

## MINUTES

### DECATUR CITY COMMISSION

Regular Meeting  
July 6, 2010  
City Hall: 7:30 p.m.

Mayor Floyd called the Regular Meeting of the Decatur City Commission to order at 7:30 p.m. on Tuesday, July 6, 2010.

PRESENT: Mayor Floyd, Mayor pro tem Baskett, and Commissioners Boykin, Cunningham and Garrett; and, City Manager Peggy Merriss.

MINUTES of the Regular Meeting of June 21, 2010 were approved on a motion by Commissioner Cunningham, second by Mayor pro tem Baskett, and all voting “aye”.

#### ALCOHOLIC BEVERAGE LICENSE.

City Manager Merriss stated that the Police Department recommended approval of an alcoholic beverage license for the retail sale for consumption on premises of beer and wine to Wambui Maina for Isabella’s Cafe, 910 West College Avenue. City Manager Merriss stated that all fees had been paid but with the structure undergoing renovations the application had yet to receive the approval of the Building Official and the Fire Marshal and so it was recommended that the final license be issued after the certificate of occupancy was approved.

On a motion by Commissioner Cunningham, second by Commissioner Garrett, and all voting “aye”, the license was approved as recommended.

#### PUBLIC COMMENT ON AGENDA ITEMS.

Mayor Floyd opened the meeting for public comment.

There were no comments from the public.

#### AGREEMENT WITH AUTOMATIC DATA PROCESSING, INC. (ADP) FOR HRIS/PAYROLL SOFTWARE SYSTEM.

Assistant City Manager Andrea Arnold stated that city staff had spent over a year researching and reviewing various Human Resource Information System/Payroll software packages and recommended upgrading the City’s existing agreement with ADP. Ms. Arnold introduced Personnel Director Bien Nguyen who presented an overview of the changes and additions to ADP’s offerings.

Ms. Nguyen stated that the new software would enhance the City’s ability to manage operations more efficiently; provide self service features currently unavailable to applicants, employees and managers; and align with the City’s sustainability policy by reducing the use of physical and financial resources. Ms. Nguyen stated that the new

software package would be hosted by ADP and that the total cost of the investment included a one-time implementation fee of \$15,000 and an annual fee of approximately \$55,000. Ms. Nguyen noted that the City current agreement was approximately \$45,000 per year and that funds for the upgrade were included in the current budget.

In response to a question from Mayor Floyd, Ms. Nguyen stated that the annual fee was calculated on a per employee basis.

In response to a question from Commissioner Boykin, Ms. Nguyen stated that in FY 2009-10, the City budgeted \$45,000 for ADP services and in FY 2010-2011 \$55,000 was budgeted.

City Manager Merriss noted that the other software system seriously considered would have cost the City approximately \$140,000.

Mayor pro tem Baskett and Commissioner Boykin noted that building on the existing software system for only an additional \$10,000 would be helpful citywide.

In response to a question from Commissioner Garrett, Ms. Nguyen stated that there was a potential for cost savings in the long-term future but that the most important savings from the new system would be in staff time and effort.

In response to a question from Mayor pro tem Baskett, Ms. Nguyen stated that the City did not currently have the capability to accept online employment applications.

On a motion by Commissioner Boykin, second by Commissioner Garrett, and all voting “aye”, the City Commission authorized the City Manager to execute an agreement with ADP, Inc. for human resource information/payroll software.

#### AGREEMENT WITH URS FOR DESIGN OF NORTH MCDONOUGH STREET STREETSCAPES IMPROVEMENTS.

Deputy City Manager Hugh Saxon recommended approval of an agreement with the URS Corporation for master planning and design of the North McDonough Streetscape Improvements in an amount not to exceed \$350,000. Mr. Saxon noted that design costs for the project were being covered by funds provided by MARTA to off-set funding provided by ARC for MARTA operations. Mr. Saxon stated that the work would include designing streetscapes improvements to North McDonough Street between Howard Avenue and Trinity Place for pedestrian and bicycle accessibility and safety through the corridor and to provide connectivity for cyclists between the PATH trail along Howard Avenue and the proposed West Ponce de Leon-West Trinity bicycle path.

Mr. Saxon stated that URS Corporation was designing the railroad crossing improvements at McDonough Street and Candler Street.

In response to a question from Mayor pro tem Baskett, Mr. Saxon stated that the selection committee included himself, City Manager Merriss, Senior Engineer John

Madajewski, Assistant City Manager Lyn Menne, and Planning Director Amanda Thompson.

In response to a question from Commissioner Boykin, Mr. Saxon stated that Sprinkle Consulting would be heavily involved in designing the bicycle and pedestrian features.

In response to a question from Mayor Floyd, Mr. Saxon stated that the goal of the improvements was to make that section of North McDonough Street into a “complete street” and that it was anticipated that the same amount of on-street parking would be maintained.

In response to a question from Commissioner Boykin, Mr. Saxon stated that he anticipated a cycle track would be included in the improvements.

In response to a question from Mayor Floyd, Mr. Saxon stated that completion of the design should be finished in seven to eight months.

In response to a question from Commissioner Boykin, Mr. Saxon stated that public input would be incorporated into the design process.

In response to a question from Commissioner Garrett, Mr. Saxon stated that he could not predict at this time whether the approved railroad crossing improvements would be constructed at the same time as the streetscapes improvements but that if possible it would be better if construction happened in a coordinated fashion.

Mayor Floyd stated that we should consider options for extension of the existing pedestrian tunnel to Agnes Scott College to improve pedestrian access and safety.

Mayor pro tem Baskett and Commissioners Boykin and Garrett concurred.

On a motion by Commissioner Cunningham, second by Commissioner Boykin, and all voting “aye”, the agreement was approved as recommended.

#### REQUESTS AND PETITIONS.

Assistant Director of Community & Economic Development Linda Harris requested permission on behalf of the DeKalb County Public Library for use of an artistic rendition of the City of Decatur logo on a special limited edition library card to be distributed during Library Card sign-up month in September, 2010. Ms. Harris stated that the library would print a total of 10,000 cards and only 3,300 would incorporate a rendition of the City logo. Ms. Harris stated that the library would not profit financially from the card’s distribution and that the limited edition cards would be free to first time cardholders and would cost \$1.00 for patrons wishing to have the limited edition card as a replacement for their current card.

On a motion by Commissioner Boykin, second by Mayor pro tem Baskett, and all voting “aye”, use of the logo was approved as recommended.

City Manager Merriss stated that the City Manager’s Office had received a petition from the residents of Superior Avenue for installation of a third speed table. City Manager Merriss stated that typically the City Commission accepted such a request for referral to staff for study and recommendation.

By consensus, the petition was referred to Public Safety and Public Works staff for review and recommendation.

#### REPORTS AND OTHER BUSINESS.

City Manager Merriss stated that in 2007, the City Commission asked the Georgia General Assembly to adopt local legislation allowing the City of Decatur to hold a referendum that would allow the City Commission to establish tax allocation districts (TADs) as provided for in the “Redevelopment Powers Law.” City Manager Merriss noted that the referendum would not establish any districts but would give the City the ability to use TADs in the future.

City Manager Merriss stated that during the 2007 session, the legislation passed the House but did not pass the Senate so during the 2008 session the bill passed the Senate and was signed into law; however, the legislative staff did not update the bill which referred to a referendum in November, 2007. City Manager Merriss stated that the bill was reintroduced in 2009 and was signed into law in May, 2010. City Manager Merriss stated that the bill called for a referendum during the regular general election on November 2, 2010.

Mayor Floyd noted that the City Commission initially pursued the legislation at the request of some of the East Decatur Station property owners.

Commissioner Cunningham reiterated that the approval of the referendum did not establish a TAD but it would provide the City with the ability to pursue a TAD in the future.

In response to a question from Mayor Floyd, City Manager Merriss stated that TADs produced income from increased property values that was used to pay off bonds used to construct infrastructure and that community improvement districts (CIDs) were areas in which the property owners in a designated district agreed to levy an additional millage to fund improvements for that particular area.

City Manager Merriss stated that the City was awarded an Outstanding Achievement in Local Government Innovation award at the Transforming Local Government Conference in June for the City’s use of Open City Hall.

City Manager Merriss noted that Assistant to the City Manager Meredith Roark had performed the National Anthem at the opening session of the Georgia Municipal Association annual convention.

Commissioner Garrett stated that she enjoyed the City's July 4<sup>th</sup> celebration and asked everyone to continue to support the Saturday farmer's market.

Commissioner Boykin stated that the weather was perfect on July 4<sup>th</sup> and that the fireworks looked great.

Commissioner Cunningham thanked the City for hosting a wonderful July 4<sup>th</sup> celebration.

Mayor pro tem Baskett commended Ms. Harris on her work with the Open City Hall project.

Mayor pro tem Baskett and Commissioners Boykin, Cunningham and Garrett commended Mayor Floyd on a job well done as the president of GMA.

Mayor Floyd stated that he had toured the Savannah port while at the convention and learned that the port had a \$5 billion direct impact on DeKalb County.

There being no other business, the meeting was adjourned.

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Peggy Merriss  
Acting City Clerk