

UNION CITY MINUTES
WORKSESSION MEETING
TUESDAY, APRIL 21, 2015
6:30 P.M.

Present: Mayor Vince Williams, Councilmembers Brian Jones, Shayla Nealy and Joyce Robinson, City Attorney Dennis Davenport, City Manager Sonja Fillingame and Acting City Clerk D. Venessa Campbell

Absent: Councilmember Angelette Mealing and City Clerk Jacqueline R. Cossey

The meeting was called to order at approximately 6:35 p.m. by Mayor Williams.

- I. INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. MEETING OPEN TO THE PUBLIC TO DISCUSS ITEMS NOT ON THE AGENDA (2 MIN.)
- III. PRESENTATIONS/ACKNOWLEDGEMENTS OF AWARDS AND ACHIEVEMENTS:

Resolution for Georgia Cities Week – Mayor Williams

All matters listed on the Consent Agenda are considered routine by the Council and will be approved by one motion. No separate discussion will take place on these items. If discussion of any Consent Agenda item is desired, the item will be moved to the Regular Agenda for separate consideration.

IV. OLD BUSINESS:

1. Council to consider an extension of the Engineering RFP to be awarded by end of August 2015 and extending current contract. (This items was deferred on January 20, 2015 for 90 days)
2. Council to consider an extension of the Sanitation RFP to be awarded by end of August 2015 and extending current contract. (This item was deferred on October 21, 2014 for 6 months)

Finance Director Tarsha Calloway stated that due to current audits in her department, her staff would like to extend the current contracts for an additional 90 days. This would allow staff to properly prepare the RFP's for the bid process.

Councilmember Jones asked if an extension would slow down any projects in the pipeline from moving forward.

Ms. Calloway stated that the extension should not slow down any current projects. She added that if we change firms the institutional knowledge that we have with the old firm will be lost and that could cause a delay.

Mayor Williams stated that he noticed that there has been an extreme graciousness and a desire to be timely and efficient from our current provider of engineering services.

Councilmember Nealy asked what we are looking for differently in the new RFP versus our current practice.

Mrs. Calloway stated that staff is looking for a little more time. She added that there are hourly rate charges for meetings.

City Manager Fillingame stated that we would like to look at how our process is structured. She added that we have a lot of development going on in the City and we would like to have someone on site one day a week to meet with developers so that we are more customer service focused and friendly. She concluded that we need to review those things with our next contract.

At this time Councilmember Nealy asked Mrs. Calloway to explain the process for the general body with regards to the schedule of events once the advertisement is complete.

Mrs. Calloway explained that she has not finished the schedule yet, but once the document is finished internally, it goes to the City Attorney for review and this usually takes two to three weeks. She added that once the document is received from the City Attorney, we will then advertise at a minimum of three weeks maximum of four weeks. She further added that once we receive the RFPs they are reviewed, scored and interviewed before making a selection. She concluded that this is done by a review team.

Councilwoman Nealy asked if the standard practice in the past included a member of the Council to be a part of the selection panel or interview process.

Finance Director Tarsha Calloway responded, "No." She added that generally, unless this is something the Mayor and Council specialize in or this is his/her field of expertise, and then staff may ask a question. However, when it is time to vote the Councilmember would have to abstain from voting.

Councilmember Robinson stated that she was in agreement with the extension to allow staff to put improved practices in place because she has not been pleased with the engineers thus far.

Mayor Williams asked Mrs. Calloway how much time she needs.

Ms. Calloway stated that it may be better not to set a timeframe, but to give periodic updates as she goes. However she would be fine with a date in August or even December.

Councilmember Jones stated that he does not have a problem with the delay with engineering, but we should set a date if we are going to extend the sanitation services.

Mayor Williams asked when our contract ends for sanitation services.

Mrs. Calloway stated that the current contract was extended so the contract ends at the end of April.

therefore; the comprehensive plan has to be updated on a five year bases. She stated that this is to announce that she is going to start the process of working with the Atlanta Regional Commission (ARC) and they have already established a timeline and we are anticipating that it will take approximately four (4) months. She concluded that she will follow the same process that was utilized in establishing the City's previous comprehensive plan.

Councilman Jones asked when would input from the Mayor and Council be needed.

Ms. Dozier stated that she will be reestablishing a smaller stakeholders group and she would like to have someone from the Council to participate in the process. She added that they will review the existing comprehensive plan, check on issues that have already been identified, look into solution to be put in place, and check into new issues based on what is currently going on in the City.

This item was added to the consent agenda.

3. Council to consider approval of the 2014 AFG Fire Prevention and Safety Grant. Chief Maddox

Fire Chief Joe Maddox led this discussion and stated that he applied for the Assistance to Firefighters Grant (AFG), a Fire Prevention & Safety Grant. He added that if awarded the grant will total \$14,000 and he plans to apply for an inflatable fire safety house and a sparky costume. He concluded that the City's portion of the grant would be \$700.

Mayor Williams asked Chief Maddox when he anticipates hearing from the agency.

Chief Maddox stated from the paperwork he received, it will be June before they start pulling for the grants.

Councilmember Jones asked if this was one of those grants that go to the County and then the City.

Chief Maddox stated that this one comes directly to the City.

This item was added to the consent agenda.

4. Council to consider approval of the Tourism Board Members as recommended by staff.
Nicole Dozier

Ms. Dozier led this discussion and stated that as discussed during the Board Meeting last month, staff has prepared recommendations for the Tourism Board Membership and it will be presented for the Council's review and approval. She added that she did not receive any recommendations from the Council however; she has established potential members for the Tourism Board based on their experience and background as they link to the various industries that we were looking to represent on this Board. She further added that the new Board will have their first meeting in May because there is a lot of interest in the City and we would like to take advantage of the time, which is now, to have to the Tourism Board up and running.

Mayor Williams stated that he would like to thank Councilmember Robinson for expressing the fact that she would like to get the Tourism Board up and running.

Councilmember Nealy stated that the Council has only seen 3 possible candidates. She then asked if these were all of the candidates.

Ms. Dozier stated that the list of persons that she has identified as candidates is listed in the staff report, but she did not receive all of their biographies in time which is why there are 2 biographies as opposed to the full Board Membership.

Mayor Williams asked Ms. Dozier if she vetted everyone.

Ms. Dozier responded, "Yes".

Councilmember Nealy asked how she could obtain the remaining biographies.

Ms. Dozier stated that she would provide the remaining biographies to the Council.

Councilmember Nealy asked for clarity. She asked if the Council was being asked to approve the Tourism Board Members without reviewing their biographies.

Councilmember Jones stated that he is happy to see the Tourism Board get off of the ground, but he would like the Mayor and Council to have a sit down with Tourism Board Members to talk about their vision and the Council's vision.

Mayor Williams stated that Ms. Dozier served as Mayor and Council because the Council has a limited role with the Tourism Board and cannot be a part of the Tourism Board. He noted that Ms. Dozier was charged, by the City Manager, to start vetting the candidates.

Ms. Dozier stated that she would recommend that the Mayor and Council contact her directly with their expectations for the Tourism Board and she will work with the Board to ensure that the vision is set forth.

Councilmember Robinson expressed her concerns and stated that she is at a disadvantage because there are only 2 biographies and the first time that she saw them was tonight.

After a brief discussion this item was added to the consent agenda.

5. Council to consider approval to execute a piggyback contract with ER Snell for the paving of Lester Road. Cedric Clark

Public Services Director Cedric Clark addressed the Council and stated that the purpose of this item is to request Council's approval to execute a piggyback contract with ER Snell for paving services for Lester Road. He added that Union City and Fulton County have been working together to complete the entire Lester Road corridor. Mr. Clark stated that the County wishes to use ER Snell to complete the project because they have a current county contract and the City has reviewed the pricing information for the project and wish to use the same contractor based on good unit pricing and a good industry reputation. He added that ER Snell is a very good contractor. He further added that the current contract with ER Snell and Fulton

County is over one year and our procurement practices preclude entering into piggyback contracts where the timeframe of that contract is over that period. Mr. Clark stated that staff is requesting a waiver of that requirement and allow the City to move ahead. He noted that the Council has two options: The Council can approve an exemption for staff to move in that direction or the Council can proceed with a separate bid process for this project. He concluded that staff recommends moving forward with the waiver that would allow the City to contract with ER Snell and meet the proposed schedule that we have for the project as well as ensure that there are no staging issues with multiple contractors on one project site.

Councilmember Nealy asked Mr. Clark if he could foresee any financial changes such as potential change orders.

Mr. Clark responded, "No". He added that this should be a straight forward restriping and resurfacing project.

Councilmember Jones stated that he is happy that we are moving forward with this project especially after meeting with the County Manager last week. He expressed that he is on board with anything that will save us time and money.

This item was added to the consent agenda.

6. Council to consider updating the Finance Department's 2010 adopted fee schedule. Tarsha Calloway

Mrs. Calloway led this discussion and stated it is that time of the year to update the fee schedule. She then instructed the Council to look inside of their packets for an updated fee schedule. She concluded that the changes were highlighted in yellow.

Councilman Jones informed the listening public that a lot of the fees were not residential.

This item was added to the consent agenda.

7. Presentation to Mayor and Council a review of mid-year Financials. Tarsha Calloway

Mrs. Calloway also led this discussion and stated that this is an overview of some of the major funds that the Council may be interested in. She stated that revenues are coming in slightly higher than anticipated. She noted that these are only projections and we will know more at the end of the year. Mrs. Calloway stated that we have a deficit in the Police Department due to the increases that were given, but now it is lower than it should have been due to the vacancies, but budget adjustments will be done at the end of the year. She further stated that with regards to Community Development, there is some overlap with the extension that was granted to The Collaborative Firm. Mrs. Calloway then stated that overall we are projecting to put \$261K in fund balance, but we are hoping that it will be a lot higher depending on how much contingencies we have to use for the rest of the year. She noted that we have been able to put approximately \$2 Million in our fund balance and this is much more than what we projected. She further noted that due to cuts and reductions we are now up to \$3 Million.

Mrs. Calloway stated that funds 505 & 506 are our Water & Sewage Fund and we are having some challenges with this fund and we have had discussions regarding the matter. She continued stating that a part of the issue is due to the meter replacement program and having to manually read the meters so we have been extending the due dates, but now we are back on track with Zone 2 as it is almost complete. She noted that she has it under control enough that she can meet the schedule billing cycle. She concluded that we are not getting as much revenue as we anticipated this year so this fund is still on the watch list and hopefully once everything is fixed, it will correct itself.

Mrs. Calloway stated that the revenues for the Sanitation Fund are not coming in exactly how she wanted it, but it is also affected by the billing because it is all in one bill.

Mrs. Calloway stated that the Corrections Fund to the Jail, which we lease to the County, is going well and we are right on track with that. She added that the additional money that we received from the County is going to a separate account so that if the County decides to purchase the Jail, that money will go towards the purchase of the facility.

At this time Councilmember Jones expressed his concerns regarding additional staff in Code Enforcement, Human Resources and the City Clerk's Office.

Councilmember Nealy expressed that she is not opposed to additional staff in Code Enforcement, but with regards to departments with one person, she feels that others can assist with the workload.

Mayor Williams was in agreement with Councilmember Nealy. He added that we should hold off and speak with Police Chief Odom before addressing Code Enforcement because Chief Odom has information that he wants to share with the Council.

Councilmember Robinson stated that she can appreciate Councilmember Jones' concerns with the shortage in Code Enforcement, but we should hold on to the funds that we have for now. She stated that it should be addressed during the next budget cycle.

8. Council to consider approval of fees for services provided by the Police Department, Municipal Court, Fire Department and to promote the Public Health, Safety & Welfare and other purposes. Dennis Davenport

At this time City Attorney Davenport stated that the Council previously approved fees and this ordinance amends the code and puts the reader on notice that there is a schedule of fees. He added that this marries those fees that have been approved to the code so that the reader can refer to the fees.

This item was added to the consent agenda.

9. Council to consider closing the railroad crossing at Westbrook Place and TA Davis.

Mr. Clark led this discussion and stated that he needed to amend this agenda item. He continued stating that the purpose of this item is for the Council to enter into a discussion to see if they want staff to look into the feasibility of closing the crossing. He added that based on some public safety data that he received from Police Chief Chuck Odom; research shows that there have been approximately 43 incidents and 3 wrecks at this location between January 1 and February 28 2015. He stated that based on the latest report GDOT and CSX believe that they have updated the crossing. He added that over the past 2 years CSX has come out and completed 2 projects and laid additional asphalt at the crossing in an effort to alleviate the cliffhanger on the crossing nearest to Highway 29. Mr. Clark stated that there have been two fatalities. He expressed that Police Chief Odom has concerns with closing this crossing from an emergency response aspect however, he is not here tonight.

Mayor Williams stated that in the absence of Police Chief Odom, we should table this item until we can speak with Chief Odom who has vital information that needs to be shared. He added that we also need to share this information with the community.

Fire Chief Maddox stated that staff needs time to evaluate the information before making any recommendations. He concluded that he would like to sit down with Mr. Clark and Police Chief Odom and review the information.

City Attorney Davenport stated that there are opportunities through some section 130 grants to work with GDOT and CSX to potentially get some funding participation in the event the Council's decision is to close the crossing. He added that in order to get to that decision it would be a good idea to have a public hearing to get information to the Mayor and Council so that they can make an informed decision. He further added that this will allow time to receive information from Police Chief Odom, Fire Chief Maddox and the public to comment about the information surrounding the crossing. He noted that this information will be helpful to the Council as far as making a decision. He expressed that we can also reach out to CSX and GDOT between now and the next meeting to try and open up that line of communication for the section 130 program.

Councilmember Jones stated that he supports tabling the item because we have a church that will be affected by the closure of this crossing.

VI. RECOMMENDATIONS FROM THE PLANNING COMMISSION:

City Manager Reports:

- Georgia Cities Week

VII. OTHER BUSINESS:

- City Manager Annual Evaluation

VIII. REPORTS & ANNOUNCEMENTS FROM THE MAYOR & COUNCIL:

IX. ADJOURNMENT:

There being no further business the meeting was adjourned.