

## Mayor and Council Work Session

700 Doug Davis Drive  
Hapeville, GA 30354

May 1, 2018 6:00PM

### MINUTES

1. Call to Order: Mayor Hallman called the work session to order at 6:04PM at 700 Doug Davis Drive, Hapeville, GA 30354.

2. Roll Call:

Mayor Alan Hallman  
Councilman at Large Travis Horsley  
Councilman Ward I Mark Adams  
Councilman Ward II Chloe Alexander

3. Welcome – Mayor Hallman welcomed everyone and stated that all Councilmembers were present except for Alderman Rast, stating that on April 26, 2017, Ruth Barr (the Alderman at the time) was convicted of a felony. On June 6, 2017, Governor Deal signed an executive order appointing Mike Rast to fill the temporary vacancy of the office of Alderman at Large pending the final disposition of the conviction of Ms. Ruth Barr or until the expiration of her term of office, whichever comes first. According to Gwinnett County, Ruth Barr's window of appeal expired at midnight last night and that would relinquish Mike Rast from office. We currently do not have an Alderman unless something changes with that situation, we'll have to have a special election and we are internally working on the timetable for that and will advise you as soon as we get resolution.

4. Questions on Agenda Items – George Rogan

5. Informal Discussion of Agenda Items – Mayor Hallman and Council reviewed the Council Session Agenda items:

Public Hearing –

- Consideration and Action on 2018 Alcohol Beverage License for Taco Pete Bistro Located at 301 N. Central Avenue, Hapeville, GA. The City Clerk, Crystal Epps confirmed that the signature page of the application had been updated to the applicant's signature.
- Consideration and Action on the 2018 Film Ordinance – 2<sup>nd</sup> Reading – Mayor Hallman stated that the Planning & Zoning Coordinator, Adrienne Senter would like to hold this item until mid-month. Ms. Senter confirmed that there is currently no portfolio of locations available.

New Business –

- Consideration and action on Resolution 2018-Film Permit Fees. Mayor Hallman stated that Ms. Senter would like to hold this item until mid-month.
- Employee Handbook – 1<sup>st</sup> Reading –

- Councilman Adams asked the following questions: Do we have job descriptions to go along with every position? Would it be more appropriate for a salaried employee to give a four-week notice of resignation verses a two-week notice? Have we thought about the City's ability to continue financing short term disability verses outsourcing to someone such as AFLAC etc.? Is the City paying the employees for jury duty? He would rather the employees turn in their jury duty check to the City. Is there a list of required training classes somewhere that every employee needs to have? Councilman Adams also questioned time off for bereavement; stating that we need to look at it because everywhere he has work, the standard has been three days. He also added that the page numbers are off by one.
- Councilman Horsley asked the following questions: What is the difference between internal and external vacancies? On the outside employment section of the handbook, Councilman Horsley was expecting to see a little bit more such as being required to complete a one-page document that must be signed off. For sick leave, the Fire Department has an increase in hours, why is this not the same across Public Safety? He asked how would the leave donations be communicated? There is a typo on page 706 8b (inappropriate is written as two words). What is the facial hair policy for the Police Department? The cell phone policy will need to be focused on due to the law that will be signed in by the end of fiscal year.
- Councilman Adams asked about attendance, who determines if it's excessive or poor attendance. Can we do something that is objective such as occurrences? And, under the employee conduct section, we need to add sleeping on the job or giving the appearance of sleeping on the job that is not within regular break hours. What is the set up for grievances? He stated that he thinks arbitration would be a better approach.
- Councilman Horsley stated there is plenty of software for Human Resources situations such as an annual sexual harassment training and OSHA etc. Mrs. Gilbert confirmed that the City is apart of GIRMA and these types of classes are free.
- Councilman Adams asked do the city have an anti-recording policy? He thinks it would be beneficial to not have employees using recording devices such as phones. It protects us and the public as well. Councilman Adams asked why a two-year break in service rather than a one-year break? The person should have to start over after 12 months.
- Councilman Alexander stated that there is no evaluation system in place, and there is no mandated training to go along with the evaluation. Also, PTO and sick leave seems excessive when there is already 12 days off for holidays. Jury Duty at Councilman Alexander's job allows for allotted amount of jury duty and you must have proof that you were at jury duty and other than that, you would not get paid for jury duty. Some of the benefits seem excessive and would love to have some of these herself.
- Mayor Hallman said there was a pay grade study done a couple of years back. These must be done regularly to keep up with the market.
- Councilman Alexander added that we could have something that the employee signs off saying they have received their annual handbook, in case of violation of any policies were done.

- Consideration and Action to Approve Arbor Day Resolution – no questions
- Consideration and Action on the 2018 Livable Centers Initiative Study Grant Contract – no questions
- Consideration and Action to Allow the Installation of a Mosaic Tile Public Art Display on the Side Wall at 599 N. Central Ave., Academy Theatre.
  - Councilman Horsley said that that is a good price for a quality piece of art that is going to be seen around Atlanta and regionally and somewhat internationally. Will establish place as an art hub.
- Consideration and Action to Approve Railroad Management Company IV LLC in the Amount of \$12,485 annually for Assigned License Rights Related to Hapeville Water Mains Located in the Railroad Right of Way.
  - Mayor Hallman asked what was the genesis of this? Lee Sudduth, Community Services Director said that a bill was sent to us. It's being done statewide as he contacted other cities. Councilman Horsley said there is a technicality that they did not have a notary seal on the bottom of the agreement and wonders does that invalidates the original agreement. Mayor Hallman said that he doesn't think that will relieve us of our obligation.
- 2017 Audit Report Update –
  - Doug Moses of Mauldin & Jenkins addressed Mayor and Council to give an update on the 2017 Audit stating that the file has gone quality assurance review, and everything is getting finalized. Everything has been finalized and turned over to their central office this morning where they are proofing the document. Soft copies should be available by this Friday and hard copies will be delivered next week. At that time, we can determine a later date to come back to present results which will include the CAFR, opinion, auditor's discussion and analysis, and a management letter.
  - Councilman Adams asked are there any glaring issues within our city as far as fiscal management. Mr. Moses said nothing that is unusual. They normally see separation of duties with cities of our size. They did find a year end close out procedure findings due to adjustment they had to impose, and this is nothing unusual.
- City Manager Report – City Manager, Tim Young mentioned following items: Cinco de Mayo festival coming up on Saturday; fire hydrant flushing and testing over the next two weeks; and the budget process which he would go more in detail at the 7:00PM meeting.
- Adjourn – Councilman Adams made a motion to adjourn at 6:39PM, Councilman Alexander seconded; motion carried 3-0.

Respectfully submitted,

Alan Hallman, Mayor

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Crystal Griggs-Epps, City Clerk