

Mayor and Council Work Session

Join in-person at 700 Doug Davis Drive, Hapeville, GA 30354

Or, visit the City's Website for live stream at

<https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes>

January 19, 2021 6:00 PM

Agenda

1. Call to Order
2. Roll Call
Alan Hallman
Mike Rast
Travis Horsley
Mark Adams
Chloe Alexander
3. Welcome
4. Presentation
 - 4.1. Proclamation recognizing First Responders' Appreciation Day
Background:
Attached is the proclamation recognizing First Responders.

Documents:

1. Proclamation Recognizing First Responders Appreciation Day
5. Public Hearing - In addition to the public comments made by citizens at the meeting, interested parties may submit written comments to the City Clerk via email or telephonically by 2PM on January 19th. In order for comments to be read into the record at the meeting, all correspondence must include the sendee's name, address, agenda item and position regarding public hearing (pro or con). All sendees must confirm receipt of their public comment with the City Clerk prior to the deadline stated above. Written public comments will be read into record alternating with in-person comments.
 - 5.1. Consideration and Action on an Amendment to the Code of Ordinances, City of Hapeville, Georgia, Chapter 93 (Zoning), Article 2 (General Provisions), Section 93-2-23 (Extended-stay hotels) - 2nd Reading
Background:
Consideration of a text amendment to amend and update the provisions regarding the maximum number of extended-stay hotels allowed within the City.

The City of Hapeville's Code of Ordinances, Section 93-2-23 allows for four extended stay hotels. Three extended stay hotels are delineated in the Code. Extended stay hotels are defined in the Code (Sec 93-1-2) as a building that otherwise meets the definition of "hotel," but in which cooking facilities are included in more than 20 percent of its total guest rooms. The TownePlace Suites development located at 3424 Norman Berry Drive (Parcel 14 0127 LL1263) was developed as the fourth extended stay hotel. The Parcel ID has been added to the Code section.

The Planning Commission considered this item on December 15, 2020 and recommended

approval. Staff supports their recommendation.

Staff Comments:

Applicant Comments:

Public Comments:

Email/Telephoned Public Comments:

Documents:

1. Ordinance - Text Amendment Extended Stay Hotels (02604890xA0B3B)
2. Planner's Report Extended Stay
3. LEGAL ADV - 01-05-2021_Extended Stay Hotels Ordinance

6. 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.

7. Consent Agenda

7.I. Consideration And Action On Resolution Setting Qualifying Fees For The November 2, 2021 General Election

Background:

Setting and publishing qualifying fees for elections are required by state law under O.C.G.A. 21-2-131. Attached is a resolution setting the qualifying fees for the November 2, 2021 General Election. The qualifying fee for Councilmember at Large seat is \$234.00, Councilmember 1st Ward is \$234.00 and Councilmember 2nd Ward is \$234.00. The qualifying fee is based on 3% of the total gross salary of the position.

Qualifying dates will be announced at a later date.

Documents:

1. A Resolution Fixing and Publishing Qualifying Fees for General Election (Nov) (02141209xA0B3B)

7.II. Consideration and Action to approve an agreement with Source Urbanism, LLC to complete final design and construction documents for the renovation and construction of an addition at 748 Virginia Avenue and to approve a budget for use of TPD funds for the renovations and addition.

Background:

Previously, Mayor and Council approved an Intergovernmental Agreement with the Hapeville Development Authority to utilize Tourism Product Development (TPD) funds from the City's hotel/motel tax to fund renovations and an addition to the Development Authority's building at 748 Virginia Avenue for use by the Atlanta Printmaker's Studio (APS). Based on this agreement, a lease has been signed with APS. The first two phases of design are complete, and these designs have been used to create a budget for the project of up to \$1.4 million dollars for construction and \$300,000 for environmental remediation. In order to expedite the development process, staff requests approval to spend \$35,900 to complete construction documents as outlined in the attached proposal.

Documents:

1. 005 - APS_Change Request
2. 006- APS_Change Request

7.III. Consideration and Action on Renewal of Government Tax Services , LLC for assistance in collections of delinquent real property taxes

Background:

Since 2002, the City has contracted with Government Tax Services, LLC (GTS) for assistance in collections of delinquent real and personal property taxes. In Fiscal 2020 GTS was instrumental in the collection of \$77,991.95 in delinquent taxes. Their services include three detailed letters mailed to homeowners, preparation and execution of tax sales including research prior to, sign creation and location placing, and day of sale coordination/execution. The attached contract renewal updates the agreement for the 2008 contract and will be in effect until either party changes or cancels said contract.

Documents:

1. Hapeville2020

7.IV. Consideration and Action on Police Motorcycle Purchase from the City of Morrow

Background:

Due to the age and maintenance needed to keep the 2003 Harley Davidson Police motorcycle safe and operational, the police department is requesting authorization to purchase a fully equipped, 2018 Harley Davidson motorcycle from The City of Morrow, for \$16,000.

If approved, the funds from the police departments asset forfeiture account would be used.

Documents:

1. Morrow PD Documents (002)
2. DSCI0502a
3. DSCI0503a
4. DSCI0504a
5. DSCI0505a
6. DSCI0506a
7. DSCI0509a
8. DSCI0510a

8. Old Business

9. New Business

9.I. Consideration on 2020-2021 Budget – Qtr. 2 Budget Amendment - 1st Reading

Background:

The FY2021 budget was approved on June 23, 2020. The original budget called for \$15.3M in general fund expenditures with an initial revenue listed at \$12.9M. An initial funding shortfall to be covered by City reserves was \$2.4M. In October 2020, Mayor and Council approved a Q1 budget amendment. Finance has revisited the original revenue forecasts and has analyzed the first six months of City activities. As advised, this is second budget amendment submitted for

fiscal year 2020-2021.

Through December 2020, Finance has a clearer estimate for the rest of the year. All City department accounts have been reviewed. Department budgets were realigned, increased, or decreased based upon the second half of the year's anticipated/forecasted expenditures and the first half of the year's actual performance. As a result of the analysis, the City's anticipated reliance on the City's cash reserves has decreased by an additional \$363,485 bringing the shortfall to be covered by the Fund Balance to \$1.7M versus the anticipated initial need of \$2.4M. After the first quarter budget amendment reliance on the Fund Balance decreased to \$2.1M.

The highlights of the attached budget amendment include:

1. Year-to-date tax collection

2020 Real Property	Billed- \$4,916,145	Projected collection \$4,719,499
2020 Personal Property	Billed- \$1,386,395	Projected collection- \$1,330,939

2. 1% Cost of Living Increase for City Employees
3. Proceeds from land sale- Chick- fil-A Expansion
4. Increase in Alcohol License fees
5. Net increase of City expenditures from the original budget amount of \$15.3M to \$15.5M net of the employee salary increases

Another review of City expenditures and budget realignment will occur on the Q3 budget amendment before year-end closeout.

Finance requests the Mayor and Council review and approve the updated budget in an official amendment.

The updated 2020-2021 budget summary will be uploaded to the City's website after Mayor and Council approval.

Documents:

1. Ordinance to Amend Budget for Fiscal Year 2020-2021-(2)
2. FY2020-2021 Proposed Budget Amendment Report - General Fund Only - As of January 2021

9.II. Consideration and Action on Resolution for Hapeville K-8

Background:

Per a January 11, 2021 K-8 Model meeting on Microsoft Teams, the Fulton County Board of Education presented an "Alternative Plan A" and an "Alternative Plan B", both of which separate segments of our city as part of a proposed Hapeville K-8 school. Councilman Horsley requests a discussion regarding this proposal, and to consider a resolution expressing support for an "Alternative Plan C" that would mimic the attendance zone for this proposed school to the geopolitical borders of our city.

Documents:

1. Resolution - K- 8 Program

9.III. Consideration and Action on Film Permit at 3107 Grove Circle and Request extension of Noise Ordinance

Background:

The City of Hapeville has received a film request from William Paul Mallard of Starz Family Entertainment, LLC for filming at 3107 Grove Circle. The proposed film dates are February 3, 2021 through February 8, 2021. The applicant is requesting a partial and full street closure on Grove Circle, Birch Street and Moreland Way. Additionally, the applicant is requesting approval to extend the noise regulations from 10:00 p.m. to 1:00 a.m.

Documents:

1. 3107 Grove Cir_PrepWrap
2. 3107 Grove Cir_Shoot
3. 3107 Grove Circle - Film Permit Request Form_Redacted

9.IV. Discussion and Action on Location of Time Capsule

Background:

The Police Department is putting together a time capsule to commemorate 2020, a year that was a challenge for everyone. It would be nice to provide something for the community that could be interesting and possibly provide some joy when so many are struggling. They have reached out to the residents, businesses and neighbors and many have responded and provided pictures, videos, letters and memorabilia to place in the capsules.

The Police Department requests approval from Mayor and Council to bury the capsules somewhere around City Hall (possibly around the fountain) or the Depot Museum as potential possibilities. They would like to have it opened in 25 years, re-buried and then opened again 75 years after that. In order to keep track of it, they have found a national society of time capsules that will maintain a record of it for all to see. They are working on the marker (most likely granite or brass) that will denote the location of the capsules for visitors to see, with a brief description.

9.V. Discussion on Potential uses for Old Hapeville Clinic

Background:

The City is in discussions with Fulton County for securing the usage of the old Health Building on King Arnold. The City is evaluating current space in the downtown area. Including Public Works, Firehouse 1, Fire Administration, City Hall and Community Services. Several buildings are need of major repair. The City is evaluating options for space and usage. City Staff is in process of estimating costs for repairs and maintenance of its buildings, inclusive of estimating base costs for rehabbing the Health Building. As part of the process, staff is soliciting Council discussion on its thoughts for potential uses.

10. City Manager Report

11. 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.

12. Mayor and Council Comments

13. 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).

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.