

COUNCIL PRESENT: Dunagan, Wangemann, Hamrick, Figueras
COUNCIL ABSENT: Bruner
STAFF PRESENT: Padgett, Sheppard, Palmour, Jordan

Mayor Dunagan called the meeting to order immediately after adjourning the Called Council Meeting.

ADMINISTRATIVE SERVICES ISSUES:

Report: Gainesville Communications & Tourism Funding and FY2014 Hotel/Motel Tax Fund Budget

Chief Financial Services Officer Melody Marlowe presented information regarding the funding for Gainesville Communications and Tourism Inc. She indicated the law had specific rules about the creation of and expenditures for hotel/motel tax funds. The closing of the Georgia Mountains Center created the need for a new fund that satisfied the law in relation to tourism. The FY2014 budget includes funding for Gainesville Communications & Tourism, Inc., a non-profit corporation. Staff prepared an agreement that defined the services to be provided by the city and the corporation, the compensation for said services and the deliverables. It also addressed other matters related to the partnership between the two. Mrs. Marlowe stated the difference in the compensation was miscellaneous revenue obtained by the corporation. The City Attorney prepared documents to register the corporation with the Secretary of State. Staff was working with the auditor to address their requirements.

Staff addressed several questions from Council Member Hamrick. It was noted that any new purpose for spending should be defined in a resolution and required approval from the state legislature.

Hall Area Transit Liability Insurance

Human Resources and Risk Manager Cindy Mallett provided an update on efforts to secure liability insurance for Hall Area Transit noting she had worked with the existing broker to explore options. A favorable quote was received from Travelers Insurance which was significantly less than expected, i.e., \$2,842 per vehicle with a total premium slightly over \$40,000. This amount was manageable and consistent with other auto coverage maintained by the City. No action was required from Council.

St. Simons Land Trust

Council Member Hamrick presented information about the St. Simons Land Trust in regards to how it had addressed improvement projects. He thought the Olympic Venue site would be a good option to consider for a similar trust and had mentioned the idea to Jim Mathis.

PUBLIC SAFETY ISSUES:

Project Resolution: U.S. Department of Justice – Byrne Justice Assistance Grant Application 2013

Police Chief Brian Kelly presented a resolution that authorized the Police Department to apply for the 2013 Byrne Justice Assistance Grant. The department was eligible for a \$10,430 non-matching grant.

Placed on the June 18, 2013 Council Meeting Consent Agenda

ADMINISTRATIVE SERVICES ISSUE:

Update: AJ's Food Fun & Friends - Alcoholic Beverage License Application

(Tabled from the May 21, 2013 Council Meeting for consideration at the June 18, 2013 Council Meeting)

Assistant City Manager Angela Sheppard commented on the efforts of the City Marshal to confirm the applicant's compliance with laws. No problems had been observed. The City Marshal was comfortable with recommending approval of the application.

Placed on the June 18, 2013 Council Meeting Agenda

COUNCIL ISSUES:

Council Member Figueras

1. Congratulated the downtown area for its uniqueness.
2. Congratulated Administrative Services for receiving another Chief Financial Officer Certificate plaque
3. Expressed appreciation to Council and staff for participation at the most recent Second Saturday Meeting.

Council Member Wangemann

Stated he was continuing to have a great experience talking with citizens as he extended personal invitations to attend Council Meetings.

Council Member Hamrick

Stated there has been a continued problem securing ministers to attend the Council Meetings and suggested reciting the Lord's Prayer. Council Member Figueras expressed her desire for this to be an option when a minister was not in attendance. Council Member Wangemann agreed with Council Member Figueras and expressed his preference for "a prayer from the heart".

CITY CLERK ISSUES:

Business Resolution: Records Retention Schedule Update

City Clerk Denise Jordan reported a committee was formed to update the City's Records Retention Schedule noting the last update occurred in 2008. The committee consisted of representatives from the City Manager's Office as well as representatives from each department. The purpose of the project was to define the type records maintained and/or retained citywide and to define the retention period for each record type in a manner that paralleled with the schedule provided by the Secretary of State. The Committee had worked on this project for almost one month and felt it was ready for Council's consideration.

Mrs. Jordan stated the proposed schedule was 58 pages containing 600+ records titles. The schedule provides a brief description of each record and defined the retention period. The majority of the changes were minor. There were eleven significant changes which were justified by the appropriate department. Twenty-one record titles were submitted to the Secretary of

State to establish a retention period. Mrs. Jordan requested and received permission to make any recommended changes when the State's response was received. She also noted the City Attorney reviewed the schedule and did not express any concerns.

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Agenda and Meeting Management Request for Proposals (RFP)

City Clerk Denise Jordan reported she had drafted a RFP for Agenda and Meeting Management Software. Responses were due in July. Staff intended to begin the implementation process in September.

Community Housing Festival

Communication and Tourism Director Catiel Felts reported a Community Housing Festival will occur on June 22nd, from 9 AM to 12 PM at Longwood Park. The Housing Division would oversee the project. The goal was to get people into permanent housing as well as share opportunities for assistance with repairs.

EXECUTIVE SESSION:

City Manager Padgett requested an Executive Session to discuss potential litigation.

Motion to close the Work Session and to enter an Executive Session to discuss potential litigation at 9:32 AM.

Motion made by Council Member Figueras

Motion seconded by Council Member Hamrick

Votes favoring the motion: Dunagan, Wangemann, Hamrick, Figueras

Absent: Bruner

COUNCIL PRESENT: Dunagan, Wangemann, Hamrick, Figueras

COUNCIL ABSENT: Bruner

STAFF PRESENT: Padgett, Sheppard, Palmour, Jordan

NOTE: Staff was asked to leave the meeting room at 11:00 AM. The City Attorney was asked to record the minutes from 11:00 AM to the close of the session.

Motion to close the Executive Session and to adjourn the meeting at 11:27 AM.

Motion made by Council Member Figueras

Motion seconded by Council Member Hamrick

Votes favoring the motion: Dunagan, Wangemann, Hamrick, Figueras

Absent: Bruner

ADJOURNMENT: 11:27 AM

/dj