



OFFICIAL MINUTES OF
COUNCIL MEETING

May 7, 2018

2 PARK PLAZA CITY HALL

Official Minutes

The public is advised that the following minutes are not a verbatim transcription of business presented at the Council Meeting of the date shown; but are a synopsis of pertinent information. The public is further advised that the tapes recorded at said meeting are a matter of public record and are available to be heard at the City of Alpharetta's Clerk's office during normal business hours.

I. CALL TO ORDER

❖ *Mayor Mitchell called the meeting to order at 6:30 p.m.*

II. ROLL CALL

- Council Members
 - Mayor Donald F. Mitchell
 - Jason Binder
 - Ben Burnett
 - Dan Merkel
- Staff
 - Bob Regus, City Administrator
 - Coty Thigpen, City Clerk
 - Sam Thomas, City Attorney
 - James Drinkard, Asst. City Administrator
 - Peter Sewczwicz, Director of Public Works
 - John Robison, Deputy Director of Public Safety
 - Morgan Rodgers, Director of Recreation and Parks
 - Kathi Cook, Director of Community Development
 - Michael Woodman, Senior Planner
 - Tom Harris, Director of Finance
 - Shawn Mitchell, Budget Manager

III. PLEDGE TO THE FLAG

IV. COMMUNITY UPDATES

A. The Lionheart School

B. Sri Hanuman Mandir

C. Citizens Auxiliary Patrol - Ed Hale

V. PROCLAMATIONS

A. Older American's Month

B. Building Safety Month

C. Lupus Awareness Month

VI. CONSENT AGENDA

A. Financial Management Report: Month Ending March 31, 2018

❖ *Council Member Merkel offered a motion to approve the Consent Agenda*

- *The motion was seconded by Council Member Binder*
- *The motion was approved unanimously 4-0*

VII. OLD BUSINESS

A. PH-17-29 Unified Development Code Text Amendments/Heritage Design Areas (2nd Reading)

Consideration of text amendments to Unified Development Code, Appendix A: Alpharetta Downtown Code to add Heritage Design Areas, amend streetscape standards, amend the parking requirement for office use and add maximum building footprints in the DT-C and DT- MU zoning districts. A text amendment is proposed to UDC Section 2.5 Parking and Loading to clarify the locational criteria for required parking in 'For-Sale' residential districts.

- City Attorney, Sam Thomas, read the Ordinance into the record and stated there have been no changes since the 1st reading
- ❖ *Council Member Merkel offered a motion to approve PH-17-29 Unified Development Code Text Amendments/Heritage Design Areas*
 - *The motion was seconded by Council Member Burnett*
 - *The motion was approved unanimously 4-0*

B. PH-18-02 Unified Development Code Text Amendments/Downtown Architecture (2nd Reading)

Consideration of text amendments to Unified Development Code, Appendix A: Alpharetta Downtown Code and Alpharetta Downtown Design Guidelines to add four (4) architectural styles.

- City Attorney, Sam Thomas, read the Ordinance into the record and stated there have been no changes since the 1st reading

Public Comment

- Ruth Ann Tatum, 250 Pebble Trail, Alpharetta, GA came forward to speak on this item
- ❖ *Council Member Merkel offered a motion to approve PH-18-02 Unified Development Code Text Amendments/Downtown Architecture*
 - *The motion was seconded by Mayor Mitchell*
 - *Council Member Burnett offered a friendly amendment to strike French eclectic and French new traditional*

- *Not accepted by Merkel or Mitchell*
- *The motion was approved unanimously 3-1; with Binder voting no*

VIII. NEW BUSINESS

A. Request To Submit: Fiscal Year 2018 Assistance To Firefighters Grant Application

- Director of Public Safety, John Robison, came forward to present this item on behalf of staff
- Adopt the attached resolution approving submission of a grant application under the Federal Emergency Management Agency's FY 2017 Assistance to Firefighters Grant Program.
- The U.S. Department of Homeland Security, through the Federal Emergency Management Agency, funds multiple grant programs for state and local first responders. One of these is the Assistance to Firefighters Grant, an annual award program specific to fire and emergency medical services. If awarded, this grant would be used to purchase four (4) new heavy duty turn-out gear washing machines for use by the Fire Department for fire stations 82, 84, 85 and 86 and one (1) replacement turn-out gear washing machine for Station 83 (19-years old). Currently the fire department has only two washers – stations 81 and 83. These are heavy duty washing machines designed to handle the load of washing firefighter "turn-out gear". The load capacity is only one set of turn out gear per load. This is currently very time consuming when 10-12 firefighters must wash their gear. With the increased exposure of cancer causing agents and off-gassing carcinogens it has created the need to better protect personnel of the fire department that wear their turn out gear during firefighting. The additional washers will be able to launder more turnout gear and at a faster rate. Total costs are estimated at \$25,000 (including installation of the new units). The grant requires a 10% City match.
- As the City no longer has a full-time Grants Administrator, the Department is testing the usage of a professional grants writer. Grantmasters Inc. grant writing services was used to draft and submit the grant application by the February 2, 2018 deadline. The fee for these services totals \$2,600 with the grantor funding \$1,500 of said costs should the grant be awarded to the City of Alpharetta.
- Project costs total \$27,600 (\$25,000 for the turn-out gear washers and \$2,600 for the grant writing services).
- If awarded, the Grant will fund \$24,091 (\$22,591 for the washers and \$1,500 of the grant writing service costs). The City's obligation totals \$3,509 (\$2,409 match for the washers and \$1,100 representing the remaining portion of the grant writing service costs).
- If the grant is not awarded, the City is obligated to fund the entire grant writing service costs of \$2,600.
- The Operating Grant Fund will be utilized to fund the City costs detailed above.
- City Attorney, Sam Thomas, read the Resolution aloud

Public Comment

None

- ❖ *Mayor Mitchell offered a motion to approve a Resolution approving submission of a grant application under the Federal Emergency Management Agency's FY 2017 Assistance to Firefighters Grant Program*
- *The motion was seconded by Council Member Merkel*
- *The motion was approved unanimously 4-0*

B. Consideration Of Engagement: Comprehensive Analysis Of Public Safety Services

- City Administrator Bob Regus and Director of Public Safety John Robison came forward to present this item
- Staff recommends approval of the engagement of the Center for Public Safety Management for

conduct of a comprehensive analysis of the City of Alpharetta's public safety services, as more thoroughly defined in a proposal dated March 20, 2018, at a total cost not to exceed \$115,000 and authorize the Mayor to execute all necessary documents.

- Mr. Regus explained that the City would like to extend the scope to include e-911 in the study which would increase it to a total cost not to exceed \$125,000

Public Comment

None

- ❖ *Council Member Burnett offered a motion to approve the engagement of the Center for Public Safety Management for conduct of a comprehensive analysis of the City of Alpharetta's Public Safety services at a total cost not to exceed \$125,000 with the understanding that the City will also look at how we compete in the marketplace of our surrounding cities*

- *The motion was seconded by Council Member Merkel*
- *The motion was approved unanimously 4-0*

C. Adopting Ordinance: Code of the City of Alpharetta, Georgia (1st Reading)

- City Clerk, Coty Thigpen, came forward to present this item
- In 2016, the City engaged, Municode, our provider of codification services, to undertake what is referred to as a 'recodification project'. A recodification is essentially a full legal review of your City Code. It is intended to address any inconsistencies in the Code, incorporate changes to State law, and ensure the Code is updated in regard to current policies and practices. It also addressed language leftover from the codification of the Unified Development Code, where sections may have been addressed in both Codes. Those sections were removed and cross referenced where applicable.
- Over the last year, each department, as well as the City Attorney, has had the opportunity to submit requested revisions and then review the 1st and 2nd drafts of the manuscript.
- Once the adopting Ordinance is approved, the online version of the revised Code will be available, as well as new hard copies.
- City Attorney, Sam Thomas, read the Ordinance aloud

Public Comment

None

- ❖ *Council Member Merkel offered a motion to approve the adopting Ordinance for the Code of the City of Alpharetta as read by the City Attorney*

- *The motion was seconded by Mayor Mitchell*
- *The motion was approved unanimously 4-0*

D. Consideration: Its My Town Mobile App

- Assistant City Administrator, James Drinkard, came forward to present this item
- Mobile smart devices and mobile internet services are changing the way we do things and how we connect with people and organizations. Today, 80% of internet users own a smartphone and spend, on average, 69% of their media time on those devices. Over 50% of smartphone users grab their device immediately after waking up.

- The City of Alpharetta has been ahead of these trends. Our website, which was launched nearly five years ago, was designed with a mobile-first mindset and featuring responsive design that provides a seamless experience across all devices. In fact, the design, organization, and functionality of our website, which was very unique at the time of launch, can now be seen reflected in many award-winning sites; both in the public and private sector. Plans are now underway to position the City's website to be optimized for and best leverage emerging trends in voice search technology in the mobile and home environments.
- As we position the website to remain on the forefront of technology and consumer trends, however, the City must also recognize that mobile apps can play an important role in our online presence. In 2016, mobile apps accounted for 89% of mobile media time. While the majority of this can likely be attributed to mobile gaming apps, 26% of consumers started mobile online research with a mobile app. For this reason, Staff has been exploring the potential for creating a mobile app to capture that segment of the mobile market that would prefer using an app over a mobile-first website.
- There are two primary ways in which the City could secure an app for our purposes; creation of a custom app or subscription to a pre-built app that is branded for Alpharetta. Each has its advantages and disadvantages.

APP TYPE	ADVANTAGES	DISADVANTAGES
Custom Design	Provide exact services / features wanted Better integration with existing systems Unique design functionality Typically lower long-term cost More control	Longer time to market Higher upfront costs Ongoing code maintenance
Subscription or Pre-Existing	Faster time to market Lower upfront cost Easier code maintenance	Less integration with existing systems More manual day-to-day content management Higher long-term costs Less control

- A local company, ITsimple, has created a multi-functional mobile app launched as ItsMyTown. The app is well-organized, has an attractive design and user interface, and offers many features that would be attractive to end users. While it is not currently designed to integrate with existing systems such as the content management system for our website, our City Works workorder management system, current online payment portal, or public financial dashboard, ITsimple has expressed willingness to explore such integration. The ItsMyTown app could, however, be already largely branded for use by the City of Alpharetta, includes considerable content, and could be quickly launched for use by the public.
- As the ItsMyTown app is a new product, ITsimple has offered a proposal whereby the app would be made available to the City at almost no cost for the first two years. In its current configuration, the app would be setup for the City at a cost of \$1 and would be available for our use for an annual subscription price of \$1 for each of the first two years of subscription. If the subscription is continued for years three and four, the subscription price would increase to a maximum of \$3,600 per month (annual cost of \$43,200). For subsequent years, ITsimple will offer the City of Alpharetta a 25% discount off the list subscription price for cities of the same size in population as Alpharetta.
- If City Council wishes to pursue a subscription-based model, Staff recommends pursuing a pilot program with ITsimple for an Alpharetta-branded ItsMyTown mobile app. The ideal contract would be for a period of two years with three optional one-year extensions. This would provide opportunity for proof of concept and measurement of app usage and value so that the City can determine if continuation of the relationship advances the City's goals and strategies.

Public Comment

None

❖ *Council Member Burnett offered a motion to approve the ItsMyTown app by ITsimple with the understanding that they will work with City staff and the Mayor to authorize and execute all necessary documents in an amount not to exceed \$2 per year with an option to renew after 1 for 24 total months*

- *The motion was seconded by Council Member Merkel*
- *The motion was approved unanimously 4-0*

E. Resolution to Amend the Retiree Health Plan

- Director of Finance, Tom Harris, came forward to present this item on behalf of staff
- Staff recommends approval of a Resolution amending the Retiree Health Plan to provide for a reimbursement benefit.
- The City currently has a Retiree Health Plan and Trust for retiree health coverage to those who retire and choose to fully pay 100% of the premium costs. In an effort to match the retirement packages provided by our neighboring cities, the retiree health plan is being amended to provide for a health reimbursement benefit to be used by the retiree to offset his/her eligible medical expenses. This benefit will assist the City in attracting and retaining exceptional employees.
- The City's contribution is discretionary but currently defined at 2% of payroll and is not tied to future investment returns nor health care costs. The retiree must have worked for the City 15 years and be 55 or older to receive a benefit. The benefit amount will be determined and adjusted from time to time by the Trustees (same as Pension Board), based on actuarial studies.
- This benefit: will match retirement funding levels provided by surrounding cities; meets a need that all retirees face (health care costs); is tax free under the IRS Code; rewards long-term employees helping with retention; is the same for all wage earners; and as stated above, carries no risk to the City (market or healthcare trends).
- City Attorney, Sam Thomas, read the Resolution aloud

Public Comment

- Don Nahser, 305 Karen Drive, Alpharetta, GA came forward to speak on this item
- ❖ *Council Member Burnett offered a motion to approve the Resolution to amend the Retiree Health Plan to provide a reimbursement benefit for health care*
 - *The motion was seconded by Council Member Binder*
 - *The motion was approved unanimously 4-0*

IX. WORKSHOP

A. Presentation And Discussion: Recommended Fiscal Year 2019 Budget (Operations / Capital)

- Director of Finance Tom Harris and Budget Manager Shawn Mitchell came forward to present an overview and summary of the FY2019 budget

X. PUBLIC COMMENT

- Ruth Ann Tatum, 250 Pebble Trail, came forward to ask a question about the new Arts Center

XI. REPORTS

- Council Member Merkel recognized our Department of Economic Development as it is "Economic Development Week"
- Council Member Binder announced on behalf of Recreation and Parks that Food Truck Alley is this Thursday, the rodeo will be in town this weekend at the Equestrian Center at Wills Park

and Act 1 will be performing at Brook Street Park on Saturday

- Mayor Mitchell commented on the success of the recent Taste of Alpharetta and reminded the public of the ongoing early voting

XII. ADJOURNMENT

❖ *Mayor Mitchell adjourned the meeting at 8:27 p.m.*

Respectfully submitted,

A handwritten signature in black ink that reads "Coty Thigpen". The signature is written in a cursive, flowing style.

Coty Thigpen, City Clerk