



# Official City Council Meeting Minutes

March 2, 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 Sam Thomas, City Attorney
- o Michael Riddle, Web Administrator
- o Erin Cobb, City Clerk
- o Peter Sewczwicz, Director of Public Works
- o Morgan Rodgers, Director of Recreation, Parks & Cultural Services
- o John Robison, Director of Public Safety
- o Kathi Cook, Director of Community Development
- o Cris Randall, Director of Human Resources

### **III. PLEDGE TO THE FLAG**

### **IV. PRESENTATIONS & PROCLAMATIONS**

#### **A. Georgia Association of Water Professionals Ira C. Kelley Award Presentation to Mike Hill**

- Executive Director of the Georgia Association of Water Professionals, Pam Burnett, presented the City of Alpharetta's Sr. Water Resources Analysts, Mike Hill, with the Ira C. Kelley Award. Mr. Hill was previously awarded the Stormwater Top Ops award from Georgia Association of Water Professionals and is one of only two people who have achieved both honors.
- This award honors advancements and achievements in the environmental laboratory field. The statewide award is presented to someone who has demonstrated outstanding accomplishments in operating an environmental laboratory facility; performed outstanding service in instruction and training other laboratory analysts; contributed to advancement of the laboratory field; and/or developed analytical techniques, procedures or instrumentation.
- Mr. Hill has over 44 years of experience in water resources and holds two state certifications, Class III Wastewater Operator and Wastewater Laboratory Analyst. As Alpharetta's Senior Water Resources Analyst, Mr. Hill takes and process field samples, enforces quality control procedures, coordinates with neighboring municipalities, investigates pollution complaints, and completes all water quality data entry into Cityworks. Mr. Hill is personally responsible for the sampling, testing, and inspections of the waterways in Alpharetta.

#### **B. Arbor Day Proclamation**

- The City of Alpharetta's Environmental Program Coordinator, Terry Porter, the City's Arborist, David Shostak, and Natural Resources Commission Board Members, Deb Zemlock and Daniel Mitnick came forward to accept the Arbor Day 2020 Proclamation for Mayor Gilvin.

### **V. CONSENT AGENDA**

#### **A. Council Meeting Minutes (Meeting of 2/24/2020)**

#### **B. Financial Management Report: Month Ending January 31, 2020**

- On a monthly basis, the Finance Department prepares detailed revenue and expenditure statements for all city operating funds (including prior-year comparisons for the General Fund).
- In addition, this report includes:
  1. Detailed capital project report including life-to-date activity;
  2. Payments \$5,000 and greater;
  3. Purchase orders with an estimated cost between \$5,000 and \$50,000; and
  4. Status of current year bids/RFPs.

### **C. Alcoholic Beverage License Applications**

|             |                                                                                                                                                                                                                                                                  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PH-20-AB-02 | <p>Persian Kabob Land<br/>1055 Mansell Rd.<br/>Suite 150<br/>Alpharetta, GA 30076</p> <p>Restaurant<br/>Consumption on Premises<br/>Beer, Wine &amp; Sunday Sales</p> <p>Owner: Fraidoon Izadi<br/>Owner: Korous Momtaz<br/>Registered Agent: Hadi Haeri</p>     |
| PH-20-AB-03 | <p>Blazin Wings, Inc.<br/>d/b/a Buffalo Wild Wings<br/>10890 Haynes Bridge Rd.<br/>Alpharetta, GA 30022</p> <p>Restaurant<br/>Consumption on Premises<br/>Liquor, Beer, Wine &amp; Sunday Sales</p> <p>Owner: Jerry Pipes<br/>Registered Agent: Michael Sard</p> |

❖ Council Member Burnett offered a motion to approve the consent agenda

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

### **VI. NEW BUSINESS**

#### **A. Update to City's Employee Handbook**

- Director of Human Resources, Cris Randall, came forward to present this item.
- The purpose of this update is to increase clarity, transparency and consistent application of guidelines. Most of recommended updates consist of added content or adjustments to language to increase clarity of interpretation, expectations and consistent implementation among departments. Additional language was included to memorialize practices that have already been into practice but not documented. As our City evolves as an organization, so does our workforce and that is why it is important to periodically review and revise personnel policies to continue enhance our organizational health and supportive culture. Some key areas of revision include:
- Updating the Equal Employment Opportunity, Non-Discrimination, Anti-Harassment and Anti-Bullying policies to extend coverage in a manner consistent with current state and federal law, to encourage reporting of inappropriate conduct, and to address appropriate use of communication tools.

- Additional language addressing accommodations of disabled and pregnant employees, as well as clarifying how different aspects of the employment relationship are administered with respect to ill or injured employees.
- Updating introductory period from 90 days to 12 months ensuring consistency among department standards. This update coincides with Human Resources launching of a new comprehensive onboarding program that will increase new-hire engagement and provide them with resources while adjusting to their new role.
- Providing a comprehensive Drug Free Workplace policy that allows the City to manage and respond to employee conduct that is damaging in the workplace and to manage employees' substance abuse before it becomes a problem in the workplace.
- Providing clarification of essential-personnel role, expectations and compensation during City declared closings (severe weather or emergency closures).
- Updated policies that guide employees in their use of technology in the workplace, including use of City provided resources, use of external resources, like private social media during work hours, and use of personal devices during work hours or while operating City equipment and vehicles.
- Clarifying FLSA exempt and non-exempt position classification and expectation regarding work hours, breaks, authorization to work outside regular work hours and providing specific timekeeping guidelines.
- Adding statements as appropriate addressing inclusion of civil union partners under policies that encompass spouses.
- Incorporating requirements into the Family and Medical Leave Act and Military Leave policies consistent with the current scope of that Federal law.
- Providing employees with an illustrative list of conduct that may lead to disciplinary action and addressing expectations for employee conduct with respect to service standards and ethics and providing a performance management process to guide employee development and conduct on the job.
- Propose enhancement of certain benefits that apply to all City employees, including bereavement leave, Christmas's Eve full-day holiday, tuition reimbursement, and parental leave.

**Public Comment:**

- No Public Comment

❖ **Council Member Merkel offered a motion to approve the updated City's Employee Handbook**

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

**B. Haynes Bridge Road Capacity Improvements TSP/LOST**

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- On May 15, 2017, City Council approved an intergovernmental agreement (IGA) with City of Johns Creek concerning the design, engineering, and right-of-way

acquisition pertaining to the Haynes Bridge Road Capacity Improvements TSPLOST project. Identified as a Tier 1 Project in the TSPLOST project list by both City of Alpharetta and City of Johns Creek, the Haynes Bridge Road Capacity Improvements project will widen Haynes Bridge Road from a two lane section to a four lane section between Mansell Road and Old Alabama Road. The project scope also includes: an 8' sidewalk to the Greenway, tree lined streets, landscaped medians, and left turn lanes where appropriate.

- Under the terms of the IGA, the City of Johns Creek manages the design, engineering, and right-of-way acquisition phases for the project. Design costs and third-party costs associated with right-of-way acquisition (right-of-way plans, appraisals, negotiations, deed preparation, etc.) are split 50/50 between the cities. This request is for the authorization of funds in the amount of \$249,102.50 for reimbursement to the City of Johns Creek for design and engineering work. This amount is broken down as follows:
  - o \$52,825.00 for Conceptual Design and Miscellaneous Revisions by Lowe Engineers, LLC
  - o \$2,602.50 for Pavement Coring by NOVA Engineering and Environmental, LLC
  - o \$190,000.00 for Engineering Services by Lowe Engineers, LLC
  - o \$3,675.00 for Environmental Services by Kimley-Horn and Associates, Inc.
- The first two items listed below will be paid immediately to Johns Creek since the work has already been accomplished. The second two items will be paid out based on work completed over the course of the design of the project.

**Public Comment:**

- No Public Comment

❖ Mayor Pro Tem Mitchell offered a motion to approve an Intergovernmental Agreement (IGA) with City of Johns Creek concerning the design, engineering, and right-of-way acquisition pertaining to the Haynes Bridge Road Capacity Improvements TSPLOST project in an amount up to \$249,102.50 and authorize the Mayor and Council to execute all necessary documents

- The motion received a second from Council Member Burnett with a friendly amendment to allow the Mayor to execute all necessary documents
- Mayor Pro Tem Mitchell accepted the friendly amendment
- The motion was approved unanimously (7-0)

**C. Intergovernmental Agreement (IGA) with Fulton County Board of Education for use of Athletic Fields at Innovation Academy**

- Director of Recreation, Parks, & Cultural Services, Morgan Rodgers, came forward to present this item.
- Staff recommends the approval of an IGA between the City of Alpharetta and the Fulton County Board of Education to allow the City of Alpharetta primary use of the athletic facilities at the Innovation Academy for a period of 10 years and requests that the Mayor be authorized to sign all necessary documents.
- This Intergovernmental Agreement (IGA) between the City of Alpharetta and the Fulton County Board of Education will allow the City of Alpharetta primary use of the athletic facilities at the Innovation Academy for a period of 10 years as outlined in the attached IGA. The City will invest initially up to \$250,000.00 for

facilities improvements and will maintain the facilities during the life of the IGA as outlined in the attached IGA at an estimated cost of \$60,000 per year. In addition, it is anticipated that at capital maintenance cost will occur at the 5-year mark of approximately \$50,000 and at the 10-year mark of approximately \$75,000.

- The attached document outlines the basic terms of the relationship, which have been approved by Fulton County Schools. If the terms are approved by City Council, our Staff will work with the City Attorney and representatives of Fulton County Schools to finalize a formal IGA for execution.

**Public Comment:**

- No Public Comment
- ❖ Council Member Binder offered a motion to approve an IGA between the City of Alpharetta and the Fulton County Board of Education to allow the City of Alpharetta primary use of the athletic facilities at the Innovation Academy for a period of 10 years for a contract not to exceed \$250,000 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. Intergovernmental Agreement (IGA) between the City of Alpharetta and the Fulton County Board of Education to place a Community Playground at Alpharetta Elementary School**

- Director of Recreation, Parks & Cultural Services, Morgan Rodgers, came forward to present this item.
- Staff recommends the approval of an IGA between the City of Alpharetta and the Fulton County Board of Education to place a Community Playground at Alpharetta Elementary School and requests that the Mayor be authorized to execute all necessary documents.
- The City of Alpharetta, with the support of financial donations from Northside Hospital and Resurgens Foundation, plans to build an accessible playground in front of Alpharetta Elementary School. This playground would be used exclusively by students from Alpharetta Elementary School during school hours and would be used by the general public as a public park during non-school hours, as outlined by the Intergovernmental Agreement (IGA).
- The approximate cost of the playground project is \$100,000. Northside has donated \$40,000 and Resurgens has donated \$35,000. The remainder of the funds needed will come from the City of Alpharetta Park Development funds, which includes \$25,000 for playground construction and up to \$30,000 for upgrades to fence, landscaping and track.
- If approved, the construction would be over the summer with the grand opening in August, in time for the school year. The attached document outlines the basic terms of the relationship, which have been approved by Fulton County Schools. If the terms are approved by City Council, our Staff will work with the City Attorney and representatives of Fulton County Schools to finalize a formal IGA for execution.

**Public Comment:**

- No Public Comment

- ❖ Council Member Binder offered a motion to approve an IGA between the City of Alpharetta and the Fulton County Board of Education to place a Community Playground at Alpharetta Elementary School for an upfront cost not to exceed \$130,000 and authorize the Mayor to execute all necessary documents
  - The motion received a second from Council Member Burnett
  - The motion was approved unanimously (7-0)

## VII. WORKSHOP

### A. Bond Projects

- City Administrator, Bob Regus, came forward to present this item.
- This item is being presented for information and discussion purposes only. No action by City Council is being requested at this time.
- Council Member Burnett has asked for his support of the Alpha Loop (\$5M), Douglas Road Traffic Calming (\$1.65M) and Hembree Road (\$4M) to be reflected on the Proposed Bond Projects Spreadsheet.
- Mayor Pro Tem Mitchell has asked for his support to be reflected to the Hwy 9 Beautification proposed bond project and McGinnis Ferry (\$3-6M) and removed from McGinnis Ferry (\$6M).
- Council Member Burnett withdrew his support of the Hwy 9 Beautification project, simply based on time restraints of the project being completed.
- With the recommendation from the Director of Public Works, Pete Sewczwicz, Council Member Burnett requested the estimated amount for Marjean Way & Stormwater (aka Marjean Way Extension including stormwater facility) be reduced from \$3M to \$1.5M.
- Mayor Gilvin requested a future workshop on the pedestrian safety study to further explore the results and priorities of that study.
- Council Member Burnett withdrew his request for sidewalks on Providence Road Eastside to Garden District as that item can be combined with Sidewalks (\$1M). Additionally, requesting his support be added to Southlake Drive Culvert (\$1.3M).
- Council agreed to remove Waters Road (\$4.3M) as the speed indicators that have been placed on that road have fixed the issues, however still identifying sidewalks on Waters Road as an area in need.
- Council Member Hipes requested a milestone graph showing where the projects that are already in process start, stop and overlap.
- Mayor Pro Tem Mitchell asked to remove the line item for Webb/Kimball Bridge Aesthetics (\$5M) and add his support to the Webb/Kimball Bridge Aesthetics (\$4M). Additionally, Council Member Richard requested the name be changed to Tradewinds Direct Access.
- Council Member Burnett requested that his support be reflected for the Windward Pedestrian Bridge Crossings (\$2.2M) and relocating the court facility.

- Council Member Binder requested that we add parkland acquisition for (\$5M).

#### VIII. PUBLIC COMMENT

- No Public Comment

#### IX. REPORTS

- Mayor Gilvin appointed Council Member Merkel as the liaison to the Recreation, Parks & Cultural Services Department.

#### X. ADJOURNMENT TO EXECUTIVE SESSION

- ❖ Council Member Merkel offered a motion to adjourn into Executive Session
  - The motion received a second from Mayor Pro Tem Mitchell
  - The motion was approved unanimously (7-0)
- ❖ With no further business to discuss or items to be heard, Mayor Gilvin adjourned the meeting to Executive Session at 9:13 P.M.

Respectfully submitted,

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

Erin Cobb, City Clerk