

Mayor and Council Session

700 Doug Davis Drive
Hapeville, GA 30354

February 5, 2019 6:00PM

Agenda

1. Call To Order

2. Roll Call

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

3. Welcome

4. Pledge Of Allegiance

5. Invocation

6. Presentation

6.I. Showcasing Of The New Hapeville Video Created By ATL Airport District

Background:

The new video created by ATL Airport District to help promote Hapeville will be showcased at the meeting on Tuesday. Please visit <HTTPS://WWW.ATLDISTRICT.COM/HAPEVILLE/> to view video.

7. Public Hearing

7.I. Consideration And Action On Sign Ordinance Text Amendment - 1st Reading

Background:

In reviewing the Sign Ordinance, staff found a section of the code requiring the registration and annual renewal of a fee (\$50 initial registration/\$25 annual renewal) for all non-conforming signs in the City. The Code requires all new signs to be compliant with Code and any modifications to existing signs, other than replacement of the face of the sign, to meet current Code requirements. Code requires regular maintenance of signs and prescribes remedies for those not meeting maintenance requirements.

After discussions with various Departments within the City, staff is recommending that the registration of non-conforming signs be struck from the Code. There is little to no benefit to the City for this registration given the other Code requirements.

The Planning Commission considered this item on January 15, 2019 and recommended the Mayor and Council approve the text amendment. Staff supported their recommendation.

Documents:

[PLANNERS REPORT TEXT AMENDMENT NON CONFORMING SIGN FEES.PDF](#)
[ORDINANCE TO AMEND ZONING SIGNS DELETE FEE.PDF](#)
[SUMMARY MINUTES - 01-15-2019.PDF](#)

7.II. Consideration And Action On U-V, Urban Village Zone Text Amendment - 1st Reading
Background:

In reviewing the U-V, Urban Village Zoning Ordinance, staff found a section of the code that is unclear. It appears to require all U-V developments provide a 15' landscape buffer to an adjacent residential zone. U-V allows for single family dwellings. A 15' landscape buffer is unnecessary and not required with other single family zoning districts. The resulting requirement may alter the nature of contiguous single family dwellings developments.

After discussions with various Departments within the City, Staff is recommending that language be added to clarify commercial versus single family/residential uses within the U-V Urban Village.

The Planning Commission considered this item on January 15, 2019 and recommended the Mayor and Council approve the text amendment. Staff supported their recommendation.

Documents:

[ORDINANCE TO AMEND U-V REGARDING BUFFER REQUIREMENTS.PDF](#)
[SUMMARY MINUTES-01-15-2019.PDF](#)
[PLANNERS REPORT TEXT AMENDMENT U-V ZONING RESIDENTIAL.PDF](#)

8. Questions 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. Approval Of Minutes

- January 8, 2019
- January 22, 2019

9.II. Approval Of Executive Session Minutes

- January 8, 2019
- January 22, 2019

9.III. Consideration And Action To Authorize The Mayor To Sign Agreement With J.W. Records Management For Shredding Services For Administration

Background:

According to the City Charter, Chapter 4, Sec. 5-401 (Contracting procedures), the Mayor shall sign and authorize all contracts. Therefore, attached is an agreement with J.W. Records Management to provide secure shredding service for the Administration Department. The charge for service is \$25 per 96 gallon bin. All shredding is done onsite and a certificate of destruction is given to the City. Typically, the Administration Department shreds every other month incurring the minimum charge of \$25 each time.

Staff respectfully requests Council to authorize the Mayor to sign the attached

agreement pending legal review.

Documents:

[J.W. RECORDS MANAGEMENT - ADMINISTRATION.PDF](#)

9.IV. Consideration And Action To Authorize The Mayor To Sign Agreement With J.W. Records Management For Shredding Services For The Police Department

Background:

According to the City Charter, Chapter 4, Sec. 5-401 (Contracting procedures), the Mayor shall sign and authorize all contracts. Therefore, attached is an agreement with J.W. Records Management to provide secure shredding service for the Police Department. The charge for service is \$25 per 96 gallon bin. All shredding is done onsite and a certificate of destruction is given to the City. Typically, the Police Department shreds every other month incurring a \$50 charge each time.

Staff respectfully requests Council to authorize the Mayor to sign the attached agreement pending legal review.

Documents:

[J.W. RECORDS MANAGEMENT - POLICE.PDF](#)

9.V. Consideration And Action To Authorize The Mayor To Sign Agreement With J.W. Records Management For Shredding Services For Municipal Court

Background:

According to the City Charter, Chapter 4, Sec. 5-401 (Contracting procedures), the Mayor shall sign and authorize all contracts. Therefore, attached is an agreement with J.W. Records Management to provide secure shredding service for the Municipal Court. The charge for service is \$25 per 96 gallon bin. All shredding is done onsite and a certificate of destruction is given to the City.

Staff respectfully requests Council to authorize the Mayor to sign the attached agreement pending legal review.

Documents:

[J.W. RECORDS MANAGEMENT - MUNICIPAL COURT.PDF](#)

9.VI. Consideration And Action To Authorize Mayor To Sign The Georgia Environmental Finance Authority (GEFA) Loan Documents

Background:

The Board of Directors of the Georgia Environmental Finance Authority approved the City's application for a drinking water state revolving fund loan in the amount of \$1,535,000 on January 28, 2019. The loan will be used for water meter change out and an AMI system (radio system used to read meters). Staff respectfully requests Council to authorize the Mayor to sign the attached documents.

Documents:

[GEFA LOAN AGREEMENT.PDF](#)
[PROMISSORY NOTE.PDF](#)
[TAX CERTIFICATE.PDF](#)
[ACH AUTHORIZATION FORM.PDF](#)
[8038G FORM.PDF](#)

9.VII. Consideration And Action To Enter Into A Contract With Waste Pro For Solid Waste Pickup & Recycling Services For The City Of Hapeville.

Background:

A Solid Waste & Recycling Services RFP was advertised in December of 2018. Three proposals were received and the highest ranking proposal was from Waste Pro. They have proposed the lowest price of \$ 16.52 per home for once a week garbage pickup, once a week containerized yard debris pickup and bi weekly curbside recycling pickup. The other proposals were Latham at \$ 19.98 and Advanced at \$ 23.95. This proposed service would prevent the City from having to replace an old garbage truck fleet and hire more staff. Furthermore, it would also allow for Solid Waste Customer fees to stay at the current rate and avoid significant increases.

Documents:

[COPY OF HAPEVILLE RESIDENTIAL SOLID WASTE-RECYCLING COLLECTION PROPOSAL SUMMARY.XLSX](#)
[RECYCLING COVER SHEET.PDF](#)
[WP CUSTOMER CARE 1.PDF](#)
[WP CUSTOMER CARE 2.PDF](#)
[WASTE PRO.PDF](#)

9.VIII. Consideration And Action To Negotiate With Novatech Copier Services

Background:

In December 2018, staff advertised a Request For Proposal for copier services. Staff received ten proposals which were narrowed down to the attached three. Determining factors in the selection process included pricing, service standards, distance, technical solutions, and references. Staff is requesting to negotiate with Novatech as they are the most reasonably priced out of the three that offers the desired features with top notch service solutions and times.

The new contract agreement will afford significant savings in rental and copy fees. Therefore, staff respectfully requests the go ahead to negotiate with Novatech.

Documents:

[NOVATECH INC. RESPONSE TO CITY OF HAPEVILLE RFP 20181114PC.PDF](#)
[GDP TECHNOLOGIES - HAPEVILLE RFP RESPONSE.PDF](#)
[CONSOLIDATED COPIER SERVICES RFP RESPONSE.PDF](#)
[COPIER PRICES.PDF](#)
[ADDITIONAL INFO..PDF](#)

10. Old Business

11. New Business

11.I. Consideration And Action On Resolution To Retire Glock 17 Pistol, Serial Number BGYM724 And Presentation Of Firearm To Retired Sergeant Connie Banks

Background:

The attached resolution authorizes the retirement of Sergeant Connie Banks' Glock 17 pistol, serial number BGYM724 and the removal of the firearm from the City of Hapeville's Police Department supply inventory.

The firearm will be presented to retired Sergeant Connie Banks during the meeting.

Documents:

[RESOLUTION - RETIREMENT OF POLICE OFFICER AND RETIREMENT OF
FIRE ARM \(02141710XA0B3B\).PDF](#)

11.II. Consideration And Action On Homestead Exemption Resolution

Background:

Legal has prepared for Mayor and Council's consideration the attached resolution requesting the Representative and Senator representing the City of Hapeville introduce to the General Assembly legislation allowing for an increase in the City of Hapeville's homestead exemptions.

Documents:

[RESOLUTION - HOMESTEAD EXEMPTION \(02133436XA0B3B\).PDF](#)

11.III. Consideration On FY 2018 Final Budget Ordinance Amendment - 1st Reading

Background:

The attached information outlines a final budget amendment for Fiscal 2017-18. This amendment reflects increased revenues and re-alignment of departmental expenditures. Typically, the City processes 2-3 amendments per year. Should you have any questions, please feel free to contact the City Manager's Office.

Documents:

[BUDGET ADJUSTMENT SUM REPORT - 2018-V3.PDF](#)
[ORDINANCE TO AMEND BUDGET -2017-2018.PDF](#)
[2017-18 FINAL UNAUDITED FINANCIAL.PDF](#)

11.IV. Consideration And Action To Appoint A Member To The Hapeville Development Authority And The Development Authority Of The City Of Hapeville

Background:

The Hapeville Development Authority and the Development Authority of the City of Hapeville both have a vacant seat available. Both seats were formerly held by Richard Murray. Attached are applications for Mayor and Council's consideration.

Documents:

[BOARD APPLICATION FORM - JACOB WATTS_REDACTED.PDF](#)
[BOARD APPLICATION FORM - CECILIA REME_REDACTED.PDF](#)
[BOARD APPLICATION FORM - KAYLA L. FORTNER_REDACTED.PDF](#)
[BOARD APPLICATION FORM - KARL DUFRENNE_REDACTED.PDF](#)

11.V. Discussion And Review For City Planner And Community Services Concerning Community Forest Management Plan And Tree Ordinances

Background:

Councilman Horsley is initiating a discussion regarding trees within the City of Hapeville and a review of previous efforts at establishing a citywide community forest management plan. Councilman Horsley requests that staff work with the Georgia Forestry Commission to attain technical assistance in updating the City's tree ordinance to current best standards language in addition to the development of a community forest management plan. He requests to have staff collaborate and report back to Mayor and Council, and potential synergies between trees Atlanta and the City of Hapeville.

See attached document for more details.

Documents:

[COMMUNITY FOREST MANAGEMENT PLAN AND TREE ORDINANCES
DOCUMENT.PDF](#)

- 11.VI. Discussion Initiated By Councilman Horsley Regarding Staff Collaboration With ARC On Updating Watershed Ordinance In Coordination With The ARC's RFP For An Aerotropolis-Wide Watershed Study

Background:

The Atlanta Regional Commission will be issuing a public-bid (RFP) for an Aerotropolis-wide Watershed Study. This is a discussion item to give staff direction as to updating the City's respective ordinances as it relates to watershed, stormwater runoff, and watershed management in collaboration with the ARC's efforts. This goes along with the commitment made in the 'Finding the Flint' Resolution to make considerable headway to working on a new ordinance by the end of Fiscal Year 2019 (June 2019).

- 11.VII. Discussion Initiated By Councilman Horsley On The Georgia Outdoor Stewardship Amendment And Funding For Pocket Parks

Background:

With the recent passage of the Georgia Outdoor Stewardship Amendment, a new mechanism will be accessible for cities and municipalities to access for the acquisition of land for parks, and maintenance and beautification of current parks. The legal memo or policy is still under development from the Georgia Department of Natural Resources (DNR), per comments made from presentations at the Georgia Municipal Association Mayor's Day Conference. This discussion should serve to provide staff with direction as to how to follow up, collaboration, and potential work with GA DNR to create pocket-parks in Hapeville, GA.

- 11.VIII. Discussion Initiated By Councilmembers Horsley And Adams For The Allocation Of \$1500 And In-Kind Support For Tri-Cities Small Business Week Conference

Background:

A discussion regarding the allocation of \$1500 and in-kind support to the Tri-Cities Small Business Week Conference, to take place on May 2, 2019. Such monies would go towards the rental of a second room at the GICC building on the aforementioned date.

- 11.IX. Discussion Initiated By Councilman Horsley Regarding Recommendations For Pile Sizes For Yard Refuse

Background:

A discussion regarding the need for further specificity within the City of Hapeville ordinance regarding pile size, pile packaging, etc. with yard waste and yard refuse.

12. City Manager Report

13. Public Comments

Members of the public wishing to speak shall sign in with the City Clerk prior to the start of the meeting. Time limitations for Registered Comments are three (3) minutes per person. The total Registered Comment session shall not last more than fifteen (15) minutes unless extended by Council. Each member of the public, who fails to sign up with the City Clerk prior to the start of the meeting, wishing to address Mayor and Council shall have a total of two (2) minutes. The entire general comment session for Unregistered Comments shall not last more than ten (10) minutes unless extended by Council.

14. Mayor And Council Comments

15. Executive Session

When Executive Session 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).

16. 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.