

Mayor and Council

700 Doug Davis Drive
Hapeville, GA 30354

October 18, 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. Presentations
 - 4.I. Employee Recognition

Background:

As I have indicated to Council in the past, I have instituted a new effort to build City moral. Thus, we now have a "Caught You Doing Something Good" Award. From time to time, I will come forward and recognize efforts that go above and beyond in serving the citizens of our community.

It is my pleasure to recognize the following staff for their outstanding efforts:

Tiffany Ferrell, Community Service
Allie O'Brien, Economic Development
Delonte Rogers, Community Service
Jeffrey Madrid, Community Service
Bulmaro Alvarez, Community Service

- 4.II. Hazard Mitigation Plan

Background:

Over the last year, City staff has been working with Fulton County on the development of a comprehensive hazard mitigation plan. This plan is to be developed and updated every five years. The City has received word that our Hazard Mitigation Plan (HMP) has now been approved. The HMP must be adopted by Council Resolution to be in effect. Council passed this Resolution on October 4, 2016. Staff plans to follow-up on the HMP as needed and apply for any appropriate grants that may be available to address plan needs. The HMP is too large to attach to the agenda. However, we have prepared a brief Power Point presentation that provides a complete summary of the plan. Since we were unable (due to time) to make this presentation at the last Council meeting, we would like to make sure Council and the citizens are updated on our overall approach for emergency management. Finally, we are attaching a copy of the approval letter that contains the link to the detailed HMP in case you want to look at the document directly. Should you have any questions, please feel free to contact the City Manager's Office.

Documents:

[HMP PRESENTATION.PDF](#)

5. Public Hearing

5.I. Consideration And Action On A Conditional Use Permit For The Construction Of A 62'x160' Gravel Parking Area For A Commercial Parking Area At 1155 Virginia Avenue.

Background:

The City Planning Commission considered this issue and recommended denial by Council of the Conditional Use Permit. Staff supports their findings and recommendation. Please see the attached information for additional details.

Staff Comments
Public Comments
Mayor and Council Comments

Documents:

[PUBLIC HEARING ITEM - 1155 VIRGINIA AVENUE_REDACTED.PDF](#)

6. 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.

7. Old Business

7.I. Consideration And Action On Ordinance 2016-25 Budget Amendment FY 15-16

Background:

The attached budget ordinance is a routine "clean-up" ordinance for last FY 2015/16. Overall, the budget finished approx. \$300K to the good. Detailed reports and information are being prepared at this time related to that. The proposed Ordinance for adoption is needed to comply with our audit, GASB and various State operating rules related to fiscal administration of the budget. Staff will be preparing a detailed explanation for the items outlined in the clean up budget amendment. That memorandum will be sent to you early next week. Should you have any questions, please direct them to the City Manager's Office.

Documents:

[ORDINANCE TO AMEND BUDGET - 2016.PDF](#)

7.II. Discussion Of TSPLOST

Background:

The T-SPLOST vote is only three short weeks away. In an effort to educate the public, Attached is information staff would like to share with the public on this important matter.

Documents:

[UPDATE ON TSPLOST.PDF](#)

7.III. Design Review Committee Appointment

Background:

The Design Review Board works with various development proposals that come before the staff. The DRC plays an important role in resolving potential problems and conflicts. We currently need 1 members to serve on this group. With development

activity increasing it is important for our overall process to ensure this group has adequate membership to convene as needed. Please consider following up soon to appoint citizens willing to serve that have the following type expertise.....construction, engineering, legal or architectural knowledge and experience.

For Additional Information contact the City Manager's Office

8. New Business

8.I. Discussion Of The Formation Of A Friends Of The Library Support Organization.

Background:

Alderman at Large Ruth Barr wanted this item added to the agenda for general discussion purposes.

8.II. Discussion Of Recommended By The Board Of Appeals For A Text Amendment Regarding Metal Roofing In The Architectural Design Standards.

Background:

The Board of Appeals is asking Council for guidance on specific provisions of the Ordinance prohibiting metal roofs. Metal roof technologies and construction techniques have changed and improved over the years. The basic policy question for City Council is "Does Council wish to keep the provision of the Ordinance prohibiting metal roofs? Or would Council like to change this requirement in some way?"

In closing, based on the Council's policy direction on this matter, City staff will work with the City Attorney to grant relief or continue forward with the denial and any implementation issues/questions. Please see the attached materials regarding this matter.

Documents:

[COUNCIL AGENDA ITEM - ARCHITECTURAL DESIGN STANDARDS, REQUEST FOR A TEXT AMENDMENT.PDF](#)

8.III. Consider And Action To Approve The 2007 Cost Of Living Adjustment (COLA) For Retirees As Part Of The Defined Benefit Pension Plan Administered By Mass Mutual, Estimated Cost Of \$68,000 For FY 16/17.

Summary:

The City's defined contribution pension plan is administered by Mass Mutual. Annually, the City Council must vote to retain a COLA provision provided for under the plan. The estimated cost of the COLA for the FY16/17 is approx. \$68,000. This amount has been anticipated and budgeted for in the City's contribution plans. Please see the attached e-mail traffic related to this issue.

Staff recommends approval of this already budgeted expense. Should you have any further questions, please contact the City Manager or Finance Director Jim Schuster.

Documents:

[FW_ RETIREE COLA.PDF](#)

8.IV. Consideration And Action To Appoint LCI Committee Structure

Background:

As you know, the City has selected The Sizemore Group to conduct our LCI/Comp Plan study process. Our team met briefly to consider next steps. The LCI process works under a very broad Committee Structure and time is of the essence if we are to allow adequate time to conduct the study process under the ARC contract agreement.

The attached memo explains the recommendation of our Planning consultants. Staff recommends Council appoint the structure as outlined.

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

Documents:

[HAPEVILLELCI_PROJECTTEAMS_MEMO.PDF](#)

[DRAFTHAPEVILLELCI_CRITICAL PATH SCHEDULE_10-7-16.PDF](#)

8.V. Consideration And Action To Waive Noncompetitive Bid Negotiations For Planning Support Services Contract.

Background:

The City anticipates steady growth in development activity in 2017. In order to augment our capacity to process various administrative planning activities the City would like to add vendor capacity under an approved support contract. On September 7, 2016 the City interviewed the top Planning firms responding to the LCI/Comp Plan RFP. City staff has (with Council approval) "piggybacked" that process and sought competitive quotes from the three (3) top firms in the competitive LCI process.

Since the nature of the work required to meet the City's needs is based on demand services that varies in scope and frequency, staff is asking for a waiver of the sealed bid requirements (please see e-mail from City Attorney's Office). The City received written quotes for the type of planning expertise that we will need from two of the three firms in the LCI process. After reviewing and discussing the matter with the two firms; the City Manager recommends award be made (pending legal review) to B+C Studios as the most cost effective and practical option available at this time.

Should you have any additional questions please contact the City Manager's Office.

8.VI. Consideration And Action To Award A Planning Support Contract To B+C Studios Subject To Legal Review And Authorize The Mayor To Sign All Contracts As Needed.

Background:

As you know, the planning tasks of the City are experiencing growth, however, that growth tends to vary and fluctuate. The City recently sent out an RFP and competed a Planning Study (LCI/Comp Plan) task for the City. City staff "piggybacked" that process and as you requested, we asked the three (3) highest ranked firms in the RFP process to provide quotes conducting daily/routine planning functions under contract to the City. Two of the three firms provided a written quote. Typical tasks to be performed would include, but not be limited to, reviews for sign permits, zoning certificates, alcohol license checks, business license, plans review and more. Tasks would be assigned as they flow through City staff on an as needed or on demand basis.

After discussions with the various firms, the attached proposal best fits the needs of the City and would be the most cost effective option at this time. Staff recommends award of this support contract subject to final legal Review and finalization of the

contract structure. The Mayor would be authorized to sign all documents and delegate daily project management responsibility to the City Manager. The contract support services would only be tasked as required by service demands.

Should you have any additional questions, please contact the City Manager's Office. .

Documents:

[ON DEMAND SERVICES HAPEVILLE 0929.PDF](#)
[HAPEVILLE ON CALL PLANNIG.PDF](#)

- 8.VII. Consideration To Approve An Agreement Between The Georgia Department Of Transportation And The City Of Hapeville For The Construction Of The Dogwood Drive LCI Streetscape Project And Authorize Mayor Hallman To Sign All Necessary Documents Pending Legal Review.

Background:

The signing of this agreement is required by the Georgia Department of Transportation (GDOT) before construction can begin on the Dogwood Streetscape Project. Once GDOT receives this signed agreement, they will issue a Notice to Proceed. This project includes new sidewalks, curb & gutter, share the road bicycle lanes, pedestrian lighting, storm drain improvements, street furniture, bike racks, planters and landscaping. This project significantly improves gateways into the City and begins our efforts to build an arts overlay district and attract additional tourism. The federal award amount on this project is \$ 1,750,000 and the local share is approximately \$ 440,462.49. Match dollars will be contributed from HATT and are considered gateway improvements related to tourism enhancements. The estimated start of construction will be the beginning of December 2016. Please see the attached illustrations that represent what the project improvements should look like once constructed.

Documents:

[DOGWOOD DRIVE RENDERING 12.11.12.JPG](#)
[0010329 CONSTRUCTION AGREEMENT.PDF](#)
[0010329 COVER LETTER CONSTRUCTION AGREEMENT FOR EXECUTION TO COH.PDF](#)

- 8.VIII. Consideration To Approve Triscapes, Inc. In The Amount Of \$ 2,110, 462.49 For The Construction Of The Dogwood Drive LCI Streetscape Project And Approve Jack Burnside In The Amount Of \$ 19,000 For The Construction Phase Administration And Authorize Mayor Hallman To Sign All Necessary Documents Pending Legal Review.

Background:

The Georgia Department of Transportation has approved the bids for the Dogwood Drive LCI Streetscape Project. Triscapes Inc. was the low bidder at \$ 2,110,462.49. The total estimated construction cost including const. administration., oversight, and material testing services is \$ 2,190,462.49. The federal contribution on this project is \$ 1,750,000 and the remaining amount of \$ 440,462.49 is the local share. Jack Burnside's cost is 80% reimbursable. The Dogwood project consists of new sidewalks, curb & gutter, share the road bicycle lanes, pedestrian lighting, street furniture, storm drain improvements and landscaping. Such improvements will improve the curb appeal and gateway features of the City leading into the new arts district tourism attraction areas being established by the City.

Documents:

[DOGWOOD 3.PDF](#)

9. City Manager Report
10. Update By Department
 - Recreation
 - Economic Development
 - Planning & Zoning Consultant
 - Fire
 - City Clerk
 - Finance
 - Community Services
 - Police
 - Legal
 - Economic Development Consultant

11. 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 Mayor 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.

12. Mayor And Council Comments

13. Executive Session (If Needed)

When Executive is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).

14. 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.