

Mayor and Council

700 Doug Davis Drive
Hapeville, GA 30354

August 16, 2016

6:00PM

1. Call To Order

2. Roll Call

Mayor Alan Hallman
Alderman at Large Ruth Barr
Councilman at Large Michael Randman
Councilman Ward I Joshua Powell
Councilman Ward II Diane Dimmick

3. Welcome

4. Pledge Of Allegiance

5. Invocation

6. Presentations

6.I. Employee Recognition

- Barry Barnes 25 Years of Service
- Outstanding Job Performance - Fire Department Trauma Save

7. Public Hearing

7.I. Consideration And Action To Set The Millage Rate At 16.61.

Background

As you know, Council adopted the City Budget on final reading, June 21, 2016. The adopted Budget for FY 2016-17 contained no property tax rate increase with a recommended rate of \$16.61 mills, same as last FY. This rate has been advertised as required and is ready for adoption by Council. This is the last of three (3) hearings for that purpose.

In closing, staff is still working closely with the Fulton County Property Appraiser to ensure the updated accuracy of the 2016 Tax Digest. At this point in time staff projects that the General Fund millage of 16.61 Mills will generate approx. \$4.6M-4.7M. The budgeted estimate was approx. \$4.6M.

Should you have any questions, please feel free to contact the City Manager's Office.

Staff Comment
Public Comment
Mayor and Council Comment

Documents:

[FIVE YEAR HISTORY 2016.PDF](#)

7.II. Consideration And Action To Set The Special District Millage At 1.0.

Background

Council instructed staff to develop a Special District for the purpose of securing special fire equipment. This district applies to buildings of four (4) or more stories in the City. The rate recommended and advertised is 1.0 Mills. This rate is now also ready for renewal. The new Fire equipment has now been purchased and placed into service.

In closing, staff is still working closely with the Fulton County Property Appraiser to ensure the updated accuracy of the 2016 Tax Digest.

The Special District Tax of 1 Mills for Fire will generate an estimated \$90,000 in revenues. A list of properties included in the District has also been provided for your information.

Should you have any questions, please feel free to contact the City Manager's Office.

Staff Comment
Public Comment
Mayor and Council Comment

Documents:

[FIVE YEAR HISTORY 2016.PDF](#)
[SPECIAL DISTRICT TAX PROPERTIES.PDF](#)

7.III. Consideration And Action On Ordinance 2016-18 Extended Stay Ordinance

Background

Council tabled this item until August 16, 2016 in order for Staff to clear up various language questions in the proposed Ordinance. Staff has now reviewed the attached Ordinance and is ready to proceed. Should Council choose to support this Ordinance, several positive changes will move forward in the local market including a potential application for a new Extended Stay project near the existing Staybridge location off Norman Berry. Representatives from a project proposer presented a plan previously and provided a basic overview of a \$10-12M dollar facility that would be constructed- if Council were to adopt the proposed Ordinance. Such a project would obviously be of great interest to the City and improve our existing tax base.

For additional information, please contact the City Manager.

Staff Comment
Public Comment
Mayor and Council Comment

Documents:

[EXTENDED STAY HOTELS ORDINANCE.PDF](#)
[TRACKED CHANGES 719 AND 816 ORDINANCE.PDF](#)

8. Public Comments On Agenda Items

The public is encouraged to communicate their questions, concerns, and suggestions during Public Comments. The Council does listen to your concerns and will have Staff follow-up on any questions you raise. Any and all comments should be addressed to the Governing Body, not to the general public and delivered in a civil manner in keeping with common courtesy and decorum.

9. Consent Agenda

9.I. Consideration And Action To Enter Into A Memorandum Of Understanding With The

Hapeville Charter Middle School.

Background

This agreement is made and entered by and between Hapeville Charter Middle School and the City of Hapeville for the purpose of an emergency evacuation plan. In case of an emergency and the need to evacuate school premises, the City of Hapeville is authorizing Hapeville Charter Middle School to relocate the students to the Hoyt Smith Center.

Staff recommends approval of this annual agreement.

Documents:

[MOU HAPEVILLE CHARTER MIDDLE SCHOOL.PDF](#)

9.II. Consideration And Action To Enter Into A Memorandum Of Understanding With The Hapeville Elementary School.

Background

This agreement is made and entered by and between Hapeville Elementary School and the City of Hapeville for the purpose of an emergency evacuation plan. In case of an emergency and the need to evacuate school premises, the City of Hapeville is authorizing Hapeville Elementary School to relocate the students to the Tom E. Morris Sports Complex.

Staff recommends approval of this annual agreement.

Documents:

[MOU HAPEVILLE ELEMENTARY.PDF](#)

10. Old Business

10.I. Board Appointments

- Design Review Committee
- Ethics Committee

11. New Business

11.I. Discussion Of Golf Cart Standards.

Background:

Council Member Powell requested this item be placed on the Agenda for discussion. Staff has researched the issue and provided a generic memo with background information relating to the topic of Golf Carts on public streets. If Council wishes to pursue allowing Golf Carts on the Streets of Hapeville; we would request additional guidance and direction on the policy questions raised in the background memo such as what areas/streets would be authorized for use. An Ordinance would also have to be crafted allowing for this activity to occur.

Documents:

[HAPEVILLE PERSONAL TRANSPORTATION VEHICLE MEMO.PDF](#)

11.II. Consideration And Action To Enter Into An Intergovernmental Agreement Between The City Of Hapeville, Hapeville Development Authority And The Development Authority Of The City Of Hapeville For The Solis Hotel.

Background:

The various Development Authority's of Hapeville have met and approved the financing of the Solis Hotel PILOT agreement. The attached Intergovernmental Contract provides, among other things, that (1) the Development Authority of the City of Hapeville (DACH) will agree to pay to the Hapeville Development Authority (HDA) or the City promptly after receipt all Additional Rent received by DACH pursuant to the proposed Rental Agreement with ACRON located at 2 Porsche Drive, Atlanta LLC; (2) HDA will agree to apply each such payment of Additional Rent to debt service on HDA's Taxable Revenue Bond, Series 2004B, and to pay any amount remaining from each such payment directly to the City; and (3) DACH will agree not to borrow money and issue its revenue bonds unless it first obtains the approval of the Mayor and Council of the City.

For further information, please see the fact sheet attached or contact the City Manager's Office.

Documents:

[IGA HAPEVILLE DA DACH.PDF](#)
[SOLIS HOTEL FACT SHEET - PROJECT FINANCING STRUCTURE DA 7_29_16.PDF](#)

11.III. Consideration And Action To Approve The LCI Study Ranking.

Background:

On June 6, 2016 the City issued an RFP for consulting services to support the Livable Centers Initiative (LCI) and Comprehensive Plan requirement funded by a grant from the Atlanta Regional Commission (ARC). The City of Hapeville has Requested Proposals (RFP) from a Consultant to update the existing LCI study and comprehensive plan by reassessing the feasibility and sustainability of land uses and development activities recommended in the City's Comprehensive Plan and LCI Studies.

Proposals were due not later than July 8, 2016. The City received five (5) proposals as a result. Per the requirements of the RFP the City formed an evaluation committee to review and rank the proposals. The ranking was conducted via a blind review. In other words, no committee member spoke with or coordinated their review with any other member of the committee. The Selection Committee members scored all firms proposals based on the information submitted and evaluation process outlined in the RFP which included consideration of qualifications, exhibited completion of similar scopes of work, approach and budget among other factors. The Selection Committee has now compiled the scores and produced a collective ranking of those firms. The recommendation would be for interviews to be scheduled with at a minimum the top two ranked firms (and possibly the third ranked), and for the Committee to set a recommended structure for the interviews, including presentation time and a set of questions, for the Council to utilize when interviewing and making the final decision as to contract award.

Attached is the committee ranking recommendations and related materials.

Documents:

[LCI COMMITTEE EVALUATION PROCESS MEMO.PDF](#)
[LCI AND COMPREHENSIVE PLAN COMMITTEE MINUTES.PDF](#)

11.IV. Consideration And Action BRTU Construction, Inc. In The Amount Of \$ 2,336,795.15 For The Construction Of The Hapeville Rail Facilities Project (PI # 0007949) And Authorize

Mayor Hallman To Sign All Necessary Documents Pending Legal Review.

BACKGROUND:

BRTU Construction, Inc. was the low bidder for the Hapeville Rail Facilities Project. This project consists of pavement resurfacing, curb & gutter, new sidewalks, fencing, drainage improvements, grassing and other safety improvements. The budget amount for construction is \$ 2,416,795.15 and this project is 100% federally funded with no city match. The impacted project area is from Dogwood Drive to I -75

For further information, please contact the City Manager's Office.

Documents:

[BID RECOMMENDATION LETTER.PDF](#)

- 11.V. Consideration And Action To Expend \$74,690 For The Paving Of Woodrow Avenue Mullins Brothers Paving Contractors Inc, Which Is Part Of The 2016 Local Maintenance & Improvement Grant Program.

BACKGROUND:

On July 22, 2016 the City of Hapeville received bids for the Woodrow Avenue Paving Project. Woodrow Ave. was selected for paving due to the poor condition of the road surface and available funding- (see attached chart). The only bid received was Mullins Brothers Paving Contractors Inc. at \$74,690. The City of Hapeville received \$ 52,178.22 for the 2016 State LMIG Program allocation. A 30% match is required on this project. The 2017 allocation will be increased to \$67,626.67. Staff recommends approval of the bid.

For additional information, contact the City Manager's Office.

Documents:

[BID RECOMMENDATION LETTER_WOODROW AVE LMIG.PDF](#)
[STREET CONDITIONS MAP UPDATED 2015-09-27.PDF](#)
[AS-005200 AGREEMENT FORM.PDF](#)

- 11.VI. Consideration And Action To Enter Into A Construction Agreement Between The Georgia Department Of Transportation And The City Of Hapeville For The Rail Facilities & Corridor Project (#7949) And Authorize Mayor Hallman To Sign All Necessary Documents Pending Legal Review.

BACKGROUND:

The City of Hapeville has received the bids for the Rail Facilities & Corridor Project. This project includes pavement resurfacing, curb & gutter, new sidewalks, fencing, drainage improvements, grassing and other safety improvements. The budget amount for construction is \$ 2,416,795.15 and this project is 100% federally funded with no local match. This agreement between GDOT and the City of Hapeville outlines what the City needs to do in order to comply with all state and federal regulations in the construction of this project. Staff recommends approval.

For further information, please contact the City Manager's Office.

Documents:

[GDOT CONTRACT.PDF](#)

- 11.VII. Consideration And Action To Enter Into A Lease Agreement With Cisco Capital In The

Amount Of \$119,006 For The Purchase Of New Servers And Authorize The Mayor To Execute All Necessary Documents Pending Legal Review.

Background:

Attached you will find two (2) proposals related to the five year technology plan. The first proposal outlines actions that must be taken to address critical needs with the City's outdated server system. It is staff's opinion that without this needed replacement our servers may go down at any time. Functions affected would include all City financial records as well as e-mail. This is a critical upgrade already planned for and anticipated in the five year technology plan. Staff has planned for this upgrade in the budget via a lease purchase arrangement.

The second proposal is related to enhanced security features of our system and an upgrade of our existing security cameras tied to the dispatch/police functions of the City. This will be a two (2) phased approach. The first phase is to approve the attached proposal and purchase/install the needed equipment and support systems for additional security cameras and tag readers in the City system. The second phase (currently being outlined and developed as we speak) would be to run additional fiber optic networks through out the City. We have provided a general capital estimate for this work, however, the proposal will need to be refined to know the final cost. Final design, however, will not exceed the budget estimate provided in this proposal. The purpose of the fiber system is to ensure that the speed of the camera signals throughout the City is functioning at an optimal level. This specific item (security equipment & fiber) would be advanced funded and moved forward in priority from the original technology plan. Since we would be lease purchasing the system and equipment, the City IT budget will have to absorb this increased cost. However, staff believes we have enough funding in the IT budget and PD budget to accommodate this need now and proceed with this project as outlined. Due to the recent rash of criminal activity in the City, we believe this is a cost effect method of addressing this issue and providing enhanced security to the residents and businesses of our community.

For additional questions, please contact the City Manager's Office.

Documents:

[LIBERTY TECH NEW SERVER PROPOSAL.PDF](#)

- 11.VIII. Consideration And Action To Enter Into A Lease Agreement With Cisco Capital In The Amount Of \$279,175 For The Purchase Of Security Surveillance Camera Systems And To Authorize The Mayor To Sign All Necessary Documents Pending Legal Review.

Background:

Attached you will find two (2) proposals related to the five year technology plan. The first proposal outlines actions that must be taken to address critical needs with the City's outdated server system. It is staff's opinion that without this needed replacement our servers may go down at any time. Functions affected would include all City financial records as well as e-mail. This is a critical upgrade already planned for and anticipated in the five year technology plan. Staff has planned for this upgrade in the budget via a lease purchase arrangement.

The second proposal is related to enhanced security features of our system and an upgrade of our existing security cameras tied to the dispatch/police functions of the City. This will be a two (2) phased approach. The first phase is to approve the attached proposal and purchase/install the needed equipment and support systems for additional security cameras and tag readers in the City system. The second phase (currently being outlined and developed as we speak) would be to run additional fiber optic networks through out the City. We have provided a general capital estimate for this work, however, the proposal will need to be refined to know the final cost. Final design, however, will not exceed the budget estimate provided in this proposal. The purpose of the fiber system is to ensure that the speed of the camera signals throughout the City is functioning at an optimal level. This specific item (security

equipment & fiber) would be advanced funded and moved forward in priority from the original technology plan. Since we would be lease purchasing the system and equipment, the City IT budget will have to absorb this increased cost. However, staff believes we have enough funding in the IT budget and PD budget to accommodate this need now and proceed with this project as outlined. Due to the recent rash of criminal activity in the City, we believe this is a cost effect method of addressing this issue and providing enhanced security to the residents and businesses of our community.

For additional questions, please contact the City Manager's Office.

Documents:

[LIBERTY TECH SERCURITY SURVEILLANCE CAMERAS BASE.PDF](#)

12. City Manager Report

13. Update By Department

Recreation
Economic Development
Planning & Zoning Consultant
Fire
City Clerk
Finance
Community Services
Police
Legal
Economic Development Consultant

14. Public Comments

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Mayor and Council meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Chairperson reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

15. Mayor And Council Comments

16. Executive Session (If Needed)

17. Consideration And Action To Adopt The Recommended Pay Increase For City Staff.

Background:

City Council tasked the City Manager to work with the Department Heads in evaluating the best most fair way of allocating available resources for a pay increase designed to bring City staff closer to competitive market levels. Recent pay studies placed the market gap at least \$600,000 above current payroll allocations. Staff research indicates that the last net gain raise provided for all employees of the City was around 2005.

Attached is the information related to this assignment. Should the City Council authorize the pay increase it would be scheduled to go into effect the first pay period in October, 2016. The City Manager is not to be included in this action or receive any increase.

For additional information, contact the City Manager's Office.

Documents:

[PAY INCREASES.PDF](#)

PAY INCREASES MEMO.PDF

18. Adjourn

Public involvement and citizen engagement is welcome as Hapeville operates a very open, accessible and transparent government. We do however remind our attendees/residents that there are times allocated for public comments on the agenda. In order for council to conduct their necessary business at each meeting, we respectfully ask that side-bar conversations and comments be reserved for the appropriate time during the meeting. This will allow the City Council to conduct the business at hand and afford our meeting attendees ample time for comments at the appropriate time during the meeting.