



CITY COUNCIL COMMITTEE/WORK SESSION AGENDA
Tuesday, October 16, 2018 @ 6:30 pm
City Hall, 875 Main Street, Stone Mountain, Georgia 30083

CALL TO ORDER

DETERMINATION OF A QUORUM

INVOCATION AND PLEDGE

CITIZEN COMMENTS – NON-AGENDA ITEMS ONLY

READING OF COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

COMMITTEE DISCUSSION ITEMS

- A. Planning and Zoning
- B. Economic Development/Downtown Development Authority
- C. Historic Preservation Commission

STAFF REPORTS

- A. Code Compliance Officer – Sgt. Roseberry
- B. Public Works Director – Jim Tavenner
- C. Chief of Police – Chief Troutman
- D. Visitor center Manager – Kim Cumbie

UNFINISHED BUSINESS

- A. Request for Traffic Control Devices – Procedures for Request and Installation Policies for Traffic Control Devices

NEW BUSINESS

- A. Consent Agenda
- B. Discussion of 2018 Budget Process – Proposed Public Hearing Date for FY2019 Budget Hearing – November 20, 2019
- C. Bid Award – Rockborough Dr., Cherrywood Dr., and South Rockborough Dr. Drainage – TBD – Bid Opening 10/19/18
- D. Application of City Sign Ordinance - Reconstruction of Rockborough Subdivision Entrance Sign – Intersection of Rockbridge and Rockborough Drive

NEW ORDINANCES AND RESOLUTIONS

- A. Resolution 2018-21 – FY2018 Budget Amendment

CITY MANAGER'S REPORT

ANNOUNCEMENTS BY THE MAYOR

ADJOURNMENT

COMMENTS FROM THE PUBLIC

The public comments are reserved exclusively for comments from the public and not for immediate reply. The purpose of public comment is to allow the public to voice city related requests, concerns or opinions only during the public comment portion of the City Council meeting. I. The Mayor and City Council reserves the right to extend or limit the length of public comments based on: (1) the issue under discussion; (2) the number of items on the agenda; and (3) the extent to which the speaker remains constructive in their comments and questions. II. The public may not directly confront the public speaker but must direct all comments and questions to the Mayor and City Council. III. Public harassment of or confrontation with a public speaker will not be tolerated. Members of the public violating tenets two or three will be asked to sit down or leave the premises.

MEMORANDUM
City of Stone Mountain
875 Main Street
Stone Mountain, GA 30083

DATE : October 12, 2018
TO : Mayor and City Council
FROM: ChaQuias Thornton
RE : Stop Sign_Traffic Control Devices Requests

Councilman Steve Wells has asked that the Council consider stop sign placement at the intersection at Ridge and Cloud streets. In an attempt to establish a standard procedure for consideration of such requests, the administration presents the attached procedural guidelines for consideration of citizen requests for new traffic control devices and for changes to existing traffic control devices. Along with this draft of installation policies and procedural guidelines, Public Works Director Jim Tavenner has also worked to create to create a form that will be completed with each request.

Request for Traffic Control Devices General Information

Each year, the City of Stone Mountain receives many inquiries about stop signs, speed limits signs, warning signs, traffic signals and other traffic control devices. The City takes these inquiries very seriously and makes a concerted effort to respond to these kinds of inquiries in a timely manner.

Public understanding of the function of stop signs is one of the most critical elements in reducing speeding and traffic accidents. All requests for changes to traffic control devices are carefully evaluated using the following established warrants provided in the Manual on Uniform Traffic Control Devices: The following information explains the City's policies and procedures for addressing requests from members of the public about traffic control devices on City maintained intersections and streets.

INSTALLATION POLICIES FOR TRAFFIC CONTROL DEVICES

The Manual on Uniform Traffic Control Devices (MUTCD) determines the size, shape and color of all traffic signs. This manual has criteria for installing signs and thus creates uniformity from state to state. The criteria are also known as "traffic warrants". These warrants identify specific traffic, bicycle and pedestrian volumes, accident history, and any unusual conditions, which must be present at the intersection or midblock location before these traffic control devices may be installed.

The City of Stone Mountain will reference and derive guidance from the MUTCD when evaluating requests for changes to traffic control devices or measures within the City's incorporated limits.

PROCEDURE FOR REQUESTING CHANGES TO TRAFFIC CONTROL DEVICES

Requests for new traffic control devices and changes to existing traffic control devices by City of Stone Mountain residents are best submitted to publicworks@stonemountaincity.org.

All requests are evaluated by the City or Traffic Engineer using the M.U.T.C.D. Uniform Manual.

When necessary, data is collected, and a site visit is made. If a decision is made to make a change to an existing traffic control device or to install a new one, a work order is issued, and the work is completed by the Public Works Department. The resident making the request is notified of the results of their request.

ADDRESSING CITIZEN CONCERNS

The City takes its role in solving traffic problems very seriously, yet the ultimate burden of safety rests with you, the citizen of Stone Mountain. Although we cannot always investigate your request as quickly as we would like to, we can assure you that the request will be handled in a most timely manner, and we will respond after carefully evaluating your request. We appreciate your patience and understanding. If you have questions, requests, or suggestions concerning traffic please contact the Public Works Department at 875 Main Street, Stone Mountain, Georgia 30083, (770) 498-8984 ext.134 or publicworks@stonemountaincity.org

STEPS FOR APPROVAL

1. The person making request must be a resident of the City of Stone Mountain
2. Request will be forwarded to the Mayor and City Council
3. Request evaluated by City and/or Traffic Engineer
4. Setup public hearing date or dates
5. Notice of requested site and location of public hearing to be posted
6. Approval or disapproval by the Mayor and City Council

MEMORANDUM
City of Stone Mountain
875 Main Street
Stone Mountain, GA 30083

DATE : October 12, 2018
TO : Mayor and City Council
FROM: ChaQuias Thornton
RE : 2018 Budget Process – FY2019 Budget

The following timeline for the adoption of the FY2019 budget conforms to the requirements of O.C.G.A. 36-81-5, Section 6 of the Charter of the City of Stone Mountain and Section and Chapter 2, Article VI Budgetary Policies and Administration of *The Code of the City of Stone Mountain, Georgia*.

DATE	ACTION REQUIRED
10/16/18	Discussion of Budget Process - public hearing on FY2019 budget to be set for 11/20/2018
10/25/18	Place a legal notice in <i>The Champion Newspaper</i> for publication 11/1/18
11/13/18	Administration formally submits the FY2019 budget to the Mayor and City Council.
11/20/18	Hold public hearing on the proposed FY2019 budget.
11/20/18	First read of FY2019 Budget Ordinance.
12/04/18	Second Read and Adoption of FY2019 Budget Ordinance.

The administration requests the consensus of Council to set a public hearing on the FY2019 budget for Tuesday, November 20, 2018.

Section 6.25. *Operating budget* of the City Charter provides that, “on or before a date fixed by the city council, but not later than 45 days prior to the beginning of the fiscal year, the city manager shall submit to the city council a proposed operating budget for the ensuing fiscal year”. In accordance with this provision of the City Charter, the City Manager will submit to Council the FY2019 proposed budget during the Regular Session of Mayor and Council on November 13th, 2018 (49 days prior to the January 1, 2019 start of the ensuing fiscal year).

The Administration anticipates a December 4th, 2018 adoption of the FY2019 budget following second read of the required budget ordinance.

MEMORANDUM
City of Stone Mountain
875 Main Street
Stone Mountain, GA 30083

DATE : October 12, 2018
TO : Mayor and City Council
FROM : ChaQuias Thornton
RE : Stormwater Drainage Projects – Rockborough Drive, Cherrywood Drive, S. Rockborough Court

Invitation to bid was posted in the local news organ on September 12, 2018 for solicitation of proposals to complete drainage projects on Rockborough Drive, Cherrywood Drive, S. Rockborough Drive. Pre-bid meeting was conducted at City Hall on Monday, October 8, 2018 and sealed bids are due by Friday, October 19, 2018 at 2:00 p.m. Bid opening will be held immediately following the bid due date.

The Administration asks the bid award for the project be considered by Council during the November 13th, 2018 regular session of Council. Recommendation of award will be made after bid opening and review of the submittals by the City's stormwater engineers.

Thank you,

CMThornton

MEMORANDUM
City of Stone Mountain
875 Main Street
Stone Mountain, GA 30083

DATE : October 12, 2018
TO : Mayor and City Council
FROM : ChaQuias Thornton
RE : Application of City Sign Ordinance – Rockborough Subdivision Entrance Sign – Intersection of Rockbridge and Rockborough Drive

Recently, members of the Rockborough Subdivision began plans and efforts to rebuild the entrance sign to the subdivision. The sign sits in the median located in the center of Rockborough Drive.

The City's ordinance references *subdivision signs* by definition and Chapter 23 Signs, Section 23-42 *Free standing signs* provides specifications for such residential development signs. These specifications include, but are not limited to, the number of sign faces, height and area of the sign, materials of which the sign must be constructed, and setback requirements. Therefore, it is determined, based on Chapter 23, Section 23-31 *Permit required*, that sign permit application and approved permit is required before reconstruction of the sign in question. This provision states:

“No sign or sign structure shall be erected, displayed, relocated, or altered, unless specifically exempted pursuant to section 23-32 or until the required fees have been paid and a sign permit issued by the city pursuant to this chapter.”

Dispute over the sign, amongst the subdivision's residents, prompted the Administration to contact the City Attorney to discuss terms of sign permit issuance. It was determined that since, absent of a consensus of the residents and absent of an official organization such as a Homeowners Association, the Administration cannot determine to whom the permit would be issued being that no one member or group of the subdivision has more right to the sign than the other.

This matter is being brought to the attention of the Council in an attempt to bring a matter of resolve to the issue. Current sign ordinance provides that the sign permit be applied for and approved for such signs, and that the construction of such signs shall conform to the provision of the ordinance.

Thank you,

CMThornton

Memo: Application of City Sign Ordinance – Rockborough Subdivision Entrance Sign – Intersection of Rockbridge and Rockborough Drive

MEMORANDUM
City of Stone Mountain
875 Main Street
Stone Mountain, GA 30083

DATE : October 12, 2018
TO : Mayor and City Council
FROM: ChaQuias Thornton
RE : Resolution 2018-21 FY2018 Budget Amendment

Please see attached the proposed Resolution 2018-21 FY2018 Budget Amendment.

REVENUE

3000.37.1001 Back to School Bash – increase of **\$115**

Increase accounts for the amount of revenue actually received year-to-date for the event.

3000.32.3100 Building Structure Permits – increase \$11,000

Anticipated increase in revenue over budget amount. Current increase year-to-date is \$9,223.

3000.39.1100 Interfund Transfer From General Fund Reserve – decrease of **\$11,224**

TOTAL INCREASE IN REVENUES	\$11,115
TOTAL DECREASE IN REVENUES	<u>\$11,224</u>
	\$ 109

EXPENSE

Dept 030 Administration

5030.52.1204 Technical Service – increase in \$17,808

Hire of Permit Technician beginning October 1, 2018

5030.54.2400 Capital Outlay – Computers – increase **\$541**

For overages experienced in the purchase of computers for the code compliance vehicles.

5030.57.9000 Contingencies – decrease **\$541**

To offset overage in Capital Outlay – Computers.

Dept 032 General Government

5032.52.1200 Audit Service – decrease **\$5,275**

Amount of \$5,275 reflects the actual amount expended for completion of the FY2018 audit.

5032.53.3370 Back to School Bash – increase **\$410**

Increase in allocation for Back to School Bash expenditures in the amount of \$410 to balance event revenue and expenditures.

5032.57.9000 Contingencies – decrease **\$295**

Decrease in the Contingencies line item (General Government) to balance event expenditures for Back to School Bash in the amount of \$295.

Dept 035 Court

5035.51.1101 Part time Employees – decrease **\$13,459**

5035.51.1300 Overtime Court – decrease **\$3,000**

5035.51.2200 F.I.C.A. – decrease **\$834**

5035.51.2300 Medicare – decrease **\$195**

Removal of remaining allocation of personal services and benefits for part time court services employee. Full time position was hired, and contract position was established. Overtime increased to compensate for longer court hours.

5035.57.3100 Bond Refunds – increase **\$7,000**

Increase in bond refunds is a derivative of an increase in case load.

Dept 080 Debt Services

5080.58.1255 Capital Lease – 2018 Vehicles decrease **\$9,037**

5080.58.2255 Interest – 2018 Vehicle – decrease **\$1,232**

Most recent vehicle was acquired through cash purchase and did not require lease purchase option.

TOTAL INCREASE IN EXPENSES	\$30,759
TOTAL DECREASE IN EXPENSES	<u>\$30,868</u>
	\$ 109

RESOLUTION 2018-21

A resolution of the Mayor and City Council of Stone Mountain, Georgia to amend the general fund budget for the year ending December 31, 2018

WHEREAS, the local budget for the City of Stone Mountain, Georgia was adopted on December 18, 2017; and

WHEREAS, it is necessary to amend such budget now;

THEREFORE, be it resolved by the Mayor and Council of the City of Stone Mountain, Georgia, that the following amendment to the general fund budget be made this ____ day of _____, 2018.

REVENUE			Increase	Decrease	Balance
01	3000.37.1001	Back to School Bash	115		
01	3000.32.3100	Building Structure Permits	11,000		
01	3000.39.1100	Interfund Transfer General Fund		11,224	
		Total	11,115	11,224	(109)
EXPENSE			Increase	Decrease	
01	5030.52.1204	Technical Services (Permit Tech)	17,808		
01	5030.54.2400	Capital Outlay - Computer	541		
01	5030.57.9000	Contingencies		541	
01	5032.52.1200	Audit Service		5,275	
01	5032.54.2500	Capital Outlay - Equip/Other	2,000		
01	5032.53.3370	Back to School Bash	410		
01	5032.57.9000	Contingencies		295	
01	5035.51.1101	Part time Employees - Court		13,459	
01	5035.51.1300	Overtime - Court	3,000		
01	5035.51.2200	F.I.C.A.		834	
01	5035.51.2300	Medicare		195	
01	5035.57.3100	Bond Refunds	7,000		
01	5080.58.1255	Capital Lease - 2018 Vehicle		9,037	
01	5080.58.2255	Interest - 2018 Vehicle		1,232	
			30,759	30,868	(109)
		Sum Check			0

Patricia Wheeler, Mayor

Alicia Daniels, Asst. City Clerk