

**CITY OF HAPEVILLE, GEORGIA**  
**MEETING OF MAYOR AND COUNCIL**

**September 6, 2011**

**AGENDA**

**6:00 PM Work Session**

**I. Call to Order**

**II. Roll Call**

Mayor Alan Hallman  
Alderman at Large Ann Ray  
Councilman at Large Richard Murray  
Councilman Ward 1 Jimmy Lovern  
Councilman Ward 2 Lew Valero

**III. Informal discussion of Agenda Items**

**IV. Discussion of Audit Committee**

**V. Update by Department**

**VI. Adjournment**

**7:00 PM Council Session**

**I. Call to Order**

**II. Roll Call**

**Mayor Alan Hallman**  
**Alderman at Large Ann Ray**  
**Councilman at Large Richard Murray**  
**Councilman Ward 1 Jimmy Lovern**  
**Councilman Ward 2 Lew Valero**

**III. Welcome**

**IV. Pledge of Allegiance, Alderman Ray**

**V. Invocation**

## **VI. Presentations and Recognitions**

- A) Years of Service  
Recreation Department  
Wayne Stephens 20 Years
- Police Department  
Susan Ray 15 Years
- Finance Department  
Diane Dimmick Retired
- B) Outstanding Job Performance  
Stephen Cushing  
Chris Sandford  
Jeff Chapman  
Isaac Cox  
Reza Rashad  
Jamie Parker
- C) Proclamation National Payroll Week

## **VII. Public Hearing**

- A) 1st Reading, Ordinance 2011-07 Sign Ordinance

### *Summary and Background*

*In April 2010, the City of Hapeville was awarded a technical assistance grant from the Atlanta Regional Commission's Community Choices program. The project scope was to revise the City's sign ordinance so that it more effectively regulates signage for existing and potential new development. The attached document is the product of that grant.*

### **Staff Comment**

### **Public Comment**

### **Mayor and Council Comment**

- B) 1st Reading, Ordinance 2011-10 UV Zone Text Amendment

### *Summary and Background*

*Planning Commission recommended approval of a text amendment at their July 12, 2011 meeting. The amendment concerns "Computer sales and repairs" in the U-V Zone and would remove the restriction on sales of refurbished merchandise.*

### **Staff Comment**

### **Public Comment**

### **Mayor and Council Comment**

C) Motion to set the 2011 Millage Rate at 16.61.

*Summary and Background*

*The Mayor and Council will hear public comments regarding setting the 2011 millage rate for all property owners. The current millage rate is 16.61. The proposed millage rate is 16.61.*

**VIII. Approval of Minutes August 2nd and 16th, 2011**

**VIII. Public Comments on Agenda Items**

**IX. Administrative**

A) Consideration to approve a Memorandum of Understanding with the Georgia Department of Transportation for Transportation Enhancements on the service alley, N. Fulton, Claire, and Scout Street, and authorize Mayor Hallman to execute all necessary documents pending legal review. The TE award amount is \$ 455,000. City match is \$ 113,750.

*Summary and Background*

*This project includes new sidewalks, brick pavers, street lamps & benches. Upon execution of the MOU with GDOT, the city can begin with pre-construction activities.*

B) Consideration to select Keck & Wood as designer and approve Jack Burnside in the amount of \$43,000 for administration and environmental services for the service alley, N. Fulton, Claire, and Scout Street TE Project.

*Summary and Background*

*Keck & Wood was the top ranked firm from a qualification review performed by city staff. Jack Burnside will perform all administration and environmental services on the TE project.*

C) Consideration to use noncompetitive negotiation and enter into an Agreement for audio/video equipment installation for the Historical Christ Church and the Carriage House in an amount not to exceed \$15,000, and to authorize the Mayor to sign all necessary documents pending legal review.

*Summary and Background*

*The Audio & Video Equipment would include but not be limited to mounted speakers, an amplifier, wireless microphone system, cables and wiring, an A/V cart/housing, a projection screen and projector. This equipment will be used for City Events. The equipment could be offered as additional equipment to be included for an additional fee to base rental packages already established.*

**X. Old Business**

A) 1st Reading, as amended, Ordinance 2011- 08 Design Review Residency  
1st Reading August 16, 2011

*Summary and Background*

*This Ordinance amends section 81-1-4(a) of the Hapeville Code of Ordinances to provides that each member of the Design Review Committee other than the one member of the DRC who is a member of the City staff) shall be a resident of the city or owner of a business or property within the city at the time of appointment and for at least six months immediately preceding the date of taking office and shall remain a resident of the city or owner of a business or property within the city while serving as a member of the DRC.*

B) Motion to Adopt Ordinance 2011- 09 Offenses and Miscellaneous Provisions, Personal Conduct  
1st Reading August 16, 2011

*Summary and Background*

*This Ordinance amends Chapter 26 (Offenses and Miscellaneous Provisions), Article 2 (Personal Conduct) of the Hapeville Code of Ordinances to add sections 26-2-21 (Obstructing, resisting public officers and employees), 26-2-22 (Impersonating public officers and employees), 26-2-23 (False reports of crime), 26-2-24 (Indecency in public prohibited), 26-2-25 (Prostitution), and 26-2-26 (Possession of marijuana).*

C) Motion to allow noncompetitive negotiation for outsourcing of payroll services.

*Summary and Background*

*The City of Hapeville Code provides that the Mayor and Council approve the use of noncompetitive negotiation prior to the award of a contract.*

D) Consideration to approve expenditure of \$32,550 for Paycom payroll services and to authorize the Mayor to sign all necessary documents pending legal review.

*Summary and Background*

*The City has solicited proposals for outsourcing of payroll services using noncompetitive negotiation. Proposals were received from Paycom and ADP. Paycom is the preferred provider based upon both cost and services included. Paycom amounts to \$32,550, including human resource/benefit management system and 3 biometric time clocks. ADP amounts to \$34,620, not including human resource/benefit management system and including 1 biometric time clock.*

D) Consideration to approve a change order in the amount of \$ 26,731.32 for Pinnacle USA Inc. in order to provide electrical services on the Virginia Avenue Streetscape Project. The original contract amount was \$ 1,310,000.00. The new contract amount will be \$ 1,336,731.32. The LCI award amount was \$ 1,335,000.00

*Summary and Background*

*This change was initiated by the utility meeting with Georgia Power to discuss final service requirements for lighting on Virginia Avenue. Georgia Power is requiring meters and disconnects at 8 different locations on Virginia Avenue. Pond & Company who is the designer & engineer on this project has approved the change in scope of work.*

**XI. New Business**

A) Motion to Adopt Resolution 2011-13 Short-Term Work Program

*Summary and Background*

*This Resolution adopts the 2012-2016 Short-Term Work Program of the City.*

B) Motion to approve employer paid vision care provided through Guardian for employee only for the 2011-2012 benefit year in the amount of \$7,820.

*Summary and Background*

*The Mayor and Council approve and adopted as recommended by Argus the 2011-2012 Benefit package for employees on August 16, 2011. However, the benefits as presented included a voluntary vision insurance. This would allow for an employer paid benefit.*

**XII. Public Comments**

**XIII. Mayor and Council Comments**

**XIV. Executive Session**

**XV. Adjournment**