

WORK SESSION SUMMARY

City of Carrollton Mayor and Council

April 18, 2016
5:00 p.m.

Public Safety Complex, Court/Council Chambers, 115 West Center Street, Carrollton, Georgia

ATTENDANCE

The Mayor and City Council held a Work Session on Monday, April 18, 2016 at 5:00 p.m. in the Public Safety Annex Building, Court/Council Chambers, 115 West Center Street, Carrollton, Georgia. Members present: Mayor Walt Hollingsworth, Councilmember Gerald Byrd, Councilmember Met Lane and Councilmember Rory Wojcik. Members absent: Councilmember Jim Watters.

PURPOSE

The purpose of the Work Session was to discuss issues regarding city related business and projects. No action was taken. Minutes to a Work Session are not required by law. However, a brief summary of the general discussion is noted, along with any handouts distributed and presentation slides shared are inserted by the Clerk for reference purposes, as well as to provide information to the public.

I. ITEMS OF DISCUSSION

1. Capital Projects and Funding

City Manager Grizzard shared a slide providing a list (full slide next page) of the roads that the City plans to pave in order of need.

The prioritization is based on the condition of the utilities under the road, the schedule for repairing those utilities, and the condition of the road itself.

City Manager Grizzard reviewed the list in detail and the prioritization of each street can be moved around per Mayor and Council direction.

The estimated total cost of the paving priorities is \$1,226,439.59. The City can manage to fund and pave about \$750,000 per year. City Manager Grizzard pointed out the funding was not the issue, but this is about all the paving staff can handle per year. This paving is paid from the Sanitation Fund, not SPLOST. The Sanitation Fund is financially healthy and the City can afford to do these projects over the next few years.



City Manager Grizzard pointed out that the list did not include Birkdale Blvd. which will be addressed this fiscal year. Birkdale residents have requested traffic calming measures to be implemented which will be discussed later in the Work Session. City Manager Grizzard stated that if there is a street not listed that the Mayor and Council want included or any street prioritization shuffled around to let him know.

PAVING PRIORITIES

Paving Priorities										
FY 2015-2016										
Location	Description	Length	Width	Sq Feet	Sq Yards	Est. Tons (1 1/2 in)	Est. Amount (\$86/ton)	Mill / Patch	PM & Loops	Total Cost
1 Lambert Street	Entire Street	370	22	8,140	904	74.62	\$6,417.03	\$5,000.00	\$500.00	\$11,917.03
2 Stewart Street (Major)	Cornley Rich to Almon Rd	1,710	32	54,720	6,080	501.60	\$43,137.60	\$46,000.00	\$4,000.00	\$93,137.60
	Almon Rd to N Lakeshore Dr	2,800	28	78,400	8,711	718.67	\$61,805.33	\$8,000.00	\$6,000.00	\$75,805.33
	N Lakeshore Dr to Northside Dr	3,400	24	81,600	9,067	748.00	\$64,328.00	\$10,000.00	\$8,000.00	\$82,328.00
	TOTAL:						\$251,270.93			
3 Lovorn Road (Collector)	Bumblebee Rd to Chappell Road	2,860	34	97,240	10,804	891.37	\$76,657.53	\$15,000.00	\$5,000.00	\$96,657.53
4 Maple Street (Major)	Alabama St to Hwy 27	910	32	29,120	3,236	266.93	\$22,956.27			
	Hwy 27 to South St	1,730	28	48,440	5,382	444.03	\$38,186.87	\$6,000.00	\$4,000.00	\$48,186.87
	South St to Hays Mill Rd	2,050	37	76,850	8,428	695.29	\$59,795.08			
	Hays Mill Rd to Forest Dr	4,350	36	156,600	17,400	1,435.50	\$123,453.00			
	Forest Dr to Hwy 166	2,850	36	102,600	11,400	940.50	\$80,883.00			
5 Ben Scott Blvd (Collector)	West Allison Circle to Buffalo Creek	1,134	28	31,752	3,628	291.06	\$25,031.16	\$30,000.00	\$5,000.00	\$60,031.16
6 Foster Street	Entire Street	3,120	22	68,640	7,827	629.20	\$54,111.20	\$5,000.00	\$0.00	\$59,111.20
7 Burson Avenue (Collector)	Maple St to Lovorn Rd	2,090	20	41,800	4,044	383.17	\$32,952.33	\$10,000.00	\$5,000.00	\$47,952.33
	Lovorn Rd to Alabama St	910	24	21,840	2,427	200.20	\$17,217.20	\$5,000.00	\$5,000.00	\$27,217.20
	Alabama St to Willie North St	1,340	24	32,160	3,673	294.80	\$25,352.80	\$15,000.00	\$5,000.00	\$45,352.80
	TOTAL:						\$120,522.33			
8 Corporate Drive	Entire Street	1,850	22	40,700	4,522	373.08	\$32,085.17	\$20,000.00	\$5,000.00	\$57,085.17
9 Postal Way/Thomas Newell Way (Collector)	Entire Street	1,450	35	50,750	5,639	465.21	\$40,007.92	\$30,000.00	\$5,000.00	\$75,007.92
10 Bankhead Hwy (Major)	Cedar St to Postal Way	2,390	60	143,400	15,933	1,314.50	\$113,047.00	\$20,000.00	\$15,000.00	\$148,047.00
	Postal Way to Burns Rd	3,200	60	192,000	21,333	1,760.00	\$151,360.00			
	North Lakeshore Dr to Fire Station Dr	912	80	72,960	8,107	668.80	\$57,516.80	\$15,000.00	\$10,000.00	\$82,516.80
	TOTAL:						\$230,563.80			
11 Fourth Street (Collector)	Alabama St to Rivet Dr	1,850	24	58,600	4,400	363.00	\$31,218.00	\$17,000.00	\$3,000.00	\$51,218.00
12 River Drive (Collector)	4th St to Valley Circle	670	34	29,580	3,287	271.15	\$23,318.90	\$7,000.00	\$3,000.00	\$33,318.90
	Valley Circle E to MLK Jr St	900	24	21,600	2,400	198.00	\$17,028.00	\$5,000.00	\$2,000.00	\$24,028.00
	TOTAL:						\$57,346.90			
13 Brightway Blvd	Columbia Drive to Automation Dr	2,855	30	85,650	9,517	785.13	\$67,520.75	\$35,000.00	\$5,000.00	\$107,520.75
Grand Total: \$1,226,439.59										

Councilmember Lane stated he had received complaints about the look and condition of Maple Street from the far entrance of the University into town. City Manager Grizzard stated that Maple Street needed a lot of work and it would involve a tremendous amount of utility work. City Manager Grizzard noted that If the City wants to do streetscape down Maple Street we would need to complete all (utility work, paving, sidewalk, curb/gutter, potential Greenbelt Spur and beautification) at the same time.

City Manager Grizzard added that in addition to the work needed on Maple Street, Mayor Hollingsworth had mentioned discussion with University of West Georgia President Marrero about the City developing chicanes on to curb traffic in front of the University.

City Manager Grizzard stated that the City presently had a good contractor performing paving at a very reasonable bid price. City Manager Grizzard pointed out that If the City were to rebid the paving projects, the bid price would go up, and it was his recommendation to stay with the current contractor at the current bid price.

City Manager Grizzard shared the Georgia Department of Transportation (DOT) LMIG funding. City Manager Grizzard noted that the LMIG funding can only be applied to projects the City Engineer has specified. The LMIG funding requires a 30% match from the City. This funding from DOT will cover any of the streets listed on the priority list.

Councilmember Byrd requested the roundabout that DOT is locating at the intersection of Alabama Street and Columbia Drive be beautified, perhaps with the University of West Georgia wolf mascot. City Engineer Tommy Holland stated that the City could work with DOT on the roundabout beautification as the City had on Highway 16.

Asphalt Repair & Resurfacing of City Streets & Roads

Estimated Total for Paving Priorities: \$1,226,439.59
 2015-2016 LMIG : \$300,000.00
New Estimated Total for Paving Priorities: \$926,439.59

* Currently being annually funded From sanitation fund

Annual Estimated Water Sewer, Storm Repairs: \$200,000

WATER & SEWER PROJECTS

City Manager Grizzard reported on Water and Sewer Fund projects that the City had to complete within the next few years (short range projects). Funding for the short range projects will come from the Water and Sewer Fund, not SPLOST, nor the Sanitation Fund.

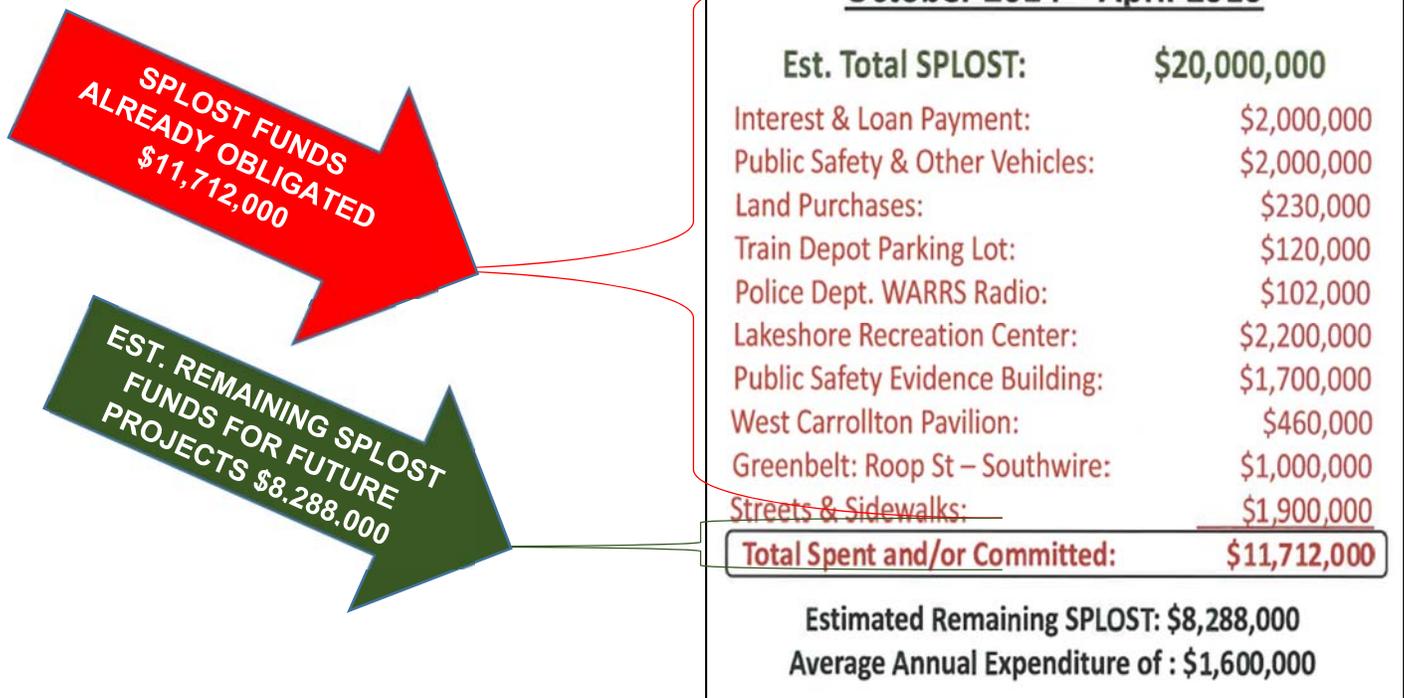
Water & Sewer Projects	
Short Range Projects	Amount
Spillway Repair on Lake Carroll Dam	\$100,000.00
Pre-treatment upgrades at the Waste Water Plant	\$2,500,000
Northside Pump Station (adding a pump)	\$400,000.00
Ongoing Water & Sewer Line Upgrades: Annual: \$750,000 / 5 Yr: \$3,750,000	\$3,750,000.00
Total:	\$6,750,000.00
Long Range Projects	Amount
Water Tank to support Tanner Medical Center	\$4,000,000.00
Water Tank to support the Industrial Park	\$3,000,000.00
Inverted Siphons on Lake Carroll Dam	\$500,000.00
Pre-settling reservoir off Kingsbridge Rd	\$5,000,000.00
Total:	\$12,500,000.00

City Manager Grizzard pointed out that while the City had the funds to pay for the short range projects; the City may want to consider taking a GEFA (Georgia Environmental Financing Authority) Loan with 0% financing for the long range projects. City Manager Grizzard reported that the advantage of taking a GEFA loan was that often times GEFA would forgive the debt after a period of time. In other words, if the City borrowed two and one-half million from GEFA, the City may only be required to pay back one and a half million.

2015 SPLOST
 6 Year Period
 May 2015 – April 2021

City Manager Grizzard reported on the present condition of the 2015 SPLOST funding.

City Manager Grizzard reviewed the SPLOST funds spent, encumbered, and pointed out that there will be an estimated \$8,288,000 SPLOST funding available over the next five years.



City Manager Grizzard reviewed each department's capital item needs and the estimated cost of each item, noting the Mayor and Council would need to give some direction at the May Work Session as to how the City will spend the remaining SPLOST funds (estimated \$8,288,000). Slides shared and discussed with the Mayor and Council are as follows:

CAPITAL ITEMS – RECREATION

Recreation		
	Description	Amount
Adamson Square	Replace the pavers damaged by tree roots	\$8,000.00
Bonner Gym	Roof repairs & gutter replacement	\$30,000.00
Cultural Arts Center	Repair/Replace Roof (all levels)	\$150,000.00
Main Street	Roof Repairs	\$50,000.00
North Lakeshore	Paving the Parking Lot	\$50,484.00
RTP Grant	25% Match	\$25,000.00
Stallings Center	Roof	\$150,000.00
Vehicles	Utility Body Truck - Replace 1 ton utility body truck being used daily to pull the hydroscooter	\$33,000.00
	Toro Groundsmaster Mower - replacement of existing mower	\$60,500.00
	Replace two oldest maintenance trucks	\$48,000.00
	Kubota Tractor - for maintaining Greenbelt	\$18,000.00
Total:		\$622,984.00

CAPITAL ITEMS - POLICE

Police Department		
	Description	Amount
Vehicles	7 - Police Tahoes: Annual Amount - \$49,124.60 / 5 Year Total: \$245,623.00	\$245,623.00
Equipment	7 - Tahoe Equipment: Annual Amount - \$6,600 / 5 Year Total: \$46,200.00	\$46,200.00
4 Wheelers	2 - Polaris 4 Wheelers (To Patrol Greenbelt)	\$14,000.00
Camera System	Watch Guard Camera System (\$9,500 server / \$400 Antenna / \$5,000 per vehicle)	\$90,000.00
Laptops	8 - Patrol Car Laptop Replacements (Every 3 Yrs) 3 yr total: \$8,800 / \$6 yr total: \$17,600	\$17,600.00
WARRS	Annual Fee - \$51,300.00 / 5 Year Total: \$256,500	\$256,500.00
Forensic Lab	Computer Forensic Lab	\$10,000.00
Council Room	Replace Carpet	\$8,000.00
Ballistic Plates	For Special Response Team	\$10,000.00
Total:		\$697,923.00

CAPITAL ITEMS - ENGINEERING

Engineering		
	Description	Amount
TE Grant	TE Grant for Greenbelt Alabama Street Spur Match	\$400,000.00
Traffic Safety	Hays Mill Guardrails - Est. Cost \$350,000 (30% Match LMIG)	\$105,000.00
	Bankhead Hwy - N. Lakeshore / 1st Tuesday Sidewalk - Est. Cost \$105,000 (30% Match LMIG)	\$31,500.00
	City Crosswalk - Safety Improv. (Various Streets) - Est. Cost \$200,000 (30% Match LMIG)	\$60,000.00
	Hwy 166 Bypass/Maple Street Intersection - Est. Cost \$70,000 (30% Match LMIG)	\$21,000.00
	Hwy 27 - SR 1 / Kingsbridge Rd Intersection - Est. Cost \$105,000 (30% Match LMIG)	\$31,500.00
	Controller Components & Loop Repair - Annual: \$50,000 / 5 Year Total: \$250,000	\$250,000.00
	Video/Camera Repair & Maintenance - Annual: \$25,000 / 5 Year Total: \$125,000	\$125,000.00
Repair & Improvement of Street Culverts, Drainage, Piping, Ditches etc	Traffic Signal Repair/Rehab \$150,000 a year for 5 years	\$750,000.00
	Headwall on Almon Road	\$60,000.00
	Headwall on Foster Street	\$30,000.00
	Culvert on South Street	\$30,000.00
	Culvert on Hidden Lakes Drive	\$30,000.00
	Culvert on Sunset Court	\$35,000.00
	Culvert on West Allison Circle	\$30,000.00
Roofing	Brumbelow Fire Station Replace Roof	\$65,000.00
	Central High Rd Fire Station Repair Roof	\$25,000.00
New Sidewalks	Stewart Street	\$150,000.00
	Alabama Street Sidewalk	\$500,000.00
Blighted Buildings	Asbestos Removal & Demolition of 23 Buildings	\$161,000.00
Total:		\$2,890,000.00

CAPITAL ITEMS – I.T.

I.T.		
	Description	Amount
Fiber	Lakeshore & East Carrollton	\$350,000.00
	Senior Center & Bonner Gym	
Phone Upgrade	City Hall, Police Department, & Fire Department (Re-wiring & Phones)	\$350,000.00
	Senior, Stallings, Lakeshore, East Carroll, West Carroll, Cultural Arts, & Maint. Office	
Wifi	Water Treatment Plant & Waste Water Treatment Plant	\$21,000.00
	Wifi Installation/Upgrade	
Anti-Malware	3 Year Protection: City-wide antimalware protection (crypto-locker)	\$15,049.45
Total:		\$386,049.45

City Manager Grizzard pointed out the total of all department capital item needs is an estimated 4.6 million dollars. This total does not include additional major projects that have been requested to be funded... namely the Neva Lomason Library.

Grand Total

Departments	Amount
Recreation Department	\$622,984.00
Police Department	\$697,923.00
Engineering	\$2,890,000.00
I.T.	\$386,049.45
Total:	\$4,596,956.45

City Manager Grizzard shared a slide of additional major projects that could also be funded by SPLOST. City Manager Grizzard again reiterated the need to prioritize the SPLOST project list to be funded by the remaining SPLOST proceeds (estimated \$8,288,000).

City Manager Grizzard reviewed the list and pointed out that the previous Mayor and Council in December 2015 had voted to allot a sizeable amount of SPLOST funding for the renovation and additional construction of the existing Library. The estimated Library project was \$3.5 million.

The Library requested \$1.9 million from the City, \$500,000 from Carroll County and the remainder of the funding coming from a grant from the State of Georgia. However, the funding from the State could not be confirmed at that point in time.

City Manager Grizzard stated he had requested the City Attorney to research the grant/funding from the State since the Legislature was now in session.

Major Projects

Recreation		
Description	Amount	
Benner Gym	Replace plumbing & electrical, general facilities	\$700,000.00
Cottle Playground	Bathroom Renovation	\$15,000.00
Cultural Arts Center	Install carpet tile, sheet carpet, laminate wood flooring. Also install new acoustical ceiling tiles & new curtain wall. Painting & install wood panel wall at the entrance. New wood handrails and office equipment as well as replace 8 track lighting fixtures	\$350,000.00
East Carolton	Patch & Seal Big Lot, Pave entrance into Maintenance Compound	\$65,000.00
Hobbs Farm	Canoe Landing Area (Hwy 27 & Hwy 113 - in conjunction w/ County)	\$250,000.00
Know Park	Pave existing gravel dust path, remove existing building, replace with bath/pavilion similar to docks building, seal cracks and recoat basketball court asphalt.	\$207,800.00
North Lakeshore	Track - Received, resurfaced & drainage work done	\$85,000.00
	Tennis Courts - Resurface 4 & Replace 2	\$90,000.00
Oil Park	Remove Pavilion & Broken Slab / Renovate Tennis Court	\$40,000.00
Presbyterian Park	Pave existing gravel dust path	\$27,000.00
Total:		\$1,829,800.00
Engineering		
Description	Amount	
Existing Sidewalk	Repairs	\$500,000.00
Storm Water	Tanner Medical Center Storm System Rebuild	\$300,000.00
	Culverts on Ben Scott Blvd	\$500,000.00
Sidewalk	Newman Rd/Hypas Pedestrian Crossing to the Carroll County Jail	\$850,000.00
Greenbelt Spurs	South Street	\$1,500,000.00
	Tanner	\$1,500,000.00
	Oak Mountain Golf	\$1,500,000.00
	Rome Street	\$1,500,000.00
Streetscape	Adamson Square - Range of \$1,000,000 to \$2,250,000	\$2,250,000.00
	Bairns Rd & Presbyterian Intersection	\$300,000.00
	Bankhead Hwy - Range of \$4,500,000 to \$12,000,000	\$12,000,000.00
	Newman Street	\$4,000,000.00
	Maple Street - Range of \$250,000 to \$8,000,000	\$8,000,000.00
C.E.S.	Carolton Elementary School Access Road	\$1,050,000.00
Total:		\$35,700,000.00
Community		
Description	Amount	
Library	Renovation of the Neo-Lomax Library	\$1,900,000.00
Total:		\$1,900,000.00
Donations		
Description	Amount	
UWG	Donation to the University of West Georgia	\$1,000,000.00
Total:		\$1,000,000.00
Grand Total:		\$40,429,800.00

At this time, City Attorney Chuck Conerly reported that he had confirmed the funding coming from the State of Georgia. City Attorney Conerly explained the somewhat complicated local match calculation. Essentially, the Library would receive \$2 million on the project if \$1.5 million is matched locally. City Attorney Conerly noted that the local match from the City was now \$1 million, with the remaining \$500,000 local match to be funded by Carroll County. This is assuming the project is still at \$3.5 million.

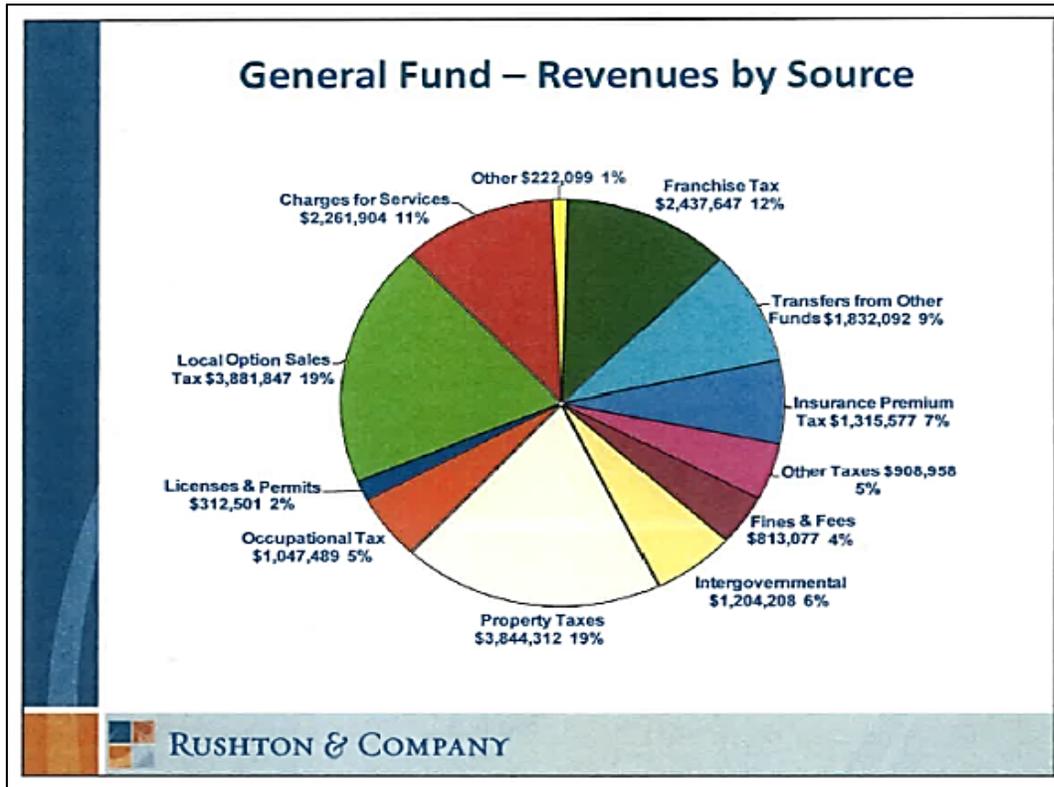
City Manager Grizzard recommended that the City play a big role in the management (included architect selection, contractor selection etc.) of the construction project for the Library since the City is a major contributor on the project. The Mayor and Council agreed.

City Manager Grizzard discussed the additional projects and noted that the decision on which projects to fund and at what level were at the discretion of the Mayor and Council. City Manager Grizzard noted that these projects and the direction the Mayor and Council wanted to take on each would be further discussed at the May Work Session.

Mayor Hollingsworth requested the City consider placing a sidewalk from the Trink Davis Veteran Clinic to Bankhead Highway.

2. Revenue Sources

Finance Director Jim Triplett shared and discussed the following slides regarding the history and collection of City generated revenues.



GENERAL FUND REVENUE SUMMARY											
	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Property Tax Revenue - Real	\$ 2,644,000	\$ 2,830,000	\$ 3,087,000	\$ 3,281,000	\$ 3,301,000	\$ 3,432,000	\$ 3,289,000	\$ 3,097,000	\$ 3,309,000	\$ 3,147,000	\$ 3,086,000
Property Tax Revenue - Auto	\$ 203,000	\$ 205,000	\$ 254,000	\$ 216,000	\$ 202,000	\$ 183,000	\$ 187,000	\$ 195,000	\$ 346,000	\$ 799,000	\$ 719,000
Franchise Fee Revenue	\$ 1,549,000	\$ 1,773,000	\$ 1,887,000	\$ 2,316,000	\$ 2,462,000	\$ 2,124,000	\$ 2,286,000	\$ 2,366,000	\$ 2,253,000	\$ 2,243,000	\$ 2,439,000
Sales Tax Revenue	\$ 3,407,000	\$ 4,008,000	\$ 4,291,000	\$ 4,395,000	\$ 4,320,000	\$ 3,950,000	\$ 3,871,000	\$ 4,212,000	\$ 4,020,000	\$ 3,785,000	\$ 3,837,000
Beer & Wine Tax Revenue	\$ 482,000	\$ 617,000	\$ 657,000	\$ 655,000	\$ 676,000	\$ 641,000	\$ 652,000	\$ 645,000	\$ 639,000	\$ 678,000	\$ 711,000
Occupation Tax Revenue	\$ 838,000	\$ 930,000	\$ 947,000	\$ 967,000	\$ 1,032,000	\$ 906,000	\$ 948,000	\$ 968,000	\$ 967,000	\$ 976,000	\$ 1,054,000
Insurance Premium Tax Revenue	\$ 923,000	\$ 993,000	\$ 1,039,770	\$ 1,084,596	\$ 1,110,000	\$ 1,100,000	\$ 1,068,000	\$ 1,143,000	\$ 1,215,000	\$ 1,258,000	\$ 1,315,000
Energy Excise Tax Revenue									\$ 17,291	\$ 91,906	\$ 146,000
Alcohol License	\$ 119,000	\$ 227,000	\$ 206,000	\$ 181,000	\$ 180,440	\$ 204,000	\$ 207,000	\$ 207,000	\$ 192,000	\$ 205,000	\$ 192,000
Building Permits	\$ 284,000	\$ 285,000	\$ 251,000	\$ 141,000	\$ 83,147	\$ 81,000	\$ 120,000	\$ 83,000	\$ 77,000	\$ 209,000	\$ 119,000
Police Fines	\$ 904,000	\$ 799,000	\$ 817,000	\$ 847,000	\$ 784,000	\$ 780,000	\$ 776,000	\$ 719,000	\$ 823,000	\$ 862,000	\$ 808,000
TOTALS	\$ 11,353,000	\$ 12,667,000	\$ 13,436,770	\$ 14,083,596	\$ 14,150,587	\$ 13,401,000	\$ 13,404,000	\$ 13,635,000	\$ 13,858,291	\$ 14,253,906	\$ 14,426,000

CITY OF CARROLLTON TAX DIGEST AND LEVY											
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Real & Personal	\$ 630,362,903	\$ 689,742,290	\$ 745,116,863	\$ 804,702,224	\$ 812,986,003	\$ 753,185,785	\$ 712,174,816	\$ 699,992,447	\$ 690,315,490	\$ 708,917,749	\$ 734,348,525
Motor Vehicles	\$ 40,094,400	\$ 43,545,480	\$ 43,545,480	\$ 45,130,100	\$ 45,895,860	\$ 39,859,790	\$ 39,070,730	\$ 41,391,820	\$ 44,782,250	\$ 36,996,100	\$ 26,439,410
Mobile Homes	\$ 481,645	\$ 366,881	\$ 366,881	\$ 365,675	\$ 365,675	\$ 365,675	\$ 328,381	\$ 317,708	\$ 309,501	\$ 301,864	\$ 287,865
Gross Digest	\$ 670,938,948	\$ 733,654,651	\$ 789,029,224	\$ 850,197,999	\$ 859,247,538	\$ 793,411,250	\$ 751,573,927	\$ 741,701,975	\$ 735,407,241	\$ 746,215,713	\$ 761,075,800
Less M & O Exemptions	\$ 41,953,459	\$ 48,220,413	\$ 48,654,023	\$ 79,679,454	\$ 81,073,649	\$ 48,578,614	\$ 42,624,958	\$ 55,024,232	\$ 45,657,893	\$ 48,842,435	\$ 54,347,722
Net M & O Digest	\$ 628,985,489	\$ 685,434,238	\$ 740,375,201	\$ 770,518,545	\$ 778,173,889	\$ 744,832,636	\$ 708,948,969	\$ 686,677,743	\$ 689,749,348	\$ 697,373,278	\$ 706,728,078
Gross M & O Millage	10.43	10.72	10.60	10.41	9.95	10.22	10.34	10.80	10.78	10.11	10.07
Less Rollbacks	(5.60)	(5.93)	(5.83)	(5.72)	(5.26)	(5.53)	(5.65)	(6.11)	(6.09)	(5.45)	(5.45)
Net M & O Millage	4.83	4.79	4.77	4.69	4.69	4.69	4.69	4.69	4.69	4.66	4.62
Net Taxes Levied	\$ 3,038,000	\$ 3,283,230	\$ 3,531,590	\$ 3,613,732	\$ 3,649,636	\$ 3,493,265	\$ 3,324,971	\$ 3,220,519	\$ 3,234,924	\$ 3,249,759	\$ 3,265,084
Net Change \$ Levied	\$ 188,471	\$ 245,230	\$ 248,360	\$ 82,142	\$ 35,904	\$ (156,370)	\$ (168,294)	\$ (104,452)	\$ 14,406	\$ 14,835	\$ 15,324
Net Change % Levied	7%	8%	8%	2%	1%	-4%	-5%	-3%	0.45%	0.46%	0.47%

3. Proposed Ethics Ordinance Discussion

Councilmember Lane reported that he would like to see the Mayor and Council consider the adoption of an Ethics Ordinance. Councilmember Lane shared a copy of a sample Ordinance he had compiled from a Georgia Municipal Association Model Ordinance (GMA) and other Georgia cities. Councilmember Lane reviewed portions of the provided sample Ethics Ordinance and remarked on the enforcement and fair remedies to certain situations involving alleged unethical behavior of an elected official. Councilmember Lane requested the Mayor and Council to study the sample Ordinance and discuss further at a future Work Session.

Slides presented of Sample Ethics Ordinance:

Page 1

ORDINANCE No. _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF CARROLLTON, GEORGIA TO PROVIDE A NEW CODE SECTION _____ ETHICS; TO PROVIDE FOR PENALTIES; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority of the City of Carrollton, Georgia is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government; and

WHEREAS, the duly elected governing authority of the City of Carrollton, Georgia is the Mayor and Council thereof; and

WHEREAS, the governing authority deems it essential to the proper operation of democratic government that the public officials be, and give the appearance of being, independent, impartial, and responsible to the people; that governmental decisions and policies be made in the proper channels of the governmental structure; and that public office not be used for personal gain; and

WHEREAS such measures are necessary to provide the public with confidence in the integrity of its government.

NOW THEREFORE it is the policy of the city that its officials, employees, appointees, and volunteers conducting official city business:

Serve others and not themselves;
Be independent, impartial and responsible; Use resources with efficiency and economy;
Treat all people fairly;
Use the power of their position for the well being of their constituents; and
Create an environment of honesty, openness and integrity.

NOW THEREFORE BE IT AND IT IS HEREBY ORDAINED:

Section 1.

That the Code of Ordinances of the City of Carrollton, Georgia is hereby amended by adding sections to be numbered _____, Code of Ethics, which said sections read as follows:

Sec. _____ PURPOSE

The purpose of this code of ethics is to:

(a) Encourage high ethical standards in official conduct by city officials and city employees;

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(b) Establish guidelines for ethical standards of conduct for all such officials and city employees by setting forth those acts or actions that are incompatible with the interest of the city;

(c) Require disclosure by such officials of private financial or other interest in matters affecting the city; and

(d) Serve as a basis for disciplining those who refuse to abide by its terms.

Sec. _____ SCOPE

The provisions of this code of ethics shall be applicable to all elected or appointed city officials. Further, the provisions of this code of ethics will be applicable to city employees where delineated. Section _ Enforcement, Section _Receipts of Complaint, Section _Service of Complaint, Section _Right to Appeal, and Section _Penalty shall not be applicable to city employees. Any violation by city employees of this Code of Ethics shall subject such city employees to disciplinary procedures set forth in the [].

Notwithstanding anything herein to the contrary, state law and the charter of the city shall be controlling in the event of an actual conflict with the provisions of this code of ethics. This ordinance shall be interpreted to supplement, and not replace, said provisions of state law and the charter.

Sec. _____ DEFINITIONS

Solely for the purpose of this code of ethics:

(a) *City official or official*, unless otherwise expressly defined does not include city employees but does mean the mayor, members of the city council, municipal court judges (including substitute judges), city manager, city clerk, and city attorney, as amended. The term "city official" also includes all individuals, including city employees, appointed by the mayor and/or city council as appropriate to city authorities, commissions, committees, boards, task forces, or other bodies which can or may vote or take formal action or make official recommendations to the mayor and/or city council.

(b) *Decision* means any ordinance, resolution, contract, franchise, formal action or other matter voted on by the city council or other city board or commission, as well as the discussions or deliberations of the council, board, or commission which can or may lead to a vote or formal action by that body.

(c) *Employee* means any person who is a full-time or part-time employee of the city.

(d) *Immediate family* means the spouse, mother, father, grandparent, brother, sister, son or daughter of any city official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.

(e) *Incidental interest* means an interest in a person, entity or property which is not a substantial interest as defined herein and which has insignificant value.

(f) *Remote interest* means: an interest of a person or entity, including a city official, which would be affected in the same way as the general public. For example, the interest of an official in the property tax rate, general city fees, city utility charges or a comprehensive zoning ordinance or similar matters is deemed remote to the extent that the official would be affected in common with the general public.

(g) *Substantial interest* means an interest, either directly or through a member of the immediate family, in another person or entity, where:

- (1) the interest is ownership of five percent or more of the voting stock, shares or equity of the entity or ownership of \$5,000.00 or more of the equity or market value of the entity; or
- (2) the funds received by the person from the other person or entity during the previous 12 months either equal or exceed (a) \$5,000.00 in salary, bonuses, commissions or professional fees, or \$5,000.00 in payment for goods, products or services; or (b) ten percent of the recipient's gross income during that period, whichever is less;
- (3) the person serves as a corporate officer or member of the board of directors or other governing board of a for-profit entity other than a corporate entity owned or created by the city council; or
- (4) the person is a creditor, debtor, or guarantor of the other person or entity in an amount of \$5,000.00 or more.

Sec. ____ GOVERNANCE STRUCTURE

City Officials shall

- (a) Support the delegation of authority for the day-to-day administration of the city to the city manager and act accordingly.
- (b) Honor the chain of command and refer problems or complaints consistent with the chain of command.
- (c) Not undermine the authority of the city manager or intrude into responsibilities that properly belong to the city manager or city administration, including such functions as hiring, transferring or dismissing employees.

Sec. ____ STRATEGIC PLANNING

Mayor and City Council Members shall use their best effort to

- (a) Participate in all planning activities to develop the vision and goals of the city.
- (b) Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.

Sec. ____ MEETINGS

Mayor and city council members shall use their best effort to

- (a) Attend and participate in regularly scheduled and called meetings.
- (b) Be informed and prepared to discuss issues to be considered on the agenda.
- (c) Work with mayor and other city council members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at council meetings.
- (d) Vote for a closed executive session of the council only when applicable law requires consideration of a matter in executive session.
- (e) Maintain the confidentiality of all discussions and other matters pertaining to the council and the city during executive session of the mayor and council.

Sec. ____ PROHIBITIONS

- (a) No city official shall use such position to secure special privileges or exemptions for himself or herself or others, or to secure confidential information for any purpose other than official duties on behalf of the city.
- (b) No city official, in any matter before the council or other city body, relating to a person or entity in which the official has a substantial interest, shall fail to disclose for the record such interest prior to any discussion or vote or fail to recuse himself/herself from such discussion or vote as applicable.
- (c) No city official and employee shall enter into any contract with, or have any interest in, either directly or indirectly, the city except as authorized by state law.
 - (i) This prohibition shall not be applicable to the professional activities of the city attorney in his or her work as an independent contractor and legal advisor on behalf of the city.
 - (ii) This prohibition shall not be applicable to an otherwise valid employment contract between the city and a city official who is not elected (such as, by way of example, a city manager, city administrator or chief of police).

- (ii) Any official and employee who has a proprietary interest in an agency doing business with the city shall make that interest known in writing to the city council and the city clerk.

- (d) All public funds shall be used for the general welfare of the people and not for personal economic gain.
- (e) Public property shall be disposed of in accordance with state law.
- (f) No city official shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public.
- (g) A city official and employee shall not directly or indirectly make use of, or permit others to make use of, official information not made available to the general public for the purpose of furthering a private interest.
- (h) City manager, city attorney, and city clerk shall not endorse, campaign for or against or contribute financially to any candidate seeking the position of mayor or city council.
- (i) A city official and employee shall not use his or her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to such official or persons within the official's immediate family, or those with whom the official has business or financial ties amounting to a substantial interest.
- (j) No city official or employee shall draw travel funds or per diem from the city for attendance at meetings, seminars, training or other educational events and fail to attend such events without promptly reimbursing the city therefore.

Sec. ____ CONFLICT OF INTEREST

A city official may not participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the official has a substantial interest.

A city official who serves as a corporate officer or member of the board of directors of a nonprofit entity must disclose their interest in said entity to the mayor and council prior to participating in a vote or decision regarding funding of the entity by or through the city.

Where the interest of a city official in the subject matter of a vote or decision is remote or incidental, the city official may participate in the vote or decision and need not disclose the interest.

Sec. ____ ENFORCEMENT

The Municipal Court of the City of Carrollton shall hear and render decisions on all proper verified complaints filed under this ordinance.

Sec. ____ RECEIPT OF COMPLAINTS

- (a) All complaints against city officials shall be filed with the clerk of the Municipal Court of the City of Carrollton. Upon receipt of a complaint in proper form, the municipal court clerk shall forward a copy of the complaint to the city official or officials charged in the complaint within no more than seven (7) calendar days.
- (b) All complaints shall be submitted and signed under oath, shall be legibly drawn and shall clearly address matters within the scope of this ordinance.
- (c) Upon receipt of a complaint in proper form, the municipal court shall review it to determine whether the complaint is unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke the disciplinary jurisdiction of the City Council. The municipal court is empowered to dismiss in writing complaints that it determines are unjustified, frivolous, patently unfounded or fail to state facts sufficient to invoke the disciplinary jurisdiction of the City Council; provided, however, that a rejection of such complaint by the municipal court shall not deprive the complaining party of any action such party might otherwise have at law or in equity against the city official. For complaints that are not dismissed, the municipal court is empowered to collect evidence and information concerning any complaint and add the findings and results of its investigations to the file containing such complaint.
- (d) Upon completion of its investigation of a complaint, the municipal court is empowered to dismiss in writing those complaints which it determines are unjustified, frivolous, patently unfounded or which fail to state facts sufficient to invoke the disciplinary jurisdiction of the City Council; provided, however, that a rejection of such complaint by the municipal court shall not deprive the complaining party of any action such party might otherwise have at law or in equity against the city official.
- (e) The municipal court is empowered to conduct investigations, to take evidence, and to hold hearings to address the subject matter of a complaint.
- (f) The municipal court is empowered to adopt forms for formal complaints, notices, and any other necessary or desirable documents within its jurisdiction where the city council has not prescribed such forms.
- (g) Findings of the municipal court shall be submitted to the City Council for action.

(b) To discourage the filing of ethics complaints solely for political purposes, ethics complaints against a person seeking election as a city official, whether currently serving as a city official or not, which are filed between the date of qualifying for municipal office and the date of certification of the election results will be held and will not be processed until the election results for that office have been certified.

Sec. ____ SERVICE OF COMPLAINT

The city clerk or municipal court shall cause the complaint to be served on the city official charged as soon as practicable but in no event later than seven (7) calendar days after receipt of a proper, verified complaint. Service may be by personal service, by certified mail, return receipt requested or by statutory overnight delivery. A hearing shall be held within sixty (60) calendar days after filing of the complaint. The municipal court shall conduct hearings in accordance with the procedures and regulations it establishes but, in all circumstances, at least one hearing shall include the taking of testimony and the cross-examination of available witnesses. The decision of the municipal court shall be rendered to Mayor and Council within seven (7) calendar days after completion of the final hearing. At any hearing held by the municipal court, the city official who is the subject of inquiry shall have the right to written notice of the hearing and the allegations at least seven (7) calendar days before the first hearing, to be represented by counsel, to hear and examine the evidence and witnesses and, to oppose or try to mitigate the allegations. The city official subject to the inquiry shall also have the right but not the obligation of submitting evidence and calling witnesses. Failure to comply with any of time deadlines in this section of the ordinance shall not invalidate any otherwise valid complaint or in any way affect the power or jurisdiction of the municipal court or the city council to act upon any complaint.

Sec. ____ RIGHT TO APPEAL

Any city official or complainant adversely affected by the findings or recommendations of the municipal court may obtain judicial review of such decision as provided in this Section.

An action for judicial review may be commenced by filing an application for a writ of certiorari in the Superior Court of Carroll County within thirty (30) days after the decision of the Board of Ethics. The filing of such application shall act as supersedeas.

Sec. ____ PENALTY

Any person violating any provision of this article is subject to:

- (a) Public reprimand or censure by the city council; or
- (b) Request for resignation by the city council.

Section 2.

The sections, subsections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any section, subsection, paragraph, sentence, clause or phrase shall be declared illegal by the valid judgment or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining section, subsections, paragraphs, sentences, clauses and phrases of this ordinance.

Section 3.

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

Section 4.

The adoption date of this ordinance is _____ and the effective date of this ordinance shall be _____.

ORDAINED this ____ day of _____, _____.

ATTEST:

City of Carrollton

Mayor

City Clerk

APPROVED AS TO FORM:

City Attorney.

4. Traffic Calming Discussion

City Manager Grizzard informed the Mayor and Council of complaints from the Birkdale Boulevard neighborhood regarding paving issues and traffic speed. The Birkdale Boulevard residents have requested the City to take measures to slow down traffic by putting in chicanes. The City has solicited for bids for the re-paving of Birkdale Boulevard. These bids will be opened prior to the next Council Meeting on May 2, 2016 and presented at that meeting for a contract award. City Manager Grizzard noted that if the price comes in way above budget, the City will refuse the bids and solicit again at a later date to get a good price.

5. General Discussion

Councilmember Byrd stated he would like to see a customer satisfaction survey on the Mayor and Council. Councilmember Byrd also suggested an employee moral survey, where employees would rate the Mayor and Council, as well as their Supervisors.

Councilmember Byrd stated that he would like to see improvement in the intersection/parking lot next to the Presbyterian Church as it runs into Maple Street. City Manager Grizzard agreed and advised that a design was underway to improve that area; including creating a one way street of which the Presbyterian Church was in favor of.

Councilmember Byrd inquired to the City's water Ph. Operations Manager Tony Richardson responded that the Ph varied somewhat between 4 - 5. Operations Manager Richardson stated that often times the Ph would vary due to the age of the plumbing in residences.

Councilmember Byrd reported he had received a phone call from an employee complaining that the City had eliminated the Employee Tuition Reimbursement Program. City Manager Grizzard reported that an email had been sent to all employees advising there were no longer funds available to give for reimbursement for the remainder of this fiscal year.

Councilmember Byrd inquired if the program was applied to Carrollton City School Tuition. City Manager Grizzard noted that the Employee Tuition Reimbursement Program would reimburse an employee for 1 class (vocational or college credit course in a job related major) per quarter/semester based on the employee's grade in the class. City Manager Grizzard stated that this should not be confused with job training, as the City continues to pay for any and all job related training needed. City Manager Grizzard stated that the City needed to make employees aware that funds were not available for the remainder of the 2015-2016 fiscal year. City Manager Grizzard also stated a hard look should be taken at the outdated Employee Tuition Reimbursement Program, citing concerns that classes (online) were being taken during working hours.

I. ADJOURN

There being no other items to discuss, the Work Session was closed at 6:50 p.m.