



**City of Lilburn
City Council Work Session Agenda**

**July 10, 2017 at 6:30 p.m.
Lilburn City Hall, 340 Main St., Lilburn, GA 30047**

*Council Members:
Johnny Crist, Mayor
Brian Burchik, Post 1
Scott Batterton, Post 2
Eddie Price, Post 3
Tim Dunn, Post 4*

I. Call To Order

II. Announcements

III. Agenda

1. Award Of Bid – COL/LMIG-6.19.2017 – Resurfacing Of City Streets: West Johns, Bradley Woods And Old Manor.
Bids were received and opened publicly on June 19, 2017 with four (4) respondents. Based on the bids received, staff recommends the award of bid for the afore-mentioned streets to Garrett Paving Company, Inc. in the amount of \$135,017.00. All legal requirements have been met, and the project may proceed upon approval by the City Council.

Documents:

[ITEM 1 - AGENDA FORM LILBURN LMIG -6.19.2017.PDF](#)
[ITEM 1 - ATTACH - BID TABULATION SHEET.PDF](#)
[ADDITIONAL ITEM INFORMATION.PDF](#)

2. Award Of Bid – COL/107 MAIN-6.26.2017 – 107 MAIN Parking Lot Expansion
Bids were received and opened publicly on June 26, 2017 with three (3) respondents. Based on the bids received, staff recommends the award of bid for the afore-mentioned project to Woodwind Construction in the amount of \$177,000. All legal requirements have been met, and the project may proceed upon approval by the City Council.

Documents:

[ITEM 2 - AGENDA FORM LILBURN 107 MAIN-6.26.2017.PDF](#)
[ITEM 2 - ATTACH - BID TABULATION SHEET.PDF](#)
[ADDITIONAL ITEM INFORMATION.PDF](#)

3. Set 2017 Tax Year Millage Rate For The City Of Lilburn Resolution #2017-07
The Code of Georgia requires the City Council to set its millage rate annually for the

upcoming year as it applies to real and personal property within the City's corporate limits. At 4.43 mills, the 2017 millage will remain the same as the 2016 millage rate of 4.43.

Documents:

[ITEM 3 - AGENDA FORM - SET 2017 TAX YEAR MILLAGE RATE FOR THE CITY OF LILBURN RESOLUTION 2017-07.PDF](#)

[ITEM 3 - ATTACH - RES 2017-07 - MILLAGE RATE TAX YR 2017.PDF](#)

[ITEM 3 - ATTACH PT-38 FY 2017 MILLAGE RATE CERTIFICATION.PDF](#)

[ITEM 3 - ATTACH PT-32.1 COMPUTATION OF MILLAGE RATE ROLLBACK - FINAL AT 4.43.PDF](#)

[ITEM 3 - ATTACH - PUBLIC HEARING MINUTES - 06-29-17 10 AM.PDF](#)

[ADDITIONAL ITEM INFORMATION.PDF](#)

4. El Paraiso Express LLC – New License For 550 Pleasant Hill Rd., Suite 206
The Alcohol Review Board met on June 15th to review a new application from El Paraiso Express, LLC. The owner, Maria Leiva, on behalf of El Paraiso Express was present along with Julian Fernandez (agent).

The ARB recommends to the council to allow alcohol sales (beer only) at this location.

Documents:

[ITEM 4 - AGENDA FORM - ARB EL PARAISO EXPRESS.PDF](#)

[ITEM 4 - ATTACH - 2017-06-15 ARB MINUTES DRAFT.PDF](#)

[ADDITIONAL ITEM INFORMATION.PDF](#)

5. Discussion About Temporary And Exempt Signs
This is a work session item for discussion purposes only to determine the desire to modify the City's sign ordinance regarding signage that is not permanent.

Documents:

[ITEM 5 - AGENDA FORM - EXEMP AND TEMP SIGNS.PDF](#)

IV. Adjournment

As set forth in the Americans with Disabilities Act of 1990, the City of Lilburn does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. Doug Stacks, 340 Main Street, Lilburn, GA 30047 has been designated to coordinate compliance with the non-discrimination requirements contained in section 13.107 of the Department of Justice regulations, information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

The City of Lilburn will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Lilburn should be directed to Doug Stacks, 340 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.

**CITY OF LILBURN
AGENDA ITEM 1**

Date:	6/29/17	To: Mayor and Council	7/5/17
From:	Bill Johnsa	Department:	City Manager
Work Session/Reg. Mtg. Date Requested:	7/10/17	Presenter:	Bill Johnsa
Agenda Title:	Award of Bid – COL/LMIG-6.19.2017 – Resurfacing of City streets: West Johns, Bradley Woods and Old Manor.		
Audio/Visual Requirements:	n/a	Deadline Date:	n/a

Agenda Item (Background/History/Details):
Bids were received and opened publicly on June 19, 2017 with four (4) respondents. Based on the bids received, staff recommends the award of bid for the afore-mentioned streets to Garrett Paving Company, Inc. in the amount of \$135,017.00. All legal requirements have been met, and the project may proceed upon approval by the City Council.

Staff Recommendations:
Staff recommends the following: “Motion to approve award of bid COL/LMIG-6.19.2017 to Garrett Paving Company, Inc. in the amount of \$135,017.00. Further authorize Mayor to execute all documents on behalf of the City of Lilburn.”

Department Head Approval:	B. Johnsa
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Mayor/Council Signature Required:	<u>YES</u>	NO
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List Attachments:
1. Bid tabulation sheet

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager's Initials
Yes	Capital projects Fund & 2017 SPLOST	\$477,000 –CP \$ 183,000 -SP	\$135,017	BJ

Item	Description	Unit	Approx. Qty.	GARRETT PAVING		SHEPCO		STEWART BROS.		PITTMAN CONST.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Bonds	Lump Sum	1	\$2,650.00	\$2,650.00	\$16,000.00	\$16,000.00	\$13,150.00	\$13,150.00	\$6,777.00	\$6,777.00
2	9.5mm Recycled Asph. Conc.- including Bituminous Material, Lime and Tack Coat (SP Type I, GP 1)	Ton	725	\$93.20	\$67,570.00	\$110.00	\$79,750.00	\$104.65	\$75,871.25	\$102.63	\$74,406.75
3	12.5mm Recycled Asph. Conc. Patching - including Bituminous Material and Tack Coat	Ton	150	\$183.20	\$27,480.00	\$225.00	\$33,750.00	\$325.35	\$48,802.50	\$175.64	\$26,346.00
4	Shoulder Reconstruction	Mile	0.6	\$19,820.00	\$11,892.00	\$5,000.00	\$3,000.00	\$13,536.55	\$8,121.93	\$30,300.00	\$18,180.00
5	Manhole Adjustment	Each	2	\$400.00	\$800.00	\$900.00	\$1,800.00	\$1,250.00	\$2,500.00	\$709.00	\$1,418.00
6	Mill Asphaltic Conc. Pavement - variable depth	Sq. yds.	1600	\$7.95	\$12,720.00	\$10.50	\$16,800.00	\$9.45	\$15,120.00	\$7.09	\$11,344.00
7	Asphaltic Rubber Crack Fill	Mile	0.61	\$5,500.00	\$3,355.00	\$15,000.00	\$9,150.00	\$14,385.00	\$8,774.85	\$14,385.00	\$8,774.85
8	Paint Pavement Markings	Centerline Mile	0.4	\$21,375.00	\$8,550.00	\$20,000.00	\$8,000.00	\$22,443.75	\$8,977.50	\$15,428.28	\$6,171.31
					\$0.00		\$0.00		\$0.00		\$0.00
					\$0.00		\$0.00		\$0.00		\$0.00
TOTAL					\$135,017.00		\$168,250.00		\$181,318.03		\$153,417.91

Public Hearing (Y/N) N
Department: City Manager
Presenter: Bill Johnsa, City Manager
Staff Recommendations: Motion to approve award of bid COL/LMIG-6.19.2017 to Garrett Paving Company, Inc. in the amount of \$135,017.00. Further authorize Mayor to execute all documents on behalf of the City of Lilburn.
Department Head Approval: B. Johnsa
Budgeted: Yes
Fund Name & Code: Capital projects Fund & 2017 SPLOST
Current Balance: \$477,000 –CP \$ 183,000 -SP
Requested Allocation: \$135,017
City Manager's Initials: BJ

**CITY OF LILBURN
AGENDA ITEM 2**

Date:	6/29/17	To: Mayor and Council	7/5/17
From:	Bill Johnsa	Department:	City Manager
Work Session/Reg. Mtg. Date Requested:	7/10/17	Presenter:	Bill Johnsa
Agenda Title:	Award of Bid – COL/107 MAIN-6.26.2017 – 107 MAIN Parking Lot expansion		
Audio/Visual Requirements:	n/a	Deadline Date:	n/a

Agenda Item (Background/History/Details):
Bids were received and opened publicly on June 26, 2017 with three (3) respondents. Based on the bids received, staff recommends the award of bid for the afore-mentioned project to Woodwind Construction in the amount of \$177,000. All legal requirements have been met, and the project may proceed upon approval by the City Council.

Staff Recommendations:
Staff recommends the following: “Motion to approve award of bid COL/107 MAIN-6.26.2017 to Woodwind Construction in the amount of \$177,000. Further authorize Mayor to execute all documents on behalf of the City of Lilburn.”

Department Head Approval:	B. Johnsa
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Mayor/Council Signature Required:	<u>YES</u>	NO
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List Attachments:
1. Bid tabulation sheet

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager's Initials
Yes	Capital projects Fund & 2017 SPLOST	\$477,000 –CP \$ 183,000 -SP	\$177,000	BJ

BID TABULATION - COL/107 MAIN - 6.26.2017

Item	Description	Unit	Approx. Qty.	WOODWIND CONSTRUCTION		PEACH STATE CONSTRUCTION		EAST COAST GRADING, INC.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Expansion of the City Parking Area at 107 Main Street	Lump Sum	1	\$177,000.00	\$177,000.00	\$178,655.00	\$178,655.00	\$210,773.39	\$210,773.39
TOTAL				\$177,000.00		\$178,655.00		\$210,773.39	

Public Hearing (Y/N) N
Department: City Manager
Presenter: Bill Johnsa, City Manager
Staff Recommendations: Motion to approve award of bid COL/107 MAIN-6.26.2017 to Woodwind Construction in the amount of \$177,000. Further authorize Mayor to execute all documents on behalf of the City of Lilburn.
Department Head Approval: B. Johnsa
Mayor's Signature Required: Yes
Budgeted: Yes
Fund Name & Code: Capital projects Fund & 2017 SPLOST
Current Balance: \$477,000 –CP \$ 183,000 -SP
Requested Allocation: \$177,000
City Manager's Initials: BJ

**CITY OF LILBURN
AGENDA ITEM 3**

Date:	06/27/2017	To: Mayor and Council	
From:	Bill Johnsa	Department:	City Manager
Work Session Date Requested:	07/10/2017	Presenter:	Bill Johnsa
Agenda Title:	Set 2017 Tax Year Millage Rate for the City of Lilburn Resolution #2017-07		
Audio/Visual Requirements:	n/a	Deadline Date:	n/a

Agenda Item (Background/History/Details):
The Code of Georgia requires the City Council to set its millage rate annually for the upcoming year as it applies to real and personal property within the City's corporate limits. At 4.43 mills, the 2017 millage will remain the same as the 2016 millage rate of 4.43.

Staff Recommendations:
Staff recommends the following: “Motion to approve Resolution #2017-07 setting the annual millage rate for 2017 at 4.43 mills.”

Department Head Approval:	B. Johnsa
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Mayor's Signature Required:	<u>YES</u>	NO
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List Attachments:
<ol style="list-style-type: none"> 1. City of Lilburn Resolution #2017-07 2. PT-38 Millage rate certification for tax year 2017 (3 signed copies needed) 3. PT-32.1 Computation form 4. Public Hearing Minutes 06-29-2017 5. Public Hearing Minutes 07-10-2017

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager's Initials
Yes	General Fund, etal			



City of Lilburn
Lilburn, Georgia

Resolution
#2017-07

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF LILBURN**

Date of Reading and Adoption: July 10, 2017
At the meeting of the Lilburn City Council held at 340 Main Street Lilburn, Georgia.

**A RESOLUTION TO SET
THE CITY OF LILBURN 2017 MILLAGE RATE**

WHEREAS: The Mayor and Council of the City of Lilburn wish to adopt a Resolution levying a millage rate, which is established for purposes of financing, in whole or in part, the City's expenses for the fiscal year 2017-2018; and

WHEREAS: The Mayor and Council of the City of Lilburn have studied and reviewed the City's existing millage rate of 4.43 mills and have concluded that it is considered in the best interest of the City to keep the millage rate the same.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Lilburn, Georgia, sitting in regular session on July 10, 2017, that the 2017 millage rate is set at **4.43 mills** for tax year 2017.

SO RESOLVED this the 10th day of July, 2017.

APPROVED:

Johnny D. Crist, Mayor

ATTEST/AUTHENTICATED:

Melissa L. Penate, City Clerk
(Seal)

CITY AND INDEPENDENT SCHOOL MILLAGE RATE CERTIFICATION FOR TAX YEAR 2017

<http://www.dor.ga.gov>



Complete this form once the levy is determined, and if zero, report this information in Column 1. Mail a copy to the address below or fax to (404)724-7011 and distribute a copy to your County Tax Commissioner and Clerk of Court. This form also provides the Local Government Service Division with the millage rates for the distribution of Railroad Equipment Tax and Alternative Ad Valorem Tax.

Georgia Department of Revenue
 Local Government Services Division
 4125 Welcome All Road
 Atlanta, Georgia 30349
 Phone: (404) 724-7003

CITY NAME City of Lilburn		ADDRESS 340 Main Street			CITY, STATE, ZIP Lilburn, Ga. 30047	
FEI # 58-1088461	CITY CLERK Melissa Penate	PHONE NO. 770-638-2226	FAX 770-921-8142	EMAIL mpenate@cityoflilburn.com		
OFFICE DAYS / HOURS Mon-Fri 8:30 am to 5:00 pm	ARE TAXES BILLED AND COLLECTED BY THE () CITY OR () COUNTY TAX COMMISSIONER? LIST VENDOR, CONTACT PERSON AND PHONE NO. Gwinnett County Tax Commissioner, Marie Womble 770-822-7326					
List below the amount & qualifications for each <u>LOCAL</u> homestead exemption granted by the City and Independent School System.						
CITY		INDEPENDENT SCHOOL				
Exemption Amount	Qualifications	Exemption Amount		Qualifications		
5,000	own and reside					
If City and School assessment is other than 40%, enter percentage millage is based on _____%. List below the millage rate in terms of mills. EXAMPLE: 7 mills (or .007) is shown as 7.000. PLEASE SHOW MILLAGE FOR EACH TAXING JURISDICTION EVEN IF THERE IS NO LEVY.						
CITY DISTRICTS	DISTRICT NO.	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
List Special Districts if different from City District below such as CID's, BID's, or DA's	List District Numbers	Gross Millage for Maintenance & Operations	**Less Rollback for Local Option Sales Tax	Net Millage for Maintenance & Operation Purposes (Column 1 less Column 2)	Bond Millage (If Applicable)	Total Millage Column 3 + Column 4
City Millage Rate	7	4.430		4.430		4.430
Independent School System						0.000
Special Districts						0.000
						0.000
						0.000
						0.000
**Local Option Sales Tax Proceeds must be shown as a mill rate rollback if applicable to Independent School.						

Name of County(s) in which your city is located: Gwinnett

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2017

Date
 Mayor or City Clerk

PT32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2017

COUNTY **Gwinnett**

TAXING JURISDICTION **City of Lilburn**

INFORMATION FOR THE SHADED PORTIONS OF THIS SECTION MUST BE ENTERED

This information will be the actual values and millage rates certified to the Department of Revenue for the applicable tax years.

DESCRIPTION	2016 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2017 DIGEST
REAL	359,297,480	20,071,450	3,412,988	382,781,918
PERSONAL	36,558,600		1,680,110	38,238,710
MOTOR VEHICLES	11,189,510		-2,955,920	8,233,590
MOBILE HOMES	5,040		0	5,040
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	29,700		-14,150	15,550
GROSS DIGEST	407,080,330	20,071,450	2,123,028	429,274,808
EXEMPTIONS	16,267,153	0	7,847	16,275,000
NET DIGEST	390,813,177	20,071,450	2,115,181	412,999,808
FLPA Reimbursement Value			0	
Adjusted NET DIGEST	390,813,177	20,071,450	2,115,181	412,999,808
	(PYD)	(RVA)	(NAG)	(CYD)
2016 MILLAGE RATE >>>	4.430	2017 PROPOSED MILLAGE RATE >>>		4.430

THIS SECTION WILL CALCULATE AUTOMATICALLY UPON ENTRY OF INFORMATION ABOVE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2016 Net Digest	PYD	390,813,177	
Net Value Added-Reassessment of Existing Real Property	RVA	20,071,450	
Other Net Changes to Taxable Digest	NAG	2,115,181	
2017 Net Digest	CYD	412,999,808	(PYD+RVA+NAG)
2016 Millage Rate	PYM	4.430	
Millage Equivalent of Reassessed Value Added	ME	0.215	(RVA/CYD) * PYM
Rollback Millage Rate for 2017	RR	4.215	PYM - ME

COMPUTATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2017 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. Section 48-5-32.1(c) (2)	Rollback Millage Rate	4.215
	2017 Millage Rate	4.430
	Percentage Increase	5.10%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors

Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

Tax Collector or Tax Commissioner

Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. Section 48-5-32.1 for the taxing jurisdiction for tax year 2017 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2017 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

____ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2017 exceeds the rollback rate, I further certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. Sections 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published five year history and current digest advertisement, the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

____ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2017 does not exceed the rollback rate, I further certify that the required five year history and current digest advertisement have been published in accordance with O.C.G.A. Section 48-5-32 as evidenced by the attached copy of such advertised report.

Signature of Responsible Party

Title

Date



City Hall (770) 921-2210 • Fax (770) 921-8942
Police Department (770) 921-2211 • Fax (770) 923-6871
Court Services (770) 921-2505 • Fax (770) 921-7723
Planning (770) 279-3710 • Fax (770) 921-9822

June 29, 2017

2017 Millage rate and Tax Increase Public Hearing – 10:00 a.m.

- I. CALL TO ORDER** - Sheila Wilber opened the Public Hearing regarding the proposed 2017 millage rate.
- II. ROLL CALL** – Present: Finance Director, Sheila Wilber & City Manager, Bill Johnsa, Public Relations Director, Nikki Perry
- III. PUBLIC HEARING** – NONE
No members of the public were present; therefore, the public hearing was closed at 10:20 a.m.. and the meeting was adjourned.
- IV. ADJOURNMENT**

Approved this _____ day of _____, 2017.

Johnny D. Crist, Mayor

ATTEST:

Melissa L. Penate, City Clerk

Public Hearing (Y/N) N
Department: City Hall
Presenter: Bill Johnsa, City Manager
Staff Recommendations: Motion to approve Resolution #2017-07 setting the annual millage rate for 2017 at 4.43 mills.
Department Head Approval: B. Johnsa
Mayor's Signature Required: Yes
Budgeted: Yes
Fund Name & Code: General Fund, etal

**CITY OF LILBURN
AGENDA ITEM 4**

Date:	6/23/2017	To:	Mayor and Council
From:	Melissa Penate	Department:	City Hall
Work Session/Regular Meeting Date Requested:	07/10/2017	Presenter:	Angela Couch
Agenda Title:	El Paraiso Express LLC – New license for 550 Pleasant Hill Rd., Suite 206		
Audio/Visual Requirements:	n/a	Deadline Date:	n/a

Agenda Item (Background/History/Details):
The Alcohol Review Board met on June 15 th to review a new application from El Paraiso Express, LLC. The owner, Maria Leiva, on behalf of El Paraiso Express was present along with Julian Fernandez (agent).
The ARB recommends to the council to allow alcohol sales (beer only) at this location.

Staff Recommendations:
Staff Recommends: “Approval of an alcohol license for on premise consumption for El Paraiso Express LLC., located at 550 Pleasant Hill Rd., Ste. 206.”

Department Head Approval:	
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Mayor’s Signature Required:	yes	no
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List Attachments:
1. ARB Draft minutes from June 15, 2017 meeting

Financial Information (For Financial Services Use Only)

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager’s Initials
n/a				



Alcohol Review Board
Thursday, June 15, 2017
Lilburn Municipal Complex
Council Chambers

Present: Chair: John Lazenby
At-Large: Margot Ashley, Demetrius Galfas, Kathy Rall, Jimi Taylor
Records Clerk: Kaleigh Frederick
Legal Counsel: Angela Couch

Mr. Lazenby called the meeting to order at 6:30 pm and declared a quorum present.

OLD BUSINESS:

Mr. Galfas made a motion to approve the regular Meeting Minutes of May 18, 2017, seconded by Ms. Rall. The vote was unanimously in favor.

NEW BUSINESS:

The owner, Maria Leiva has applied for an alcohol license to sell beer at El Paraiso Express, located at 550 Pleasant Hill Road Suite A-206.

Mr. Lazenby called Maria Leiva, with El Paraiso Express to present her request. Julian Hernandez who serves as the business' accountant, accompanied her as translator. Ms. Leiva is the previous owner of a snack bar located next to a convenience store, which does not sell alcohol. She decided to expand to a full-service restaurant. Mr. Hernandez explained that all customers who appear to be less than 50 years old are required to display identification before sale of alcohol occurs. Servers are instructed to track the amount of beer that is sold to a customer and limit amounts to prevent overindulging. There are currently three employees, all of whom are licensed to serve alcohol and are TIPS certified. Mr. Hernandez has also downloaded information on safe alcohol sales that he shares with the employees. Signage in the restaurant indicates the intention to check identification. Mr. Lazenby emphasized how seriously the Alcohol Review Board takes selling to underage customers and encouraged Ms. Leiva to ensure training and controls continue to be in place. The background check is complete, but fingerprint results are pending. This location has not held an alcohol license previously, so approval will be by the City Council. Mr. Galfas made a motion, contingent on the results of the fingerprint report, to recommend to the City Council to grant this license. Ms. Rall seconded the motion and the vote was unanimous in favor. Ms. Couch explained that Ms. Leiva should appear before the City Council on July 10th for final approval of the alcohol sales permit.

Supervised Action Plan compliance review with Patel & Ali Inc. dba Gulf Food Mart located at 127 Arcado Road.

Himanshu Patel represented Gulf Food Mart and reported that he has not hired any new employees. Employees continue to check identification and to be diligent in not selling to underage customers.

With nothing additional to report, he was excused.

Supervised Action Plan compliance review with ANB Inc, dba Depot Package located at 4280 LAWRENCEVILLE HWY.

Brian Nguyen appeared for Depot Package. He reported that his employees continue to check all identification and to be diligent in not selling to underage customers. He continues to advertise for two additional employees but has not found a suitable hire. He stated that he will ensure adequate training of any new hires when they occur. With nothing further to report, he was excused.

Supervised Action Plan compliance review with Lilburn Ventures dba Neighbor's Market located at, 646 Indian Trail.

Zain Sohinaï represented Neighbor's Market and reported that he manages this store. He has arranged for a manager to be "on the floor" at all times of the day to monitor sales. Every sale of controlled substance (alcohol, tobacco) generates a ticket indicating the date of birth. The customers have been understanding of the need to show identification. With nothing further to report, Mr. Sohinaï was excused.

Supervised Action Plan compliance review with RSSS, LLC dba Hooka Haven located at 375 Rockbridge Road Suite 200.

Shawn Cheran represented Hooka Haven and reported that the management has tightened their rules since the incident in March. All employees have been required to complete the TIPs certification and ensure they have an alcohol permit. Every customer must display identification before alcohol sales occur—at the door, wrist bands are issued to those eligible to consume alcohol. Only one drink is served at a time to a customer and servers monitor to ensure that drinks are not then given to underage customers. All excise tax has been paid by the 10th of the month with intentions to continue this practice. There are currently 6-7 employees with no plans to hire more. In the event new employees are hired, appropriate training will be in place. With nothing further to report, Mr. Cheran was excused.

Supervised Action Plan compliance review with Tiberia Restaurant DBA 1910 Public House located at 107 Main Street.

Christy Garcia appeared for 1910 Public House, reporting they have had no changes in staffing and all employees are TIPs certified. Monthly training will be on-going; bartenders are reminded at every shift meeting to check identification and follow protocol. Three people serve as managers of the restaurant and one is always on-site during open hours. They have had some objection from customers who forgot to bring their identification and cannot purchase alcohol. With nothing further to report, Ms. Garcia was excused.

Supervised Action Plan compliance review with Leiserv, Llc DBA Brunswick Bowling located at 3835 LAWRENCEVILLE HWY.

No one appeared to represent Brunswick Bowling.

Ms. Couch recounted guidelines established July 21, 2016:

For unexcused absence from SAP compliance review, the first offense shall require attendance at three additional consecutive meetings. The second offense will result in suspension of alcohol sales permit for the same duration as the original suspension. A third offense shall result in revocation of the license for the duration of the year.

Mr. Galfas made a motion that, due to the unexcused absence of Brunswick Bowling, they shall have a modified action plan requiring three additional consecutive appearances at the ARB beginning with the next meeting. Included in the letter will be indication of all three levels should the infraction occur again. Ms. Rall seconded and the motion was unanimous in favor.

Legal Counsel Status: Ms. Couch reported that City has requested a decrease in the amount of time she spends at Alcohol Review Board meetings. She will be present for show cause hearings, end-of-year renewals and anything unusual, but will no longer be present on a regular basis. She will be available for questions between and during meetings as needed.

Excise Tax: Mr. Lazenby led a discussion of the responsibility of the ARB for oversight of excise tax payments. Ms. Frederick explained that taxes are due by the 20th of the month, with a 3% discount if paid by the 10th. Taxes are only levied with retail dealers on liquor by the drink, not on beer or wine. Wholesale distributors collect the taxes on beer and wine and submit those fees to the City. The City does not send out bills to alcohol retailers; retailers are expected to submit payments voluntarily. If there is a problem with payment, the City will ask the ARB to intervene. This means the business has already received a registered letter from the City and is at least a month in arrears. Discussion concluded with the following suggestions:

In the event excise taxes are not paid in a timely manner, and City staff is not successful collecting past due payment, referral to the Alcohol Review Board will result.

1. If the account is thirty days overdue, the business will be given the option either to
 - a. Pay the amount due with penalties at the meeting when they appear
or
 - b. Receive a one-day suspension of alcohol sales permit fifteen days later (allowing for time for appeal to the City Council).
2. If the account is sixty days overdue, the business will be given the option to
 - a. Pay the amount due with penalties
or
 - b. Receive a two-day suspension as above.

This will serve as a guideline only, dependent on the circumstances of the business.

When businesses appear before the board, it is appropriate to inquire whether business license, alcohol sales permit and excise taxes are up to date. The objective in all these instances is to help businesses be successful and be an asset to the community.

Public Comment

Mr. Lazenby called for public comment. There was none.

ADJOURNMENT

Mr. Galfas made a motion, seconded by Ms. Rall, to adjourn at 7:40 pm. The motion was approved unanimously.

John Lazenby, Chair of ARB

Date

Respectfully submitted,
Margot Ashley

DRAFT

Public Hearing (Y/N) N
Department: City Hall
Presenter: Angela Couch, City Attorney
Staff Recommendations: Approval of an alcohol license for on premise consumption for El Paraiso Express LLC., located at 550 Pleasant Hill Rd., Ste. 206.
Mayor's Signature Required: No

CITY OF LILBURN
ITEM 5
WORK SESSION ONLY

Date:	May 8, 2017	To:	Mayor and Council
From:	Doug Stacks	Department:	Planning & Econ Dev't
Work Session Date:	July 10, 2017	Presenter:	Doug Stacks
Agenda Title:	Discussion about Temporary and Exempt Signs		
Audio/Visual Req'ts:	n/a	Meeting Date:	May 8, 2017

Agenda Item (Background/History/Details):
<p>This is a work session item for discussion purposes only to determine the desire to modify the City's sign ordinance regarding signage that is not permanent.</p>

Staff Recommendation:
<p>This is for discussion purposes only.</p>

Department Head Approval:	
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Mayor's Signature Required:	YES	NO
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List Attachments: