2004 CITY COUNCIL RETREAT
MINUTES
April 16-17, 2004
Wyndham Peachtree Conference Center

Friday, April 16, 2004

Mayor Brown called the meeting to order at 8:00 a.m. Other Council Members present were Stuart Kourajian, Steve Rapson, Judi Rutherford, and Murray Weed.

1. **Council Discussion/Added Agenda Items**
   - **Comprehensive Plan Review/Goals and Policies**
   1. City Planner David Rast gave a brief overview of the Comprehensive Plan.
   2. The plan was last updated seven-eight years ago and would need to be rewritten and updated for formal adoption by February 28, 2007.
   3. Rast explained that the Master Plan was comprised of the Comprehensive Plan, Land Use Plan, Transportation Plan, Recreation Plan, Multi-Use Path System Plan, Library Plan, and other functional plans.
   4. The elements included housing, commercial, economic development, transportation, recreation, land use, natural resources, community services and facilities, community aesthetics, and planning.
   5. The plan helped Council Members and Commission/Authority members make decisions.

2. **FY 2004 Finance Review**
   - Financial Services Director Paul Salvatore said the FY 2003 audit was not complete; however, the cash reserves ended at $3,766,701, which was $400,000 more than projected in the 10-year model.
   - Salvatore noted that 50% of FY 2004 was complete and 70% of the revenue had been collected. At this point, the revenues collected were 3% above projections.
   - Hotel/motel tax and LOST collections were 4.2% above projections for LOST and 9.9% ahead on hotel/motel tax. Building permits were 53% ahead and Occupational Tax collections were 20% ahead.
   - There was a shortfall in Court fines. Salvatore attributed the 6.5% shortfall to the change in the fee structure and he hoped it would pick up by the end of the year.
   - Interest earnings were 29% less than projected; however, interest earnings were less than half of one percent of total revenues.
   - All other revenues were tracking well against the budget and the collections would be $337,000 ahead by the end of the year.
   - There was $36,763 left in Council Contingency and most of the money ($63,237) had been reallocated to the temporary management of the Amphitheater and Tennis Center. The Tourism Association would reimburse the City for those expenditures.
   - Health insurance was running $300,000, or 30%, under budget projections. Other insurance expenses were tracking well with the budget.
   - Department expenditures in the operating budget were consistent with the percentage of the budget year completed. An overrun in the election line item was due to the runoff.
   - The City had met the required GASB 34 mandates and there was still additional time to comply regarding to infrastructure reporting. Funds were allocated for additional services to accomplish compliance.

3. **Five-Year Staff Plan**
   - The plan provided the foundation for development of the budget and the Five-year Public Improvement Program (PIP). The plan included estimates for equipment, facilities, vehicles, and personnel.
   - Lease-purchase financing would continue to be used for heavy-duty equipment. Most of the equipment was replacing existing equipment that had gone past its useful life, and some new equipment was needed by Public Works for stormwater.
   - The emphasis in facilities was on maintenance and renovation of existing facilities. Feasibility studies were recommended before construction of any new facilities or expansions of existing facilities. A feasibility study supported the construction of the Satellite Auto Shop. Additional fire stations were under consideration.
   - Only one new person from each division was included for consideration. Additional staffing requests were moved to future years. The only exception was the Fire Department, which requested 10 new positions.
   - Most of the vehicles were replacements of existing vehicles. Staff proposed continuing the take-home policy for police officers that lived within the City limits. Staff also proposed continuing the practice of replacing the police vehicles with the four-year lease-purchase program.

4. **Five-Year Public Improvement Program (PIP)**
   Encl. A – FY2004 Five-Year PIP
   - Salvatore explained the PIP priority ranking system. The system was used in developing the FY 2003 budget, although it had not been formally adopted. The major categories were core projects, essential projects, and discretionary projects.
   - Core projects were those that must be funded and were critical to remedying or preventing a major safety/health hazard, a legal mandate or contractual obligation, or essential to completing a project phase that began in a prior period.
   - Essential projects were those that were essential in order for the City to provide services of most importance. Criteria included a clear demonstration of public support, a positive fiscal impact supported by a cost/benefit analysis, and facilities/equipment maintenance and replacement. Additional determining factors included project interdependence (furniture, fixtures for a new building), the impact of service levels if the project was not included, and whether the project was necessary to implement a specific plan or policy.
   - Discretionary projects were included if funds were available after meeting Core & Essential project needs. Discretionary projects included economic development projects that encouraged capital investment, increased the tax base, improved job opportunities, attracted businesses, and met the special needs of a segment of population, such as seniors, youth, and minorities, and the size of group should be considered before the funds were committed. Other Discretionary projects were those that would conserve energy, address automation, improve morale/productivity, and others.
   - Staff recommended Council incorporate the ranking system into the budget policy if they agreed with the system.
   - Revenue enhancing and expenditure-cutting measures included conducting a three-year comprehensive revenue survey this fiscal year, applying for new grants, and implementing the new Court fee structure.
   - An Occupational Tax internal audit yielded additional $23,000 revenue.
   - The recreation and zoning fees were under review.
   - The pension system investment structure was revised for more stability in return fluctuations.

- Staff was currently evaluating health insurance network providers for cost savings.
- Moving the Update to the website saved $30,000.
- Energy-saving measures were implemented City-wide, particularly at recreation facilities

Encl. B – Unfunded Projects List

- A list of projects was compiled that had been proposed, but were not in the PIP. The project ranking criteria would be applied to the projects to determine future funding.

Encl. C – 2005-2009 Street Resurfacing Program

- Leisure Services Director/Interim Public Services Director Gaddo noted that the County would be paving the City's streets again this year.
- Brown said there were a lot of complaints, and he had noticed that the quality of the paving was not good.
- The paving agreement was signed through this year.
- The matter of had been discussed with the County, but County's attitude was that they were helping the City.
- Preliminary work for the paving had begun, but paving would not begin until August or September.

Encl. D – 2005-2009 Cart Path Resurfacing Program

- Gaddo reported that the cart path resurfacing program was rolling along and that the new asphalt grinder saved a lot of time.
- City Manager Bernard McMullen said work was behind on streets and cart paths. Staff was looking at initiatives to help fund the cart path program, such as possible use of the hotel/motel tax and annual golf cart registration.
- Rutherford thanked Gaddo for stepping in and helping out in Public Works. McMullen noted interviews for the Public Services Director began this week.

Encl. E – Construction Projects Update

- City Engineer Troy Besseche gave an update on the following projects:
  1. SR 54 Widening Project – right-of-way certification imminent, construction scheduled to begin this summer, westbound lanes to be built first, part of Huddleston Road would be closed off during bridge construction, looking at park-n-rides and rideshares for industrial park traffic
  2. SR 74 Widening Project – right-of-way acquisition has been funded, meeting with DOT to look at cart paths and culverts
  3. TDK Boulevard –working on options regarding conflict with runway safety, moving golf course holes would increase cost, biggest cost would be funding for land acquisition
  4. Aviation Way (Stallings Road) – working on utility relocation now, paved from Dividend to southern end of runway
  5. Smokerise Traffic Calming Devices
  6. Huddleston/Dividend Realignment – looking at constructing next year, would coordinate with SR 54 widening
  7. Walt Banks/Peachtree Parkway roundabout – design would start next month, would ask for endorsement at next meeting
  8. Rockaway Road realignment – to be pursued regardless of development, asked County to include in County transportation plan

9. Flat Creek Multi-use Bridge
10. 54 East/Carrington Lane – DOT approval received for right-of-way, Rast and Besseche would design
11. LCI projects
12. Kedron Restroom/Concession Stand – in design
13. Wynnmeade Playground – complete, grand opening on April 24 at 11 a.m.
14. Reed Memorial Park
15. Library Expansion – in design, construction to begin in late summer, 12-18 month timeframe
16. Satellite Auto Shop – delayed pending court action on financing, contractor extended bid to July

5. Divisions' Personnel Requirements

- McMullen said that 24 positions had been requested, and the list had been narrowed to 14 full-time positions and two part-time positions.
- The City continued to be "lean and mean" and have a low ratio of personnel to citizens, but there were critical needs. The addition of nine firefighter/paramedic positions and three captains would bring the Fire Department shifts up from 12 to 15. The budget impact would be $741,207.
- Gaddo noted that staff had been considering a "phased" v. "unphased" approach to the library renovation and expansion. The "unphased" approach meant the library would have to move to another location during the construction, but the construction time would be three to four months less. Once the project was completed, a request would be placed for a part-time library assistant.
- John Dillahunt addressed Council regarding his concern that additional police officers were needed.
- Ron Mundy addressed Council regarding the need for additional Fire Department personnel.
- Administrative Services Director/City Clerk Jane Miller noted that administrative functions such as Human Resources and Finance were impacted by growth in other areas, and although these positions did not bring in revenue, there were critical staffing needs in departments other than public safety.

6. Discuss Senior Issues

Betsy Dodds introduced the members of the Mature Adult Council, which included Dodds, Hilda Bordeau, Bill Chapman, Marshall Dixon, Clora Griffith, Barbara Langlois, "Mac" Ernest Overholt, and Ruth Schlegel. Dodds asked Council to approve the group and allow it to work under the Recreation Department. She said the Mature Adult Council would act as one voice to bring senior issues to the Council.

a. Homestead Exemption for Homeowners over Ages 65 Plus

- Mature Adult Council endorsed the homestead exemption.
- Brown said there were two options – $2,000 and $5,000, and Brown favored $5,000. Other Council Members felt the exemption would have little effect on budget and was a "feel good" measure. Staff directed to research impact on budget.

b. Senior Council/Senior Transportation

- The City was one of the few localities without transportation for senior use.
- A van or bus could be shared with other programs.

- There had been informal talks with the County regarding the use of their vans. An official request should be tried. Additional concerns included a driver and insurance requirements.
- Janet Werner was to join the County's Senior Council.

c. **Additional Senior Issues: Storage & Programming Space**
- The Gathering Place was crowded and programs could not grow without more meeting and storage space. The Gathering Place was ideally located in the center of the City.

7. **Discuss Time Frame & Funding for Non-Profit Organization Requests**
   - The requests should be received at the same time and made part of budgeting process.
   - Organizations should adjust how they ask for funding.
   - Consensus was to have an application process for funding with a specified due date.

8. **Alcohol Dispensing Permits**
   - Chief Murray was directed to prepare information for an upcoming Council meeting.
   - All employees serving alcohol in the City would be required to have a criminal background check.
   - Citations would be given to businesses if employees were not permitted. Businesses would get 60-90 days to comply with the ordinance if it was approved.

9. **Discuss Criteria for Consent Agenda Items**
   - City Clerk Jane Miller was directed to put criteria for consent agenda items in CAR format

10. **Discuss City Stationery Usage**
    - Council Members had a right to use City stationery as City officials
    - Council Members should allow the City Attorney and the City Manager to look over letters that addressed legal issues.
    - It was suggested that other Council Members be provided a copy of any correspondence.

11. **Annual Registration of Golf Carts**
    - Annual registration would create a revenue source to help maintain the path system.
    - More accurate information on the number of carts and identity of owners would be available.
    - Staff was directed to bring back a proposal on the staffing impact.

12. **Briefing on Open Records/Open Meetings/Quasi Judicial & Legislative Issues**
    - City Attorney Ted Meeker reminded Council that e-mails were subject to Open Records requests.
    - Facts and City ordinances should be applied to variance requests and appeals.
    - If legal counsel was needed during a hearing, legal questions could be asked of the City Attorney.
    - No comments should be made on public hearings prior to the hearing.

13. **Update on Progress of Stormwater Utility**
    - The estimated cost of 41 projects was $9,268,500 for an accumulation of 25-30 years of problems.
    - Not every nuisance could be addressed; sometimes water was supposed to pond in an area.
    - City had taken over some issues that should be homeowners' responsibility.

- Priority needs included drainage Capital Improvement Projects, drainage system maintenance, regulatory compliance, water quality management/monitoring, drainage infrastructure assessment and inventory, adequate funding, and public education.
- The current level of service included deferral of capital improvement projects related to drainage improvements and flood control, reactive maintenance program (complaint driven), minimal regulatory compliance considerations, lack of drainage infrastructure data and knowledge, and inadequate public education/awareness of stormwater maintenance program, capital and regulatory issues.
- The proposed level of service included the following:
  - Flood Control/Capital Improvements
    Detailed assessment of capital project needs and costs
    Prioritize projects and develop implementation plan
    Implement Capital Improvement Plan
  - Operations and Maintenance
    Formulate and implement proactive maintenance program
    Improve City responsiveness and maintenance capabilities
  - Regulatory Compliance
    Develop and implement compliance strategy
  - Public Information and Education
    Formalize program
- The stormwater program was currently funded through multiple City departments, including $50,000 in the Engineering Department (FY 2004) and $300,000 in the Public Services Department (FY 2002). Limited funds were budgeted annually for drainage system maintenance activities, drainage Capital Improvement Projects, and regulatory compliance.
- Future City needs included the following:
  - Capital Improvement Projects
    Current CIP backlog = $9.2 million
    $400,000 per year *for high priority projects*
  - Regulatory Compliance and Monitoring Costs
    $7 per capita = $245,000 per year
  - Drainage System Operations & Maintenance
    $284,000 per year (routine, remedial and replacement)
  - Personnel and Enterprise Fund Administrative Cost
    $350,000 per year
  - Annual SWMP Cost Projection
    $1.1 to $1.3 million for a comprehensive program
- Funding alternatives included stormwater user fees/utility and General Fund appropriations as primary funding methods. Secondary funding methods included special assessments, special service fees, loans/bonds for Capital Improvements, in-lieu of construction fees, system development charges, impact fees, developer extension/latecomer fees, and federal and state funding.
- A stormwater utility established a legal entity (enterprise fund) to manage and finance a comprehensive stormwater management program, provided a dedicated revenue source to address various stormwater management program issues, distributed costs in a fair and equitable manner, and operated as a user fee based system.

  No one would be tax exempt; everybody would get a bill; the City would pay for City property. The user fee paid for the runoff demand that a specific property placed on the City drainage system. Parcels with larger impervious areas paid a higher fee based on greater volume of runoff and increased pollutant discharge.

14. **County Transportation Plan/County SPLOST (SR 54/75 Intersection)**
    - Besseche said there were transportation projects throughout the City.
    - Thirty percent of the County's proposed SPLOST would go to the municipalities and be divided based on population.
    - No City projects were on the County's top 10 list.
    - Besseche said the state projects would move forward regardless of the County's SPLOST, but he would like to see more local funding.
    - Kourajian noted that if the SPLOST passed, people wanted to see improvements County-wide and locally.
    - There was a consensus that Council should have unanimous opinion on this issue.

15. **Comprehensive Plan Update/QLG 2007/Rockaway Road/Annexation/ Multi-Family Moratorium**
    - The Comprehensive Plan was a vision for the way the City would be in 10 years.
    - The plan must be reviewed and approved by the Atlanta Regional Commission and the state's Department of Community Affairs to maintain the City's Qualified Local Government status.
    - The City should work with the developer, owner, and Airport Authority on a development plan for 120-acre Stephens tract off Rockaway Road.
    - The City was required to look at multi-family housing to ensure City had enough low to moderate-income housing.
    - The annexation moratorium affected staff's ability to look at activities outside the boundaries to determine if community would be impacted.
    - An easy, standard review process for annexations was needed and a procedure would allow staff to legally work on requests so data could be obtained to make a decision on whether to annex or not.
    - Meeker said a process should be implemented so City could get rid of the moratorium.

16. **Multi-use Path Master Plan Update**
    - The plan for the next five years included 12.2 miles of new paths, repair of 5.7 miles of existing paths, widening and repair of 2.2 miles of paths, five new tunnels, and three new bridges.
    - The estimated cost was $7,250,022, with the potential to receive $3,810,397 in grants.
    - Several main trunks needed to be widened to carry the amount of traffic.

17. **Options on Expanding Sports Field Capacity**
    - The demand for fields growing, but needs varied from association to association
    - Some associations wanted to expand beyond normal level of play and attract tournaments.
    - Issues were different with each association.
    - It was suggested that developers put in fields where houses could not go, such as floodplains.
    - Some sports associations were interested in pursuing sponsorships.
    - Public did not mean free; user fees were fine as long as they were not outrageous.
    - The possibility of joint-use fields should be discussed with the County

18. **Discuss County Master Recreation Plan/SPLOST**
    - The County's Master Recreation Plan covered needs from 2005-2020.
    - County had been broken down into four sub areas – City and Tyrone were Area 4.
    - Area 4 was not considered for any new facilities.

- The City spent twice as much as the County on recreation, yet the City paid a recreation fee to the County.
- Basketball was being squeezed out of schools as school programs took priority.
- Program participants that were not City residents should pay higher fees.
- City needed to look at private/public partnerships.
- Representatives from various associations addressed Council regarding their concerns.
- City staff indicated that County payments to the City for recreation were a minimum of $450,000 short based on population and digest value resulting in tax inequity.

Saturday, April 17, 2004

Mayor Brown called the meeting to order at 8:00 a.m. Other Council Members present were Stuart Kourajian, Steve Rapson, Judi Rutherford, and Murray Weed.

Airport Authority

Members present: Cathy Nelmes, Doug Fisher; Staff present: John Crosby, Airport Manager

Nelmes gave a brief overview of airport history.

- Project Review: Designed taxiway for 24 acres, paved Aviation Way (Stallings Road), replaced roof and painted Aviation Center, completed two privately-funded hangars (one under construction).
- Federal Project Requests: Develop infrastructure for 24 acres, acquire land for Runway 13 runway protection zone, acquire land for Runway 31 runway protection zone (needed for installation of instrument landing system).
- A compatible use needed to be found for area around Rockaway Road.
- The airport broke even operationally; fuel profit was used for maintenance.
- New businesses this year included Aircraft Spruce & Specialty Company, Gardner Aviation Specialist, Inc., SouthEast Piper; Peachtree Flight Center expansion.

Development Authority

Members present: Scott Formel, Bill Bexley, Todd Strickland, Steve Fraas, Steve Savage

- The objectives for 2004 included training and development of members, redefinition of DAPC role, improved image of DAPC, improved communications and relationship with Council, supporting existing industry, and promoting of new industry.
- Tactics to support the objectives included Development Authority certification and training, involvement with Fayette County Chamber of Commerce and Metro Atlanta Chamber of Commerce, partnering with Fayette County Development Authority (FCDA), benchmarking with other Development Authorities, partnering with Airport Authority, developing a strategic plan, and communicating through e-mail and City website.
- Recent activities completed included meeting with Brian Cardoza of the FCDA, representing City on Red Carpet Tour in April, meeting with the Coweta County Development Authority Chairman and Executive Director, attending FCDA meetings, attending Chamber of Commerce Board of Directors meetings, attending Clayton State Advisory Board meetings, and developing preliminary budget for 2004.
- A forum needed to be set up to discuss what Council wanted the DAPC to do and how to do it given the current financial situation.
- The debt was a key issue, and once it was resolved, there would be more room for activities.

- Weed said he would find a way for Council to ensure members received training. It was discussed that Council wanted to help current members of the Development Authority provide services to the City, but Council had legal concerns regarding the prior Development Authority member's authorization of debt.
- Council and DAPC should be should have further discussions on the debt.
- The focus needed to be on new people, fresh attitudes, and a new direction.
- Building relationships was best thing to do.
- The Authority could become an advocate for existing industry.
- The Authority should look at university programs that created and fostered new technologies.
- Redevelopment opportunities should be explored.
- Needed to look at people who drove to Atlanta to work and look at companies that needed those skills.
- Kourajian said he would work with DAPC to set priorities and establish a plan to reach those goals.
- The City website could be used as a communication forum for commissions and authorities

Water and Sewerage Authority
Members present: John Gronner, Tim Meredith, Jeff Prellberg (alternate); Staff present: Larry Turner

- The plans included increasing capacity at Rockaway, treatment at Line Creek, and abandoning Flat Creek; and to take treated effluent back to Flat Creek to maintain wetlands and the discharge point.
- The septic receiving facility was in operation at Rockaway. The rates were scheduled to be set at the May meeting.
- The Wynnmeade trunk sewer line near Wynn's Pond was replaced in the same trench.
- The Fats, Oils, and Grease (FOG) Control Program was instituted as supplemental environmental project to improve water quality.
- They were looking at ordinance changes to curb illegal dumping in the sewer system.
- Future plans included regular inspections at restaurants and attaching information to GIS, incorporating other grease generators in FOG program, working on sewer use ordinance, and public education.

Recreation Commission
Members present: David Ring, George Martin, Rob Learnard, Cindy Plunkett; Youth Council: Shelby Barker; Staff present: Sherry McHugh, Randy Gaddo

- Basic sponsorship standards should be established; everyone should be treated the same.
- The Recreation organizations could piggy-back on the criminal history check used by the Police Department's proposed alcohol server program.
- There were erosion control problems at all facilities.
- The Master Plan update process included data collection, review, update and recommendation of plan, and funding.
- More passive recreation areas were needed and the Recreation Commission would like to be involved as City looked at waterways and greenbelts.
- Pools and usage needed to be addressed.
- The Tourism Association needed to work with the Recreation Commission to look at long-term plans, such as a civic center.

- The Youth Council asked to have funding placed in the City budget; Salvatore volunteered to help the Youth Council with their budget.

Library Commission
Members Present: Chris Clark, Marie Washburn; Staff present: Janice Dukes, Jill Prouty, M.T. Allen, and Randy Gaddo

- The number of users continued to increase and had almost doubled since 2000.
- The library's expanding needs included non-English materials, foreign language classes, internet access, cultural requests, older American needs, large print books, PC classes, books on tape, chess tournaments, poetry readings, and foreign films.
- The library was one of 500 libraries in the nation to receive the 2004 We the People Bookshelf Award from the National Endowment of the Arts.
- One third of the computers had been replaced.
- Rebecca Watts received her librarian certification so there were now three certified librarians on staff.
- Groundbreaking on the expansion/renovation was planned in September.
- Both the phased and unphased approach to the expansion was discussed; the unphased approach would save three to four months in construction time and reduce liability.
- A third party consultant had been hired to look over the expansion/renovation plans to find any conflicts.

Planning Commission
Members Present: Dennis Payton, Wes Saunders; Staff Present: David Rast, Troy Besseche

- Centennial was largest subdivision under construction in the City with 320 lots.
- An additional 263,000 square feet in commercial and industrial space was added.
- Pathway was getting out of architectural review and the Planning Commission would be taking on those duties.
- Westpark's covenants had expired; the new owners wanted to blend in new construction with existing center.
- Weed said he was willing to work on or create an architectural design ordinance.
- Current redevelopment opportunities included demolition of the cinema and phase two of The Avenue (former Donato's location).
- Owners on the north side of 54 West seemed willing to work together on design guidelines; something needed to be put in place.
- The sign program and landscaping ordinance should be brought to Council in four to six weeks for formalization.
- There were many code violations on Huddleston Road; an overlay zone was needed.
- Zoning and covenants were at odds in some areas, which meant cheerleading academies were next to industrial uses. The uses were not compatible.
- The landscape and tree preservation ordinance had been completed and needed to be checked and re-worded; it should be ready for Council in four to six weeks.
- Guidelines were needed for lighting; more intense lighting had been used when it was replaced in commercial areas.
- There needed to be something in place to address architectural guidelines and covenant enforcement.
- A wish list was needed of properties that the City might want to acquire.

Peachtree City Tourism Association
Members Present: Steve Rapson, Murray Weed, Bernard McMullen, Paul Salvatore, David Ring; Staff Present: Sean Ferreira, Lisa Waslis, Caryl Sumner Black, attorney

- The PCTA filed for and received 501c6 status, which allowed the PCTA to take and allocate the hotel/motel tax.
- The standing committees were Finance, Personnel, and Special Events.
- An independent balanced budget had been created with no hotel/motel tax as revenue.
- The finance, budget, and debt policies would soon receive final approval.
- Another 30-40 days was needed for the personnel policy. The pay and classification study for the venues was underway.
- The PCTA was working with Debbie Britt on a comprehensive marketing strategy.
- The PCTA was working on finalizing the contract with Clayton State.
- Venues would be run like businesses with all profits going back to the facilities
- The hotel/motel tax would be used for tourism.

Retreat adjourned at 4:15 p.m.

Jane Miller, City Clerk

Stephen D. Brown, Mayor

Pamela Dufresne, Recording Secretary

Council approved these minutes as amended at the May 20, 2004, meeting. The corrections were made, but, apparently, the minutes were not printed out for signature at that time.

Pamela Dufresne

Pamela Dufresne, Deputy City Clerk, April 22, 2009