



Official City Council Meeting Minutes

January 21, 2020

CITY HALL 2 PARK PLAZA

6:30 PM

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 Gilvin called the meeting to order at 6:30 p.m.*

II. ROLL CALL

- **Council Members**

- o Mayor Jim Gilvin
- o Mayor Pro Tem Donald F. Mitchell
- o Jason Binder
- o Ben Burnett
- o John Hipes
- o Dan Merkel
- o Karen Richard

- **Staff**

- o Bob Regus, City Administrator
- o Steven Jones, Asst. City Attorney
- o James Drinkard, Asst. City Administrator
- o Erin Cobb, City Clerk
- o Peter Sewczwicz, Director of Public Works
- o Morgan Rodgers, Director of Recreation, Parks & Cultural Services
- o Tom Harris, Director of Finance
- o John Robison, Director of Public Safety
- o Kathi Cook, Director of Community Development
- o Matthew Thomas, Economic Development Manager
- o Brent Burdette, Accounting Manager

III. PLEDGE TO THE FLAG

IV. PRESENTATIONS & PROCLAMATIONS

- A. 2020 United States Census Proclamation**
- B. Letter of Recognition for Lihee Freeman**
- C. Tech Alpharetta Graduation Recognition**

V. CONSENT AGENDA

- A. Council Meeting Minutes (Meeting of 1/6/2020)**
- B. Financial Management Report: Month Ending November 30, 2019**

❖ Mayor Pro Tem Mitchell offered a motion to approve the consent agenda

- The motion received a second from Council Member Burnett
- The motion was approved unanimously (7-0)

VI. PUBLIC HEARING

A. E-20-03 Urban Hardware Sign Exception

- Director of Community Development, Kathi Cook, came forward to present this item.
- Staff is recommending that Mayor and Council approve E-20-03 Urban Hardware Sign Exception, subject to the following conditions:
 - 1. Wall sign location, size, type, color, and illumination shall be limited to submitted plans, with final approval by Staff.
 - 2. No additional wall signs or perpendicular signs shall be permitted for the applicant's tenant space.
- The applicant, Lee Pell on behalf of Urban Hardware, is requesting consideration of a sign exception to allow a 2nd wall sign on the front elevation of a building in the Downtown. The applicant proposes to utilize unused wall and perpendicular sign area to allow for the 2nd wall sign on the front elevation facing Haynes Bridge Road. The subject property is located at 11770 Haynes Bridge Road, Suite 501 at the southwest corner of Haynes Bridge Road and Old Milton Parkway.
- The submitted request, if approved, would allow a 2nd wall sign on the front elevation of a building in the Downtown. The Unified Development Code (UDC) allows one (1) wall sign up to 156 square feet on the front elevation of the building, one (1) wall sign up to 24 square feet on the rear of the building and a perpendicular sign up to eight (8) square feet. The applicant is requesting to utilize unused wall and perpendicular sign area to allow for a 49.06 square foot, 2nd wall sign on the front elevation of the building for True Value. The applicant states that the True Value wall sign will help identify the location as offering hardware and home repair products, since Urban Hardware is a new company and relatively unknown to the community. The subject property is located at 11770 Haynes Bridge Road, Suite 501 at the southwest corner of Haynes Bridge Road and Old Milton Parkway.

- The subject property is zoned C-2 (General Commercial) and is developed as the Alpharetta Crossing shopping center. Surrounding properties are also zoned C-2 and located within the Downtown Overlay.
- UDC Section 2.6.12 (B)(2) Signs Permitted in Shopping Centers states that, “One wall sign per road frontage for each tenant space no greater than one (1) sq. ft. of sign area per one (1) ln. ft. of tenant space frontage shall be permitted; provided, however, no more than two (2) wall signs shall be allowed for a tenant space (i.e. Corner tenants within strip shopping centers may have a wall sign on the end of the building in addition to the wall sign on the front of the building for a maximum of two (2) wall signs).” In addition, the Downtown Overlay allows one (1) wall 2 sign, not to exceed 24 square feet, located on the rear of the building and one (1) perpendicular sign, not to exceed eight (8) square feet.
- Two (2) wall signs are proposed on the front elevation of the building facing Haynes Bridge Road; one (1) existing wall sign for Urban Hardware at 134 square feet and one (1) proposed wall sign for True Value at 49.06 square feet. Both the existing and proposed wall signs are internally illuminated. As shown in the table below, the applicant is requesting a total of two (2) wall signs with a total sign area of 183.06 square feet, which is 4.94 square feet, or 2.6% less in total sign area than permitted by the Sign Code.
- Staff has reviewed the application and is in general agreement with the requested sign exception. The criteria have been met and the applicant’s request should not impact surrounding properties. The applicant is permitted a total of three (3) wall and perpendicular signs with a sign area of 188 square feet, of which the applicant proposes 183.06 square feet of sign area over two (2) wall signs on the front building elevations.
- The applicant notified adjacent property owners of the sign variance request and intent for the property. The citizen participation report states that no comments were received.
- CZIM was held on November 13, 2019. There was one (1) public comment in support of the request.
- The applicant and owner, Lee Pell, 1365 Birmingham Hwy, Milton, GA, came forward to answer any questions from Mayor and Council.

Public Comment:

- No Public Comment

- ❖ Council Member Richard offered a motion to approve E-20-03 Urban Hardware Sign Exception, subject to the following conditions:

1. Wall sign location, size, type, color, and illumination shall be limited to submitted plans, with final approval by Staff.
2. No additional wall signs or perpendicular signs shall be permitted for the applicant's tenant space.

- The motion received a second from Mayor Pro Tem Mitchell
- The motion was approved unanimously (7-0)

VII. NEW BUSINESS

A. Consideration of Appointments to the Code Enforcement Board

- ❖ Council Member Richard offered a motion to appoint Robyn MacDonald to the Code Enforcement Board

- The motion received a second from Council Member Burnett

- ❖ Council Member Burnett offered a motion to appoint Jill McMullan to the Code Enforcement Board

- The motion received a second from Council Member Binder
- The motions were approved unanimously (7-0)

B. Consideration of Appointment to the Development Authority

- ❖ This item will be heard at a later date when the appointee can be available to attend the meeting

C. Alpha Loop Phase A Section 1, ITB 20-009

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- Staff is recommending that Mayor and Council award ITB 20-009 to Summit Construction & Development, LLC for the construction of the Alpha Loop Phase A Section 1 project in an amount not to exceed \$333,507.75 and authorize the Mayor to execute all necessary documents.
- The award of this bid is for the construction of Alpha Loop Phase A Section 1. This is a continuation of the segment of the Alpha Loop previously constructed as part of the Chelsea Walk Subdivision. The project consists of the construction of approximately 623 linear feet of a concrete multi-use trail that will extend from its current end within the Chelsea Walk community south into the Avery at Northwinds property. The project will terminate at the northern end of the Alpha Loop alignment currently being redesigned by Pond & Company to provide connectivity to the Atley Subdivision (f.k.a. "Haynes Bridge Road Tract") as approved by City Council on November 4, 2019.

- The Department of Public Works worked with Pond & Company to prepare plans and specifications for the project and advertised for competitive bids on Thursday, November 14, 2019. A total of five bids were received on Thursday, December 12, 2019 as follows:

Bidder	Total
Summit Construction & Development, LLC	\$333,507.75
Vertical Earth, Inc.	\$374,535.70
Tri Scapes, Inc.	\$400,280.55
Chattahoochee Group, Inc.	\$444,072.00
CMES, Inc.	\$473,406.00

- The apparent low bidder, Summit Construction & Development, LLC., is an experienced contractor which has worked on several projects with similar elements in Georgia for multiple governmental agencies including Gwinnett County and City of Peachtree Corners. Additionally, Summit Construction & Development, LLC has completed multiple projects for the City of Alpharetta in the past, including construction of sidewalks along Douglas Road and Waters Road. On those previous projects for the City, Summit Construction & Development, LLC consistently demonstrated that they have the competency and resources to complete projects in a timely manner and within budget.
- Staff met with representatives of Summit Construction & Development, LLC. on December 20, 2019 to review the scope of work and the City's expectations. Summit Construction & Development, LLC assured staff that they had visited the site and thoroughly reviewed the plans and specifications and could complete the project for their submitted bid amount and within the project schedule.
- Access to the project limits will be obtained along the existing portion of the Alpha Loop from its connecting point at Old Milton Parkway. The contractor is aware that they are responsible for protecting the existing trail, trail furnishings, and adjacent landscaping, fences, and other improvements. Any damage caused by construction activities will be repaired/restored by the contractor to the satisfaction of the owner at no cost to the City.
- Once a contract with Summit Construction & Development, LLC. has been finalized and executed, construction may begin immediately. The anticipated completion date is no more than 90 calendar days from notice to proceed.

Public Comment:

- No Public Comment
- ❖ Mayor Pro Tem Mitchell offered a motion to award ITB 20-009 to Summit Construction & Development, LLC for the construction of the Alpha Loop Phase A Section 1 project in an amount not to exceed \$333,507.75 and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Richard
 - The motion was approved unanimously (7-0)

D. Presentation of Financial Audit Reports

- Director of Finance, Tom Harris, and partner at Mauldin and Jenkins, James Bence, came forward to present this item.
- The Finance Department has issued the City of Alpharetta's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2019. In connection therein, Mauldin & Jenkins, LLC. issued an unmodified ("clean") opinion on the basic financial statements. Additionally, no material weaknesses or significant deficiencies were identified during testing of the internal controls necessary to issue their opinions.
- James Bence, a partner at Mauldin and Jenkins, LLC. presented an overview of the reports. 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 has also be timely submitted to all applicable state and regulatory bodies.
- Some of the financial highlights of the General Fund are as follows:
 - o Revenues of \$70,241,980 exceeded amount budgeted by \$5,365,177. Larger specific revenue variances include the following: property taxes (\$598,361 greater than budget); sales and use taxes (\$1,199,321 greater than budget); franchise taxes (\$587,133 greater than budget); licenses and permits (\$1,494,564 greater than budget due primarily to continued growth in city-wide development); charges for services (\$638,253 greater than budget); and fines and forfeitures (\$145,857 less than budget).
 - o Expenditures came in well under budget at \$58,999,935, with \$3,741,699 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.
 - o From a year to year operational perspective, total revenues increased by \$7,266,400 primarily due to an increase in property tax revenue resulting from general growth in property valuations and new construction and sales tax revenue due to continued improvement in economic activity.
 - o Total expenditures increased by \$3,209,063 from the prior year primarily due to the following growth drivers: (1) general salary growth; (2) increases in healthcare costs; and (3) increases in overtime, seasonal/temporary salaries, and general benefits.
 - o Total fund balance of the general fund was \$27,826,270 at the end of the current fiscal year which represents approximately 39.7% of 2020 budgeted expenditures. Unassigned fund balance in the General Fund was \$22,289,252 which represent approximately 31.8% of 2020 budgeted expenditures. For Fiscal year end 2019, the emergency reserve requirement remained at 21% which equates to \$15,000,000. The surplus after such emergency reserve and other allowances will enable the City to fund one-time future capital in the amount of \$7,289,252 as part of the annual budget to be developed for fiscal year 2021.
- No motion was required for this item.

E. RAPSTC Repairs

- Director of Public Safety, John Robison, came forward to present this item.
- Staff is recommending Mayor and Council approve \$32,662.00 from unallocated capital for the roof reconstruction project at the Training Facility (RAPSTC).
- During current roof repairs, another unforeseen issue was discovered. Repairs are needed to replace the interior and exterior facade of the RAPSTC roof tower located at the entrance to the facility.
- Due to time restraints, City of Roswell approved the repairs at a City Council meeting on Monday, January 13th. The total amount is \$65,324, of which \$32,662 is to be paid to the City of Roswell for Alpharetta's half of the total cost.

Public Comment:

- No Public Comment
- ❖ Council Member Hipes offered a motion to approve an expenditure in an amount up to \$32,662.00 from unallocated capital for the roof reconstruction project at the Training Facility (RAPSTC)
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

F. Resolution Approving the Sale of Real Property to GDOT for State Route 9 Road Widening Project

- Assistant City Attorney, Steven Jones, came forward to present this item.
- Legal is recommending that Mayor and Council adopt a resolution approving the sale of a portion of certain real property to the Georgia Department of Transportation (Identified as DOT Project STP00-0114-01 (085) Fulton County, PI NO. 721790, Parcel 64) for purposes of road widening; to ratify certain previous actions concerning the sale of such property; to authorize the Mayor to execute all documents necessary to carry out such sale and conveyance; and for other purposes.
- Assistant City Attorney, Steven Jones, read the resolution aloud.

Public Comment:

- Don Nahser, 305 Karen Drive, Alpharetta, GA, came forward to ask about the location and price of the property referred to in the resolution.
- ❖ Mayor Pro Tem Mitchell offered a motion to adopt a resolution approving the sale of a portion of certain real property to the Georgia Department of Transportation in an amount not to exceed \$500
 - The motion received a second from Council Member Richard
 - The motion was approved unanimously (7-0)

VIII. WORKSHOP

A. Tech Alpharetta Update

- Economic Development Manager, Matthew Thomas, came forward to present this item.
- CEO of Tech Alpharetta, Karen Cashion, and Chairman, Ryan Hollenbeck, provided an update of Tech Alpharetta's 2019 calendar year and goals for 2020.

IX. PUBLIC COMMENT

- Byron Sanford, 225 Sophia Cove, Alpharetta, GA, came forward to speak in support of Tech Alpharetta.

X. REPORTS

- Mayor Gilvin thanked the Council Members that joined him at the Saint James United Methodist Church for their MLK Day Celebration.

XI. ADJOURNMENT

- ❖ With no further business to discuss or items to be heard, Mayor Gilvin adjourned the meeting at 7:35 PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Erin Cobb".

Erin Cobb, City Clerk