

Mayor and Council Work Session

700 Doug Davis Drive
Hapeville, GA 30354

June 5, 2018 6:00PM

MINUTES

1. Call to Order: Mayor Hallman called the work session to order at 6:02PM at 700 Doug Davis Drive, Hapeville, GA 30354.

2. Roll Call:

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

3. Welcome

4. Presentations

4.1 Audit Results Presentation – Doug Moses Of Mauldin & Jenkins, LLC.

Mr. Moses presented the Auditor's Discussion & Analysis/Financial & Compliance Audit Summary for June 30, 2017 to Mayor and Council. He touched on the following areas: Engagement team and firm information, Overview of Audit Opinion, Financial Statements, Footnotes and Supplementary Information, and Compliance Report; Required Communications under Government Auditing Standards; Accounting Recommendations and Related Matters; and Other Items and Closing Thoughts.

Overall, there were two findings which included: segregation of duties and fiscal year-end financial close and reporting controls. The recommendations for improvement include: 1) management develop and implementing procedures to ensure all assets are completely reported at year end; 2) the City adopt a formal policy to address restrictions on purchases of goods and services from governing body members, employees, or other suppliers that could create conflict of interest; 3) written policy be adopted and enforce regarding the usage of credit cards; 4) the City designate someone to oversee the audit and ultimately take responsibility for managing the third parties, setting goals and deadlines to deliver all information needed for the audit in a timely and accurate manner; 5) the City ensure that the contributions that are included in the actuarial calculation of the net OPEB obligation is properly reported in the annual required contribution and net OPEB obligation calculations; and 6) the City maintain all personnel files and review information to ensure the census data submitted to the actuary is complete and accurate.

Alderman Rast asked what is an example of an operating lease? Mr. Moses stated that a copier machine is an example of this type of lease.

Councilman Horsley made a comment to staff stating when looking for personnel to fulfill the segregation of duties, it would be nice to have someone with the preferred qualification or the

ability to obtain the qualifications that governments require of Finance Managers. This would help with keeping personnel up to date with the standards and policies.

Mayor Hallman asked Mr. Moses, if he thought the lack of an Assistant Finance Director enhanced the lack of segregation? Mr. Moses said it could have; and you have a part time person that helps instead of a fulltime.

Councilman Horsley asked how was the sample selected? Mr. Moses stated that their firm uses software to pick the sample. Mr. Moses' manager confirmed that they do not consider a retention schedule when pulling samples.

Councilman Adams asked if a process had been put in place for file location and accurate date of employment? City Manager, Tim Young confirmed that the records not found were from 14-15 years ago. Councilman Adams asked is there a policy in place on how long we should retain employee files? Assistant Human Resources Manager, Christa Gilbert stated that if the person is retired, we keep the files permanently. However, if the person did not reach vesting, we only keep their records for seven years.

- 4.II Main Street Presentation – Greg Morgan presented the Main Street presentation going over their four areas of focus: Major art projects, Way finding and Gateway Signage, Events and Marketing. The Major art projects consists of pedestrian bridge art installation, murals, façade grant and bike rack containers. He touched on the developing of effective Way Finding and Gateway Signage that directs visitors to and around the Historic District of Hapeville; and the Quarterly Gallery Crawls and Southern Circuit Film Festival events. Lastly, Main Street's vision includes top-notch marketing to include billboards, art district banners, rack cards, art maps (walking map of Hapeville Art Installations), and Guerilla Art Marketing.

A proposed budget for the Main Street Projects were given to the Mayor and Council for review.

Councilman Horsley stated he liked the shipping container idea and since the Main Street Board is technically tied to the City of Hapeville, the Board can qualify for direct negotiated sells from local military outlets to purchase military containers.

Councilman Adams asked had there been any collaboration or talk with the DMO about helping with some of the projects and any discussion on rebranding the logo? David Burt said he mentioned in a Main Street meeting with DMO that he would love to see the use of the billboards, but he didn't get a lot of feedback. They didn't say no, but just didn't get a lot of feedback. Charlotte Rentz said that her understanding is that the logo project for DMO had been put on hold and she hasn't heard anything different from that meeting.

Councilman Alexander stated that some of the projects could possibly be paid for out of Tourism Product Development.

Mayor Hallman said his biggest concern about the pedestrian bridge project is that the railroad may take a long time to decide. Councilman Adams recommended working close with the railroad because he would hate to spend money for design and they shoot the idea down. David Burt

mentioned another project that took place and the railroad didn't have a problem with it. Mayor Hallman added but that project did not include lights which is a concern.

Councilman Alexander asked how much does it cost to be a part of the National Main Street program? Main Street and Grants Coordinator, Bianca Howard said the cost is \$350.00 annually.

5. Questions on Agenda Items - none

6. Informal Discussion of Agenda Items –

MOTION: Alderman Rast made a motion to waive the informal discussion of the Work Session agenda, Councilman Alexander seconded. Motion carried 4-0.

7. City Manager Report – City Manager, Tim Young commented on the startup of summer camp.

8. Adjourn –

MOTION: Councilman Adams made a motion to adjourn the work session at 7:03PM, Alderman Rast seconded. Motion carried 4-0.

Respectfully submitted,

Alan Hallman, Mayor

Crystal Griggs-Epps, City Clerk