Official City Council Meeting Minutes

August 10, 2020

Office of the City Clerk

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 6:42 p.m.*

II. ROLL CALL

- **Council Members**
  - Mayor Jim Gilvin
  - Mayor Pro Tem Donald F. Mitchell
  - Jason Binder
  - Ben Burnett
  - John Hipes
  - Dan Merkel
  - Karen Richard
- **Staff**
  - Bob Regus, City Administrator
  - Steven Jones, Asst. City Attorney
  - James Drinkard, Asst. City Administrator
  - Erin Cobb, City Clerk
  - Pete Sewczwicz, Director of Public Works
  - Morgan Rodgers, Director of Recreation, Parks & Cultural Services
  - Tom Harris, Director of Finance
  - Kathi Cook, Director of Community Development
  - Cris Randall, Director of Human Resources
  - Randy Bundy, Director of Information Technology
  - Michael Woodman, Senior Planner
  - Eric Graves, Senior Transportation Engineer/Planner

III. PLEDGE TO THE FLAG

IV. PRESENTATIONS & PROCLAMATIONS

A. Proclamation for Rev. Dr. Michael T. McQueen

V. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 7/27/2020)

B. Financial Management Report: Month Ending June 30, 2020

C. Alcoholic Beverage License Applications

1. PH-20-AB-07	Wrig Back Alley, LLC d/b/a Back Alley Bar and Grill 10 N. Broad Street Alpharetta, GA 30009 Restaurant Consumption on Premises Liquor, Beer, Wine & Sunday Sales Owner: Brian Will Registered Agent: Brian Will
2. PH-20-AB-08	Fueling Point Inc. d/b/a Shell Food Mart 5005 Windward Parkway Alpharetta, GA 30004 Retail Package Sales Beer, Wine & Sunday Sales Owner: Almas Jilani Registered Agent: Malik Thobani

- Council Member Binder asked to remove the Financial Management Report: Month Ending June 30, 2020 from the consent agenda

- Council Member Burnett offered a motion to approve the consent agenda excluding the Financial Management Report
  - The motion received a second from Council Member Binder
  - The motion was approved unanimously (7-0)

B. Financial Management Report: Month Ending June 30, 2020 (removed from the consent agenda)

- Director of Finance, Tom Harris, came forward to present this item and briefly reviewed the Financial Management Report and the affects COVID-19 has had on the budget.

❖ Council Member Binder offered a motion to approve the Financial Management Report: Month Ending June 30, 2020

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

VI. PUBLIC HEARING

A. PH-20-09 City of Alpharetta Capital Improvement Element

- Senior Transportation Engineer/Planner, Eric Graves, came forward to present this item.
- Staff recommends that Mayor and Council approve a resolution authorizing the transmittal of the 2019-2020 Capital Improvement Element and Annual Report to the Atlanta Regional Commission and the Georgia Department of Community Affairs.
- The Georgia Planning Act of 1989 (The Act) requires that local governments keep their Comprehensive Plans current as a pre-requisite for maintaining Qualified Local Government status, a requirement for eligibility for receipt of State of Georgia funds. The Act requires that local governments provide annual updates to their Capital Improvement Element (CIE), prepared in accordance with the Minimum Planning Standards and Procedures and the Development Impact Fee Compliance Requirements.
- The CIE is designed to provide insight into key infrastructure and public improvement projects being undertaken and completed by local jurisdictions. The Annual Report details on an annualized basis the collection and use of funds derived from impact fees. Together these documents provide a means of tracking local government performance and serve as a tool for measuring progress with respect to achieving community goals as outlined in the Comprehensive Plan.
- The City of Alpharetta is required to transmit its annual update of the Capital Improvement Element to the Atlanta Regional Commission for review prior to Council Adoption.
- Failure to update the Capital Improvement Element in accordance with the Georgia Planning Act of 1989 would result in the loss of Qualified Local Government status, which would make the City ineligible to receive most State funding. Further, failure to submit this annual report would make the City ineligible to collect impact fees on new development.
- Asst. City Attorney, Steven Jones, read the resolution aloud.

Public Comment:

- No Public Comment

❖ Council Member Richard offered a motion to approve PH-20-09 and the resolution authorizing the transmittal of the 2019-2020 Capital Improvement Element and Annual Report to the Atlanta Regional Commission and the Georgia Department of Community Affairs

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

B. V-20-01 / E-20-02: Midgard Self Storage Parking Variance & Height Exception
This item was tabled on July 27, 2020 and must be removed from the Table for consideration.

❖ Council Member Richard offered a motion to remove V-20-01/E-20-02 Midgard Self Storage Variance & Exception from the table

  - The motion received a second from Council Member Binder
  - The motion was approved (6-1); Council Member Burnett voting in opposition

- Senior Planner, Michael Woodman, came forward to present this item.
- At the July 27, 2020 City Council meeting, the item was tabled to allow additional time for Staff to consider the applicant's amended letter of intent. The applicant provided a floor plan of the sales office, which is approximately 30' x 30', or 900 square feet. In addition to the 91 parking spaces for the self-storage use and parking for four (4) U-Haul moving trucks, the truck leasing use would generate a need for nine (9) additional parking spaces. Therefore, the applicant's proposal would require a total of 104 parking spaces.
- Staff is recommending that Mayor and Council deny V-20-01/E-20-02 Midgard Self Storage Variance & Exception.
- If approval is considered, recommend the following conditions:

1. Property shall be developed substantially in accordance with submitted plan prepared by AEC, dated 11/1/2019, except for modifications required to comply with the conditions below.
2. Maximum building height shall be 3-stories and 36'-4".
3. Self-storage facility shall appear as an office building and shall be substantially brick on 3 sides (West, North and East) with breaks and relief in the elevations, final approval by DRB. Parapet heights shall be approved by DRB.
4. Dumpster shall have brick enclosure with painted metal doors, with final approval by DRB.
5. Retaining walls facing Old Milton Parkway or Georgia 400 shall be brick to match the building. Retaining walls exceeding 16' in height shall be terraced with landscaping, as approved by DRB.
6. Interior storage units shall not be visible through windows.

7. Loading/unloading areas shall not be visible from Georgia 400 or Old Milton Parkway and shall be heavily screened with landscaping and decorative walls or berms.
8. Fences and walls visible from Georgia 400 or Old Milton Parkway shall be decorative, subject to approval by DRB.
9. 'Moving vehicles' shall not be sold or leased from the property and shall not be parked between the building and Georgia 400 or Old Milton Parkway.
10. Outside storage shall be prohibited.
11. Existing tree buffer along Old Milton Parkway shall remain undisturbed, except to accommodate the driveway extension from Morris Road, as depicted on the plan prepared by AEC, dated 11/1/2019. Additional landscaping may be required to be installed within the Georgia 400 buffer where sparse, subject to approval by Staff.
12. Wall signs shall not be permitted facing or visible from Georgia 400 and all signage shall be approved by DRB.
13. CC&R's shall be recorded and shall limit the use of the subject property to climate controlled self-storage with no lodging or dwelling.

- The applicant, Midgard Self Storage, requests a variance to reduce the required number of parking spaces and an exception to increase the building height in order to construct a 3-story, 91,000 square foot climate controlled self-storage facility on 14.9 acres. The applicant proposes 'Auto Sales and Leasing' to allow for four (4) U-Haul moving trucks to be leased from the property. The subject property is located at 11425 Morris Road at the southeast corner of Old Milton Parkway and Georgia 400.

- The submitted request, if approved, would allow for the construction of a 3-story, 91,000 square foot climate controlled self-storage facility and leasing of four (4) U-Haul moving trucks on 14.9 acres. A variance is requested to reduce the required number of parking spaces from 104 to 28 parking spaces and an exception is requested to increase the building height from 35' to 36'- 4". The subject property is located at 11425 Morris Road at the southeast corner of Old Milton Parkway and Georgia 400.

- The subject property is zoned LI (Light Industrial) and O-I (Office-Institutional) and is currently undeveloped with a significant amount of floodplain impacting the property. The proposed self-storage use is located on a portion of the property zoned LI and is only allowed in that zoning district. The remainder of the property zoned O-I and is undevelopable due to the presence of floodplain. Surrounding properties are zoned LI and O-I to the South, O-P (Office-Professional) to the North and O-I and CUP (Community Unit Plan) to the East. Avanti Senior Living is located to the South, undeveloped property and Morris Road right-of-way are located to the East, Georgia 3 400 is located to the West and an undeveloped property approved for office is located to the North. The Comprehensive Land Use Plan designation of the property is 'Corporate Office'.

- The Unified Development Code (UDC) defines 'Storage, Climate Controlled' as, "A facility consisting of a building or group of buildings that contain individual storage units of varying sizes in a climate controlled environment where customer access is through a lobby and where no commercial transactions or activities take place other than the rental of the storage units (permitted in L-I only)." The applicant proposes to lease four (4) U-Haul moving trucks from the storage facility, which would be contrary to the definition of Climate Controlled Storage above.

- The applicant requests a parking variance to reduce parking from at least 104 to 28 parking spaces. UDC Subsection 2.5.1 (C), Number of vehicle parking spaces required, Wholesale and Industrial Uses requires one (1) parking space per 1,000 square feet for self-storage facilities. In addition, Auto and Truck Sales and Leasing requires one (1) parking space per 100 square feet of showroom, sales office, or other conditioned space. The applicant provided a floor plan of the proposed sales office, which is approximately 30' x 30, or 900 square feet. Therefore, parking required for the applicant's proposed use is 91 spaces for the self-storage use, four (4) spaces for the proposed U-Haul moving trucks and nine (9) spaces for the Auto and Truck Sales and Leasing use. Parking variances for self-storage facilities and data centers have been granted in the past, subject to a condition requiring that land be set aside to accommodate additional parking in the future, if determined to be necessary by Staff.

- The applicant is requesting an exception to increase the maximum building height from 35' to 36'-4". UDC Subsection 2.2.17(D), LI Light Industrial District Regulations has a maximum building height of 35'. The first-floor height of the building is 15', 2nd-floor is 10'-8" and 3rd-floor is 10'-8" for a total height of 36'-4". According to the applicant, approval of the height exception would allow for a larger first-floor height (15') to accommodate fire access with the building overhanging a portion of the driveway adjacent to Georgia 400.

- There are currently six (6) self-storage facilities operating in the City. Of the six (6), four (4) locations were in existence when they were annexed into the City. The other two (2) storage facilities were approved by the City. Public Storage on South Main Street was approved through a rezoning, conditional use, and parking variance to reduce parking from 155 to 32 spaces. Staff recommended denial of the request, but it was ultimately approved. Extra Space Storage on Westside Parkway received approval of a parking variance to reduce its parking from 103 to eight (8) spaces with a land set aside to accommodate an additional 21 parking spaces and a condition prohibiting the sale of leasing of moving vehicles. The developer ended up setting aside 27 additional parking spaces.

- The submitted site plan depicts a 3-story, 91,000 square foot self-storage building on 14.9 acres. Access is proposed by way of a new project driveway connecting to an existing private road easement. The adjacent property to the South, Avanti Inspired Living, constructed the private road easement in conjunction with their development, which provides direct access to the traffic light at Old Milton Parkway and Morris Road. The building overhangs the project driveway on the West side of the property adjacent to Georgia 400. This condition is directly related to the applicant's request to increase the height of the building from 35' to 36'-4".

- Approximately 10% of the site is buildable due to the presence of stream buffer and floodplain. 28 surface parking spaces are provided around the perimeter of the building, except on the side adjacent to Georgia 400. A total of 104 parking spaces are required and land is not available to construct additional parking, if required by Staff or the use changes. Additionally, there is not an adjacent buildable parcel that could accommodate additional parking for heavy use times. The site plan depicts a stormwater management facility to the east of the proposed building and within the 150' impervious setback.

- The submitted elevations depict a flat-roof building, primarily brick with some EIFS. Loading entrances are proposed on the east and west building elevations; however, it is recommended that loading areas not be visible from Old Milton Parkway or Georgia 400. Since GDOT's Georgia 400 Express Lane project will impact the existing tree buffer along Georgia 400 and the City does not have jurisdiction within the Old Milton Parkway right-of-way, it is recommended that the building be substantially brick on 3-sides (West, North and East) with breaks and relief in the elevations. It is likely that the building would be visible from Georgia 400 and possibly from Old Milton Parkway in the future.

- The three (3) story building has a 1st floor height of 15', 2nd floor height of 10'-8" and 3rd floor height of 10'-8" for a total building height of 36'-4". Parapets range in height from 3'-4" to 10'- 10". It is recommended that the Design Review Board approve final parapet heights based on the need to screen rooftop equipment.

- The City of Alpharetta Unified Development Code Article IV, Section 4.5.3 outlines the criteria set forth for granting a variance. The ordinance specifically states..."a variance may be granted 5 in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding that":

  (1) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography; or
  Response: The 14.9-acre property is encumbered by stream buffer and floodplain resulting in 10% of the site being buildable. Parking variances for self-storage facilities have been granted in the past; however, land should be set aside on-site to build parking if it becomes necessary or the use changes. This site does not have sufficient land outside the floodplain to accommodate UDC-required parking if it becomes necessary. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400.
  (2) The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or
  Response: The 14.9-acre property is encumbered by stream buffer and floodplain resulting in 10% of the site being buildable. Parking variances for self-storage facilities have been granted in the past; however, land should be required to be set aside for additional parking if needed in the future. This site does not have sufficient land outside the floodplain to accommodate UDCrequired parking if it becomes necessary. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400.
  (3) There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or
  Response: The 14.9-acre property is encumbered by stream buffer and floodplain resulting in 10% of the site being buildable. In addition, parking variances for self-storage facilities have been granted in the past, however land should be required to be set aside for additional parking if needed in the future. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400.
  (4) Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the City of Alpharetta ordinances.
  Response: Approval of the parking variance and height exception should not cause substantial detriment to the public good, if conditions are approved requiring that the structure have the appearance of an office building, prohibiting signage facing Georgia 400 and requiring a set aside of land to accommodate the UDC-required parking in the future. This site does not have sufficient land outside the floodplain to accommodate UDC-required parking if it becomes necessary.

- Staff has reviewed the applicant's proposal and finds that it could support the requested parking variance if land were available outside of the floodplain to build additional parking spaces if required. Past variance approvals for parking reductions associated with storage 6 facilities and data centers have required land available on-site to accommodate a future use change or need for additional parking. The 14.9-acre property is encumbered by stream buffer and floodplain resulting in 10% of the site being buildable. The height exception appears to be the minimum necessary to accommodate fire access with the proposed building overhanging a portion of the driveway adjacent to Georgia 400. If approved, conditions are recommended requiring that the structure have the appearance of an office building, prohibiting signage facing Georgia 400 and requiring a set aside of land to accommodate the UDC-required parking in the future.

- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.

- The CZIM was held on December 11, 2019. There were no public comments.

- Attorney, Don Rolader, 1865 Lockeway Dr #601, Alpharetta, GA, came forward to speak on behalf of the applicant.

Public Comment:

- No Public Comment

❖ Council Member Richard offered a motion to deny V-20-01/E-20-02 Midgard Self Storage Variance & Exception

- The motion received a second from Council Member Burnett

- The motion was approved (5-2); Council Member Merkel and Mayor Pro Tem Mitchell voting in opposition

VII. OLD BUSINESS

A. PH-19-09 Unified Development Code Text Amendments – Signs (2nd Reading) Sponsored By: Mayor Pro Tem Mitchell

- Director of Community Development, Kathi Cook, came forward to present this item.

- This item was considered at the March 5, 2020 Planning Commission meeting. There were no public comments. After discussion, the Planning Commission recommended to approve the item. Vote (7-0)

- This item was considered at the July 27, 20202 City Council meeting. There were no public comments. A motion to approve Item #1 subject to the highlighted changes below, the motion was approved 5- 1. A motion to approve Item #3, the motion failed 4-2. A motion to approve Item #4, the motion was a tie 3-3 and does not pass. Item #4 was pulled and re-advertised for consideration at a future City Council meeting. A motion to approve Items #2, 5-13, the motion was approved unanimously 6-0.

- Staff is recommending consideration of text amendments to Unified Development Code (UDC) Sections 2.6 Signs and 2.10 North Point Overlay.

- The following text amendments are proposed (Council changes highlighted below):

    1. Subsection 2.6.4 (A) Permit Required. Change to require any change to an existing sign, including only a face change, to obtain a permit. The term 'materially' remains and add sentence that states, 'A change in copy area of a sign shall constitute a material change.'
    2. Subsection 2.6.8 (26) Prohibited signs and devices. Reduce the maximum height of a monument sign from 15' to 10'.
    3. Item pulled for future Council consideration.
    4. Item pulled for future Council consideration.
    5. Subsection 2.6.12 (A)(2) and Subsection 2.6.12 (B)(2)(d) Requirements for non-residential zoning districts. Allow unused sign area for wall and perpendicular signs to be aggregated and distributed to a certain building elevation but limited to no more than 2 wall signs and 1 perpendicular sign on the same building elevation and not internally illuminated.
    6. Subsection 2.6.12 (A)(3) Requirements for non-residential zoning districts. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign. This is to address buildings that have front and rear pedestrian entrances, and those with access from the Big Creek Greenway and future Alpha Loop.
    7. Subsection 2.6.12 (B)(1) Reduce the maximum height of a monument sign to 10' or less. Remove subsection (1)(g) which allowed increased copy area when one or more of the monument signs otherwise permitted are foregone. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign.
    8. Subsection 2.6.12 (C)(1) Signs Permitted in Industrial and Office Parks. Reduce the maximum height of a monument sign from 15' to 10' and reduce the permitted copy area of a monument sign from 150 square feet to 75 square feet.
    9. Subsection 2.6.12 (C)(2) Signs Permitted in Industrial and Office Parks. Allow a blade sign in lieu of a wall sign with a sign area not to exceed 50% of the allowable wall sign area.
    10. Subsection 2.6.12 (D)(1) Add "no digital copy is allowed" for clarification.
    11. Subsection 2.6.12 (E)(6) Change buildings of 3 stories to 2 stories are permitted a wall sign at top of the free-standing commercial building.
    12. Subsection 2.6.12 (G) Add maximum height of a monument sign not to exceed 6' and remove last sentence, which states the regulation does not apply if only changing sign face.
    13. Subsection 2.10.9 North Point Overlay, Signs. Delete subsection (C) regarding rear wall signs.

- Asst. City Attorney, Steven Jones, read the ordinance aloud.

Public Comment:

- No Public Comment

- ❖ Council Member Richard offered a motion to approve PH-19-09 amendments to the Unified Development Code as it relates to the following Sign Code:

  1. Subsection 2.6.4 (A) Permit Required. Change to require any change to an existing sign, including only a face change, to obtain a permit. *The term 'materially' remains and add sentence that states, 'A change in copy area of a sign shall constitute a material change.'*
  2. Subsection 2.6.8 (26) Prohibited signs and devices. Reduce the maximum height of a monument sign from 15' to 10'.
  5. Subsection 2.6.12 (A)(2) and Subsection 2.6.12 (B)(2)(d) Requirements for non-residential zoning districts. Allow unused sign area for wall and perpendicular signs to be aggregated and distributed to a certain building elevation but limited to no more than 2 wall signs and 1 perpendicular sign on the same building elevation and not internally illuminated.
  6. Subsection 2.6.12 (A)(3) Requirements for non-residential zoning districts. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign. This is to address buildings that have front and rear pedestrian entrances, and those with access from the Big Creek Greenway and future Alpha Loop.
  7. Subsection 2.6.12 (B)(1) Reduce the maximum height of a monument sign to 10' or less. Remove subsection (1)(g) which allowed increased copy area when one or more of the monument signs otherwise permitted are foregone. Allow rear entrance wall sign to be a maximum 50% of the allowed front facing wall sign.
  8. Subsection 2.6.12 (C)(1) Signs Permitted in Industrial and Office Parks. Reduce the maximum height of a monument sign from 15' to 10' and reduce the permitted copy area of a monument sign from 150 square feet to 75 square feet.
  9. Subsection 2.6.12 (C)(2) Signs Permitted in Industrial and Office Parks. Allow a blade sign in lieu of a wall sign with a sign area not to exceed 50% of the allowable wall sign area.
  10. Subsection 2.6.12 (D)(1) Add "no digital copy is allowed" for clarification.
  11. Subsection 2.6.12 (E)(6) Change buildings of 3 stories to 2 stories are permitted a wall sign at top of the free-standing commercial building.
  12. Subsection 2.6.12 (G) Add maximum height of a monument sign not to exceed 6' and remove last sentence, which states the regulation does not apply if only changing sign face.
  13. Subsection 2.10.9 North Point Overlay, Signs. Delete subsection (C) regarding rear wall signs.

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

B. PH-19-28 Unified Development Code and Code of Ordinance Text Amendments – Massage and Spa Establishment (2nd Reading)

- Director of Community Development, Kathi Cook, came forward to present this item.
- This item was considered at the March 5, 2020 Planning Commission meeting. There were no public comments. After discussion, the Planning Commission recommended to approve the item. Vote (7-0)

- This item was considered by City Council at the July 27, 2020 meeting. After discussion, the City Council approved the item subject to adding a 2,000' distance requirement to the definition of 'Massage Therapy' in the Code of Ordinances and Unified Development Code and deleting Code of Ordinance Subsection 10-279(b)(14), surety bond requirement in its entirety. Vote (6-0)

- Staff is recommending that Mayor and Council approve PH-19-28 amendments to the Unified Development Code and Code of Ordinances as it relates to Massage and Spa Establishments.

- Consideration of text amendments to Unified Development Code (UDC), Section 1.4 Definitions. Proposed amendments include:

    1. Amend the definitions of 'Massage Therapy' and 'Spa Services' to match the definitions in the City's Code of Ordinances and including distance requirements from the Code of Ordinances Subsection related to Massage and Spa Establishments.

- Consideration of text amendments to the Code of Ordinances, Article IX Massage and Spa Establishments. Proposed amendments include:

    2. Amend the definitions of 'Massage or Massage Therapy' and 'Spa Establishment' to match the definitions in the Unified Development Code (UDC) and including distance requirements from the Code of Ordinances Subsection related to Massage and Spa Establishments.

    3. Replace the City's Public Safety Department with the City's Community Development Department as the administrator of the ordinance.

    4. Delete last 2 sentences of subsection 10-279 (a) which limits massage and spa establishment licenses to no more than 20 such licenses.

- Asst. City Attorney, Steven Jones, read the ordinance aloud.

Public Comment:

- No Public Comment

❖ Council Member Richard offered a motion to approve PH-19-28 Unified Development Code and Code of Ordinance Text Amendments – Massage and Spa Establishment as presented by Staff

- The motion received a second from Council Member Merkel

- The motion was approved unanimously (7-0)

VIII. NEW BUSINESS

A. Comprehensive Compensation and Classification Study

- Director of Human Resources, Cris Randall, came forward to present this item.

- Staff is recommending that Mayor and Council approve the July 10, 2020, Comprehensive Compensation and Classification Study recommendations, proposed pay plan and pay grades, effective the first pay period of October 2020.

- Talent management is a fundamental element of public management and the delivery of services for the community. A well designed and competitive compensation plan is a key part of the foundation for delivering quality public services because it is through an organization's ability to attract and retain a capable and talented workforce that quality public services are provided efficiently and effectively.

- A diagnostic study of the comparable labor market, coupled with a fresh assessment of internal job content and complexity, provides current and objective compensation data necessary to assist in making decisions addressing policy and administrative choices related to the workforce.

- In the second half of 2019, the City retained Evergreen Solutions, LLC (Evergreen) to conduct a position classification and compensation (wages and benefits) analysis. Evergreen is a public-sector management consulting firm with extensive experience in administering this type of project. The study was conducted to ensure all position classifications (job title) accurately reflects the duties and responsibilities of the job, and the salary range assignment is internally equitable and competitive within our employment markets.

- The purpose of the Compensation, Classification and Benefits Study was to:

    - Produce a pay plan that is both internally equitable and externally competitive
    - Determine market competitiveness of the City's compensation system by conducting salary and benefits surveys with peer organizations
    - Ensure employee's wages, in their current position, are appropriately placed in the pay range, based on years of service, experience and qualifications
    - Designed to assure equal pay is provided for equal work

- The study, however, was not designed to determined work volume or to decide whether individual employees are performing their job function to expectations. The study represents the evaluation of the positions, not the individuals performing the jobs. Job classification (job titles) and pay ranges were determined by job duties, responsibilities, and requirements needed to perform the job (i.e., education, years of experience, certifications, etc.).

- The framework of the study included:

    - Employee outreach: live orientation session so employees could provide feedback on current compensation and classification practices. Recorded orientation was also made available to employees that could not be present.
    - Job assessment tool (JAT): providing employees an opportunity to describe in detail the type of work they perform within the job their currently fill.

- Salary Survey: Evergreen conducted a salary and benefits survey of public employers in the local and regional employment markets which the City competes for high quality staff in order to evaluate and recommend a salary plan that is competitive with salaries paid for similar occupations in those markets.
- Data Analysis: - Position scores were tabulated based on employee's response to the JATs, job descriptions, supervisor review and department director input. - Payroll data and information obtained in the JATs was utilized to conduct a comprehensive position classification evaluation and positions were ranked based on levels of leadership, working conditions, complexity and decision making. - JAT information was also utilized to evaluate position exemption classification as provided by the Fair Labor Standards Act (FLSA) regulations. - Positions were placed into ranges based on position worth, not the individual performing the position. - Assessment of internal and external job equity, employee tenure and past performance scores were conducted to determine employee's placement within the new ranges.

- Key findings and conclusions of the study include:

  - Employee Feedback: Employee outreach feedback indicated our employees take a lot of pride in their work and strive to make a distinct contribution to the City and the community.

  - Classification System: Overall, the classification system utilized by the City was sound, however, there were some instances of titles that could be modified to better reflect the job duties and tasks of the position. Appropriate position classification pay ranges will reflect the City's ability to recruit and retain talent over time.
  - Compensation System: Based on the analysis of data from external market assessment, overall salary ranges were generally found to be slightly below the market. Results of pay compression analysis based on supervisors and the employees they supervise also reveals some areas of concern. Emphasis was placed on the standing of a classification's pay range compared to the market. Assigning pay grades to classifications requires a balance of internal equity, desired market position, and recruitment and retention consideration. The review of data for the public sector indicated the City would benefit from the development and implementation of a more competitive pay plan structured similarly to its peers.
  - Benefits: When compared with peer organizations, benefits data indicate the City's benefits offerings are somewhat more competitive when considering the proportion of medical insurance premiums paid by employees to the amount paid by the City. The recent retiree health reimbursement benefit is also a significant positive contributor to the total compensation for the City's employees.

- The study represents an in-dept analysis of the City's current compensation, classification, and benefits plan. The report represents collaborative work among Evergreen, Human Resources Department, Department Directors, and City employees. Opportunity for stakeholder input and feedback was provided throughout the process, information obtained was recorded and carefully considered, data from internal and external sources were analyzed and preliminary information was distributed to appropriate parties as it became available.

- Suggested pay plan and supporting recommendations to assist achieving an internally equitable and externally competitive compensation system was recommended and are explained in detail in Chapter 5 of report. Key recommendations include:

- Revise titles of some classifications
- Revise job descriptions to include updated classification information provided in the JAT.
- Create and implement a competitive pay-plan aligned with the City's compensation philosophy that reflects the desired market position, best practices, internal and external equity, and transition employee's salaries into the plan.
- Conduct small-scale salary surveys as needed to assess the market competitiveness and conduct a comprehensive classification and compensation study every three to five years.
- Review and revise, as appropriate, guidelines for progressing employee salaries through the plan, including those for determining salaries of newly hired employees who have been promoted or transferred to a different classification.

- In developing the recommendation, the study evaluated how jobs compare with one another from an internal equity standpoint as well as salaries being paid, and benefits being offered by other "like" municipalities. Implementing the proposed recommendations will enhance the City's competitiveness in the labor market and provide a responsive compensation system for several years to come.

- The study's recommendations strongly align with the City's Core Values of Excellence, by the pursue of continuous improvement in our results and how they are achieved; Stewardship, by reflecting professionalism, ethics, industry standards and best practices; Integrity, by providing a fair and careful assessment and transparency of information; and Service, by our commitment to efficient, effective and responsive service delivery.

- The study's final report is the result of a due diligence, careful analysis, and dedicated work representing a holistic and long-term focus on talent management, recruitment, retention and employment engagement initiatives while ensuring the highest standards of public administration and human resources best practices are also achieved.

Public Comment:

- No Public Comment

❖ Council Member Merkel offered a motion to approve the July 10, 2020, Comprehensive Compensation and Classification Study recommendations, proposed pay plan and pay grades, effective the first pay period of October 2020

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

B. Microsoft Enterprise Agreement for Software Services

- Director of Information Technology, Randy Bundy, came forward to present this item.
- Staff is recommending that Mayor and Council award Dell Marketing LP as the vendor to provide the Microsoft Enterprise Agreement for software services in the amount of $282,569.21 and authorize the Mayor to execute all necessary documents.
- As approved in the FY 2021 budget, this contract provides for Microsoft Enterprise Agreement for software services for the City of Alpharetta. This will provide greater reliability, greater efficiency for system software services for Departments throughout the City of Alpharetta that support for individual employees for the City.
- The presented agreement covers 36 months of guaranteed pricing for current levels of software services provided. Dell Marketing LP is the designated provider for Microsoft Enterprise services for the City.

Public Comment:

- No Public Comment

❖ Council Member Burnett offered a motion to award Dell Marketing LP as the vendor to provide the Microsoft Enterprise Agreement for software services in the amount of $282,569.21 and authorize the Mayor to execute all necessary documents

- The motion received a second from Council Member Merkel
- Mayor Gilvin offered a friendly amendment to make an adjustment to the motion by adding "up to the amount of $282,569.21"
- Council Member Burnett and Council Member Merkel accepted the friendly amendment
- The motion was approved unanimously (7-0)

C. Replacement of Web Help Desk Software

- Director of Information Technology, Randy Bundy, came forward to present this item.
- Staff is recommending that Mayor and Council approve a one-year contract from SH, Inc. for Zendesk in the FY2021 in the amount of $24,391.98 and authorize the Mayor to execute all necessary documents.
- This request is for replacement of the IT Departments existing legacy Web Help Desk system that is experiencing serious issues (particularly as of 03-17-2020 when Microsoft instituted new security standards). The existing system is legacy product that is no longer being updated and does not have features of other current systems. Therefore, we have prioritized this for immediate replacement.

- This is a one-year contract for Zendesk (a highly rated hosted Help Desk system that is modern and many enhanced features). This system was selected because of relatively low-cost system that integrates with our current Office 365/Teams and Azure Cloud environment.

Public Comment:

- No Public Comment

❖ Council Member Burnett offered a motion to approve a one-year contract from SH, Inc. for Zendesk in the FY2021 in an amount not to exceed $24,391.98 and authorize the Mayor to execute all necessary documents

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

D. Virtual Learning Site MOU with the YMCA

- Director of Recreation, Parks and Cultural Services, Morgan Rodgers, came forward to present this item.
- Staff is recommending that Mayor and Council approve the Virtual Learning Site MOU with the YMCA and authorize the Mayor to execute all necessary documents.
- The COVID-19 pandemic has presented our community with an array of challenges, but the most lasting impacts could be those on children and students. As our schools begin the academic year in an all-virtual setting, there will be issues ranging from access to high speed internet to quality childcare and supervision as parents return to work.
- To assist in addressing some of these issues, it is proposed that the City and the Alpharetta / Ed Isakason YMCA partner to provide early and late afternoon opportunities for students. Under the proposed Memorandum of Understanding the City of Alpharetta would make available certain Parks facilities for programming that would be coordinated by the YMCA. The specific duties and responsibilities of the City and the YMCA are listed in the attached MOU.
- If approved, the MOU shall begin on August 24, 2020 and continue until virtual learning services are no longer needed or June 30, 2021, whichever comes first.
- YMCA representative, Ryder Leary, came forward to discuss their COVID-19 policies.

Public Comment:

- No Public Comment

❖ Council Member Binder offered a motion to approve the Virtual Learning Site MOU with the YMCA and authorize the Mayor to execute all necessary documents

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

IX. WORKSHOP

A. Update and Discussion on School Year Impact Due to COVID-19 (Sponsored By: Mayor Gilvin, Council Member Binder, Council Member Burnett, & Council Member Richard)

- Asst. City Administrator, James Drinkard, Director of Recreation, Parks and Cultural Services, Morgan Rodgers, and Director of Human Resources, Cris Randall, came forward to present this item.
- Staff is looking for direction from Mayor and City Council on what steps the City should be taking in response to the new school year model.
- Staff presented an update and opened discussion on the school year impact due to COVID-19. Local public schools are using different models for the beginning of the school year. This impacts Alpharetta residents and employees in many ways. Staff will report on what programs and/or services have been established and what is planned.

B. TSPLOST Projects Update

- City Administrator, Bob Regus and Director of Public Works, Pete Sewczwicz, came forward to present this item.
- After funding McGinnis Ferry Road, Old Milton Parkway, and the Bridge Improvements, the Finance Department shows at current collection estimates, the City should be able to allocate $25,353,275 to projects that remain to be funded with TSPLOST proceeds.
- Since we will not have funds to cover all the remaining four projects, Director Sewczwicz has provided the following pros and cons of each project:

1. Webb Bridge Road – Greenway to WB Park and SR 120 (Project was expanded, and a change order was issued to extend the project limits)
    - Pros
        - Establish connectivity from the Greenway to Webb Bridge Park and John Creeks Multi-Use Trail along SR 120
        - Windward and Park Bridge Communities has access to the Greenway and WB Park
        - Bike lanes along the corridor
        - Roundabout replacing traffic signal at WB Way will improve traffic flow and safety for the intersection and the residents in adjacent subdivisions
    - Cons
        - Request/desire of citizens to maintain 40mph speed limit
        - Limited ROW to work with. This resulted in a 3' grass strip and installing tree grates along the entire corridor
        - Tree Grates are very expensive, and we are looking into options
            - Construction cost is more than $5k per grate, approximately 300 tree grates for the corridor
            - Grates are requiring more maintenance along Main St and the look may be more formal than individuals would want
        - Utility relocations may be at the City's expense
        - Overall project is a streetscape with the exception of one intersection improvement (roundabout) and the overall cost in around $20M

2. Webb Bridge Road – Morris Road to Greenway
   - Pros
     - Minimal work between Morris and NPP
       - Maintain existing curb line and resurface/re-stripe lanes to accommodate a bike shoulder
     - New bridge over big creek
     - Extend connectivity to greenway, park, and downtown
     - Improve vehicular safety approaching access to Alpharetta HS
   - Cons
     - Replacement of bridge over Big Creek
       - Need to look into temporary bridge or remove and replace
       - Minimal design work has taken place, to provide realistic cost estimate
       - Current estimate from team is between $10-$12M

- It is difficult for Director Sewczwicz to state if the $8M price tag from Morris to Greenway is going to hold up, the wild card is the bridge. He does think $10-$12M is rather high for the end benefits. A component not established for this section is ROW and easements, mainly due to the fact we do not have a design and until we do it is difficult to state the limits of the project. Building a temporary bridge first and then taking down the existing bridge and then building a new bridge is not helping the cost. The bridge over Big Creek will need to be replaced in the future, we can only make repairs so long. It is not in dire need of replacement, but with all the construction the corridor is going to be going through the replacement will be sooner than later.

- Concerning both projects above, Director Sewczwicz thinks it is worth our while to have discussions with the adjacent property owners and see if we can increase our limits a few additional feet. His concern is that the cost of the tree grates (purchase. /installation/maintenance) is going to be far greater than the cost of the additional ROW/easements. We would have to pay POND additional dollars to modify their design, shifting the sidewalk 3', but I think it will be a better overall experience. His basis for this different thought is the feedback from the residents along Rucker. They love the additional separation from the vehicles and are understanding why we were only able to accommodate a 2' beauty strip in areas. We think we are at a point where we can run a financial exercise (quickly and for not many dollars) to determine if the additional ROW/easements offset the cost of the grates. The grates were a nice compromise, but Director Sewczwicz thinks with funding challenges we should go through the exercise to see what the most cost-effective solution is.

3. Academy Street – Presbyterian Church to FS 81
   - Pros
     - Increases pedestrian connectivity along the north side of Academy Street
     - Utilizing excess asphalt to add bike accommodations
     - One Landscape median
   - Cons
     - Minimal ROW to work with; only a 2' beauty stip.
     - Unlike East of Main, pedestrian lighting will be installed in the beauty strip due to lack of ROW (East of Main pedestrian lighting is behind the sidewalk)

- Current cost estimate is $2.8M. This cost includes a $200k contingency. This dollar amount does not include easements/ROW we need to acquire, which is not much. The ROW needed is primarily at the entrances of subdivisions. The ROW plans will be finished over the next month or so.

- The current design is to install pedestrian lights within the 2' beauty strip. A comment that individuals have along Rucker is how the lights make the corridor feel like a runway. Individuals do understand that the trees will grow and minimize this affect. However, on Academy we do not have the ability to install street trees or place the lights behind the sidewalk like East of Main. There are lights on the majority of the power poles along Academy, my recommendation is to work with Georgia Power and install lights not on any of the power poles, install conduit for future electrical needs and not install the pedestrian lighting. We believe the savings would be around $300k.

4. Haynes Bridge Road Widening – length: 1.93 miles (0.95 miles in JC and 0.98 miles in Alpharetta)
    - Pros
        - Increase vehicular capacity
        - 10' trail on south side of HBR to access greenway
        - Geometry of road widening requires a reduction in speed limit
    - Cons
        - Significant ROW needed along corridor and from properties in Roswell
        - Poor egress/ingress for Haynes Forrest Subdivision
            - Difficult to safely exit subdivision now, additional lanes will make it more difficult
        - Cost is increasing, originally $10M project now north of $16M

- Initially Director Sewczwicz felt this was one of the best TSPLOST projects. Unfortunately, the project currently designed makes it more difficult for Haynes Forrest residents to leave their subdivision when the additional lanes are added. Installing a dual lane roundabout at the Middle School Entrance or utilizing the Middle Schools access drive increases the cost of the project quite a bit and the current scenarios we have are not the best.

- Overall, Director Sewczwicz thinks it would be beneficial to phase in projects along the WBR corridor. Constructing the roundabout at Webb Br Way and installing a connection to the greenway from Westwind Subdivision sooner than later is a benefit our citizens can see. WBR has sidewalk for the majority of the corridor and where there is not sidewalk there is new construction and abilities of individuals to cross the street at a signalized intersection. Long story short, an approach to consider is installing small components of project sooner rather than later so the citizens can utilize the improvements as we work through obtaining ROW/easements and the design of the improvements between NPP and the Greenway. Yes, additional design dollars will be needed but minimal compared to the long-term benefit of progress along the corridor.

X. PUBLIC COMMENT

- No Public Comment

XI. REPORTS

- Council Member Merkel thanked the Public Works Department for cleaning up the downtown streets after receiving complaints from local vendors.

- Council Member Burnett commented on receiving an audit letter from the Department of Revenue coincidently following the resolution adopted by Mayor and Council to authorize the City's request to obtain additional tax data.

- Council Member Richard commented on the terrific response that the community wide survey has received which was rolled out for the 2040 Comp Plan Update. Additionally, Council Member announced the CZIM meeting this Wednesday, August 12th at 6:00 PM.

- Mayor Gilvin commented on the successful public survey that took place at the lake off Haynes Bridge Road.

- City Administrator, Bob Regus, came forward to thank the Finance Department and the Human Resources Department for doing a great job.

XII. ADJOURNMENT TO EXECTIVE 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 (6-1); Council Member Burnett voting in opposition
- ❖ With no further business to discuss or items to be heard, Mayor Gilvin adjourned the meeting to Executive Session at 9:33 P.M.

Respectfully submitted,

Erin Cobb

Erin Cobb, City Clerk