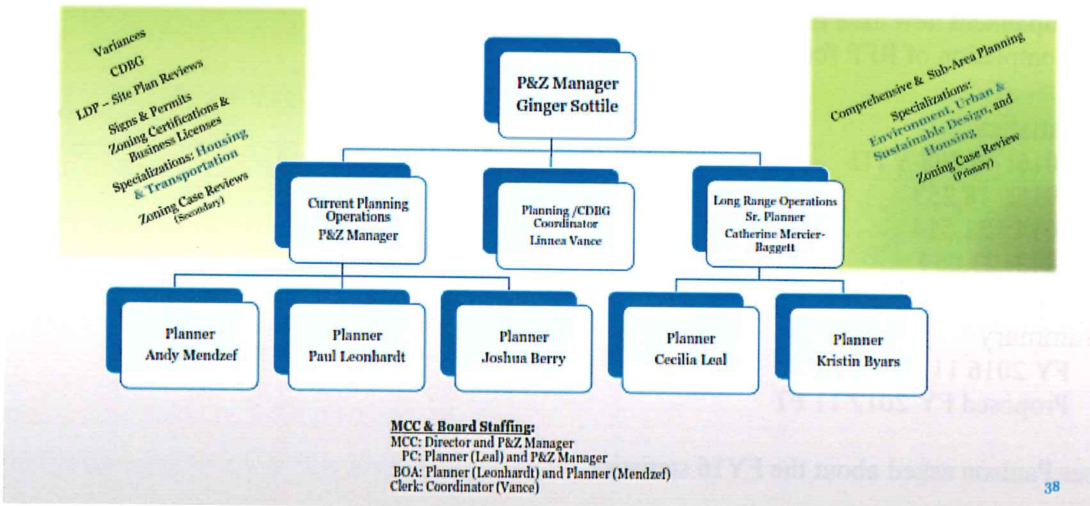
12 new staff through April

Community Development - FY17 Goals

Planning & Zoning:

- Retention: make personnel changes; success in delivering reports and customer service; leadership in department; clear path for professional development and regional -level mentoring
- Strengthen structure, procedures and customer service (e.g. Planner of the Day)
- Update all SOPs, work flows, and establish roles and accountability by job title
- Prepare immediate zoning code remedies
- Communications:
  - revamp web page (mid-May roll out) & helpful hints
  - roundtables

- Establish competencies for analytics and leadership for best design practices
- Project Management: training & mentoring program; service delivery culture



Community Development - FY17 Goals

Land Development and Building:

- Rebuild and restructure permits office
- Right-size inspections: reduce daily hours to maintain accuracy; increase un-scheduled inspections; provide back-office expertise for customers (phone/drop-by/EnerGov help-line)
- EnerGov: roll-out with minimum disruptions and maximum training; prepare Manual and "cheat sheets"; achieve efficiencies for mobile inspections and reporting
- E-review
- Update all SOPs and work flows
- Improve checklists and submittal lists; x-department improvement Plan Review
- Communications: round tables; helpful hints; video shorts "how to's"
- Expand transportation review scope
- 3rd party inspections + training by City
- Specializations Certifications + Leadership

7 new staff Aug – Apr

#1: Educate public & applicants stormwater & S/E

Code Enforcement:

- Increase web access to data and reduce routine calls
- Distressed neighborhoods focus

- Map police and Code Enforcement cases (heat maps) for future strategic planning
- Work toward pro-active approach and assess need for bi-lingual services
- Support Soil/Erosion violations (NPDES)
- Professional Growth: highly trained team 1 new level 1; 1 BA; 2 MS candidates, including Emergency Prep Management

Community Appearance

- Pro-active CE work plan
- Assess CDBG potential
- Implement updated "Administrative Standards": landscape architecture, parking lots and material mix
- Interim update to landscape requirements with communications outreach program (Mayor's flowers)
- Site plan review: greater direction from Staff to designers
- Interim Infill standards

Sustainable Growth & Downtown Development

- Work program with Andrea Hall for strategic downtown and north Roswell Rd. development
- Prepare new applications and SOPs for UDC & Next 10
- Training on architectural standards
- Tools & materials for applicants
- Housing white papers, community engagement & prep for Consolidated Housing plan
- Peer-to-peer exchange of best practices, new developments & plans

Natural Resource Protection

- Finalize stormwater ordinance update and work program
- All P&Z and reviewer training on new Blue Book
- Certified Flood Plain Administrators
- More unscheduled site inspections
- Increased monitoring of stormwater during construction
- Communications campaign on best practices and City demonstration projects
- Establish benchmarks and performance measures: water shed; tree canopy; net energy efficiency

Council Member Sterling asked, with the increased unscheduled site inspections and increased monitoring of stormwater, is there enough staff to complete the regular inspections?

Assistant City Manager Tolbert responded he is working on that.

By the Numbers: Zoning Activity

Activity Type	FY 2012	FY 2013	FY 2014	FY 2015	YTD 2016
Zoning Hearings	12	18	22	20	22
Zoning Modifications	11	5	12	18	17
Variances/Appeals	31	33	43	36	60*
Zoning Certifications	79	77	74	101	75

* *Does not include 36 Noise Variances*

By the Numbers: Building Activity

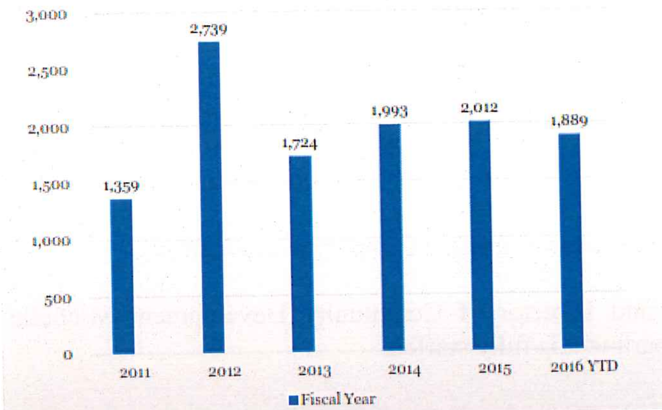
Fiscal Year	Building Inspections
2011	9,511
2012	10,857
2013	12,697
2014	17,758
2015	16,104
2016 YTD	21,857

By the Numbers: Permit Activity

Fiscal Year	Building Permits
2011	2,952
2012	2,881
2013	3,241
2014	3,573
2015	3,538
2016 YTD	2,866

* *Note: Permits "Issued" under-represents labor effort. The number* ***applied for*** *and processed 2016 YTD = 3,187*

By the Numbers: Code Enforcement Cases



* *Note: Uptick in last 3 months = 681 cases. Normally Fall and Winter slowest periods.*

By the Numbers: Code Enforcement Jan - Mar 2016

Activity	Total
Inspections	913
Resolutions	408
Citations	72
Complaints	118
Allegation Letters	12
Notice of Violations	243
Taxi Inspections	2
Business License Inspections	63
Sign Inspections	18
Total	**1,849**

FY17 Requested Enhancements

Vehicles

- 4 Ford F-150s 4X4 $89,500
  - Code Enforcement # 044 = 180,000 miles FY16~ $1,000 in maintenance
  - Building Inspector. #011 has 142,000 miles FY16~ repair costs exceed replacement
- 2 Ford F-150s $40,500
  - Code Enforcement #004 has 230,000 miles (runs poorly – need maintenance $)
  - Community Development Pool vehicle. Use City pool or personal vehicle
- Vehicles Total = $130,000

Council Member Bauman asked why there are positions with multiple employees, such as planners. He asked if management is satisfied how the employees are being measured for metrics of productivity.

City Manager McDonough stated he is not managing employees on a day to day basis. He relies on the division managers and department heads to manage. His sense is the City is appropriately staffed. Customer service is the City's top priority. The caseload is considered for staffing the departments.

Assistant City Manager Tolbert stated that code enforcement and building inspections are doing 2 ½ to 3 times the levels of work that is expected. He has to make sure staff is not working too many hours. Staff is measured on their performance and numbers. A property maintenance inspector can do a weed inspection pretty quickly, but that person is also inspecting houses for housing conditions.

Council Member Bauman stated he is asking about the measurements of employee productivity.

Assistant City Manager Tolbert stated both he and Director of Community Development Michelle Alexander have been working to make sure the department is fully staffed.

FY17 Requested Enhancements

Assistant City Manager Tolbert gave the following presentation.

GGS Contract Services

- New position: Private Sector Stormwater Manager 1.0 FTE
- Increase Building Inspector from .8 FTE to 1 FTE .2 FTE
- Increase Plan Reviewer from .6 FTE to 1 FTE .4 FTE
- Reduce 1 FTE Landscape Architect - 1.0 FTE
- Reduce 1 FTE Planner Technician - 1.0 FTE

Net Change (increase) .6 FTE
2016 Approved Staffing Level 38.9 FTE
2017 Proposed Staffing Level 39.5

Council Member Sterling stated regarding the landscape architect, there was mention of enhanced landscape. He asked if that is Mary Michael's role.

Assistant City Manager Tolbert stated he is looking to move that position.

<u>Economic Development</u>

Director of Economic Development Andrea Hall gave the following presentation.

- FY17 Goals
  - ❑ Market the City to our target industries and their workforce, with focus on unique attributes of Sandy Springs
  - ❑ Support retention and expansion efforts for existing businesses
  - ❑ Continue to work collaboratively with regional and state economic development partners

- FY17 Priorities
  - ❑ Expand joint marketing efforts with our economic development partners in the Perimeter market
  - ❑ Expand retention outreach efforts, especially small businesses
  - ❑ Implement strategies based on Next10 effort to encourage redevelopment for aging retail and housing districts

- FY16 Highlights
  - Number of businesses - 5,500
  - Marketing budget - $47,000
  - Retention meetings - 33 large employers / 41 small business (1% of all businesses)
  - Recruitment: Met with 59 prospect companies

- FTE Summary
  - FY 2016 1.5 FTEs
  - Proposed FY 2017 2.0 FTEs

Mayor Paul stated he has previously attended retention meetings. There are a lot of major corporations in Sandy Springs that go unnoticed. It was a good meeting with all that attended, but they do not know a lot about the community or other businesses in the area. The meetings and the CEO roundtables will have the businesses talking to the City. He sent letters out about a week ago inviting most of the major corporations to participate in meetings.

Council Member Bauman asked how many corporations and focus brands are using Sandy Springs in their address. The businesses using Sandy Springs as their address should be a focus when moving into the Next Ten. If the corporate communications can embrace the fact they are in Sandy Springs, that would be helpful.

Mayor Paul stated the City does talk to the businesses about this. First you have to make the businesses realize they are in Sandy Springs. Some of the major corporations are putting their employees in the Leadership Sandy Springs class.

Council Member Sterling asked about the office space in the Powers Ferry area.

Director of Economic Development Hall stated statistics show that the office space overall vacancy rate is at 9%. It is higher in the Powers Ferry area, but that is a different market, because it is the Cumberland area. There are fifteen properties that have availability to upgrade to 50,000 square feet. Those properties are not vacant and are being advertised. Newell Rubbermaid is moving from Glenlake to their new facility.

Council Member Paulson stated regarding the CEO roundtable, all of the corporations have sustainability and environmental responsibility. They cannot come to the City and not talk about these things.

Mayor Paul stated the Metro Chamber is where all the CEOs go. The fact that the City is beginning to get CEOs to come to the Perimeter Chamber to work in a local CEO group is progress.

Public Works

This portion of the presentation was not discussed at the meeting.

- FY17 Goals
  - Utilize resources to deliver safe, efficient, and responsive public services (emergency response, customer call backs, etc.)
  - Maintain the City's infrastructure to a set level of service based on available/prioritized resources
  - Maintain a high level of community appearance
  - Deliver approved capital projects on time and budget

- FY17 Priorities
  - Customer service responsiveness
  - Provide a safe, sustainable transportation system that is sensitive to its citizens and environment
  - Leverage local funding with outside funding sources
  - Provide required support to City Springs development process

- FTE Summary
  - FY 2016 32.25 FTEs
  - Proposed FY 2017 33.25 FTEs

- FY17 Highlights
  - 5,735 service requests/inquiries received/processed through department (through April)
  - Outside funding obtained - $2.6M ($2.4M in CC-10 ROW and $240k in T-24 scoping funds)
  - Projects delivered:
    - 32 Stormwater projects completed (47 last year)
    - 3.8 Miles of road paved (18.5 miles last year)
    - Three new signalized intersections constructed (T-39 Spalding Drive at Mt. Vernon, Powers
    - Ferry at Dupree Drive, and Interstate N. Parkway at Riveredge Parkway)
    - T-0012 Roswell Road streetscape project
    - Dupree Drive sidewalk project
    - Completed just under $200k in bridge maintenance projects
    - T-45 Windsor Parkway intersection re-alignment
    - First phase of Lake Forrest Drive dam drawdown
    - T-41 Riverside Drive slope repair
    - T-34 Morgan Falls Road sidewalks and beautification Phase I

Public Works – Project Update

- Projects under design/construction:
  - T-53 Windsor Parkway pedestrian bridge
  - Marsh Creek headwaters project
  - Heards Ferry at Raider Drive intersection project and Raider Drive at Powers Ferry intersection project
  - T-43 Roswell Road at Glenridge Drive intersection project
  - T-46 Cliftwood/Carpenter Drive at Roswell Road intersection project
  - T-44 Roswell Road Advanced Traffic Management System (ATMS) Phase II
  - T-54 Hammond Drive/Peachtree Dunwoody/Glenridge ATMS Phase III
  - T-34 Morgan Falls Road Beautification Phase II (Transportation Enhancement (TE) grant)
  - T-6000 Sidewalk Program (Brandon Mill Road, Glenridge Drive gap fill, other programmed projects)

Assistant City Manager Bryant Poole gave the following presentation.

Public Works - FY17 Requested Enhancements
Additional Staff Request

- 1.0 FTE $130,000 Assistant Utility Manager/City Springs field superintendent support. Site inspections, contractor oversite, inventory tracking, COA invoice documentation

Vehicles

- 2 Ford F-150s $54,000 To be used for Asst. Utility Manager/City Springs field superintendent position. Includes all necessary outfitting

Recreation & Parks

Director of Recreation and Parks Ronnie Young stated for the FTE requested increase, one supervisor was added that handles supervising project work such as capital projects. The second person is a full time program assistant that will be working with both the program coordinator and the athletic coordinator to boost workload. The third FTE is for an additional park supervisor. The park supervisors give the City visibility in the community. They are on the park sites seven days a week to open the gates. If the gates are not open at 8:00 a.m. that becomes an issue. The park supervisors help around the pavilions where items need to be transported from the parking lot into a pavilion.

- **FY17 Goals**
  - Provide safe, well organized and supervised leisure programs for citizens of Sandy Springs
  - Provide beautiful, safe, well maintained parks and playgrounds
  - Continue to increase leisure programming by 10% per year
  - Assist the City's Special Events Coordinator with facilities, materials and staff
  - Develop programming emphasizing nature, plant study, and hiking at Lost Corner Preserve
  - Contract the adult volleyball program to a for- profit vendor
  - Add one new adult program vendor

- **FY16 Accomplishments**
  - Estimated users for FY16 – more than 100,000
  - Large increases in youth afterschool programs, river programs and adult sport programs
  - Opening of Lost Corner Preserve
  - Completed the lighting of Dunwoody Springs Elementary Athletic Field
  - Finished design of South Greenway Park
  - Started design of the Windsor Meadows Park and North Greenway Extension

- FTE Summary
  - FY 2016 9 FT / 4 PT
  - Proposed FY 2017 12 FT / 1 PT

Council Member DeJulio asked if Director of Recreation and Parks Young and his staff will be handling activities and programming for City Springs.

City Manager McDonough stated that will be coordinated with Spectra.

Council Member DeJulio stated he is referencing the park area.

City Manager McDonough stated that will need to be a coordinated shared responsibility for both.

Council Member Sterling asked about Crooked Creek Park and Old Riverside Park for the upcoming fiscal year.

Director of Recreation and Parks Young stated at the present time Old Riverside is at a standstill. For Crooked Creek, staff is talking to the private land owners that are immediately to the west of the City's five acres to find a way to get across their property to get to the National Park Services property. Design work will be done and the City will then speak to the private land owners.

General Government – Contract Service Partners

City Manager John McDonough gave the following presentation.

GGS Contractor	Work Area
Severn Trent Services	Finance & Admin
InterDev	IT
Collaborative	Communications
Faneuil	Call Center
Jacobs	Court
AECom	Public Works
Jacobs	Recs & Park
Collaborative	Comm/Econ Development

Public Works Subcontractors	Work Area
Blount	Street Maintenance
Optech	Parks, ROW, Street Cleaning
ProCutters	Mowing on Interstates
Casey / Yellow Ribbon / Richmond	Tree Removal
Siemens	Traffic Signals
Tomal / TMI	Road Striping
Optech	Road Signage

Preliminary Task Order Analysis

Contractor	Work Area	New NTE Escalator	FY 16 Amount	FY 17 Amount	% Change
Severn Trent	Finance & Admin	3.50%	$1,798,875	$1,884,304	4.75%
InterDev	IT	4.00%	$1,416,358	$1,592,666	12.45%
Collaborative	Communications	2.50%	$653,012	$681,989	4.44%
Faneuil	Call Center	FY 2020	$472,524	$495,584	4.88%
Jacobs	Court	3.00%	$1,102,660	$1,107,085	0.40%
AECom	Public Works	4.00%	$4,326,318	$4,808,850	11.15%
Jacobs	Recs & Park	3.00%	$1,199,183	$1,381,723	15.22%
Collaborative	Comm/Econ Development	2.50%	$4,123,828	$4,396,078	6.60%
			$15,092,758	**$16,348,279**	**8.32%**

Council Member DeJulio stated compared to about ten years ago, when the City first incorporated, the City is paying about $3 to $4 million less for more services.

City Manager McDonough stated the City has added more employees since then.

Council Member DeJulio asked if City Manager McDonough is satisfied with the retention levels.

City Manager McDonough stated staff is confident about the retention levels.

Assistant City Manager Poole stated on the engineering side everything is increasing. He is not hearing anything at the City staffing level, but it is going on in the surrounding communities.

Director of Public Works Garrin Coleman stated the Public Works Department is losing a senior manager to the private sector. He is seeing that it is more difficult for the City to recruit at an inspector level and the new employees are coming in at a higher rate or pay.

Public Works Contractor Analysis

Contractor	Work Area	Escalator	FY 16 Amount	FY 17 Amount	% Change
Blount	Street Maintenance	0.00%	$1,445,000	$1,445,000	0.00%
Optech	Parks, ROW, Street Cleaning	0.00%	$2,840,000	$2,840,000	0.00%
ProCutters	Mowing on Interstates	0.00%	$257,900	$265,637	3.00%
Casey / Yellow Ribbon / Richmond	Tree Removal	0.00%	$200,000	$200,000	0.00%
Siemens	Traffic Signals	3.00%	$630,000	$650,019	3.18%
Tomal / TMI	Road Striping	0.00%	$150,000	$150,000	0.00%
Optech	Road Signage	0.00%	$300,000	$300,000	0.00%
		TOTAL	$5,822,900	$5,850,656	0.48%

Operational Requested Enhancements Summary

- Information Services ($176,308 increase)
  - Addition of 1.0 FTE Network Engineer to assist with City Springs planning/move
- Public Works ($482,532 increase)
  - Addition of 1.0 FTE Assistant Utility and market increases to assist with staff retention. Increasing "as needed" work allocation from $75,000 to $175,000 to assist with additional staffing requests
- Recreation & Parks ($182,541 increase)
  - Addition of 1.0 FTE Landscape Architect/Arborist (transferred from Community Development) for better coordination of projects within the City
- Community Development ($272,250 increase)
  - Addition of 1.0 Private Sector Stormwater Manager, Increase Building Inspector from 0.8 to 1.0 FTE, Increase Plan Reviewer from 0.6 to 1.0 FTE, reduce 1.0 FTE Landscape Architect/Arborist (moved to Recs & Park) and reduce 1.0 FTE Planner Technician

Non Profit Summary

Direct Allocations:	Amount
Heritage Green	$110,000
Sandy Springs Youth Sports	$127,500
Keep Sandy Springs Beautiful - Recycling	$60,000
Keep Sandy Springs Beautiful - Hazardous Waste*	$75,000
Concert by the Springs	$15,000
Movies by Moonlight	$15,000
Sandy Springs Festival	$12,500
Community Assistance Center	$100,000
Subtotal	**$515,000**
Calls for Proposal:	
Total Available	$50,000
Total	**$565,000**

City Manager McDonough stated he is concerned about the Recycling Center's roof and would like this item looked at. The building and property are owned by Fulton County.

Council Member Sterling asked if the City can fund a project to make that building better on Fulton County land.

City Manager McDonough stated he is sure there can be a way to do that.

FY17 Operating Budget Assumptions

Operating Budget Assumptions	Amount
GGS Contract Renewals	$16,348,279
Subcontractor Agreement Renewals	$5,850,656
PAC Operations	$416,000
Funding for Add'l SSPD Personnel and Special Duties Incentive	$375,000
Funding for Add'l SSFR Personnel and Advancement Initiative	$575,000
Continued Fleet Replacment - SSPD (20 vehicles)	$900,000
Continued Fleet Replacment - SSFR (3 vehicles)	$105,000
Vehicles for Recs & Park/CD/PW (9 vehicles)	$219,000
Continued Funding for Community Events/Nonprofits	$565,000
Debt Service for Fire Trucks/Station 3	$930,613
E911 Center Operations	$400,000
Radio Authority Operations	$500,000
Continued EMS Subsidy for Enhanceed Services	$120,000
Completion of Comp Plan/Small Area Plan	$350,000

Council Member Sterling asked about the debt service for the fire trucks that will discontinue in 2020.

Finance Director Ellis stated part of it discontinues and the other part is for the trucks. She will look up the number for Station 3.

Mayor Paul stated the City will need to build new fire stations in the future.

Council Member Sterling asked if there has been any change on the Radio Authority regarding the position of Fulton County and Johns Creek.

City Manager McDonough stated they will not be operating on the same system. Johns Creek built a tower in their City and they are on the Fulton County system.

Finance Director Ellis stated $525,000 of the $930,000 will remain for the fire trucks.

Council Member Paulson asked about ChatComm 911.

City Manager McDonough stated the number was much higher. Since more cities have been added to the contract, the number has decreased. The City is at the point where we will have to renew the contracts with the cities of Brookhaven and Dunwoody.

Finance Director Ellis stated the other cities being added to the contract have made our City costs decrease and the expenses were tightened.

Council Member Sterling asked if the dispatch of calls between DeKalb County and ChatComm is completed.

City Attorney Wendell Willard stated the dispatch is working.

FY17 Capital Budget Assumptions

Capital Budget Assumptions	Amount
Remaining Pay as You Go to City Springs Project	$9,250,000
Funding to Public Fac Authority for P&I on Bonds	$6,097,625
Continued Funding for Stormwater Infrastructure Imp	$2,500,000
Perimeter Center Last Mile Connectivity ROW	$500,000
CC005 Utility Relocation	$730,000
T0024 Hammond Drive ROW	$3,200,000
T0046 Carpenter Drive @ Roswell Road Intersection	$900,000
T0058 City Center Transportation Network	$315,000
T3000 Pavement Management Program	$1,500,000
T6000 Brandon Mill Sidewalks	$500,000
T9000 Lake Forrest Dam Repairs	$500,000
Transfer unused funding out of T0019	($2,000,000)
Transfer to replenish Capital Contingency	$2,000,000
Total	**$25,992,625**

There was a consensus of Council to move forward with the recommended FY17 Budget Assumptions.

Mayor Paul stated if the City receives TSPLOST funds, some of the City funds may be able to be put aside for other projects.

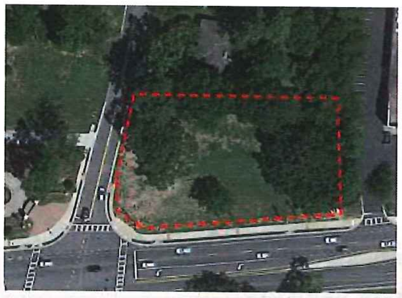
Council Member Sterling asked if the TSPLOST passes, when will the money begin.

City Manager McDonough responded in about one year. The City was told not to spend money and expect reimbursement when the collections are made.

Capital Project Candidates

Abernathy Greenway (P0002)

FY17 Suggested Priorities	FY 17 Amount
North extension of Greenway	$400,000
	$400,000



Council Member Sterling asked how much in additional funds have been raised for this project.

Director of Recreation and Parks Young responded about $50,000.

Council Member Bauman stated in the last budget there was about $600,000. What is the speed at which that money can be spent?

Director of Recreation and Parks Young stated that money can be spent in twelve months from July 1st.

Council Member Bauman stated he ranked this project high on the list, but it is going slow.

Sandy Springs Tennis Center (P0006)

FY17 Suggested Priorities	FY 17 Amount
50% funding of roofing installation	$260,000
	$260,000

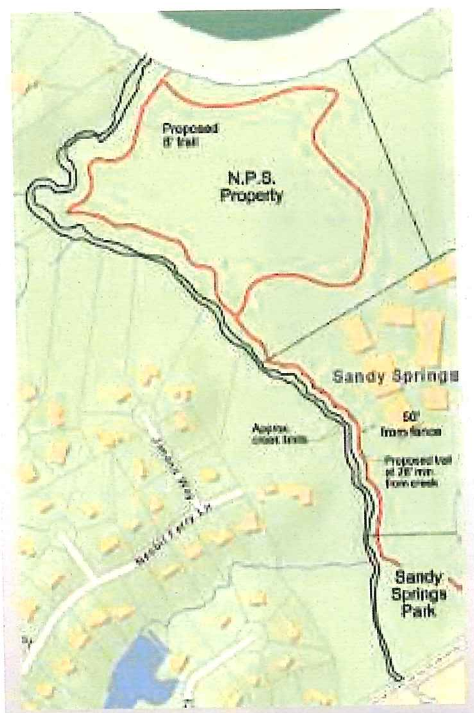
Director of Recreation and Parks Young stated this is not just the number for the gym renovation.

Hammond Park Improvements (P0007)

FY17 Suggested Priorities	FY 17 Amount
Artificial surfacing of playgrounds	$100,000
	$100,000

Crooked Creek Park (P0020)

FY17 Suggested Priorities	FY 17 Amount
Construction	$200,000
	$200,000



Council Member Sterling stated the City was required to submit the plans to GEMA and FEMA.

Director of Public Works Coleman stated for the bridge, if there are no impervious surfaces, the project should go smooth.

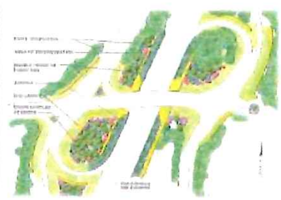
Council Member Bauman asked if any private money will be donated, such as funds from the Conservancy.

Director of Recreation and Parks Young stated the Conservancy has led the project up to this point and created the preliminary concept.

Windsor Meadows Park (P0021)

FY17 Suggested Priorities	FY 17 Amount
Construction of Park including trails, fencing, benches	$200,000
	$200,000

City Gateway Beautification (T0042)


FY17 Suggested Priorities	FY 17 Amount
SR9/ Roswell Road raised/planted medians	$360,000
* Access management study	
* Encroachment / Permit & Design	
Dunwoody Place	$40,000
GA400/Northridge Reforestation Landscaping	$100,000
	$360,000

Sidewalk Program (T6000)



FY17 Suggested Priorities	FY 17 Amount
Continued Funding of program	$500,000
	$500,000

Intersection Improvements (T7000)

Intersection Improvements (T7000)

FY17 Suggested Priorities	FY 17 Amount
Overhead Illuminated Street Name Signs	$100,000
Vehicle Approaching Flashers	$50,000
Traffic Studies / Conceptual Plans / Signal Designs	$350,000
	$500,000

Traffic Management Program (T9500)

FY17 Suggested Priorities	FY 17 Amount
Continue SCOOT - Phase 1	$750,000
	$750,000

Council Member Sterling asked if it will be about $2 million to complete the remainder of the SCOOT project.

Director of Public Works Coleman stated the cost will be around $1.3 million without the fiber upgrades.

Bike/Ped/Trail Design & Implementation

FY17 Suggested Priorities	FY 17 Amount
Plan project design & implementation	$500,000
	$500,000

FY17 Review of Potential Citywide Capital Projects

	FY17 Citywide Capital Projects (Consolidated Rankings)	
	1. Rank Categories	
	2. Estimated Allocation within Each Category	
Priority		Proposed
	Sandy Springs Tennis Center-Roofing	260,000
	Abernathy Greenway North Extension	400,000
	Hammond Park Playgrounds Artificial Surfacing	100,000
	Crooked Creek Park Construction	200,000
	Windsor Meadows Park	200,000
	City Gateway Beautification	500,000
	Sidewalk Program	500,000
	Intersection Improvements	500,000
	Continue SCOOT - Phase 1	750,000
	Bike/Ped/Trail Design & Implementation	500,000
	TOTAL	$ 3,910,000

Capital Investments Since Incorporation

Fiscal Year	Capital Project Funds	Stormwater Fund	Total
2007	$6,180,936	$0	$6,180,936
2008	$15,540,483	$450,000	$15,990,483
2009	$29,152,474	$1,800,000	$30,952,474
2010	$23,647,716	$500,000	$24,147,716
2011	$14,900,001	$1,800,000	$16,700,001
2012	$12,320,198	$2,500,000	$14,820,198
2013	$26,571,822	$2,500,000	$29,071,822
2014	$24,336,631	$1,600,000	$25,936,631
2015	$29,428,429	$2,550,000	$31,978,429
2016	$29,904,824	$2,550,000	$32,454,824
2017	$26,017,991	$2,500,000	$28,517,991
Total	**$238,001,505**	**$18,750,000**	**$256,751,505**

There being no further discussion, the meeting adjourned at 6:32 p.m.