**City Council of Peachtree City**
**Agenda**
**March 21, 2002**

**7:00 p.m**

I. Pledge of Allegiance

II. Announcements, Awards, Special Recognition
Recognize Employee of the Month

III. Minutes
February 21, 2002
March 7, 2002

IV. Consent Agenda
1. Adoption of Short Term Work Program/Capital Improvement Element
2. Consider Reclassification of Purchasing Agent Position

V. Old Agenda Items
01-02-05 Discussion on GEM/NEV Vehicles
03-02-01 Consider Amendments to Parking Ordinance – Commerce Drive

VI. New Agenda Items
03-02-02 Public Hearing – Variance – Jet Limo Tract, Falcon Field
03-02-03 Discuss Proposal for Clayton State Satellite Center

VII. Council/Staff Topics

VIII. Executive Session

This agenda is subject to change at any time up to 24-hours prior to the scheduled meeting.

**City Council of Peachtree City**
**Minutes of Meeting**
**February 21, 2002**
**7 p.m.**

The City Council of Peachtree City met Thursday, February 21, 2002, in the City Hall Council Chambers. Mayor Brown called the meeting to order at 7:00 p.m. Other Council Members present were: Annie McMenamin, Steve Rapson, Dan Tennant, and Murray Weed.

**Announcements, Awards, Special Recognition**

Brown and Fire Chief Stony Lohr recognized Joel Graham and Scott Walker for their help with an accident on January 9. A 15-year pin was presented to Donald Jordan, Parks Supervisor for Leisure Services. March 4—8 was proclaimed as Exceptional Children's Week in Peachtree City.

**Approval of Minutes**

McMenamin moved to approve the January 23 workshop meeting minutes as written. Weed seconded. The motion carried 4-0-1 (Tennant). Council Member Tennant was unable to attend the meeting.

**Consent Agenda**

1. **Adoption of Short Term Work Program/Capital Improvement Element**
2. **Add Distilled Spirits to Thai Spice Alcohol License**
3. **Consider Ordinance on Wieland Annexation**
4. **Consider Construction Contract Award on the Smoke & Burn Training Building**

Basinger reminded Council that the paperwork on the Short Term Work Program/Capital Improvement Element had been misplaced somewhere between the Atlanta Regional Commission and the Department of Community Affairs. The paperwork was found and approved by the ARC and DCA. Basinger recommended Council approve the Resolution of Adoption

McMenamin asked Basinger to read the ordinance on the Wieland annexation for the benefit of the public. Basinger said it was housekeeping and placed the action in ordinance form. Weed said he intended to abstain from the vote on this item since a prior Council approved it. Christy Jindra, who was acting on behalf of City Attorney Rick Lindsey, said all members of Council could vote on the matter. It was just a housekeeping matter.

Rapson said the construction contract on the Smoke and Burn training building came in under budget.

Rapson moved to approve numbers 1, 2, and 4 of the consent agenda. McMenamin seconded. The motion carried unanimously.

Rapson moved to approve number 3 on the consent agenda. Tennant seconded. The motion carried 4-0-1 (Weed abstained).

**Old Agenda Items**

**10-01-10 Budget Reduction Update**

Salvatore said this was the second bi-monthly budget update. He explained that Attachment 1 detailed the original budget reduction plan. Four major areas were identified by staff as areas where there would be revenue shortfalls. At the 20% level, a $1.4 million shortfall was predicted by December.

Salvatore said he now had data for four months, or one-third of the year. Attachment 2 showed the current status of the budget, which was a 4% shortfall. Revenues were up about 6%. Salvatore explained that court fines and building permits were ahead. The problem areas were interest earning and the hotel/motel tax. Salvatore attributed most of the shortfall to LOST, which now was about right on budget. Brown asked how many months of LOST figures Salvatore had received. Salvatore said his figures went through January, four months or one-third of the year.

Salvatore recommended leaving some of the funds impounded, but also recommended the release of some of the impounded funds. Funds recommended for release from the Contingency Plan included The Gathering Place expansion, playground improvements, half pipe skate ramp replacement, facility buildout plan, asphalt roller (lease payments), rubber tire fork lift (lease payments), operating funds, and cash reserve usage. Operating Funds recommended for release included Public Works, bobcat skid loader; Recreation (Kedron Fieldhouse), replace broken water fountain; Fire Department, two personal computers; Administrative Services, books & periodicals, election training, personal computer; Developmental Services, cleaning services, education & training, two personal computers. The recommended funds for release from the Contingency Plan totaled $619,259; however, only about $120,000 was targeted for immediate expenditure. The total for the recommended funds for release from the Operating Fund was $35,700. Salvatore said there was still $844,000 remaining in the Contingency Plan.

Rapson said he agreed with everything Salvatore had said. He amended staff's recommendation to include the remaining computers, and the associated hardware and software in the budget valued at about $10,000. It was important to replace the computers in a timely manner and it helped with efficiency and productivity. Rapson put that in the form of a motion. Brown and McMenamin asked Rapson to clarify which computers and equipment he was talking about. Rapson said it included two each in the Fire Department, Developmental Services, and Public Works; one in Public Information, another four in Developmental Services; and $3,960 associated with computer hardware and software for IT.

Tennant asked Rapson to talk more about the $300,000 insurance premium windfall. Rapson pointed out that the budget had $292,023, which was included in the 6.2% increase in revenue projections Salvatore noted. If that amount were taken out, the revenues would be reduced to a negative 1.55%. The revenues were at a wash once the Airport and Development Authorities gave back the funds they were going to return from their supplements.

Basinger said the reason the insurance premium tax revenue was under budgeted was because the numbers were based on the 1990 census. The money the City received was based on the 2000 census. The City would continue to receive an increase in the insurance tax from now on.

Brown asked Rapson to repeat the motion. Rapson moved that Council approve staff's recommendation in $619,259 reflected in Attachment 3 allocated an additional $1,800 for Fire

Department computers, $2,700 for Public Works, $900 for Public Information, $3,096 for Information Technology and the remaining funds associated with Developmental Services, which was $1,800. Brown seconded. The motion carried unanimously.

**01-02-05 Discussion on GEM/NEV Vehicles**

Basinger said Council would need to extend the current authorization to allow GEMs to operate on the cart path system.

McMenamin moved to table the discussion until the end of the agenda or until Bill Wood came. Tennant seconded. The motion carried unanimously.

**02-02-07 Consider "Pooper Scooper" Ordinance for Cart Paths and Parades**

Leisure Services Director Randy Gaddo addressed Council concerning the revisions to the ordinance suggested by Council at the February 7 meeting. The revisions included changing the word "should" to "shall" in all references to action for pet owners to take. The wording was also broader and addressed the issues along cart paths, streets, and sidewalks. The original version only addressed streets and sidewalks during high-volume events such as parades. Gaddo said staff had no objections to any of the changes and recommended the addition of (4)(e) to section 70-36 of the Code of Ordinances. Gaddo continued that staff's biggest concern was enforcement. No staff was out monitoring the areas as they did the parks and sports fields. It would be reported mostly by citizens, could pit citizen against citizen, and take up valuable court time.

Rapson read an e-mail from a citizen who suggested using the wording "domesticated animals" instead of "pets." Rapson said that would take care of dogs, cats, horses, cows, and kids. Rapson said he would move to have that amendment to the motion made. Jindra said that change would be fine.

McMenamin said it would be hard to legislate common courtesy and this type of behavior. It would be up to citizens to bring the violators to court and to be willing to testify against someone.

Jindra suggested another change to the fifth line of the proposed revision, after the word container, which struck the phrase "to be sure they have a method to" and replaced it with the word "and." The change obligated people to carry the container and use it to pick up the excrement and remove it.

Bill McBride asked how the ordinance would apply to the natural area adjacent to the cart path. Gaddo said the intent was the cart path and the adjacent area; the areas where people tended to congregate and walk. Gaddo said the area included about 10 feet on both sides of the path. Brown asked if there was a City right-of-way along the cart paths. Basinger said that for the most part, the cart paths were in the greenbelt areas. Tennant suggested incorporating a six-foot right of way on either side of the cart path. McBride said his dog was always on a leash and went off the cart path, never on it. McBride said an ordinance wasn't needed, but it should be restricted to the paved surface. Gaddo told McBride he was one of the responsible owners, but some areas of the cart path and greenbelt blended into people's backyards. Gaddo felt there still had to be something that defined an area off the path, but not on people's private property.

Williams said the cart paths generally had a 20-foot easement, 10 feet on each side of the path. Gaddo said the 10-foot easement area was reasonable.

Rapson read the proposed ordinance with the proposed changes. Rapson said 10 feet seemed like a big distance, two or three feet seemed more appropriate. Weed read a proposal with a three-foot limit. McMenamin commented that people would be out on the cart path with a measuring stick. Weed said the first question Council needed to ask should be was this ordinance necessary. Brown agreed.

Basinger asked Council about restricting the use of private property and limiting the location to the actual path itself. Tennant said he was at a loss of what to do. There were laws to keep people from trespassing. He also said he didn't know why they were looking at it. McMenamin said it wasn't something they wanted to get into and legislate. It came from citizen requests. Tennant said they kept talking about common sense and common courtesy. He said it felt like they were legislating themselves to death and maybe this should be left alone.

Basinger said most of the complaints were from property owners and that it might be trespassing. Rapson asked what they were trying to address with the ordinance. Gaddo said it was citizen complaints. Most of the complaints received at his department had to do with the sports fields. City Hall received the other complaints. Miller agreed and added more of the complaints were about dogs off the leash.

Weed recalled that the proposed ordinance came about after looking at the problem of irresponsible pet owners leaving messes on athletic fields where children were exposed to it. Gaddo said yes and Council approved an ordinance prohibiting it. He continued that he had monitors and maintenance people who were out and could watch for it. Gaddo said there was a lot more control over that ordinance.

Basinger said if the ordinance was based on the number of complaints received at City Hall, then there wasn't a problem as far as the cart paths were concerned. Rapson said it should be shelved until it became a problem. The Council agreed.

**New Agenda Items**

**02-02-12 Public Hearing – Variance – Ethan Allen Tract**

Tim McKerrow and Brad Reardon of Phillips Partnership, the architectural and design firm for Ethan Allen, represented Ethan Allen during the public hearing. Reardon showed the location of the site at the corner of Highway 54 and Market Place Boulevard. The site was 2.4 acres and an 18,000-square foot Ethan Allen's was planned. Reardon stated that the City required a distance of 250 feet between curb cuts to qualify for a second building sign. Based on the site constraints, he said they wanted to reduce the distance to 240 feet. The challenges include over 850 linear feet for street frontage. The DOT had restricted access from Highway 54. It was mandatory to line up one of the curb cuts with Don Pablo's curb cut. The second curb cut was available along Market Place Connector. There was a grading issue to make the curb cut easier for users. Reardon said the curb cuts were 250 feet if calculated through the radiuses; however, in Peachtree City the distance was calculated along the curb. The building fronted on three streets.

McKerrow said the sign locations included the main entry to the building, which faced Highway 54. The additional sign would face Market Place Boulevard.

Developmental Services Director Jim Williams told Council staff recommended the variance be denied. Staff had made this interpretation many times. He acknowledged the number of signs was important to commercial owners. Staff felt if the interpretation were changed for this case, a number of businesses would come back to change theirs. The main point was one sign on the building properly identify it. Williams pointed out that most of the businesses in town had only one wall sign and did well. It wouldn't be a hardship and staff recommended against the variance.

Weed asked for examples of similarly situated businesses. Williams said he couldn't name them off the cuff, but did point out Regions Bank and many restaurants with access off a street and then driveways that came in. Sometimes, those entrances couldn't be 250 feet apart so there were some creative interpretations. Williams said up to this point everyone had lived with it. He couldn't recall ever having a variance to the sign ordinance.

McMenamin said the important part was that Peachtree City had certain standards and had required other businesses and companies to do things that weren't the norm for them. All had abided by the rules and regulations and had done well. She agreed with Williams and said it would set a precedent, not only for the future, but also for those currently in business who just wanted another sign. McMenamin continued that she was delighted to have Ethan Allen in the City.

Tennant agreed with McMenamin. He admitted that the 250 feet measurement was subjective; however, it came down to a fairness issue. Everyone had abided by it and it would be unfair to change the rules, even for just a few feet.

Bob Brown asked the developer where the front entrance to the business would be. Reardon said it faced Market Place Boulevard. Brown said they had gone through this before when the restaurants in the development wanted to face Highway 74. He recommended against the variance and encouraged Ethan Allen to put the entrance towards either Market Place Boulevard or Market Place Connector so they become a part of the shopping development.

Reardon read from the variance procedures and said if the size was due to various constraints, then the sign was allowed. He said it was their contention that the site was under specific constraints to reduce the 250 feet to 240 feet. Three roads go along the buildings and there were two building sides. In a more typical city, three signs would be allowed. The berm along Highway 54 limited the view. If 90% of the traffic going through was on Highway 54, that's where the front of the building needed to be located. Reardon felt two building signs would be sufficient and wouldn't stand out. Ethan Allen had revised their elevations conform more to the look Peachtree City wanted. They just wanted to decrease the 250 feet to 240 feet on this specific site since they couldn't have a curb cut on Highway 54. If it were a typical site, it would be easy and a curb cut would be put on Highway 54 and the distance would be 250 feet.

McMenamin moved to deny the variance to the sign ordinance for the Ethan Allen tract at Highway 54 and Market Place Boulevard. Tennant seconded. The motion carried unanimously.

**01-02-05 Discussion on GEM/NEV Vehicles**

Bill Wood, the attorney for Global Electric Motorcars, updated Council on the current legislative action regarding low speed motor vehicles (LSMVs). There had been a lot of activity. Several bills were introduced and Wood brought two he wanted to discuss. The first was House Bill 1389, which was introduced by Representative Alan Powell. It provided amendments to the motor vehicle certificate of title and registration acts, and provided for low speed motor vehicles to be registered and titled in the state. Wood said this bill didn't address the income tax credits at all. It was introduced on February 13, read twice, and was sitting in committee.

Wood said Bill 1389 was a good start, but the concern was getting the tax credits enacted by the legislature last year and getting the vehicles registered and titled. He said the word from the Governor's office was that the tax credit would be given to those who bought the vehicles in 2001, but would not be available to people who bought them after January 1. It would be left up to the cities and counties as far as authorization for streets. This bill came from Richard Royal who introduced and sponsored last year's legislation. The bill (House Bill 1439) was introduced on Monday. It was ordered engrossed (there can be no changes, amendments, or substitutions) and was already out of the House committee. It provided for people to get tax credit if they purchased their vehicles in 2001. It left it up to the municipalities to enact ordinances and set up some things such as one credit per taxpayer and that the vehicles could be driven only in daylight hours unless it complied with safety requirements that would be enacted by the Department of Motor Vehicle Safety. The bill provided the vehicles would not be registered and titled, which meant insurance had to come through homeowner's insurance as opposed to automobile insurance. Wood said House Bill 1439 was the Governor's bill and it was 90% sure that it would be enacted. The approach they were trying to take was to pass 1439 and get the tax credits in place, but also to get 1389, which provided for registration and title, passed to undo what 1439 did. Wood said the federal safety standard said the vehicles could only be on streets with a speed limit of 35 miles per hour or less. Tennant asked if 1389 addressed tax credits for vehicles purchased after January 1, 2002, or were those people just out of luck. Wood said 1389 only spoke to registration and 1439 addressed the tax credit. Wood continued that they had said if the economy got better, the tax credit could be reconsidered next year. Wood added there were no guarantees.

Brown asked if there was anything Council could do as far as phone calls or letters. Wood said telephone calls in support of both bills would be good. At face value, the bills were inconsistent regarding registering and titling, but the approach they were taking with the legislative leadership was that if 1439 was signed into law first and 1389 second, then 1389 would trump as to those areas where there was conflict. Wood said Cathy Cox and Ralph Hudgens had introduced bills a few weeks ago from the Republican side of the House, but acknowledged their bills weren't going anywhere. Wood said Bill 1439 would likely go. Rapson agreed based upon his conversations during a recent visit to the Legislature. He said he also asked about 1389 and he was asked if he was from Peachtree City. Brown suggested Wood speak to Chick Krautler from the Atlanta Regional Commission, as the ARC was very interested in the legislation also.

Rapson moved to extend the authorization to use the low speed motor vehicles on the cart paths another 30 days. Weed seconded. The motion carried unanimously.

**02-02-13 Consider Appointment of EMS/Medical Advisor**

Chief Lohr addressed Council and recommended the appointment of Dr. Martha Ann (Vicky) Schuh as EMS/Medical Advisor to the Fire Department. Lohr said it was an uncompensated professional position. In accordance with state law, the Region IV Emergency Medical Services Council and Region IV Health Director Dr. Michael Brackett were the designated authorities for approval of EMS medical directors. Lohr continued that Schuh exceeded the requirements set by the state and was best able to meet the needs of the Department and the community. Lohr went over Schuh's qualifications. Dr. Perlman, Dr. Brackett, and the City Attorney had reviewed and concurred with the agreements.

Lohr introduced Dr. Schuh who told Council that she was very impressed with the Fire Department. They knew what they wanted to do and would guide her in the right direction. She said she was excited to be teaching again and excited to serve Peachtree City.

Weed had a question for the City Attorney's office. He noted that the agreement was for 25 months and asked if it violated 36-60-13, the multi-year contract laws, in any way. He asked if the City Attorney had reviewed the agreement and said if it didn't violate the contract laws, he was supportive. Jindra said he couldn't answer the question. He wasn't familiar with the contents of the document and didn't know if Rick Lindsey had drafted an opinion or not. Weed suggested adopting the agreement contingent upon an opinion from the City Attorney. He thought the opinion would be that it didn't conflict, but he wanted to hear it from the City Attorney.

Lohr said the form Weed referred was the mandated form from the state. He knew Lindsey had looked it over.

Weed moved to approve and adopt the contract contingent upon an opinion from the City Attorney that the contract doesn't conflict with the multi-year contract clause O.C.G.A. 36-60-13. Brown seconded. The motion carried unanimously.

**02-02-14 Consider Changing Council Meeting Time to 7:30 p.m.**

Tennant said the Council meeting time had been 7 p.m. for a long time and that you don't change something that worked well without good reason. He continued that it was hard to judge if the people he had talked to were an accurate representation of how the public really felt. It was difficult to get home from work, eat, and get to City Hall by 7 p.m. The downside to a later start to the meeting was that the meetings would end half an hour later. It also kept the youth who attended up later. The proposed change was to make the meetings more consumer-friendly to give those who wanted to attend the chance to get here. Tennant acknowledged that anyone who really wanted to be at the meeting would attend whether it started at 7 p.m. or 7:30 p.m. Tennant added that it would be more convenient for him personally. He said he was just putting it out for discussion.

McMenamin said she liked the 7 p.m. time.

Carol Fritz commented that the staff wasn't being taken into consideration. She continued that staff sometimes started work at 6:30 a.m., worked all day long, and didn't leave until after meetings were over. They weren't paid overtime. She urged Council to consider staff and added that if people really wanted to be at the meetings, they would be there.

Wayne Roberts told Council he got off work at 5:30 p.m. on the northside of Atlanta, did without supper, and attended the meetings. He said there hadn't been a shortage of people at the meetings. He added that 7:30 would suit him better, but he favored leaving it at 7 p.m.

Tennant said the main downside was trying to get the youth out and they could always excuse them at 8:30 or 9 p.m. His concern was whether the average person had time to get home, and then get here. Brown added that Council was gearing up to put the meetings on the cable access channel. They would be tape-delayed and on several times during the week. Rapson said he worked downtown and could get here by 6 p.m. A later time would be more convenient, but he really had no preference one way or the other. He did like Tennant's suggestion of letting the students leave early and have Betsy Tyler sign their agendas.

McMenamin recommended leaving the time at 7 p.m. unless Council heard a consensus that there should be a change.

**02-02-15 Consider Approval of Land Use Plan Update**

Brown said he and Weed had discussed continuing this item until the next meeting due to the large amount of information they were given and the short amount of time they had to look over it. Brown said he would like more time to review the information. Weed said he wanted to talk to Jim Williams about it and two more weeks would give them time to do so. McMenamin said most were housekeeping items and had no problem with delaying it. Rapson said there were also some issues he wanted to get up to speed on and moved to table the land use plan update until the next agenda on March 7. Tennant seconded.

Brown added that a dual workshop meeting was scheduled with Council and the Planning Commission on Monday, February 25. The workshop would be a good opportunity to ask questions and have discussion. The motion carried unanimously. Rapson suggested the Council Members bring the information with them to the next meeting so it wouldn't have to be reproduced again.

**02-02-16 Update on Moratorium Committees' Progress**

Williams said the committees were meeting and were doing a terrific job. There had been real progress on the Overlay Committee, which was looking at the Highway 54 West area. The Stormwater Committee was moving rapidly towards recommending an ordinance that would be brought forward. The Tree Committee was doing exciting work on protecting trees in development of the residential and commercial areas. Some of their work was dovetailing with the Stormwater Committee. The Ordinance Review Committee was a pull-it-all-together committee. It was looking at all the information and putting it together in a package form to take to the Planning Commission and ultimately to Council for enactment. Lots of good things were happening and there was good participation in the committees. Williams said he thought Council would be pleased with the results.

Brown added that minutes from the committees were available on the City website and there were some bulletin boards with information. Williams added there might be some discussion at the Council/Planning Commission workshop on Monday, February 25.

**02-02-17 Discussion on the Creation of Public Information Workshops with the Development Authority and PTC Recreation Commission Regarding the Future Possibility of a Sports and Entertainment Authority**

Brown said he had this item placed back on the agenda. One of the concerns was that it was being rushed. Brown added there needed to be further discussion, and there needed to be some kind of venue to discuss the issues. Brown said he made a grave error and had completely left the Recreation Commission out of everything. Brown wanted to set up some workshops where Council could meet with the concerned bodies, possibly once a month.

McMenamin stated she had been on Council for 12 years and had 22 to months to go. She was opposed to the proposed authority and saw no need to set up any meetings. McMenamin said she would not approve any authority in the concept suggested for the next 22 months unless she was assured of the viability and necessity of such an authority. She read an article in the February 20 edition of the Atlanta Journal Constitution, which quoted Mayor Brown. She also read portions of several e-mails.

McMenamin read the list of names of Leisure Services Department employees. She noted the awards earned by the department and Recreation Commission: Carolyn Stanton, Georgia Parks and Recreation Program Section Professional of the Year 2001; Peachtree City Parks & Recreation Department, Outstanding Agency of the Year 2000 for the Population Category 20,000 to 70,000; Luther Holt, Outstanding Volunteer of the Year 2000 for the Population 20,000 to 70,000; Earl Spell, Jr., Outstanding Volunteer of the Year 1999 for the Population 20,000 to 70,000; and the 1999 Aquatic Section Innovative Programmer's Award.

McMenamin asked how the City could improve on the best. She read from another e-mail and asked DAPC Chairman Tate Godfrey to respond to items in the e-mail. Brown asked to have some discussion first before calling on others. McMenamin stated there was a 15-year contractual agreement with the Development Authority and there was a specific use for the hotel/motel tax. The 15-year agreement cannot be broken unless both parties agreed. She asked Brown how he expected her to support any workshop relating to a new authority or any such discussion.

Rapson stated that he would abstain from discussion for reasons previously stated.

Brown said McMenamin gave a wonderful historical perspective of the Recreation Department and the Recreation Commission. He continued that the purpose of the workshops was for openness, to let people have an open discussion, and to let people know the facts about the situation. Brown said he wasn't asking for action on anything, just public discussion. McMenamin stated she had 22 months left on Council and would not approve any authority unless it was proven to her that it was a different type of authority and didn't impact the hotel/motel tax to the Development Authority. It was stated in the contract that the hotel/motel tax was to support the DAPC's indebtedness.

Tennant said that the subject of the agenda item was for discussion of public information workshops with a note that the Mayor asked for it to be placed on the agenda. Tennant continued that the timing was not that great in light of the meeting on February 7. He also cited that the legislature had to enact a new authority and that wouldn't happen for at least another year at the earliest. While he believed the discussion should have been put off for a few months, Tennant said he had no problem discussing the concept or setting up workshops. He thought Brown's intent was to brainstorm, get some ideas, and additional information. It might take a year before it was decided if another authority would be good or bad. Tennant said he personally wasn't sold on the idea of a sports and entertainment authority at this time, but said he had a lot to learn. Tennant continued that he didn't fault the Mayor for putting the item on the agenda, but felt it should have waited.

Weed commented that the last meeting lasted until 1:30 a.m. and everyone expressed his or her thoughts and feelings. He said he gotten more input since then from people who asked him to consider it from every possible angle. He stated that he didn't think a sports and entertainment authority was a bad idea. The mistake he personally made at the last meeting was because of his background. He knew that an authority could be created, and then nothing could be done with it. Most people naturally assumed that if something was created something had to be done with it. His reasoning was that he agreed with the philosophy to go ahead and create the idea legally, but not to do anything with it until after it was work shopped. Weed still supported the idea of workshops. He continued that no model or system was perfect and could always be improved upon. He was meeting with members of the DAPC and intended to meet with all of the Recreation Commissioners. He said he had received an idea for a model after a meeting today that might increase the responsibilities and power of the DAPC. His agenda was to have the idea talked about and see if there were other models or manners of doing it. He said he was willing to look at them. He said Council would never get to that point if it was assumed that what the City had now was perfect.

Brown said his concern was economic development. The City's revenue streams were starting to stagnate and the City had to be in the position to look for more opportunities. A lot of industries had come in, but some had left. Jobs had been lost and spaces were vacant. He wanted to address those issues. He said he told the DAPC that if they were willing to work on those kinds of issues he would discuss leaving the Tennis Center where it was. They said they would do the best they could and try to show what they had. Brown said discussion hurt nothing and he felt there needed to be discussion. There could only be gain from putting the facts on the table. He would like to see open and frank discussion with all the people involved at various times. Nothing could be done until the next session anyway.

McMenamin said her concern was wasting the time of people attending meetings when the end result was nothing could be done about it. Brown said open discussion was never waste of time. McMenamin told Weed she didn't understand how he, as an attorney, could overlook the contractual agreement.

Weed said there were two constitutional provisions. One was the intergovernmental contract clause, which provided the maximum of such contracts was a period of up to 50 years. There was also a constitutional provision, which stated that one council couldn't legally bind another. Weed said there had been no official opinion from the City Attorney's office as to whether there was a conflict. He invited that opinion. If there was nothing that could be changed in regards to the contract, then he told McMenamin that she would be right. He said he would let the matter drop if Council was committed to a contract that was unchangeable.

McMenamin asked Brown if he had met with any of the Authority members or commissioners involved. Weed said he would answer and that he was scheduling meetings. He had already met with some Authority members as well as Virgil Christian, the DAPC executive director, and they had all said they were willing to talk about it in a workshop.

Brown said that the loss of jobs had never been part of the equation, nor had he ever said staffs would be combined.

Tennant recommended, so tensions could ease, that the matter be brought up in May or June, then maybe every other month. He said there was nothing wrong with discussion, but he thought it shouldn't have been brought up so quickly. Brown said he wanted to ensure that Council didn't wait until the eve of another General Assembly session. He said it was part of the process of getting together and having a valid discussion about what was going on.

Brown moved to continue the discussion until the second meeting in March, which would provide ample time for thought and discussion at Retreat. Weed seconded, but he agreed with Tennant that the item was on the agenda too soon. Weed said he had to second the motion because he supported the concept of talking about it. McMenamin was concerned that members of this Council ran on the agenda that the old Council was not listening to public input. The members had said publicly that they wanted the DAPC, the Recreation Commission, and the Chamber of Commerce to be part of the workshops. They were all here and McMenamin said they should be allowed to speak. Brown reiterated that it was not a public hearing; therefore public input was not required.

Tennant suggested pushing the matter back a little more. He said things were still too raw and recommended the discussion wait at least until the second meeting in April. Brown withdrew his motion. Tennant moved that the item be brought up for discussion at the second meeting in April (April 18) for the sole purpose of gathering information in order to make an intelligent decision about the sports and entertainment authority. Weed seconded. The motion carried 3-1-1 McMenamin voted against the motion and Rapson abstained.

## Council/Staff Topics

Basinger said there vacancies coming up on the Library Commission and that two Council Members were needed for a selection committee. McMenamin and Weed said they would serve on the selection committee.

Brown said there were two legal matters and two real estate matters for executive session. Tennant moved to adjourn into executive session. Rapson seconded. The motion carried unanimously.

Weed moved to adjourn the executive session. McMenamin seconded. The motion carried unanimously.

McMenamin moved to respect Judge Pascal English's decision on the development moratorium and to abide by it. Weed seconded. The motion carried unanimously.

There being no further business to discuss, Weed moved to adjourn the meeting. McMenamin seconded. The motion carried unanimously. The meeting adjourned at 10:15 p.m.

Pamela Dufresne, Recording Secretary

Stephen D. Brown, Mayor

Jane Miller, City Clerk

**City Council of Peachtree City**
**Minutes of Meeting**
**March 7, 2002**
**7 p.m.**

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**Announcements, Awards, Special Recognition**
Brown proclaimed March 10—16 as Girl Scout Week in Peachtree City.

**Approval of Minutes**
Rapson noted a contradiction on Page 5 in the February 7 minutes regarding the actual motion and what Council thought they voted on concerning the Rye easement. The motion was that the playground equipment must be removed, but the playground itself as far as the concrete and the wall would remain.

Rapson said he understood that everything had to be removed and the area had to be renaturalized. McMenamin said she had the same question and called the Recording Secretary and that was the motion that was made. She was also surprised. Weed also looked into it and said it was the motion. Weed continued that when he made the motion he just went down a laundry list of items. Weed added he wasn't opposed to bringing the issue up again.

Lindsey suggested the matter be tabled and the Ryes contacted to see what they had to say. He wanted to keep things simple. He said Council could hold off on approval of the minutes. Rapson said the minutes were correct. He added that Council didn't do a good job of articulating their intent. Lindsey said the Ryes would be contacted and he would let Council know the outcome of the discussion.

McMenamin moved to table the February 7 minutes. Rapson seconded. The motion carried unanimously.

**Monthly Reports**
Rapson said the year-to-date figures on the Crime Report for January 2002 already looked higher. Lindsey noted that the DUIs probably were doubled because of something the Police Department was doing now to defeat some legal maneuverings. In almost all DUIs now, two citations were issued – one for the per se charge, the breath test, and the second was a "less safe" citation to keep some of the cases from being lost in court while things were being done at the Appellate level. That inflated the DUI numbers, but there actually weren't more arrests. Rapson said that made sense. Tennant noted that the number of calls answered by the Police Department were up dramatically – 1,500 more this year than at this time last year.

**Consent Agenda**
1. Consider Approval of Mower Lease
2. Authorize Mayor to Sign LARP Contract
3. Authorize July 5th as a City Holiday

McMenamin asked if the streets to be paved under the LARP contract would be listed in the Update to notify residents their streets would be paved. Basinger said it should be in the next issue.

McMenamin said she believed Council should do all it could to show its appreciation for City employees and had no problem with July 5$^{th}$ as a holiday. The employees who had to work on July 4$^{th}$ would be compensated, but she was concerned about those employees who had to work on July 5$^{th}$, such as Kedron, the Library, and those performing parade clean up. Basinger said Police and Fire would also have to work. The Library and Kedron Fieldhouse would probably be closed. Depending on whether the employees wanted to be paid for the time or use comp time, the cost would be about $10,000. Basinger said there was no way to know which option employees would decide to take. McMenamin said she was just concerned since it was an unbudgeted amount.

Weed noted that he had called Basinger earlier about the mower lease. He felt the lease/purchase program for the mowers was a great idea and could be used effectively. The City had looked at privatization for mowing the larger areas, such as ball fields, a number of years ago. At that time, it wasn't economically feasible to privatize the function, however, there were now many more facilities. Weed suggested it be looked into again to see if the facts were different.

McMenamin moved to approve the consent agenda. Tennant seconded. The motion carried unanimously.

**Old Agenda Items**

**02-02-10 Appoint Members to the Golf Cart Committee**

Basinger read the list of volunteers that had been submitted for appointment to the Golf Cart Committee – Ellen Cox, Marie Washburn, Lauren Davis, Ron Ryan, David Rissier, Jared Schafer, Anna Fishman, Coli Self, Scott Hitch, Steve Ivory, and Debra Andling.

Weed clarified that Steve Ivory was a replacement for Scott Hitch. Basinger said that left 10 on the committee – two for each Council Member. Brown explained that each Council Member selected one person over the age of 30 and one person under the age of 20.

Basinger said he would get with Rapson to work up an organizational meeting and schedule. Rapson said Weed would also like to be involved with the committee. Rapson suggested holding the first meeting on Thursday, April 18, at 6 p.m. He said he would like to piggyback off the Council meetings.

Nancy Larson, a walker on the cart paths, asked how many of the committee members were walkers and knew how dangerous it was when golf carts came up behind walkers and didn't give a warning. McMenamin told Larson the committee meetings would be open and she would be allowed to come and express her views. Tennant noted that everyone had walked on the paths at one time or another, and that it was unfair to say that all golf cart drivers failed to warn pedestrians. Larson said she had probably been warned twice in 20 years. Rapson asked Larson to attend the April 18 meeting.

Rapson moved to approve the members of the Golf Cart Committee. Weed seconded. The motion carried unanimously.

**02-02-15 Consider Approval of Land Use Plan Update**
Developmental Services Director Jim Williams told Council that the Planning Commission had recommended 78 changes to the Land Use Plan. He compared that to the 1995 update when there were approximately 500 changes to the Land Use Plan. Williams said the Land Use Plan had stabilized quite a bit and discussed the recommended changes. Williams continued that a number of the changes were considered housekeeping issues. There were many subdivisions in Peachtree City that the Land Use Plan showed as multi-family, but had been developed as single-family subdivisions. The recommendation on 23 of these was to change the land use from multi-family to single-family cluster, which was how the land was used. Williams said that was a prelude to someday rezoning the areas to a zoning classification that wouldn't allow subdivisions to be converted into rental property or re-developed for apartment use. That was not on the horizon, but could be so Council needed to move rapidly.

Fifteen of the items were the reclassification of land from Open Space to Recreation. They were used as active recreation areas, not passive open space areas. Three of the areas were being reclassified from something else to Open Space, the most notable being Drake Field. Drake Field was purchased last year by the City and was used as Open Space. Its designation should change from Commercial to Open Space.

Williams said there wasn't much controversy associated with most of the changes. There were several pieces of property on Clover Reach classified as Industrial, including the Waffle House, Arby's, the skating rink, the day care center, and office park. While these uses could be considered light industrial, Clover Reach was basically a Commercial area. Williams said with the development of The Avenue and the Sleep Inn, the area had converted to Commercial. The corner lot behind the Waffle House was rezoned last year to a Commercial classification. Williams said they felt the proper trend in the area would be to let The Avenue extend down Clover Reach to include the office park, the vacant property next to the skating rink, and the skating rink.

In Westpark, three office buildings across from the shopping center were classified as Commercial. Williams said since all the surrounding property was Office and the buildings were used as Office, and then the classification should be changed to Office. The property would still be zoned Commercial, but that could be changed later if appropriate. Getting the Land Use Plan designation to fit what was actually there was important.

Williams continued that two properties were potentially very controversial. They were subject to zoning at this time. Rezoning applications had been turned in and one was scheduled for hearing and the other one was close to acceptance. Williams said those two shouldn't be addressed in the Land Use Plan update. If the zoning designations were changed, it could look bad in terms of protocol and the reviewing of the rezoning. That was the reason both properties were left blank.

Tennant asked about the Clover Reach area and asked why it would be controversial. Williams explained that whenever it was talked about converting a property that had historically been something else to commercial, there was a potential for people to misunderstand what the motives were and what might be involved. Rapson also had concerns about that. He said it was zoned Light Industrial and he was concerned how extending The Avenue would play out. He said the retaining pond was between The Avenue and what it faced. He acknowledged it was hard when five of the six pieces were either already Commercial or were functioning as Commercial. Williams said when the property owner came in to rezone the property there would be a careful review of what it was going to be and how it related to The Avenue concept. Brown said he had no problem and the properties should go Commercial, but his concern was where to stop and at what point the line would be drawn. Williams said there were two uses at the curve in the road where the use was clearly industrial, Voxcom and Menlo Park. He said that was a logical place for the line to be.

Rapson asked about the Community Service classification. There were government and churches that would be changed to the new classification. Williams said Community Service included institutional and church uses. One example was the Peachtree City United Methodist Church campus on Robinson Road. It was zoned for low-density residential use and would obviously not be used for that. Williams said Community Service would be the proper designation for the property's use. Williams continued that Braelinn Baptist had purchased a chunk of land at the tail end of the Tyrone property that came into Peachtree City. That property was also low-density residential and would become Community Service just for housekeeping purposes. Williams said there were about 11 instances. He reiterated that this was not zoning, but land use.

McMenamin asked Williams if he saw a need for a classification that was the mixed use of office and commercial. She referred to Westpark, where so much was office, but there was also a good mix of commercial. Williams said when something like that came up LUC (Limited Use Commercial) applied. If there was piece of property that mixed commercial, office, and residential, it would be reflected in the Land Use Plan by listing all three with a slash. He said that was done for two pieces of property. One was North Cove, which was primarily single-family cluster, but also had some townhouse multi-family. The three office buildings in Westpark had nothing commercial in them.

Rapson told Williams he thought the passive and non-passive recreation designations for Open Space were good classifications. Williams said the classifications came in handy when tabulations were done for all of the land use for Recreation and all of the land use for Open Space. It wasn't confusing.

Weed said he asked for the Land Use Plan Update to be tabled until this meeting so he would have time to go over everything with Williams. He said he appreciated Williams' general philosophy of planning, which dealt not so much with imaginary lines on the ground but focused on a real road, or a physical delineation.

Brown thanked Williams and the Planning Commission. He acknowledged it was a grueling process to look over the parcels one by one.

Williams said staff's recommendation was for Council to approve the changes. Brown asked if there was any public comment. Wayne Roberts of the Wynnmeade Homeowners Association asked if the piece of property at the front of Wynnmeade was one of the parcels excluded from the Land Use Plan Update. Williams said yes.

Phyllis Aquayo asked for a clarification about the church areas. She asked if a church located in a low-density residential area and was converted to a Community Service classification, what happened if the church sold the property and the property was no longer used for Community Service. She clarified her question by asking if would it revert back to low-density residential or would it be an opportunity for the land to become something else. Brown said the zoning would stay low-density residential until there was a rezoning request. Williams added that the purpose of Community Service would lend direction to whatever action would happen at that time so there wouldn't be a tendency to convert the property into apartments. Rapson said that would be in conflict with the Land Use Plan that was adopted.

Tennant moved to approve and ratify the Land Use Plan Update as presented. Weed seconded. The motion carried unanimously.

**New Agenda Items**

**03-02-01 Consider Amendments to the Parking Ordinance**

Police Chief Jim Murray addressed Council and explained that one of the amendments came through the Police Department and the other came through the City Engineer. Murray said he would address both amendments.

Murray said Prime Point was located behind McIntosh High School. The Department had received numerous complaints from delivery trucks and property owners in reference to the parking situation. Murray said the Department encouraged students to drive golf carts to the high school, but the golf carts weren't allowed on campus. The students parked behind the high school on Prime Point and entered school through the rear gate. The businesses in the area had their employees park on the street to leave room in the parking lots for customers. This had created a major problem with cars and golf carts parked on both sides of the road and created a dangerous situation when tractor-trailer trucks made deliveries. Murray continued that it was also dangerous for emergency vehicles that needed access to Prime Point. The Community Response Team had studied the area and taken counts. It had been determined that if parking was restricted to one side of Prime Point there would be plenty of room for everyone to park. The signs had been put up as a test, before the ordinance was approved, to see if it would work. The Department had been studying it and it was a lot safer situation.

Murray explained the situation on Commerce Drive North came from the City Engineer. Gold's Gym was on one side of the street and Royal Learner's was on the other side. People were parking on both sides of the street rather than using the parking lots. Children and parents were crossing the street and creating a situation that could be dangerous. The City Engineer recommended there be no parking on either side of the street. The Community Response Team looked at the street today and would like to try restricting the parking to one side of the street, the side of Royal Learners, and see how it would work. Murray said that would be a change to the proposed ordinance to allow parking on the east side, but not the west side, of Commerce Drive. Either option would be a safe situation.

Brown said he spoke to the owner of the Prudential office building and he was in favor of parking on the east side of the street. Brown asked what distance parking would be allowed beyond the entrance to the gym's parking lot to have a safe sight distance.

Murray said that regarding Prime Point, the signs had been placed and were doing the job. There was more access to get emergency vehicles into the football field area, as well as room for the tractor-trailer trucks. When school was out, there was no problem. Murray said they would study it. If changes needed to be made, they would make them.

Weed asked Public Works if either of the streets got LARP money from the Department of Transportation. Public Services Director Colin Halterman said they would eventually receive funds. Weed said they needed to bear in mind that the standard LARP DOT contact required the City to contact DOT before any traffic control devices were put up.

Tennant asked where people on Prime Point who were shut out of a place to park would park. Murray said there were plenty of places to park, but everyone wanted to park as close to the entrances as they could. They could park all the way to the corner or down to the nursing homes. The problem was when two cars were parked across from one another and a truck couldn't get through. Tennant asked about making it "golf cart" parking only on Prime Point. Murray said that would hurt the businesses. He noted that the businesses had gotten big enough that the employees had to park on the street so there would be enough room for customers in the parking lot. The owners wanted the customers to park closer to the businesses.

McMenamin commented that it was a great compromise limiting parking to one side of the street and should accommodate everyone. Tennant asked if anyone from the public had any comments.

J.D. Holmes, owner of Gold's Gym on Commerce Drive North, said he didn't agree that it was a good compromise for Commerce Drive. He asked if the impetus behind the ordinance change was that fire trucks couldn't get down the street with cars parked on both sides. Murray reiterated that the City Engineer recommended parking be restricted on both sides of Commerce Drive. The Police Department wanted to restrict parking to the Royal Learners side of the road only.

Holmes said he spent the day measuring fire trucks and the road and cars. He said with cars parked on both sides of the road there was still 17 feet of clearance and a fire truck was eight feet wide. He said he built his first gym in 1992 in Fayette County. The County said he needed so many parking spaces for the square footage of the building and he didn't think he needed as many. He visited other gyms and proved that to the County. He bought the property on Commerce Drive in 1998 and used the same calculations for the number of parking spaces he needed. From the time the property was purchased and the plans were approved, City Council had changed the setback on Highway 74 from 40 feet to 60 feet. Holmes said he lost about 4,000 square feet of parking. He said he talked to the Planning Commission and they said they didn't want any more impervious surface and people could park on Commerce Drive. Holmes said his business at the gym peaked at 9 a.m., around lunch, and 5-5:30 p.m. It wasn't an all day thing, but when they had those rushes there wasn't enough parking. The gym's employees parked on the street. He said it seemed like a benign amendment, but if someone came to the gym and couldn't find a place to park they wouldn't join the gym. He asked Council to allow them to park on both sides of the street. He said Royal Learners would also lose business if there were no place for people to park.

McMenamin asked how much the gym had grown. Holmes said it was on target as far as their projections and that's why they knew there wasn't enough parking. He would lose a lot of business.

Tennant said the compelling statement was that it wasn't Holmes' fault because of the setback situation.

McMenamin said if the Chief came and said it was a safety situation, she was going with him. If it was just an engineering thing, then Council should consider it. She continued that she was concerned about safety with Royal Learners location across the street. It was dangerous when young children didn't hold an adult's hand and ran across the street. Tennant said his son attended Royal Learners and he had never had a situation where he couldn't get into the parking lot to pick up his son. Holmes said he had also never seen a child running across the street. McMenamin said if it was a safety consideration, it was a no-brainer.

Rapson asked Fire Chief Stony Lohr what he thought about the situation on Commerce Drive. Lohr said he hadn't walked and measured it. Four feet on each side on the fire truck was adequate, but turning and maneuvering room and access to fire hydrants also had to be considered. Lohr said he would go to Commerce Drive tomorrow and check it out. McMenamin said she would like a safety appraisal as well as an engineering appraisal.

Rapson moved to table the Commerce Drive parking amendment until Council had information from Chief Lohr. Weed seconded. He said it was a safety issue and he wanted to hear the Chief address any valid safety concerns. Council wanted to discuss the motion; however, City Attorney Rick Lindsey reminded Council there was no discussion on a motion to table. The motion was approved 4-1 (Tennant).

Rapson said the compromise on Prime Point made sense and there was a valid safety concern. He moved to approve the amendment to the parking ordinance for Prime Point. Tennant seconded.

Brown said that philosophically some issues would have to be addressed with future land planning issues. He said that was seen at Prime Point, but he excluded this property from his comments. Brown said people were building three-acre buildings on two-acre sites, which forced people to park in the streets. Brown continued that he would like the Planning Commission to look at some of the cases. Property values were going up and parcels were getting fewer. He didn't want to take on projects that were too big for the sites.

Tennant said he voted nay on the Commerce Drive issue because it didn't make sense to go back and look at the safety issues when they already knew what the measurements were. Rapson said given what Holmes said he agreed, but he would rather wait and get more information.

The motion on Prime Point carried unanimously.

**Council/Staff Topics**

Basinger announced that the Council Retreat was scheduled for Friday and Saturday, March 15-16, at the Wyndham Conference Center. The Retreat started at 8 a.m. both days and the public was invited and encouraged to attend.

Brown said there were two legal and one real estate items for executive session. Tennant moved to adjourn into executive session. Rapson seconded. The motion carried unanimously.

There being no further business to discuss, Brown moved to adjourn the meeting. Tennant seconded. The motion carried unanimously. The meeting adjourned at 8: 50 p.m.

Pamela Dufresne, Recording Secretary

Stephen D. Brown, Mayor

Jane Miller, City Clerk

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

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**TO:** **Mayor and Councilmembers**

**VIA:** **City Manager**
**Director of Developmental Services** JRW

**FROM:** **City Planner** David

**DATE:** **March 12, 2002**

**SUBJECT:** **Comprehensive Plan Update**

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The Georgia Department of Community Affairs (DCA) has notified City Staff that our Qualified Local Government (QLG) status was terminated on March 1. As you are aware, the updates to the City's Short Term Work Program (STWP) and Capital Improvements Element (CIE) were approved by both DCA and the Atlanta Regional Commission (ARC). However, in the approval letter received from DCA, it states *"the City can adopt the CIE/ STWP updates no earlier than February 26, 2002."* This letter further states *"the City must have its annual CIE/ STWP updates and financial reports reviewed and approved by DCA, and adopted prior to February 28th of each year."*

DCA has informed City Staff they will not accept the resolution of adoption resolution previously enacted by City Council on February 21, 2002. We are therefore presenting a similar resolution that will need to be adopted and forwarded to DCA. It is my understanding that once this information is received by DCA, they will immediately re-instate our QLG status.

A copy of the proposed resolution of adoption is attached for your review. Staff recommends that it be approved and returned to ARC and DCA to complete this phase of our Comprehensive Plan Update.

*Attachment*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PEACHTREE CITY REGARDING THE SHORT TERM WORK PROGRAM (STWP) AND CAPITAL IMPROVEMENTS ELEMENT (CIE) UPDATES AND OTHER COMPREHENSIVE PLAN AMENDMENTS**

**BE IT HEREBY RESOLVED THAT:**

The Mayor and Council of the City of Peachtree City, Georgia, hereby authorize the adoption of the Short Term Work Program (STWP) and Capital Improvements Element (CIE) updates and other Comprehensive Plan Amendments to the 1992 - 2005 City of Peachtree City Comprehensive Plan.

**SO RESOLVED,** this 21st day of March, 2002.

______________________________
Stephen Brown, Mayor

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Attest: ______________________________
City Clerk

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

**TO:** **Mayor and Council**

**VIA:** **City Manager**

**FROM:** **Developmental Services Director**

**DATE:** **February 15, 2002**

**SUBJECT:** **Short Term Work Program**

We were just notified by ARC that our Short Term Work Program has been misplaced as it was being transferred to the State DCA from ARC. Once it was discovered that a substantial amount of review time was lost, ARC provided the State with a second copy and requested that the State expedite its review to prevent Peachtree City from being penalized by having its Qualified Local Government designation lapse temporarily.

We have not yet heard from either ARC or the State as to whether we will be cleared to adopt the Short Term Work Program next Thursday. Hopefully, we will receive the necessary approval between now and the time of the Council meeting. If not, we will have to defer action to the next meeting.

JBW/jir

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

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**TO:** **Mayor and Councilmembers**

**VIA:** **City Manager**
**Director of Developmental Services**

**FROM:** **City Planner** David

**DATE:** **February 21, 2002**

**SUBJECT:** **Comprehensive Plan Update**

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City Staff was notified this past week that the Atlanta Regional Commission (ARC) and the Georgia Department of Community Affairs (DCA) have approved our updated Short Term Work Program (STWP) and Capital Improvements Element (CIE). These documents are now ready for final adoption by City Council. A draft of a proposed resolution of adoption is attached for your review. Staff recommends that it be approved so it can be returned to ARC and DCA and complete this phase of our Comprehensive Plan Update program.

*Attachment*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PEACHTREE CITY REGARDING THE SHORT TERM WORK PROGRAM (STWP) AND CAPITAL IMPROVEMENTS ELEMENT (CIE) UPDATES AND OTHER COMPREHENSIVE PLAN AMENDMENTS**

**BE IT HEREBY RESOLVED THAT:**

The Mayor and Council of the City of Peachtree City, Georgia, hereby authorize the adoption of the Short Term Work Program (STWP) and Capital Improvements Element (CIE) updates and other Comprehensive Plan Amendments to the 1992 - 2005 City of Peachtree City Comprehensive Plan.

**SO RESOLVED,** this 21st day of February 2002.

______________________________
Stephen Brown, Mayor

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Attest: ______________________________
City Clerk

ARC
ATLANTA REGIONAL COMMISSION 40 COURTLAND STREET, NE ATLANTA, GEORGIA 30303

February 14, 2002

Honorable Steve Brown, Mayor
Peachtree City
151 Willow Bend Road
Peachtree City, Georgia 30269

Dear Mayor Brown:

We are pleased to inform you that the Georgia Department of Community Affairs (DCA) has determined that the Short Term Work Program (STWP) and Capital Improvement Element (CIE) update for Peachtree City, submitted February 9, 2001, meets the Minimum Standards and Procedures for Local Comprehensive Planning.

The Atlanta Regional Commission also reviews these updates. Our review, however, focuses on consistency of the STWP/CIE update with the jurisdiction's comprehensive plan, adjoining jurisdiction's comprehensive plans, and the Regional Development Plan (RDP). Staff has found your updates to be consistent with the City's comprehensive plan, as well as the RDP.

Once the STWP/CIE update has been adopted, please send us a copy of the adoption resolution and any revisions so that we may forward this to DCA. Upon receiving notification that the approved STWP/CIE update has been adopted, DCA will extend the City's Qualified Local Government status. Please keep in mind that jurisdictions charging impact fees are required to adopt approved updates annually. The deadline for Peachtree City is February 28 of every year.

I commend you and Peachtree City for your commitment to the comprehensive planning process. Please contact Maurice Ungaro at 404-463-3309 if you have any questions or if we can provide further assistance.

Sincerely,

Charles Krautler

Charles Krautler
Director

CK:mu

Enclosures
cc: Rick Brooks, Georgia Department of Community Affairs
Jim Williams, Peachtree City

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

**TO:** Mayor and Council Members

**VIA:** City Manager

**FROM:** City Clerk

**DATE:** March 13, 2002

**SUBJECT:** GEM Vehicles

As of this date, neither House Bills 1439 nor 1389 had been approved by both the Senate and the House. House Bill 1439 provides for income tax credits and House Bill 1389 provides for registration of low speed motor vehicles as a motor vehicle. Please be assured that if additional information becomes available prior to the March 21 meeting, staff will forward that information to Council immediately.

:pd

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

**TO:** **Mayor and Council**

**VIA:** **City Manager**

**FROM:** **Developmental Services Director**

**DATE:** **March 13, 2002**

**SUBJECT:** **Parking on Commerce Drive North**

At the last Council meeting, Mr. Holmes, the owner of the Gold's Gym Building, implied that City staff and the Planning Commission were at least partially responsible for his parking problem, as well as a parking problem for the Royal Learners Building across the street. This is simply not true. Both Mr. Holmes and Royal Learners have developed about all the parking on their respective sites as the law will allow. If they needed more parking, the solution should have been to acquire more land, not to plan on using the public street.

Mr. Holmes stated that the Buffer Ordinance was enacted after he purchased the property, thus depriving him of additional land for development. Again, this is not true. The Buffer Ordinance was on the books a long time before the land was purchased. In fact, the impact of the Ordinance on the Pathway subdivision, Bridge Park, was discussed in detail during consideration of the Ordinance. One can only assume that Pathway made the buffer requirement quite clear to Mr. Holmes during negotiation on the sale of the land.

Inadvertently, Mr. Holmes publicly admitted that he is in violation of the Zoning Ordinance. The Ordinance not only requires a minimum number of parking spaces for commercial property, it also requires that all businesses must provide adequate off-street parking for their employees and their customers. It is the clear intent of the Ordinance that public streets should not be used to meet ordinary parking needs.

In effect, all the taxpayers in Peachtree City will be subsidizing Mr. Holmes' business if he is allowed to continue to regularly use the street for employee parking. The Planning staff strongly recommends against allowing routine employee parking on Commerce Drive North. Business owners in that area should be instructed to acquire more land if they need more basic parking for their employees and customers. They should also be warned that continued abuse of on-street parking privileges could well result in citations for Zoning Ordinance violations.

JBW/jir

cc City Planner
City Engineer
Fire Chief
file

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

**TO:** Mayor and Council Members

**VIA:** City Manager

**FROM:** City Clerk

**DATE:** March 13, 2002

**SUBJECT:** Parking on Commerce Drive

At the March 7 meeting, Council requested Chief Lohr evaluate the safety concerns on Commerce Drive North. Attached is a memo from Chief Lohr with his opinion and the ordinance.

:pd

# CITY OF PEACHTREE CITY
## INTER-OFFICE MEMORANDUM

TO: Mayor Brown and Members of Council

VIA: City Manager

FROM: Stony Lohr
Fire Chief

DATE: March 13, 2002

SUBJECT: On-Street Parking on Commerce Drive, North

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The following information is provided as requested by Council on March 7, 2002.

I recommend that on-street parking on Commerce Drive, North, be prohibited on the northeast side of Commerce Drive, North, (same side as Royal Learners and Prudential) from the intersection of Aberdeen Parkway to and including the cul de sac, and permitted only on the southwest side (Gold's Gym side) in compliance with existing state code described below. This is a coordinated Staff recommendation.

Members of the Fire Department staff had previously observed potential safety issues concerning this issue based upon their daily observations as users of the gym, and did previously provide a similar recommendation to the City Engineer.

The street has 549 feet of linear roadway with a cul de sac extending to 643 feet. The pavement is 28.5 feet in width, with 30 feet curb to curb. The cul de sac radius is 50 feet, which is the minimum standard for a fire apparatus turn-around. Engine 81 can turn around in this space. It could not do so if vehicles are parked in the cul de sac. Royal Learners and the Prudential Building are located on the northeast side of the street. The Gold's Gym complex is located on the southwest side of the street.

| Location | Off street parking spaces |
|---|---|
| Royal Learners | 18 (includes 1 handicapped) |
| Gold's Gym | 64 (includes 3 handicapped) |
| Retail Spaces (5) In Gold's Gym complex (2 of 5 retail spaces occupied by Gold's) | 17 (1 handicapped) |
| Prudential | 41 (2 handicapped)(under construction) |

The Prudential Building is being advertised as a multi-tenant building. It is not yet occupied. Observations at Gold's Gym indicate that the parking lot consistently has 20-30 empty parking spaces during business hours. The parking slots at Royal Learners are frequently full, with on-site overflow of 4-6 vehicles. These vehicles park next to the building and along the north driveway entrance to the building. Additionally, two to four vehicles consistently park between the driveway entrances on the street in front of Royal Learners. Two to three vehicles also consistently park on the opposite side of the street immediately across from the Royal Learner's vehicles. Measured clearance between vehicles parked on both sides of the street has been approximately fifteen feet. The national standard for a fire lane is not less than 20 feet of unobstructed width.

Under normal circumstances, traffic flows without difficulty by alternating. There is not sufficient room for concurrent two-way traffic when vehicles are parked on both sides of the street. If an emergency incident involving fire occurs, the worst case will most likely be at Royal Learners. The other buildings are non-combustible. Royal Learners is wood-frame and has numerous young children present. The three fire hydrants on the street are all on the northeast side of the street. The first-in fire engine will likely respond to the second (north) entrance of Royal Learners because that provides an immediate observation of three sides of the building for indications of fire, smoke and activity. It will probably operate at least partially from the street due to limited space in the parking lot. Cars parked on the southeast side of the street will impede maneuver and operations. They will also be trapped because of hose lines to the hydrant. All traffic will be obstructed, including the second engine, rescue, ladder and ambulance, because the road will be blocked by the 1st engine and parked vehicles on both sides of the street. Limiting parking to one side of the street would still only leave sufficient room for at least limited traffic movement.

Since the northeast side of the street has the fire hydrants and the most driveway entrances, parking would be impacted the least by prohibiting parking on the northeast side. If used, there would be space on the Gold's side of the street for 15 on-street parking spaces. There would be room on the Royal Learner's side of the street for 9 parking spaces.

The following traffic code appears to apply: Official Code of Georgia Annotated (OCGA) 40-6-203 (a)(2). ....No person shall stop, stand or park a vehicle:

(A) in front of a public or private driveway.
(B) within 15 feet of a fire hydrant.
(C) within 20 feet of a cross walk at an intersection.
(D) within 30 feet upon the approach of any....stop sign located at the side of a roadway.

I have coordinated this proposal with Royal Learners (Monica for Rebecca Royal). They understand and concur with the proposal. Parking on one side of the street is sufficient to meet overflow parking needs for their staff. Mr. Holmes of Gold's Gym continues to express his opposition to any parking restriction. This appears to be inconsistent with his previous personal involvement in arguing to limit the number of off-street parking spaces during development. The City Planner or Director of Developmental Services can provide additional information on this issue if it is needed.

CC: Director of Developmental Services, ATTN: Mr. Jim Williams
City Planner, ATTN David Rast
City Engineer, ATTN: Troy Besseche
Chief of Police, ATTN: Chief Murray

**AN ORDINANCE TO AMEND SECTION 78 OF THE PEACHTREE CITY CODE OF ORDINANCES – TRAFFIC – TO ADD SECTION 78-24 AND FOR OTHER PURPOSES.**

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL,** and it is hereby ordained by the authority of the same, that Section 78-24 of the Peachtree City Code of Ordinances be added to read as follows:

**SECTION 78-24. Parking on Commerce Drive North.**

Parking is prohibited on both sides of Commerce Drive North beginning at Aberdeen Parkway and continuing northward to its terminus, a distance of 600 feet.

All ordinances, or parts of ordinances in conflict with this ordinance are hereby deleted in their entirety.

Done, Ratified and Passed this______ day of ____________, 2002

Effective Date__________________.

____________________________
Mayor

____________________________

____________________________

____________________________

____________________________

____________________Attest:
City Clerk

POSITION PAPER
Proposed Variance: Jet Limo Tract
Developmental Services Director
March 12, 2002

**Situation:**

The Jet Limo Tract at Falcon Field is a site of 1.75 acres fronting on Falcon Drive, Victor Road, and Echo Court. The owner wants to construct parking and automobile service areas within the required front setback area along the three frontage roads. He has submitted a variance request to enable him to implement his proposed encroachments (Attachment "1").

**Facts:**

1. The Jet Limo Tract is currently zoned GI General Industrial.
2. The required front setback in GI zoning districts is 50 feet (Attachment "2").
3. Parking and automobile service areas, including driveways internal to the site, are not permitted within the front setback in GI zoning districts (Attachment "2").
4. The applicant has submitted to the Planning Commission a conceptual site plan that complies with the setback requirements (Attachment "3"), and the Planning Commission has approved that plan.
5. The applicant has subsequently prepared an alternate site plan with driveway and parking encroachments into the front setback areas (Attachment "4").
6. The applicant is requesting a variance to enable him to make the desired encroachments as illustrated in Attachment "4."
7. A copy of the portion of the Zoning Ordinance that addresses variance policies and procedures is included as Attachment "5."

**Recommendation:**

The staff recommends against the proposed variance. The site plan that has already been approved works well. It is not felt that it is necessary to provide an internal connection for the parking areas of the two proposed buildings. Further, the curb cut to Victor Road could be eliminated without the internal connection because the building also has access to Falcon Drive. The application simply represents an effort to increase the intensity of development of the site at the expense of the required buffers and open spaces.

JBW/jir

Attachments "1" – "5"

# REQUEST FOR VARIANCE
# ZONING ORDINANCE, CITY OF PEACHTREE CITY

This is a request for a variance from the requirements of the Peachtree City Zoning Ordinance for the property located at: 6 Falcon Drive

The reason this variance is being requested is as follows: Additional parking needs on Building #1 and to connect parking to both phases to eliminate one curb cut through buffer along Victor Road (see attached plans A & B)
A=Approved plans B=Proposed plans for variance

Along with this form, the applicant should submit a detailed report justifying the granting of the requested variance. In preparing the report, please consider the following:

Variances from the provisions of this Ordinance may be approved by the City Council if it is determined that they will not cause substantial detriment to the other parties or impair the purpose or intent of this Ordinance; provided, however, that no variance can be granted for a use that is specifically prohibited by this Ordinance within the zoning district in which the property is located.

In making a determination on a variance request, the City Council shall consider the following factors:

a. Whether or not the special circumstances contributing to the request are peculiar to the particular property involved;

b. Whether or not the situation for which the request is being made poses an unnecessary hardship for the applicant; and

c. Whether or not the request is due to an intentional action of the applicant to violate the requirements of this Ordinance.

I certify that I am the owner or duly authorized agent of the owner of the above-described property:

Name: (Please type or Print) V. Michael Rossetti, Manager - JetLimo, LLC

Address: P. O. Box 2394, Peachtree City, GA 30269

Phone: 770-487-9608

Signature: [signature] Manager, JetLimo LLC

*********************************************

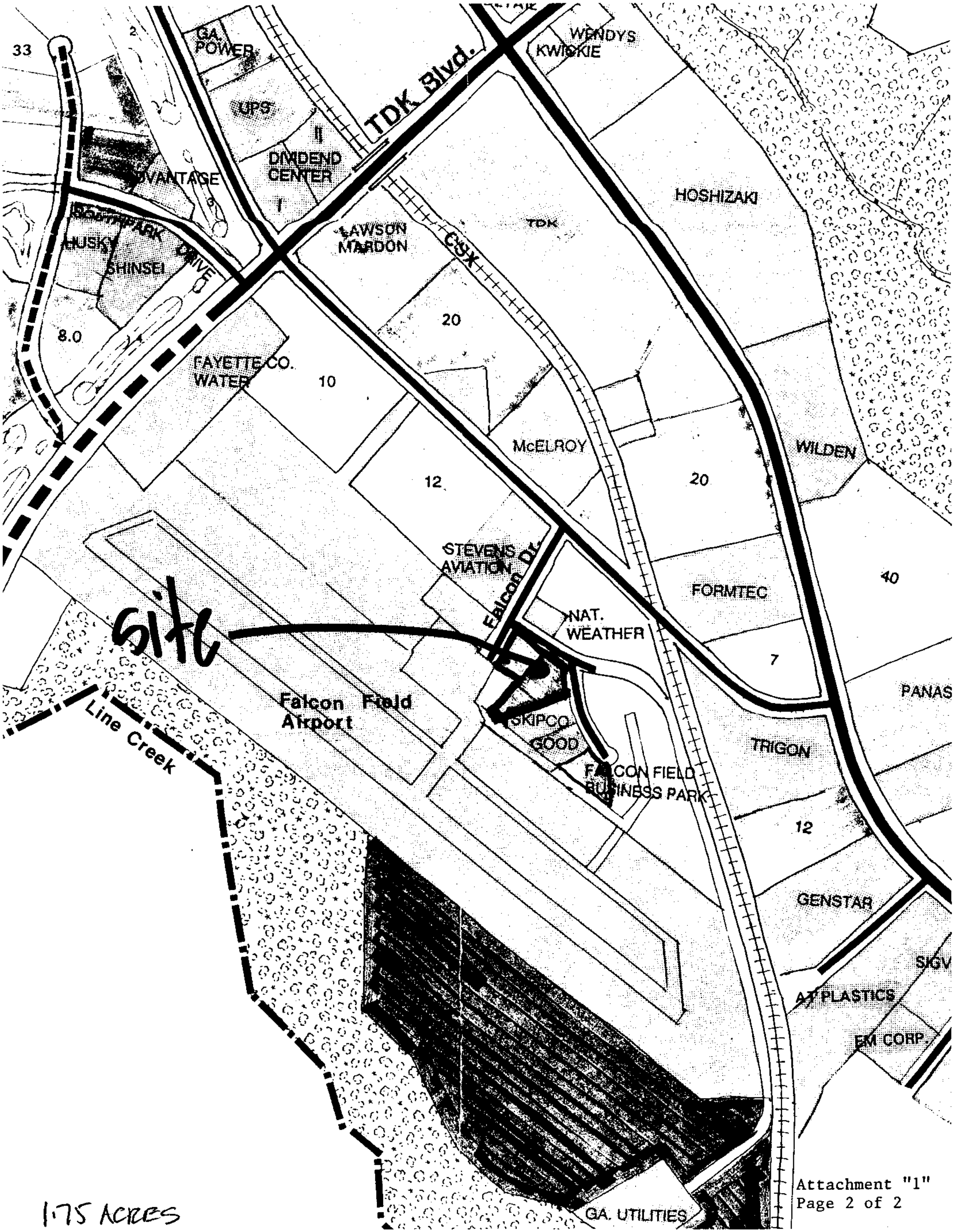
This request, along with the required fee and all necessary supplemental documents, has been properly submitted and is hereby accepted for consideration by the City Council at a public hearing in the City Council Chambers at 7:00 PM on the date shown below:

Signature: James B. Williams

Title: Zoning Administrator

Date of Acceptance: February 26, 2002

Date of Public Hearing: March 21, 2002




Attachment "1"
Page 2 of 2

1.75 ACRES

grade. The required screen, fence or wall must be of an attractive appearance and provide for a visual separation between the use and adjoining properties. No open burning of materials or products shall be conducted on the premises at any time.

(1008.4) *Other requirements:* Unless otherwise specified in this ordinance, uses permitted in GI zoning districts shall conform to the following standards:

(a) (1) Minimum zoning lot area: 80,000 square feet.

(2) Minimum zoning lot area complying with the LI requirements: 40,000 square feet.

(b) (1) Minimum lot width: 200 feet.

(2) Minimum lot width complying with the LI requirements: 150 feet.

(c) Minimum front setback depth: 50 feet.

(d) Minimum side setback depth: 20 feet. If adjoining a residential zoning lot, the building setback shall be 100 feet.

(e) Minimum rear yard: 50 feet. If adjoining a residential zoning lot, the building setback shall be 100 feet.

(f) Maximum building height and structure height: Unlimited, but if over 35 feet, it must be approved by the fire department and, if applicable, by federal air space regulatory agencies prior to any construction.

(g) Parking: See section 909.

(h) Signs: See Peachtree City sign ordinance.

**Cross reference**—The "sign ordinance" is found in § 66-1 et seq. of the Code.

(i) No automobile parking or service areas will be permitted within the required front setback depth or within 50 feet of the property line of any adjoining residential zoning lot.

(j) All lights or lighting arrangements used for purposes of advertising, security or night operations must be directed away from adjoining or nearby zoning lots.

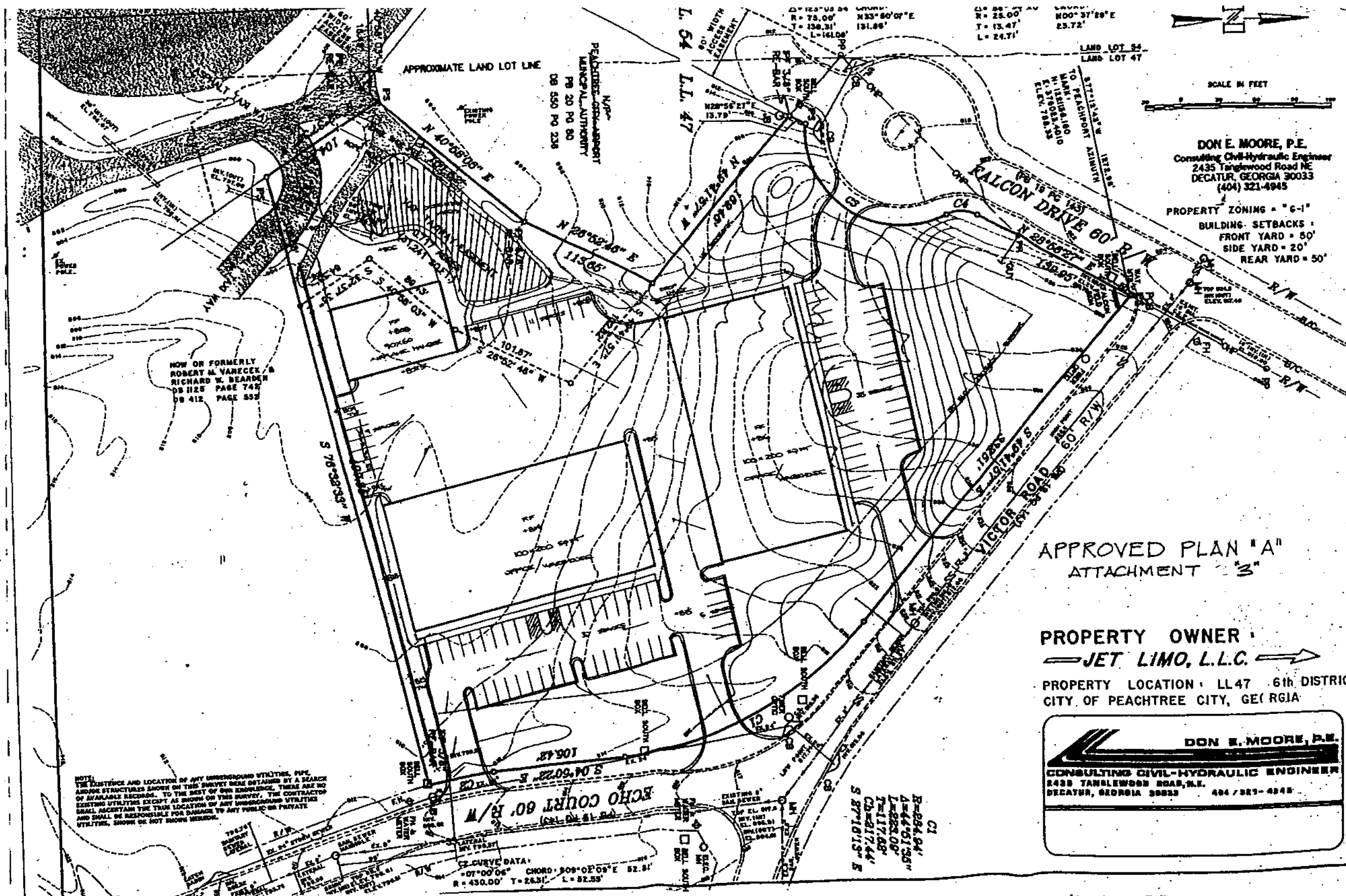
(k) No open burning will be permitted on any zoning lot.

(l) All industries must be approved by state and federal regulatory agencies relative to meeting standards for environmental quality.

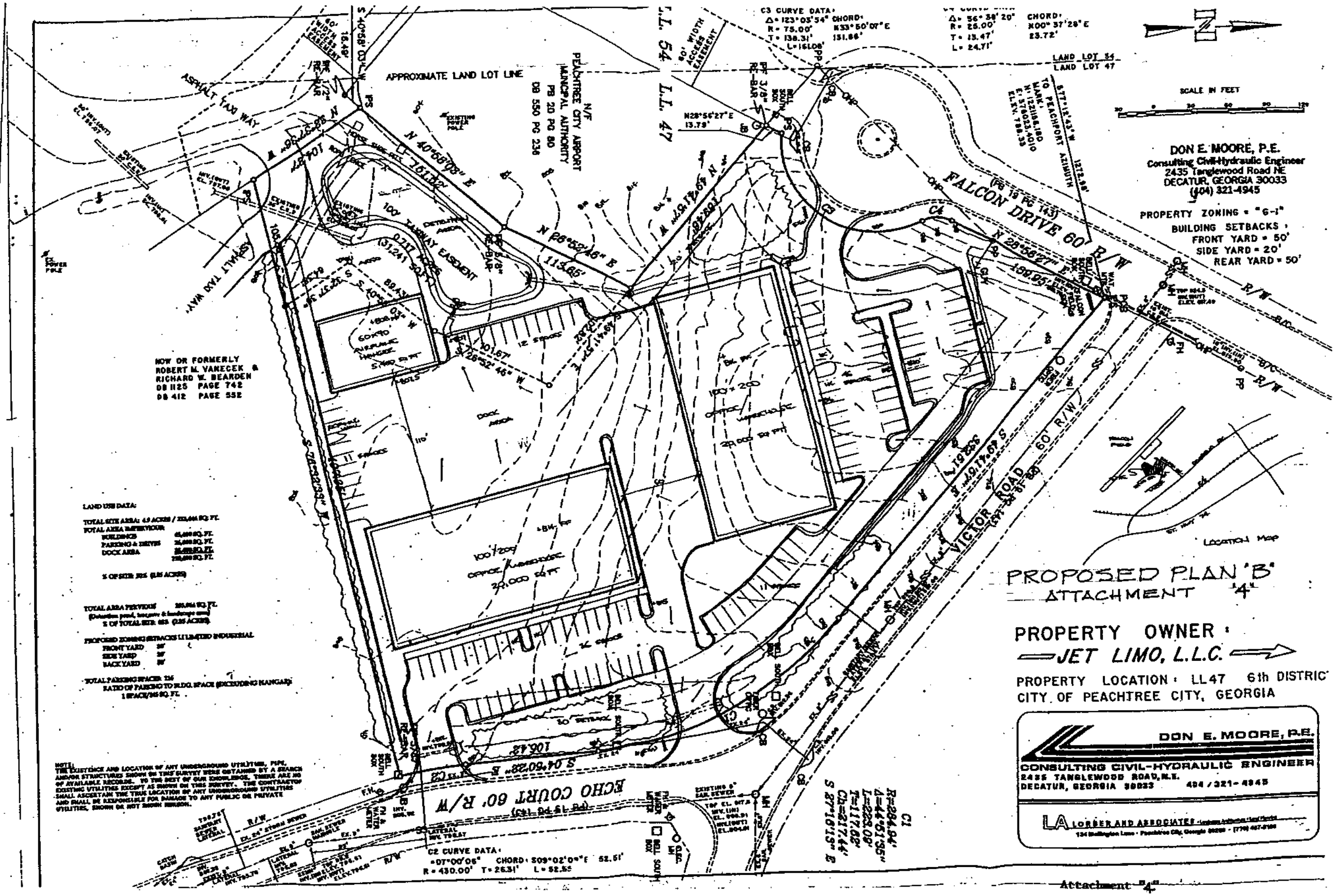
(m) A landscape plan is required for the site, and must be reviewed by a registered landscape architect to be designated by the city and by the planning commission prior to issuance of occupancy permit. If no action is taken or time extended within 30 days from filing, such request shall be considered approved. The landscape plan shall be fully implemented prior to occupancy and if not completed an occupancy permit will not be issued. If it is infeasible to complete the landscaping due to weather conditions or other extenuating circumstances then the owner shall post a performance bond or



Attachment "2"




Attachment "3"


PROPOSED PLAN 'B'
ATTACHMENT "4"
PROPERTY OWNER :
JET LIMO, L.L.C.
PROPERTY LOCATION : LL47 6th DISTRIC
CITY OF PEACHTREE CITY, GEORGIA
DON E. MOORE, P.E.
CONSULTING CIVIL-HYDRAULIC ENGINEER
2435 TANGLEWOOD ROAD, N.E.
DECATUR, GEORGIA 30033
404 / 321-4945
LA LORBER AND ASSOCIATES
DON E. MOORE, P.E.
Consulting Civil-Hydraulic Engineer
2435 Tanglewood Road NE
DECATUR, GEORGIA 30033
(404) 321-4945
PROPERTY ZONING = "G-I"
BUILDING SETBACKS :
FRONT YARD = 50'
SIDE YARD = 20'
REAR YARD = 50'
SCALE IN FEET
LAND LOT 54
LAND LOT 47
TO PEACHPORT AZIMUTH
FALCON DRIVE 60' R/W
VICTOR ROAD 60' R/W
ECHO COURT 60' R/W
N/F
PEACHTREE CITY AIRPORT
MUNICIPAL AUTHORITY
PB 20 PG 80
DB 550 PG 236
APPROXIMATE LAND LOT LINE
L.L. 54
L.L. 47
60' WIDTH ACCESS EASEMENT
ASPHALT TAXI WAY
TAXIWAY EASEMENT
NOW OR FORMERLY
ROBERT M. VANECEK &
RICHARD W. BEARDEN
DB 1125 PAGE 742
DB 412 PAGE 552
C3 CURVE DATA:
Δ= 123°03'54" CHORD:
R= 75.00' N33°50'07"E
T= 138.31' 131.86'
L= 161.08'
Δ= 56°38'20" CHORD:
R= 25.00' N00°37'28"E
T= 13.47' 23.72'
L= 24.71'
C1
R=284.94'
Δ=44°51'35"
L=223.09'
T=117.62'
Ch=217.44'
S 27°16'13" E
C2 CURVE DATA:
Δ=07°00'06" CHORD: S09°02'09"E 52.51'
R= 430.00' T= 26.31' L= 52.55
N 28°56'27" E
159.95'
S 49°41'57" E
N 49°41'57" W
N 28°52'46" E
113.65'
N 40°58'03" E
161.02'
S 40°58'03" W
16.49'
S 76°32'33" W
S 04°50'28" E
106.43'
LAND USE DATA:
NOTE:
Location Map
Attachment "4"

(1202.2) The purpose of this section is to authorize variances from the terms of this ordinance as will not be contrary to the public interest so that the spirit of this ordinance shall be observed, public safety and welfare secured, and substantial justice done.

An application for a variance may be submitted only by the owner of the property for which a variance is desired, or his authorized agent.

(a) Variance applications shall be filed with the city planner on forms provided by the city planner.

(b) Any communication relative to a variance request will be regarded as information only until a proper application is made in the form required.

(c) An application fee of $50.00 must accompany each variance application.

(d) Upon receiving an application, the city planner shall schedule a public hearing on the request before the city council within 45 days after receipt.

(e) A sign displaying the hearing date and the nature of the hearing shall be placed in a conspicuous location on the property not less than 15 days prior to the hearing date.

(f) A notice of the public hearing date and the nature of the hearing shall be published in the newspaper of general circulation which serves as the legal organ for the city. The newspaper notice shall appear at least 15 days prior to the hearing date.

(g) At the public hearing before the city council, the applicant may appear in person or be represented by an agent or attorney.

(h) Variances from the provisions of this ordinance may be approved by the city council if it is determined that they will not cause substantial detriment to other parties or impair the purpose or intent of this ordinance; provided, however, that no variance can be granted for a use that is specifically prohibited by this ordinance within the zoning district in which the property is located.

In making a determination on a variance request, the city council shall consider the following factors:

(1) Whether or not the special circumstances contributing to the request are peculiar to the particular property involved;

(2) Whether or not the situation for which the request is being made poses an unnecessary hardship for the applicant; and

(3) Whether or not the request is due to an intentional action of the applicant to violate the requirements of this ordinance. (Ord. No. 589, 11-19-1992; Ord. No. 618, 7-7-1994)

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

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**TO:** **Mayor and City Council**

**VIA:** **Jim Basinger, City Manager**

**FROM:** **Paul Salvatore, Director of Financial Services** P.S.

**DATE:** **March 14, 2002**

**SUBJECT:** **Upgrade of Purchasing Agent position**

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As I am sure you are aware, the position of Purchasing Agent is now vacant. In the past, staff has discussed the idea of having an employee that would be able to take over the duties of Director of Financial Services in the event of the Director's absence, or if the Director position becomes vacant. The latter situation has occurred twice in the (fairly recent) past, and has left the city in somewhat of a precarious situation, as other employees in the department were not qualified to take charge. In addition, the workload for the Director position has increased due to the increased complexity of our debt structure (more GMA loans) and financial reporting requirements (GASB 34). We are also facing more financial challenges, particularly in the area of budgeting, as the city matures and completes build-out.

In lieu of asking Council to create a new position to fill this need, we are asking that Council consider upgrading the vacant Purchasing Agent position to the position of Assistant Finance Director. As indicated in the attached job description, this position would (amongst other skills) require knowledge of the laws and procedures concerning governmental purchasing. In addition, the current Director is also GFOA certified in the area of procurement. A copy of the proposed organizational chart for the Financial Services Division is also attached.

The Purchasing Agent position is rated as a grade 79, with a salary range of $36,230 to $57,919. The proposed position would be a grade 86, with a pay range of $51,192 to $81,837. This pay grade is only one grade higher than the I.T. System Administrator, and is the same pay grade as a Police Major or Public Works Superintendent. The pay grade was derived by using the same factor evaluation system used by the Mercer Group when they conducted our recent pay plan study. The position rating has been reviewed and approved by the City Personnel Department, and staff recommends that Council approve the job reclassification.

**City of Peachtree City**
**Job Description**

**Title:** Assistant Director of Finance **Grade:** 86
**Division:** Financial Services
**Department:** Finance
**Date:** March 21, 2002

**Position Summary**
This position is responsible for assisting in planning, organizing, staffing directing and controlling the City's financial operations. Work involves assisting the Director of Financial Services in the execution of his duties, and supervising the work of personnel involved in performing the financial operations for the city. Work is performed under the limited supervision of the Director of Financial Services.

**Major Duties and Responsibilities** include the following. Other duties may be assigned.

Assists in planning, organizing, and directing the financial operation of the City; assists in developing and managing division goals and objectives; provides administrative and technical leadership in accounting, internal auditing, financial reporting, budgeting, treasury management, debt administration and procurement. Will also have limited involvement in the financial aspects of the city's risk management and pension administration functions.

Directs and supervises the work of departmental personnel, including purchasing, general ledger maintenance, payroll, accounts payable, cash receipts, fixed assets and inventory. Assists in recruiting, interviewing, and selecting personnel; plans, schedules, and assigns work; establishes priorities and goals; monitors work of subordinate personnel; assists in reviewing and evaluating employee performance.

Assists in establishing and enforcing departmental rules and regulations, policies and procedures; develops and updates departmental regulations and administrative manual.

Assists in the formulation of office policies, procedures, and programs as they pertain to the Finance Department.

Performs the duties of Finance Director in his/her absence.

Performs other duties as required.

**Desirable Qualifications**

**Education and Experience**

Bachelor's Degree in Finance, Accounting or related field from an accredited college or university.

Seven years of progressively responsible experience in public accounting and financial administration, including experience in a supervisory capacity. Governmental experience preferred.

Any combination of education, training and experience that provides the required knowledge, skills and abilities required for the job.

## Certificates, Licenses and Registrations

Certified Public Finance Officer (CPFO) or Certified Public Accountant (CPA) a plus.

## Knowledge, Skills and Abilities

Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of accounting, budgeting, investing and debt administration in government.

Thorough knowledge of City, County, State and Federal laws and regulations applicable to the Finance Division.

Thorough knowledge of record keeping and filing techniques.

Considerable knowledge of City's and Division's personnel policies, procedures and benefits.

Considerable knowledge of management principles and supervisory practices.

Considerable knowledge of computers, related software applications, and automated financial reporting.

Considerable knowledge of City organizational structure, processes, and interrelationships.

Considerable knowledge of modern office practices, methods, equipment and standard clerical procedures.

Considerable knowledge of Business English, spelling and arithmetic.

Skill in using computers and other standard equipment.

Skill in using menu-driven software, Microsoft products such as, but not limited to: Excel, Word, Outlook, Powerpoint, Access, etc.

Ability to perform complex arithmetic and financial calculations.

Ability to prepare and maintain complex reports and records.

Ability to enforce departmental rules, regulations, policies and procedures.

Ability to develop policies and procedures.

Ability to evaluate rules, regulations, policies and procedures, and to implement changes to ensure efficiency and cost-effective methods.

Ability to compile, analyze, and evaluate data.

Ability to understand and carry out complex oral and written instructions.

Ability to communicate clearly and effectively, orally and in writing.

Ability to establish and maintain effective working relationships with City employees and the general public.

# Proposed Organization Chart
## Financial Services Division
## March 2002