



OFFICIAL MINUTES OF COUNCIL
MEETING AND PUBLIC HEARING
ON FEBRUARY 6, 2017
CITY HALL – 2 PARK PLAZA
6:30PM

Official Minutes

The public is advised that the following minutes are not a verbatim transcription of business presented at the Public Hearing & 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 and on line at the City web site.

I. CALL TO ORDER

❖ *Mayor Belle Isle called the meeting to order at 6:34 p.m.*

II. ROLL CALL

- Council Members
 - Mayor David Belle Isle
 - Chris Owens (Mayor Pro Tem)
 - Jason Binder
 - Jim Gilvin
 - Mike Kennedy
 - Dan Merkel
 - Donald Mitchell
- Staff
 - Bob Regus, City Administrator
 - Kathi Cook, Director of Community Development
 - James Drinkard, Asst. City Administrator

- Lisa Gurganus, Interim Director of Recreation and Parks
- Peter Tokar, Director of Economic Development
- Pete Sewczwicz, Director of Public Works
- Tom Harris, Director of Finance
- Coty Thigpen, City Clerk
- Sam Thomas, City Attorney

III. PLEDGE TO THE FLAG

IV. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 01/23/2017)

B. Alcoholic Beverage License Applications

- Council member Kennedy removed the Council Meeting Minutes of 1/23/17 from the Consent Agenda. The item will be moved to New Business.
- ❖ Council Member Kennedy offered a motion to approve the Consent Agenda
 - The motion received a second from Council Member Owens
 - The motion was approved 7-0

V. PROJECT UPDATES

A. City Center

1. Developer Phasing And Access Plans

- City Administrator, Bob Regus introduced City Center developers who presented their phasing and access plans for City Center during construction

VI. OLD BUSINESS

A. PH-16-18 UDC Changes - Smart Stormwater Code (2nd Reading)

Consideration of text amendments to the Unified Development Code to implement smart stormwater strategies.

- Director of Public Works, Pete Sewczwicz, came forward to note one change that had been made since the 1st reading at the request of Council

Member Mitchell that has been incorporated and it shall read, "above ground cisterns must require architectural and/or landscape screening that compliments the architecture of the building and is of like or similar materials used in the building construction. Cisterns and other vertical run-off reductions measures and their screenings shall require by the Community Development Director."

- City Attorney, Sam Thomas, read the Ordinance Summary aloud constituting a second reading

❖ Council Member Owens offered a motion to adopt the Unified Development Code amendments and Smart Stormwater Code as presented by the Director of Public Works and read into the record by City Attorney including amendments as presented by Director of Public Works

- The motion received a second from Council Member Kennedy
- The motion was approved 7-0

B. Alcohol Ordinance Amendment (2nd Reading)

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA PROVIDING FOR CERTAIN AMENDMENTS TO CHAPTER 3 (ALCOHOLIC BEVERAGES) OF THE CODE OF THE CITY OF ALPHARETTA, GEORGIA PERTAINING TO CIGAR SHOPS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

- Staff confirmed that there have been no changes since the 1st reading
- City Attorney, Sam Thomas, read the Ordinance summary aloud constituting a 2nd reading

❖ Council Member Mitchell offered a motion to approve the Ordinance

- The motion received a second from Council Member Owens
- The motion was approved 7-0

VII. NEW BUSINESS

A. Council Meeting Minutes 1-23-17

- Council Member Kennedy requested to amend p.11 4b, by inserting the word 'additionally' between the first 2 sentences.
- ❖ Council Member Kennedy offered a motion to have the minutes amended to correct the error as presented
 - The motion received a second from Council Member Owens

- The motion was approved 6-0; Belle Isle abstained

B. Landscape Maintenance of City Parks and Athletic Fields; RFQ 17-1005/RFP 17-105

- Parks Supervisor, Eric Milley, came forward to present this item
- Staff recommends that Mayor and Council award RFP 17-105 for landscape maintenance of city parks and athletic fields to TriScapes, Inc. and authorize the Mayor to execute all necessary documents.
- The award of RFP 17-105 is for the following scopes of work: (1) landscape maintenance of city parks; and (2) landscape maintenance of city athletic fields. Landscape maintenance associated with City Center and the downtown container gardens is a separate contract and the subject of a separate City Council Agenda Item.
- Specific work tasks associated with the scopes set forth in RFP 17-105 include, but are not limited to, the following: maintenance of turf areas within city parks and streetscapes bordering parks including proper mowing, mechanical trimming, aeration, weeding, edging, pruning, chemical application, top dressing, etc.; landscape maintenance of city athletic fields, greenway, and playground areas; maintenance of straw and mulch beds; etc. Also included within the scope is seasonal ornamental plantings as well as the maintenance of perennials, shrubs, vines, and trees within city parks.
- This procurement was administered as a two-phase process.

Phase 1

The Recreation and Parks Department prepared a Request for Qualifications (RFQ) and advertised in September and October of 2016. A total of seven Statements of Qualifications (SOQ) were received by the city on October 20, 2016. These SOQs were then reviewed by an evaluation committee consisting of Recreation and Parks staff as well as Public Works staff. Each member of the committee scored the SOQs independently based on the evaluation criteria set forth in the RFQ: Firm Experience (50%); Project Manager Experience (20%); References (20%); Location (7%); and Local Vendor Preference (3%). After completion of the independent reviews, the evaluation committee, along with staff from the Finance Department, met on November 1, 2016 to tabulate the overall scores of the respondents and shortlist vendors to Phase 2.

The top three firms (TriScapes, Russell, and Ruppert) were shortlisted to move to phase 2 of the procurement process.

Phase 2

A Request for Proposal (RFP) was issued to the shortlisted contractors on November 22, 2016. The shortlisted contractors submitted their proposals to the City on December 20, 2016. The evaluation committee scored the proposals

independently based on the evaluation criteria set forth in the RFP: Method of Providing Service (35%); Available Resources (35%); and Cost (30%). After completion of the independent reviews, the evaluation committee, along with staff from the Finance Department, met on January 5, 2017 to tabulate the overall scores.

TriScapes' cost proposal totaled \$235,270 (year 1) and was significantly less than the costs proposed by the other shortlisted firms. The base operating budget includes appropriations totaling approximately \$209,000 annually for this scope of service and will be increased accordingly for FY 2018. Additionally, this contract amount will increase as scopes are added (e.g. new parkland acquisitions, greenway expansion, etc.).

TriScapes is the highest ranked firm and the recommended firm for this contract. The duration of this contract will be for five (5) years. As the current vendor for landscape maintenance of city parks and athletic fields, TriScapes has demonstrated that they are fully qualified to perform the work required within the new contract.

Public Comment

- Don Nahser, 305 Karen Drive, Alpharetta, GA, came forward to speak on this item
- ❖ Council Member Binder offered a motion to award RFP 17-105 for landscape maintenance of city parks and athletic fields to TriScapes, Inc. and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Gilvin
 - The motion was approved 7-0

C. Landscape Maintenance of City Center and Surrounding Area and the Maintenance of the Downtown Container Gardens; RFQ 17-1005; RFP 17-106.

- Parks Supervisor, Eric Milley, came forward to present this item on behalf of staff
- Staff requests that Mayor and Council award RFP 17-106 for landscape maintenance of City Center and Downtown Planters to Ed Castro Landscape, Inc. and authorize the Mayor to execute all necessary documents.
- The award of Request for Proposals (RFP) 17-106 is for the following scopes of work: (1) landscape maintenance of City Center and surrounding grounds; and (2) maintenance of the Downtown Container Gardens.
- Specific work tasks associated with the scopes set forth in RFP 17-106 include, but are not limited to, the following: maintenance of City Center and surrounding areas to

include proper mowing, mechanical trimming, aeration, fertilizing, top dressing, etc.; maintenance of straw and mulch beds; seasonal ornamental planting as needed; care of perennials, shrubs, vines, trees; maintenance and seasonal planting of the Downtown Container Gardens (qty: 119).

- This procurement was administered as a two-phase process for each scope of work.

City Center (Phase 1)

The Recreation and Parks Department prepared a Request for Qualifications (RFQ) and advertised in September and October of 2016. A total of seven Statements of Qualifications (SOQ) were received by the city on October 20, 2016. These SOQs were then reviewed by an evaluation committee consisting of Recreation and Parks staff as well as Public Works staff. Each member of the committee scored the SOQs independently based on the evaluation criteria set forth in the RFQ: Firm Experience (50%); Project Manager Experience (20%); References (20%); Location (7%); and Local Vendor Preference (3%). After completion of the independent reviews, the evaluation committee, along with staff from the Finance Department, met on November 1, 2016 to tabulate the overall scores of the respondents and shortlist vendors to Phase 2.

The top four firms (TriScapes, Russell, Ruppert and Ed Castro) were shortlisted to move to phase 2 of the procurement process.

City Center (Phase 2)

An RFP was issued to the shortlisted contractors on November 30, 2016. The shortlisted contractors submitted their proposals to the City on December 20, 2016. The evaluation committee scored the proposals independently based on the evaluation criteria set forth in the RFP: Method of Providing Service (50%); Available Resources (50%). After completion of the independent reviews, the evaluation committee, along with staff from the Finance Department, met on January 5, 2017 to tabulate the overall scores.

Ed Castro's cost proposal totaled \$96,427 (year 1) and was competitive compared to the costs proposed by the other shortlisted firms (Ruppert Landscape \$87,888; Tri Scapes, Inc. \$92,890; Russell Landscape \$156,670). The base operating budget includes sufficient appropriations for this scope of service.

The evaluation committee conducted an interview with Ed Castro Landscape on January 10, 2017 to further discuss the scope of work and the city's expectations. Ed Castro Landscape fully understood the scope of work and is excited to partner with the city on this project. Ed Castro is the highest ranked firm and the recommended firm for the City Center Landscape Maintenance contract. The duration of this contract will be for five (5) years.

Downtown Container Gardens (Phase 1)

The Recreation and Parks Department prepared an RFQ and advertised in September and October of 2016. A total of six Statements of Qualifications (SOQ) were received by the city on October 20, 2016. These SOQs were then reviewed by an evaluation committee consisting of Recreation and Parks staff as well as Public Works staff. Each member of the committee scored the SOQs independently based on the evaluation criteria set forth in the RFQ: Firm Experience (50%); Project Manager Experience (20%); References (20%); Location (7%); and Local Vendor Preference (3%). After completion of the independent reviews, the evaluation committee, along with staff from the Finance Department, met on November 1, 2016 to tabulate the overall scores of the respondents and shortlist vendors to Phase 2.

The top four firms (TriScapes, Russell, Ruppert and Ed Castro) were shortlisted to move to phase 2 of the procurement process.

Downtown Container Gardens (Phase 2)

An RFP was issued to the shortlisted contractors on November 30, 2016. The shortlisted contractors submitted their proposals to the City on December 20, 2016. The evaluation committee scored the proposals independently based on the evaluation criteria set forth in the RFP: Method of Providing Service (50%); Available Resources (50%). After completion of the independent reviews, the evaluation committee, along with staff from the Finance Department, met on January 5, 2017 to tabulate the overall scores.

Ed Castro's cost proposal totaled \$50,208.00 (year 1) and was the lowest cost proposal. The base operating budget includes sufficient appropriations for this scope of service.

The evaluation committee conducted an interview with Ed Castro Landscape on January 10, 2017 to further discuss the scope of work and the city's expectations. Ed Castro Landscape fully understood the scope of work and is excited to partner with the city on this project. Ed Castro is the highest ranked firm and the recommended firm for the Downtown Container Gardens contract. The duration of this contract will be for five (5) years.

Public Comment

None

- ❖ Council Member Binder offered a motion to award RFP 17-106 for landscape maintenance of City Center and Downtown Planters to Ed Castro Landscape, Inc. and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Gilvin
 - The motion was approved 7-0

D. Discussion of Financial Audit Reports

- Director of Finance, Tom Harris, came forward to introduce auditor from Mauldin &

Jenkins to provide a brief overview of the City's audit report

- Staff is requesting that Council accept financial audit reports as presented by Mauldin & Jenkins, CPAs, LLC.
- The Finance Department has issued the City of Alpharetta's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2016.
- The Finance Department has submitted the CAFR to the Government Finance Officers Association (GFOA) with the intent that such report will again be recognized with the prestigious Certificate of Achievement for Excellence in Financial Reporting. The CAFR was also timely submitted to all applicable state and regulatory bodies.
- Some of the financial highlights of the General Fund are as follows:
 - The fund balance of the City's General Fund increased by \$3,704,302 during Fiscal Year 2016. Due to conservative budgeting practices, this increase is substantially more than was strategically forecasted as part of our budget. As Council approved the use of fund balance for capital outlay, fund balance was forecasted to decrease by \$5,018,236. The increase is a result of: operating revenues exceeding expenditures by \$10,049,000; net transfers-out of \$6,513,242 (\$8,943,236 for capital outlay less transfers-in from Hotel/Motel Tax Fund for \$2,429,994); and other sources such as proceeds from the sale of capital assets for \$168,544.
 - Revenues of \$62,480,111 exceeded amount budgeted by \$5,780,455. Specific revenue variances include the following: property taxes (\$1,971,990 greater than budget); business taxes (\$554,204 greater than budget); licenses and permits (\$1,737,771 greater than budget); charges for services (\$853,287 greater than budget); fines and forfeitures (\$568,218 less than budget); and other taxes (\$641,685 greater than budget). Other financing sources also came in favorably (\$210,136), primarily from Hotel/Motel taxes (Transfers In).
 - Expenditures came in well under budget, at \$52,431,111 with \$2,305,876 of the budgetary appropriation unspent. Management continues to work with department heads to ensure only necessary purchases are made, and to ensure all departments do not exceed budget appropriations, which creates a budget conscious atmosphere throughout the City.
 - From a year to year operational perspective, total revenues increased by \$3,505,748. Major revenue variances include the following: increase in property taxes due to a combination of general growth in the property tax base coupled with new construction; increase in business taxes due to growth in financial institution taxes and insurance premium taxes; increase in other taxes due to growth in intangibles taxes and real estate transfer taxes; increase in licenses and permits due to continued growth in construction and building permit activity; increase in charges for services due primarily to

growth in planning and development related fees resulting from increased real estate development activity; offset partially through reductions in fines and forfeitures due to reduced municipal court fines (reduction in overall citation numbers) and the cessation of the red light camera program while program parameters (e.g. technology partners as well as camera locations) are reviewed.

- Total expenditures increased by \$1,615,567 (3.2%) from the prior year primarily due to the following growth drivers: (1) general salary growth; (2) increases in healthcare costs; (3) increases in overtime, seasonal/temporary salaries, and general benefits.

Public Comment - None

- ❖ Council Member Mitchell offered a motion to accept financial audit reports as presented by Mauldin & Jenkins, CPAs, LLC.
 - The motion received a second from Council Member Kennedy
 - The motion was approved 7-0

E. FY2017 Tree And Landscape Improvements

- Director of Public Works, Pete Sewczwicz, called on Urban Forestry Program Manager, Will Eberly to come forward and present this item
- Mr. Eberly requested that Council approval Proposal No. 22017, FY 2017 Tree Planting and Landscape Improvements, from Ruppert Landscape in the amount of \$138,095.00 and authorize the Mayor to execute all necessary documents.
- Proposal No. 22017 from Ruppert Landscape is for the planting and watering of 85 trees within the right-of-way of Westside Parkway from Gardner Drive (AML entrance) to Old Milton Parkway. Ruppert Landscape is the City's on-call contractor for landscape installation and construction purposes, per Council approval on November 14, 2016.
- In addition to tree planting, the project includes the removal of 38 Okame cherry trees and several large holly shrubs from the median. The trees and shrubs are being removed for multiple factors including: poor condition resulting from age, vehicle damage, and overall aesthetic decline. The City has chosen replacement tree species that are proven to be hardy in urban environments. The 85 trees to be planted will be located within the median and beauty strip areas. The project also includes the installation of 3,130 linear feet of root barrier to prevent future damage to curb & gutter and sidewalks.
- The FY 2017 Tree Planting and Landscape Improvements project includes varieties of oak, hawthorn, holly, hornbeam, bald cypress, plane tree, and arborvitae. In order to minimize maintenance costs over the long term, turfgrass area will be reduced as part

of the proposed design.

- The Department of Public Works prepared landscape plans that included direction for tree removal, tree planting, and root barrier installation. The specifications include the requirement that plant materials must comply with American National Standards Institute (ANSI) Z60.1, which details minimum standards of plant material. Specifications also include a two-year warranty and watering through the establishment period. ANSI standards and well defined watering requirements help ensure a high quality landscape product for Alpharetta residents and visitors.
- Staff has reviewed and approved the pricing within Ruppert Proposal #22017. The City's Urban Forestry Program Manager will act as the City's project manager throughout all phases of the project, including installation, watering and warranty period. The project is projected to be completed by February 28, 2017.

Public Comment - None

- ❖ Council Member Owens offered a motion to approve proposal No. 22017, FY 2017 Tree Planting and Landscape Improvements, from Ruppert Landscape in the amount of \$138,095.00 and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Merkel
 - The motion was approved 7-0

VIII. PUBLIC COMMENT - None

IX. REPORTS

- Council Member Merkel introduced Micah Fowler, the new Economic Development Manager

X. ADJOURNMENT TO EXECUTIVE SESSION

- ❖ Council Member Merkel offered a motion to adjourn into Executive Session
 - The motion received a second from Council Member Kennedy
 - The motion was approved 7-0

Respectfully Submitted,



Coty Thigpen, City Clerk