City Council of Peachtree City
Minutes of 1998 Retreat
April 3 and 4, 1998

City Council held an annual Retreat on April 3 and 4, 1998 at the Wyndham Peachtree Conference Center. The purpose of the Retreat was to discuss several items and projects for possible action in the future. While no official action was taken at the Retreat, an outline of items discussed is provided below for the record:

SERVICE PLAN 2000 -Randy Gaddo, Service Plan 2000 Coordinator, explained the process of identifying current levels of service through the use of flow charts. The flow charts establish key performance indicators associated with the process to allow staff a method of measuring performance and determine needed improvement. Each director and chief gave Council a brief update of one service level process offered by their division. Basinger explained that Service Plan 2000 was an extension of the Quality Improvement Program (QIT) and while it was a project for management, the QIT team would also have input into the program.

FINANCE - Joe Morton, Assistant City Manager, reviewed several key areas of the budget including: 1998 Revenue Projections versus Actual, Council Contingency Reserve, and City Wide Impact Fees.

CONSTRUCTION PROJECTS - Cam McNair, City Engineer, gave a presentation on the status of various construction projects. The following is a summary of the presentation:

SR-74 WIDENING PROJECT - Widen Highway 74 to 6-lane and 4-lane median-divided highway from Westpark Drive to Cooper Lighting. Project was "grand-fathered" into the State's Transportation Improvement Program and allowed to proceed toward implementation without further air quality conformity determinations. Preliminary engineering and right-of-way plans are to be prepared in the DOT's Road Design Office with Right-of-way acquisition scheduled for FY-1999. Construction funds are planned for FY-2002 and it is possible that the widening project could be extended southward all the way to SR-85 in FY-2002, depending on DOT funding availability.

PASCHALL ROAD TRAFFIC SIGNAL - Installation of turn lanes and stop-and-go traffic signal from Paschall and Willow Roads at Highway-74. Utilities have been relocated and new drainage culverts installed under SR-74. Grading for new turn lanes is in progress. Estimated completion date is July 1998.

KELLY DRIVE TRAFFIC SIGNAL - Construct turn lanes and stop-and-go traffic signal at the intersection of Kelly Drive and Highway 74. Construction plans and specifications were complete and prepared for bidding. Contract with DOT for sharing costs had been approved by City Council, and funds for the City's share had been allocated. Plans had been provided to utility companies with direction to relocate their utilities as soon as possible. Staff will attempt to manage bidding and contract award process so that the project begins as soon as the Paschall project is completed.

SR-54 WIDENING PROJECT - Widen Highways 54 and 34 from SR-74 to SR-154 in Coweta County to 4-lane median-divided highway and rebuild bridges at Line Creek and CSX Railroad. This project was "grand-fathered" into the State's Transportation Improvement Program and was allowed to proceed toward implementation without further air quality conformity determinations. Preliminary engineering and right-of-way plans will be prepared for DOT by a private design firm. Right-of-way acquisition is scheduled for FY-1999 and Construction funds are planned for FY-2002.

PEACHTREE PARKWAY (SOUTH) EXTENSION - New major collector road from Peachtree Parkway to Redwine Road at Bernhard Road with a bridge over Camp Creek. Curb and gutter is complete on the Peachtree City side to The Oaks at Timberlake subdivision; graded aggregate base material has been installed, and the bridge over Camp Creek is 50% complete.

CRABAPPLE LANE (WEST) - Upgrade and pave approximately ½-mile of gravel surfaced road from Kedron Fire Station to Tyrone. Project to be built to Neighborhood Collector standards with 30 mph design speed. The contractor is currently grading on the western half of the project where utilities have been removed. The utilities along the rest of the road are being relocated and should be complete by the week of April 6th.

SUMNER ROAD - Upgrade and pave approximately ½-mile of gravel surfaced road from Highway 54 (near Publix) to Smokerise Point. Project to be built to Neighborhood Collector standards with 30 mph design speed. The project is being initiated as a City project, with the expectation that DOT LARP funds will be available to help with funding. Property survey has been completed. Location and alignment of the north end of the road needs to be planned in coordination with property owner/developer (Scott Bradshaw). Development Impact Fee was being devised to repay the City for the cost of building this road.

TDK BOULEVARD EXTENSION - Major Collector Road and Bridge construction from TDK Boulevard to Coweta County. Peachtree City, Fayette County and Coweta County officials have agreed to cooperate in planning the project. Aerial photography is being studied in order to develop options for the road's location and alignment.

SPORTS COMPLEX FIELD MAINTENANCE BUILDING - Construction of a 1200 square foot, pre-fabricated metal, storage and maintenance building for the Recreation Department at the South-74 Baseball and Soccer Complex. Project is complete and in use by the Recreation Department's field maintenance crews.

RENOVATE GLENLOCH RECREATION BUILDING - Exterior and interior renovations. Replace exterior wooden siding with EIFS (pseudo-stucco). Interior painting, new flooring, and new restrooms upgraded to ADA requirements. The project is complete and in use by the Recreation Department.

BASEBALL & SOCCER COMPLEX, PHASE II - Construct 2 new soccer fields and 4 new baseball fields, all irrigated and lighted; complete with new entry drive, parking, concession/restroom building and all necessary support facilities and infrastructure. To be built over a 2-year period. Final design plans are being prepared for bidding to contractors this month.

CART PATH TO NEW SCHOOLS - Construct asphalt-paved, 9-foot wide cart path to the new schools at the "South Complex" from Foreston Place along Redwine Road to the Starrs Mill/Rising Star parking lots. City Staff is reviewing and evaluating construction considerations for the cart path's route along Redwine Road and onto the school's property. Coordination is necessary with School Board representatives and the Fayette County Public Works Director. A construction easement will probably be necessary from one private property owner.

WILLOW ROAD DRAINAGE IMPROVEMENTS - Install new culverts under Willow Road; repair culvert under Hip Pocket Road; limited clearing; installation of erosion control measures and access ramp for long-term maintenance purposes. Project is out for bids with bid opening scheduled for April 9, 1998. Will be on City Council agenda on April 16th for contract award.

LEACH FIRE STATION - Construct new fire station and prepare site for a new multi-station fire training center. Land for the facility has been acquired. Conceptual site plan has been prepared. Design contract has been awarded to Cobb and Associates.

VFW MEMORIAL - Install a marble monument in honor of the Veterans of Foreign Wars at the City Hall Plaza area, near the flag poles. City Staff is coordinating acquisition and installation of the monument, as well as assisting the VFW with plans for the dedication ceremony.

HOTEL MOTEL TAX REVIEW/ANALYSIS - Morton explained that hotel/motel revenues were running significantly ahead of projections based on new facilities that have opened in the City. McMenamin suggested talking with the Development and Airport Authorities about their use of these funds. McMenamin suggested the funds could be used for another purpose. City Manager, Jim Basinger, suggested the funds may be used in connection with the Industrial Incentive Policy that Council recommended establishing at the last Council meeting.

FIVE-YEAR PUBLIC IMPROVEMENT PROGRAM (PIP) - Basinger briefly reviewed the following changes to the 1999 Five-Year PIP.

Leach Station - City recently purchased 4.33 acres of land across the street from Leach Station on which to build the station and a burn building. A number of other future training facilities are planned for the site. The current PIP had budgeted $955,430 for construction of the station and the burn building; however, the $180,000 cost of the land reduced the construction fund to $775,430. Staff recommends an additional $180,000 be allocated in 1999 for the project, to complete the station and burn building and add a training classroom to the station along with showers and lockers for use by employees in conjunction with training.

Police Vehicle Lease Program - Staff is recommending an additional $106,473 to accommodate Chief Murray's proposed "Vehicle Take Home Program.

Recreation Land (22 acres) - The city has an option on 22 acres of recreation land at South 74 Baseball/Soccer Complex which is needed to accommodate required fields identified in the Master Recreation Plan. The cost of the 22 acres is $264,000 and the option must be exercised by June 2, 2000. Staff recommends allocating funds in two fiscal years, FY1999-$233,000, and FY2000 - $31,000.
Comprehensive Water Management Program - Staff recommended allocating $25,000 seed money to kick-off this program.

Basinger explained that the additional funding proposed in the projects above had to come at the expense of other projects since no additional PIP funding sources were available. The following projects were proposed to be reduced:

Street Program	from $510,000	to $400,000
Cart Path Program	from $102,000	to $ 75,000
Track Loader	from $75,000	to $ -0- (Moved to FY 2000)
Tractor	from $23,000	to $ -0- (Moved to Operating Budget)

Councilman Brooks was concerned about reducing the budget for the street program and asked that staff replace the funds in the budget.

Intersection Improvements - McNair suggested Council consider allocating funds for intersection improvements on collector roads on the east side of the City. He said the Bernhard Road extension could significantly impact traffic on Peachtree Parkway. Councilman Pace suggested staff look into the feasibility of using "round-abouts" instead of traffic signals at critical intersections along Peachtree Parkway.

Morton reviewed projected PIP Revenues

NEW POLICE STATION FACILITY - Basinger explained that the Public Works and the Building Departments were literally crammed into their existing facility with no additional space and that in the upper level at City Hall, Administrative Services, Developmental Services and Financial Services had no room for expansion. He said the Police Department was also in need of additional space and was proposing Council consider a new facility. Basinger recommended that should the Police Department vacate the lower level of City Hall, Developmental Services (Planning, Engineering and Building) could occupy that space. He said relocating those offices would result in adequate space in the upper level at City Hall to meet the future needs of Administrative Services and Financial Services. He said with the Building Department relocation, Public Works would also have adequate space to meet its future needs.

Chief Murray said there were two sites identified for the proposed Police Department Facility - 8.2 acres tract on Kelly Drive (currently occupied by the Fayette County Water System), and a 19 acre site (located on Highway 74 South of the Flat Creek Treatment Plant).

Basinger said if Council should agree that staff was in need of additional space they would need to consider funding. He said there were two ways to fund the projected expense of $2,500,000 to $3,000,000, through a bond issue or a new program through GMA called "Brick and Mortar". Pace was concerned that the project was too small to justify the expense of underwriting fees associated with a bond referendum. He asked staff to look into all costs associated with each financing option. Lenox suggested that a opinion survey be placed in an issue of the UPDATE concerning the proposed Police Station. Pace also suggested that staff obtain an Option to Purchase Agreement for the Highway 74 site.

TAKE-HOME VEHICLES FOR POLICE OFFICERS RESIDING IN PEACHTREE CITY

Chief Murray explained the benefits of allowing police officers to take their vehicles home. He said it would provide a pro active police presence in neighborhoods and generate financial savings by extending the life of a police vehicle. He said the most difficult aspect in starting the take home policy was the initial purchase of the required number of vehicles. Murray said this was a good time to consider this program because the City's current vehicle lease would expire in December 1998 and the City would have to replace and purchase approximately 22 vehicles. He recommended that only officers who live in Peachtree City be allowed to take vehicles home. He said 25 officers currently live in Peachtree City

DIVISIONS' PERSONNEL REQUIREMENTS

Leisure Services Division - Randy Gaddo, Director of Leisure Services, recommended that the Recreation Supervisor in charge of Kedron Field house and Aquatics Center report directly to the Recreation Administrator instead of the Manager of Leisure Programs. He also suggested instead of one new maintenance worker position, two temporary employees be hired for a seven month period from February to August. He explained that one maintenance worker with benefits would cost the City $22,915 while two temporary employees would cost the city $22,400.

Gaddo also recommended a new position as a Library Administrator. He recommended the person hired for the position have a master's degree in Library Science and have extensive computer technology background. He also recommended one additional full-time librarian. Council members McMenamin and Pace both voiced support for the current Head Librarian, M.T. Allen. They felt Ms. Allen had done an excellent job in establishing the library and did not feel that a "degreed" position would be essential in continuing to provide quality library services to the City.

Fire Department - Chief Reed recommended hiring 3 new Firefighter/Paramedics which would eliminate the need for a number of part-time positions. He said the part time program was somewhat unpredictable and at times unreliable. He said it was his objective to add a total of five additional firefighter/paramedics over the next two years, 3 in 1999 and 2 in 2000.

Police Department - Chief Murray requested one full time Secretary/Receptionist for the Police Department to allow his department to function more efficiently and allow the department to expand hours of service to the public.

Basinger said he was supportive of the requested positions and assured Council the positions would be placed in the 1999 budget for their consideration contingent upon balancing the budget.

EMPLOYEE RETIREMENT PROGRAM

Basinger explained that during a Quality Improvement Team meeting last year, a suggestion was made by a Fire Department team member that the City explore the feasibility of providing an earlier retirement age for public safety personnel. Basinger felt it was not an appropriate quality improvement project, and asked Chief's Reed and Murray to gather information about an early retirement plan.

Jane Miller, Director of Administrative Services, explained their concerns about the ability of public safety personnel and others who perform field duties for the City to be able to safely continue to perform their duties as they get older. Due to the potential impact on the morale of non-public safety employees, it was the consensus of staff that any changes to the retirement plan include all employees, not just public safety personnel. Miller reviewed the GMA cost study using several options. Councilman Brooks said he would like 90 days to think over the issue and possibly consider it at the annual budget meeting. Staff should obtain information from local industries as to the percentage of payroll they pay into a retirement program for their employees.

NEIGHBORHOOD PROTECTION PROGRAM (HOUSING CODE ORDINANCE)

Jim Williams, Director of Developmental Services, recommended that the City initiate a neighborhood protection program to respond to the problem of gradual deterioration in our older neighborhoods. He explained that by law, deed restrictions lapse after 20 years (just about the time homes begin to become a chronic maintenance problem), and that one of the most valuable tools for resisting their deterioration would be lost.

He felt the program should include the following elements:

> Adopt the Standard Housing Code prepared by the Southern Building Code Congress, which sets the minimum standards for all residential buildings
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> Expand the current code enforcement program to include enforcement of the proposed Housing Code.
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> Adopt development standards for each residential subdivision that are comparable to the deed restrictions currently imposed by PCDC.
>
> Establish a design review program to administer and enforce the proposed development standards.

Mayor Lenox instructed staff to organize a committee and instructed the City Attorney to review the legal aspects of the program. Pace suggested that the issue of aesthetics be incorporated as much as possible when preparing the proposed housing code.

BUILDING CODE EFFECTIVENESS GRADING CLASSIFICATION

Williams said the Insurance Services Office, Inc. (ISO) conducted an evaluation of the building department which resulted in a score of 55.666 out of a possible 100 points. He said the building department was given a level 6 classification on a scale of 1 to 10 with level 1 being the best position that could be achieved. Williams said his staff had set a goal to boost their rating to a level 3 which would not require additional staff, but would require an additional $6,000 in the budget for training, certification, and public awareness activities.

COMPREHENSIVE WATER MANAGEMENT PROGRAM

Williams recommended organizing and implementing a Comprehensive Water Management Program for the community by establishing a special task force to perform the following activities:

> Inventory Existing Watershed Features
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> Inventory Existing Public and Private Drainage Facilities
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> Record Inventory Data in GIS
>
> Analyze and Evaluate Existing Conditions
>
> Establish Program Goals, Objectives, and Priorities.
>
> Prepare a Final Program Report and Present its Recommendations to the Proper Authorities for Adoption and Implementation.

Williams felt the Final Program Report should clearly define the proposed Management Program and presented the following recommendations:

> Initiate Legislation to Protect the Watersheds from Encroachment and Degradation.
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> Initiate a Program to Acquire Areas Critical to the Protection of the Watersheds.
>
> Secure Funding for an Enhanced GIS Capable of Handling the Management Program.
>
> Establish a Short and Long-range Program to Correct the Public Drainage System Deficiencies and Properly Maintain the System.
>
> Secure Funding for the Acquisition and Maintenance of Testing Programs.
>
> Establish a Continuing Water Quality Monitoring and Testing Program.
>
> Establish a Special Office for Problem Resolution to Handle Citizen Complaints.

Williams said the proposed Comprehensive Water Management Program could be created for an expenditure of about $50,000 to $60,000.

Council discussed the importance of conserving water and felt staff should begin organizing the committee. Council member Fritz volunteered to serve of the committee.

ADULT SEX NOVELTY/BOOK STORE ORDINANCE

While there was not a current issue to consider, Council discussed the importance of planning ahead to regulate sexually oriented businesses within Peachtree City to guard and protect the health, safety, morals and general welfare of its citizens. They instructed staff to prepare an ordinance and place it on an upcoming agenda for consideration.

INDUSTRY INCENTIVE POLICY

During discussions regarding industry incentive policies, the suggestion was made that perhaps a workshop would be helpful. However, after further discussion, it was decided that the City Attorney should be consulted to provide a legal opinion on City incentives to industry. In addition, the City will evaluate the feasibility of inviting Development Authority member, Tate Godfrey, to attend a public meeting to brief Council when a new industry decides to locate in Peachtree City.

YEAR "2000" COMPUTER GLITCH

Investigate all potential problems regarding the Year "2000" Computer Glitch to include HVAC thermostats, etc.

AUTHORITIES/COMMISSIONS UPDATE/DISCUSSION - Peachtree City Authorities and Commissions attended the Retreat to discuss various items with Council.

AIRPORT AUTHORITY - The Airport Authority presented a financial review and forecast for 1998 and advised they owe $1.3 million to the bank. A retired F-16 had been donated by the Air Force to be displayed at the entrance sign. It should arrive on June 6, 1998.

DEVELOPMENT AUTHORITY - Tate Godfrey discussed the economic aspect of the development authority and explained recap efforts and industries impact on the tax digest.

Godfrey explained that every new industry project received incentives before locating to Peachtree City. He explained some of the disadvantages faced when trying to attract new industry to the City were: 1) sewer system is adequate but not outstanding 2) distance from the interstate highway; 3) lack of technical schools (discussions are ongoing to obtain a satellite facility from Griffin tech); 4) inadequate telecommunication facilities; 5) lack of adequate labor force.

Godfrey estimated that the $1.7 million tax revenues last year generated by the Development Authority saved tax payers approximately $170 per household.

He explained that an application to be designated as a Foreign Trade Zone was submitted to Washington and would take about one year to finalize.

Godfrey said the tennis facility was rated #1 in the nation, and they plan to construct six new covered courts. He was hopeful that Fayette County would assist in the cost of a new parking lot for the facility.

There was discussion regarding the legality of offering incentives to new industry and Council instructed the City Attorney to research the matter. They also requested that the Development Authority brief Council at a public meeting when new industry decides to locate in Peachtree City.

Because traffic problems were an ongoing issue for the industrial park, Lenox asked staff to request assistance from the Department of Transportation (DOT) on the TDK Extension project. He felt the extension could provide Coweta County residents more convenient access into Peachtree City to ride DOT's proposed Commuter Train.

LIBRARY COMMISSION - Marie Washburn said the Library's circulation had increased 30% and there was the need for additional staff.

Discussion took place regarding the need for a Master Plan for the Library. It was suggested that the library staff should prepare a draft master plan for consideration. The Commission also felt the computer system was inadequate and needed to be enhanced.

There was some discussion about the concept of a County-wide library consolidation. Various points, pro and con, were considered. Lenox will ask the FUTURE Committee if they will address and study the issue as one of their next five items to review as mandated by House Bill 489. The Library Commission will be advised as to the outcome of the FUTURE Committee's decision.

There was much discussion about the proposed Library Administrator position. It was felt that while there was a need for technical and strategic planning, a new position could be created to work under the current Library Manager, M.T. Allen.

Councilmember Brooks felt that while long term goals needed to be established and the library staff was overwhelmed, decisions needed to be made in connection with the budget process.

COMMISSION ON CHILDREN AND YOUTH - The Commission reviewed the Master Plan which will focus on Community Involvement/Values; Education, Development and Prevention; and Recreation/Leisure Programs. The vision of the Master Plan is to unite in partnership those community services, programs and manpower to create an integrated support system that reflect and articulate the values of the community. Issues to be considered were: Availability of drugs in our community; parent education, Teen Center; Transportation System; and Youth Corps.

The Commission explained further that they would be pursuing grant funds to develop a Youth's Corp for children between the ages of 13 to 15. Youth of that age are too old to have a care giver, but too young to be independent. Statistics show that substance abuse experimentation begins with this age group The Corp would allow the youth to spend their summer vacation and time after school hours feeling useful and capable of handling responsibility.

Discussion took place regarding the cost for establishing and operating the Youth Corps, which would be approximately $5,000. In addition, it was suggested that perhaps a summer Neighborhood Park Program could be established as well as a bus system to transport children to and from the park programs.

PLANNING COMMISSION - The Commission discussed traffic flow in/around Peachtree City and will be evaluating the following: Pursue discussions with Coweta County regarding continued interest and desires to construct a thoroughfare; round-abouts at Peninsula and other intersections; inform public about plans/progress on transportation projects (SR-74, SR-54/34, etc.).

The Commission also discussed Public Monuments, Markers, and Sculptures. As a result of these discussions, the Commission will work towards setting up a bus tour of Peachtree City to include some Councilmembers and Planning Commission members to jointly visit key areas to discuss use of undeveloped sites and how to possibly improve the aesthetic appearance of other areas.

RECREATION COMMISSION - The Recreation Commission presented an overview of the Master Recreation Plan and provided a copy of the General Strategic Planning Process. The Commission and City staff are currently engaged in the process of producing an update to the 1993 Recreation Master Plan. All Recreation programs, policies and facilities are being evaluated to determine what changes will be required to provide appropriate services to the citizens of Peachtree City in the years approaching build out and beyond.

The Commission also proposed that the existing skate ramp be renovated and upgraded to make it a more challenging and appealing facility for skaters and skateboarders. Initial designs have been obtained and costs have been estimated at approximately $25,000.

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Nancy Faulkner, City Clerk

Attest: ________________________

Mayor