2008 CITY COUNCIL RETREAT
MINUTES
February 29-March 1, 2008
Council Chambers

Friday, February 29, 2008
Mayor Logsdon called the meeting to order at 8:05 a.m. Other Council Members present were Steve Boone, Don Haddix, Cyndi Plunkett, and Doug Sturbaum.

Copies of all the PowerPoint presentations are included in the official meeting file.

1. **Financial Update (Finance Director Paul Salvatore/Assistant Finance Director Janet Camburn)**
   - The projected fund balance presented during FY 2008 budget process was $8,970,911.
   - The actual fund balance was $9,717,858, or $746,947 higher than projected.
   - Some of these funds ($263,000) were carried over for FY 2007 expenses that were unspent.
   - The actual favorable variance from what was projected was $483,584.
   - The year-to-date revenues for FY 2008 through January 31 were short of budget estimates by $40,376, or .26%.
   - If not for the one-time revenue from sale of fixed assets, there would have been a revenue shortfall of $241,047, or 1.53%. The assets sold were DOT right-of-way (land for Hwy 74 widening) for approximately $200,000.
   - Major areas of revenue concern included Local Option Sales Tax (LOST), building permits, and court fines.
   - Staff projected a total revenue shortfall at year end of $513,810, or 1.94%, assuming LOST revenues would continue to come in about 8.5% short, as they have been through January and there was a continued shortfall in building permits.
   - Some possibilities to help with the projected shortfall included additional outsourcing of mowing (ROW), a delay in hiring vacant positions (temporary hiring freeze), and impounding funds in operating budget (this option could adversely impact service levels and/or just push the need for essential items out to FY09).
   - Sturbaum asked staff to look at a temporary hiring freeze.
   - Logsdon asked for Council to receive copies of the chart that showed the average per capita expenditures for Class B cities.

2. **Public Safety Pay (Acting Administrative Services Director/City Clerk Betsy Tyler, Acting Police Chief Mike Dupree, Operations Officer/Assistant Chief Peki Prince)**
   - The pay study area included following agencies – Atlanta, Gwinnett County, Clayton County, Henry County, DeKalb County, Roswell, Fayette County, Sandy Springs, and Fayetteville.
   - The study incorporated minimum and maximum salaries, as well as additional benefits including retention bonuses, retirement plans, and incentives.
   - Atlanta, DeKalb, and Gwinnett did not distinguish between Firefighters and Firefighter/EMTs.
   - Gwinnett gave 5% for paramedic certification and bonuses in increasing $1,000 increments on following anniversaries (up to four years/$4,000).
   - DeKalb gave a $5,000 bonus for paramedic certification.
   - Clayton gave 5% for EMT, paramedic, or relief driver certification.
   - Roswell and Fayette did not have a separate pay scale for uncertified officers.
   - Fayette's information reflected the new pay plan that went into effect on March 1, 2008.
   - Gwinnett gave 3% for a bachelor's degree and 6% for master's degree.
   - Clayton gave up to 5% for experience and up to 7.5% for education.
   - Roswell, Henry, Fayette, Fulton and Atlanta had early retirement plans comparable to the City's early retirement at 55 with 10 years of service.
   - All but Sandy Springs offered the option for medical insurance until Medicare.

- Roswell had the most generous take-home police vehicle policy (40 miles outside city limits; Peachtree City within city limits).
- The Police Department reported progress in filling the vacant positions since Council provided the 4.5% hiring increase.
- The Fire Department was receiving fewer applications, but filled the six new full-time positions within three months, and had filled one of the three part-time vacancies.
- The challenge was to attract younger, qualified applicants who were less concerned about the health and retirement options. Although both Fire and Police management felt the current salary ranges were reasonable when the City's benefits package was factored in, staff recommended investigating several options to stay competitive. Those options included salary incentives for additional duties/training/education, a Police take-home vehicle policy, a cafeteria plan for employee benefits, credit with proof of outside health insurance, opt-out of pension plan, and an option of defined contribution versus defined benefit.

Council discussion and recommendations on Public Safety Pay included longevity bonuses, buy back for annual leave, wellness program and incentives, and incentives to live in the City. The Police Department emphasized it was just as important to retain officers as it was to attract new ones. There was also concern that health employees might opt out of the health insurance benefit.

3. Potential Annexations (City Planner David Rast)

The benefits of establishing growth boundaries included having an important tool for future planning of infrastructure needs, population projections, housing numbers, staffing, and more. The boundaries would promote interactivity with adjoining jurisdictions, establish parameters for parcels that could be considered for annexation, would allow the City to develop densities and identify housing types, and would provide guidance for current and future administrations and the citizens. The methods for determining growth boundaries included natural features (centerlines of creeks, roads, etc.) or established land lot lines and coordination with adjoining jurisdictions to identify a common boundary. The City was not required to annex property unless it was a benefit to the City to do so. The potential annexations/ growth boundaries included the Northeast Collector tracts, Wilksmoor Village tracts, Redwine Road tracts, South 74 tracts, and Woodcreek tracts (de-annexation).

The pros of annexing the Northeast Connector tracts (233 acres) included:

- Northeast Collector identified in Transportation Plan,
- Required developer to construct road at no cost to the City,
- Provided alternate exit from Kedron Hills and Smokerise, and
- Ultimate bypass on eastern border of the city, ultimately connecting SR 54 with SR 74

The cons included the following:

- Increased coverage area for Fire/EMS and Police,
- Multiple ownership of property,
- Limitation of future annexation requests,
- Incorporating existing homes into the City and enforcing ordinances and restrictions, and
- Potential increase in density, school impacts, etc.

The Wilksmoor Village tracts included the Davis/ Lee/ PTC Holdings parcels at +/- 90 acres and the Hardy/ Kidd/ Whitlock tracts at +/- 34 acres for a total of approximately 124 acres. The pros of annexation included:

- Incorporation of all parcels within Wilksmoor Village into the City;

- Allowing the City to identify appropriate uses, densities, etc.;
- Uniformity of development;
- One entity would be responsible for providing services, emergency coverage, etc.;
- Allowing the City to regulate zoning and land use, and enforce ordinances; and
- Undeveloped land.

The cons included:

- Increased coverage area for Fire/ EMS and Police
- School impact

Council discussion included concerns that the City was required to annex any "islands" of the County. The property in the County was zoned AR Agricultural Reserve, and the City would not have to change the zoning to annex the property.

The South 74/Redwine Road tracts included the Redwine Road tracts at +/- 49 acres and the Southern Pine Plantations tract at +/- 79 acres for a total of approximately 128 acres. The pros for annexation of the Redwine Road tracts included:

- Extension of the City boundaries to a natural border (Redwine Road);
- Allowing the City to establish appropriate uses, zoning and development patterns;
- Bordered on two sides by existing residential – would allow the City to establish protection for these areas;
- Allowing the City to maintain 'control' over what happens on these parcels;
- Creation of a "gateway" into the City from the south; and
- Potential extension of sewer and reduction of septic on the south end of the City.

The cons included:

- Multiple ownership of property;
- Enforcement of City regulations on existing owners
- Potential impact on schools if developed as residential;
- Increased coverage area for Fire/ EMS and Police; and
- County might object to change in land use classification.

The pros for the Southern Pines Plantation tract included:

- Property already zoned for commercial use by the County;
- Allowed the City to establish appropriate uses, zoning and development patterns;
- Maintain "control" over what happens on these parcels;
- Creation of a "gateway" into the City from the south;
- Potential extension of Meade Field complex;
- Potential extension of Redwine Road to Rockaway Road;
- Potential extension of sewer and reduction of septic on south end of the City;
- Increased sales tax revenue; and
- Undeveloped land.

The cons included:

- Impact on existing retail development within the city; and
- Increased coverage area for Fire/EMS and Police.

Council discussion included a concern for more requests, but the consensus was to stop annexation at the natural boundaries. The property along Redwine Road should come in as one piece and at low density. The commercial property on SR 74 might be considered for annexation if there was no increase density and the developer was willing to donate to Meade Field or a road. Any commercial project should be on SR 74.

Deannexation was proposed for a small amount of property, approximately 8.5 acres, located between the Preserve and Woodcreek. The pros included:

- Establishment of a natural boundary between the City and unincorporated County using the centerline of Camp Creek;
- Definition of the coverage areas for Fire/EMS and Police;
- Providing clarity for Tax Assessor's office and for property owners; and
- "Housekeeping" issue.

The cons included:

- Multiple ownership of property; and
- No incentive for homeowners to absorb cost of surveying boundary or recording plat.

Council agreed that the best boundary for the City would be the center line of Camp Creek, which would help with Public Safety issues. There were concerns regarding property tax.

4. Recycling Center Location (Public Services Director Tom Corbett/Planning Assistant Tony Bernard)

Corbett gave an update on the recycling efforts within the City. The actual recycling revenue in 2007 was $7,157. The difference was due to varying recycled material prices through out the year. The annual cost was $51,123, including employee salaries and yard collection and management. The existing site for the City's recycling center on Rockaway Road was 3.56 acres, including the cell tower, and had an estimated property worth of $679,000. The reasons for moving the Recycling Center was that it was not large enough for current and future recycling opportunities; was less than desirable gateway into the City from Brooks and Senoia; was not easily accessible to everyone in the City, not centralized; DOT would require Recycling Center land for SR 74 widening project; and additional land would be required for the multi-use path approaches to the tunnel under SR 74.

The proposed 13.25-acre relocation site was on SR 74 South, behind the Police Station, on the old Flat Creek sanitary sewer plant site. The property was large enough for current and future recycling opportunities. It could not be seen from the road and was surrounded by trees and wetlands. The property offered a more centralized location within the City and was easily accessible from SR 74. There would be no public access from the Police Department, but a parallel service road to SR 74 was proposed from Guthrie Way. The property would also provide a possible path connection from Clover Reach subdivision to Gill-roy's and down to Crosstown. The estimated property cost was $400,000 to $500,000.

Bernard and Corbett also discussed their vision for recycling possibilities, which would begin with what was done now, then expand as the market dictated. The state would require recycling in the future, and the site allowed for expansion. City Manager Bernard McMullen said staff was looking for Council to agree in concept to the phased plan. The property had all the room that would be needed, and staff could start working with WASA to acquire the land.

Bernard presented the plan and noted that Phase 1 included just the current operation. The concept included an oil drop-off site, compost pick-up, wood chip pick-up, a household hazardous waste mobile trailer, recycling drop bins, furniture project, salvage barn, Re-Store, an electronic waste drop-off site, an administration office, covered loading and unloading, equipment storage, and an education facility. Some of the programs, such as the used furniture drop-off, would help in reducing the amount of waste, provide training in furniture repair, offer good quality furniture to those who would not otherwise be able to afford it, and would encourage enterprise. Those areas could be run by non-profit programs, Habitat for Humanity, battered women facilities, or the Salvation Army

Bernard continued that the short-term issues and challenges included the following:

- **Sufficient acreage** – reduce the amount of organic material held onsite, only keep a certain monthly amount on hand;
- **Drainage** – site design allowed water to sheet flow to possible detention site., bio-swales could also be funded as part of possible $200,000 demonstration grant;
- **Noise** – operation should be the noisiest in mid-morning during the week when most people were at work or school, trucks and equipment moving material;
- **Traffic** – possible light at intersection of Gill-roy's and new recycle center road, DOT already had a long left-hand turn deceleration lane planned, addition of a parallel road from Guthrie Way up to new recycle road;
- **Lift Station** – site plan would still allow access to the existing pump station; and
- **Odors** – organic recycling produced the most odor, located at the back of the property (next to wetlands) to reduce any odor.

The long-term issues and challenges included the following:

- **Sources of finance** – material buyers, baling materials to get more per lbs\ton, finding buyers that would pay more, gees, vehicle sticker program (yearly), material-based fees (per truck load), and grants (DCA Away from Home, gives trailer and recycle bins; GEFA Recycling Grants, $50,000 to local governments, $200,000 to innovative projects),
- **Market analysis for materials** – advertise, incentives for local businesses and citizen to recycle material that is more profitable for the center
- **Support from State and Federal government that supported community recycling** – financial support, advertising, incentives, and education/training

The timeline for moving the Recycling Center included the following key dates:

- August 2008 – DOT planed to clear right-of-ways (ROW) in preparation of SR 74 road widening phase II. City would begin acquiring any land and\or easements necessary for path connections. Recycling Center would not be able to take in as much organic material (tree limbs, leaves, grass clippings). Recycling Center internal road would be a much smaller loop.
- April 2009 – DOT planned to put in tunnel for preparation of laying down of new road. City would begin designing cart path approaches. Recycling Center could keep operating at minimal capacity.
- June 2009 – DOT planned to start Rockaway Road realignment.
- Fall 2009 – DOT planned to be finished with this part of phase II. If allowed by GDOT, the City could begin cart path construction. Recycling Center would have to be closed\relocated.

Bernard said the total cost of all the phases for the proposed Recycling Center would be $5 million. McMullen added that part of the access road was a SPLOST project, but it would be fairly expensive to build the rest. The cost of moving the Recycling Center would be approximately $1 million with the land. Salvatore would see if that cost could be covered by a bricks and mortar loan.

Plunkett asked what would happen to the current site. McMullen said land was needed for the cart path access to the tunnel and a gateway to the City. The goal of the Comprehensive Plan was to create greenspace, and the site was in an ideal location for a passive park. Gaddo added that it would also provide an area for a possible re-design of Meade Field.

Additional concerns included additional litter and illegal dumping if the City stopped providing the service. Council guidance was to pursue Phase 1 if it would fit into the budget, look for outside funding, and to develop costs and financing options.

5. Street Paving Update (Public Services Director Tom Corbett)
Corbett noted that the City was resurfacing a number of streets in FY2008 through two different funding sources – Local Assistance Road Program (LARP) (DOT reimbursement) and Fayette County Special Purpose Local Option Sales Tax (SPLOST). A total of 10.78 miles would be repaved, and 2.37 miles would be paid by LARP funds and 8.41 miles would be paid with SPLOST funds. The current paving program would leave the City with only one street rated below 70 (Rockaway Road), and only about 15% requiring resurfacing within three to five years.

Corbett continued that no additional resurfacing activity is required for FY 2009. Streets approved for LARP reimbursement had a three-year "window" for resurfacing. Maintenance activities in FY 2009 would focus on crack sealing and patching on those streets rated in the 70-79 category.

Plunkett asked Corbett if City employees were allowed to take vehicles on personal errands. Corbett said they were not, other than stopping to get a drink or snack when they were on break. Plunkett asked when the outsourced mowing would begin. Corbett said it would start in March.

6. Path System Repair Update (Public Services Director Tom Corbett)
Corbett noted that the FY 2008 path system reconstruction and resurfacing list was drawn from lowest ratings on the October 2006 overall condition ratings. They were currently working on path segments with ratings from 60 to 70 on scale of 100. The segments of greatest length offered the best repair efficiency. Repairs were generally grouped by geographical area where it was practical.

Corbett continued that, in FY 2009, cart path widening/reconstruction would continue for paths generally rated in 70-75 range, based on most recent ratings. Reconstruction would continue into the higher ratings, as the overall goal was to widen all paths to 10 feet. Additional path segments would be added to the repair list on "as needed" basis, as in previous years.

7. Multi-use Path System Master Plan (City Planner David Rast)
Rast went over the goals of the master plan for the multi-use path system. The goals included providing interconnectivity to all developments; enhancing the safety of path system by adding signage, traffic calming measures, regularly trimming shrubs and trees to provide clear zones, etc.; reducing the number of at-grade crossings; upgrading existing surface crossings with appropriate signage, pavement markings to alert both motorists and path users; identifying hierarchy of paths and construct/repave accordingly; designing and constructing new paths to AASHTO and ADA standards to the greatest extent possible; identifying a schedule to inspect and replace existing infrastructure (bridges, etc.); and continuing to seek grant funding to assist with funding large projects.

Rast also went over how the master plan was established and projects were prioritized. Each new development was required to connect to the nearest multi-use path. Certain developments and subdivisions were identified that did not include a connection to the path system or there was a gap in the connection. New projects were identified by staff, citizens, homeowners associations, and others. Each new project started as a "future path project. The project list was evaluated on a yearly basis to determine which project would benefit the most people. Some path projects were phased due to length, cost, and infrastructure needs. Historically, new path construction was funded at approximately $100,000 per year. No new paths were funded in FY 2008.

Council direction included the following:

- Council was not in favor of an at-grade crossing over SR 74 in the Westpark area.
- A Peachtree East connection should be added in any future annexation discussions.
- The subdivision developer should help with the proposed path change through Cedarcroft to Wal-Mart.
- There were questions regarding a way to disconnect the cart path so Timberlake could not be accessed, and whether this was a County/Timberlake issue.
- There were tunnels with broken lights, which was a safety factor. It was noted that there were no lights in the Kelly Drive tunnel due to the road construction.
- Gateway signatures should be a priority.

8. Capital Improvement Plan (CIP)/SPLOST/PIP/Transportation Plan (City Engineer Dave Borkowski)

Borkowski noted there were 23 SPLOST projects totalling over $11 million. Council asked that the Lake Peachtree/SR 54 multi-use bridge be moved up. McMullen said the design and environmental process could start. The City should respond to the County that TDK was done.

Borkowski noted that the Public Improvement Program (PIP) listed budgeted projects for Public Works, Leisure Services, Fire Department, and the Police Department. Council direction included checking to see if a signal was warranted at Kedron Drive South/SR 74. If it was, the Peachtree City Christian Church might be willing to participate in the cost. The Battery Way boat docks would not be ready by July 4. A more realistic date was July 4, 2009.

Council asked staff to determine if a grade separation at SR 54/SR 74 was feasible. Staff was also directed to look at signal warrants for SR 74/Aberdeen Drive with the hotel completed versus SR 74/Westpark if the median at SR 54/Commerce Drive was closed. Staff was asked to look again at the possibility of purchasing the property needed to have a connection from Westpark to Northlake Drive. Previously, the owner had not been interested in selling the land.

Borkowski said the current Transportation Plan had identified potentially needed transportation enhancement projects for the years 2005 – 2015. Most of the projects were budgeted in the SPLOST and PIP, but some are currently unbudgeted

Borkowski looked at future PIP needs based on the Transportation Plan, known current traffic issues, and other known maintenance needs. Those needs included:

- Move up design and construction of path connections to Rite-Aid tunnel under SR 74 (adjacent to Fayette County Animal Shelter) to 2008;
- SR 54 and Robinson Road capacity study;
- SR 54/SR 74 grade separation (design costs);
- SR 54/Commerce Drive improvements;
- Path replacement construction from Paschall Road north on SR 74;
- Interparcel connection from Sierra Drive to Dividend Drive; and
- Repair void under City Hall building.

9. Stormwater Utility Update (Stormwater Manager Mark Caspar)

- **Recap**

Caspar gave a brief history of the utility and its purpose, as well as how billing was determined. The funding was used to aid in compliance with state, federal, and local laws; to support stormwater capital projects through a revenue bond; and to support the day-to-day operation of maintaining the stormwater infrastructure. He added that 94% of the billing had been collected this year.

- **Notice of Intent (NOI)**

The City's NOI was the means in which the City complied with the National Pollution Discharge Elimination System (NPDES) of the Clean Water Act. It was a list of Best Management Practices (BMP) which helped the City to confirm with the requirements set forth by the Georgia Department of Natural Resources. An inventory and condition assessment was conducted of all City-owned stormwater infrastructures in accordance with the state NOI. In addition to meeting compliance requirements, it also gave the City a better idea of the condition and number of structures in the system. This had never been done. It would help to develop the Level of Service (LOS) and Extent of Service (EOS). Educated guesses were made when the utility was developed, and the true extent of the maintenance that needed to be completed was underestimated. There were 9,109 structures and approximately 60 miles of pipe. The pipes needed to be cleaned to determine if the invert was gone or still there. The pipes where the inverts were gone would be placed on the capital project list. Letters were sent to the owners of private facilities, and they were given 90 days to comply. Staff worked with them, and there had been a fairly good response.

- **Metropolitan North Georgia Water Planning District (MNGWPD) Status**

Caspar explained that the MNGWPD was a planning entity dedicated to developing comprehensive watershed, wastewater and water supply and conservation plans to be implemented by local governments in the 16-county metro Atlanta region. The City must develop floodplain maps for 10% of the streams in the City per year until completed. Newly adopted ordinances included the Post-Development Stormwater Management for New Development and Redevelopment Ordinance, the Floodplain Management/Flood Damage Prevention Ordinance, the Stream Buffer Protection Ordinance, the Conservation Subdivision/Open Space Development Ordinance, the Illicit Discharge and Illegal Connection Ordinance, the Litter Control Ordinance, and the Private Waste Water Systems Ordinance.

- **Maintenance and Capital Projects**

Caspar reported that the storm water crew completed over 125 stormwater infrastructure maintenance projects last year and reviewed the projects.

- **Level of Service**

An EOS defined where the work would be performed. An LOS defined how often or to what extent the work would be performed (i.e. design standards). All utilities must have an EOS/LOS policy. Currently the Utility's EOS was defined in the ordinance as being all City-owned property, right-of-way, and easements. Currently there was no LOS policy in place. Staff was waiting for the full inventory and condition assessment to develop an LOS. The inventory and condition assessment gave a more accurate representation of current maintenance needs and would guide the City to develop a reasonable LOS. The ultimate goal was to be in compliance with state and federal laws and to develop an infrastructure replacement program. This was difficult because of the backlog of maintenance issues due to the lack of attention over the past 30 years.

Caspar continued that the goal of the utility was to establish a rate that would fund routine operations and maintenance as well as capital projects funded through a revenue bond. This was made with several assumptions about EOS/LOS including the number of stormwater structures and capital projects that would be required. Having completed the inventory and as the Infrastructure Maintenance Plan (IMP) was being developed, it had become apparent that the Utility would not be able to meet the demand of capital projects and a modest level of operations and maintenance with the current rate structure. The requirement for the rate increase would be better determined as the IMP and the EOS/LOS were finalized, which was close to the original planned date of three years after the start of the utility, which would be 2009.

Council directives included a request to check the sediment in the 60-inch pipe under Flat Creek Road by Hole 3, to amend the newsletter to show how far-reaching the Whitlock Pond impact was, to check the beaver dam by the Wyndham, to look at Flat Creek Villas and the drainage ditch from Aberdeen Shopping Center that flooded out Dover Square and determine if a pipe was needed under Flat Creek Road, to ensure affordability was a goal.

10. ICMA Performance Measures and Citizen Survey (City Manager Bernard McMullen)
McMullen gave an overview of the ICMA program. The International City/County Managers Association's (ICMA) Center for Performance Measurement was established in 1994. Its purpose was to help local governments improve the effectiveness and efficiency of public services through the collection, analysis, and application of performance information. There were over 220 participating jurisdictions nationwide, and there were 14 established consortia currently. The City belonged to the Metro Atlanta Consortia

McMullen noted that staff reported some activities to Council on a monthly basis, but those reports were really not a good consensus of what people thought the City was doing. The information gained from the participation in the consortia would help the City identify the best practices and improve service. The City's department heads received the first reports in the fall, and some had already found good information and had made changes in their data collection and reports.

Currently, the Service Area personnel were gathering data for the FY 2007 submission due to ICMA on March 14. Databases were being adjusted or created to insure collection of the 'right' data. The directors and chiefs continued to review datasets to identify best practices. The City's Quality Improvement Team (QIT) was being updated to incorporate some of the goals and objectives that had been identified by management.

McMullen noted that the 2008 Service Area meetings were scheduled April 17-18. The City would be the host for the Metro Atlanta Consortia and Georgia "a la carte" jurisdictions. "A la carte" jurisdictions chose to participate in four of the 15 areas at a reduced cost. The City needed to analyze the data for jurisdictions that had already been where the City was going. They would network with peers from other jurisdictions with similar demographics and vision to identify the best practices to avoid common mistakes. The data would also help identify the 'right who' and the 'right what'.

McMullen continued that the City had not done a comprehensive citizen survey in several years. ICMA could conduct the National Citizen Survey™ for the City, but the question was whether the City could afford it. A 33% return was expected (400 out of 1,200 surveys). The norm was 10-12%. If Council chose to conduct the survey, the basic service was $8,400. Acting Police Chief Mike Dupree added that the Department was required to do a survey every three years, and it needed to be done this year. The survey did have required questions. Logsdon suggested the cost could be in the FY 2009 budget. Boone suggested distributing the surveys through local businesses, and they could ensure only City residents received the surveys.

Logsdon asked for a list from the City's occupation tax database to take to the Georgia Department of Revenue to see if all the businesses required to pay sales tax were doing so and how much they were paying. The sales tax number was needed. Sturbaum suggested the City request a list of sales tax numbers registered in the City and compare those to the database. McMullen said the state sales tax number could be added to the Occupational Tax form. Haddix noted that there were separate sales tax numbers and federal employee identification numbers (FEIN). Logsdon said he wanted a list of all the businesses that should be paying sales tax to send to the Department of Revenue to see if those businesses were paying taxes. McMullen asked when the list should be ready. Logsdon said he did not want to ask again next year. Tyler noted that the Occupational Tax was non-regulatory. Whether the business complied with any other requirements at the state or federal level, the tax was paid to the City.

The meeting adjourned at 3:16 p.m.

Saturday, March 1, 2008
Mayor Logsdon called the meeting to order at 8:00 a.m. Other Council Members present were Steve Boone, Don Haddix, Cyndi Plunkett, and Doug Sturbaum.

11. Police Department [Major Mike Dupree (Acting Police Chief)]

- **State of Police Department**

Dupree thanked Council for its support during the transition. He gave an update on the current organization of the Department. The national per capita average for police officers was three per 1,000. The City had 1.9 department employees per 1,000 and 1.8 sworn officers per 1,000. He said staff recommended that current vacancies be filled before considering additional patrol positions for FY 2009. By prolonging the requests for additional patrol positions, the Department would have time to conduct a self-assessment under the leadership of a new Chief of Police, acclimate to a new management philosophy, evaluate the effectiveness of our mission and goals and objectives, and conduct analysis and workload assessments to identify 2009-2010 staffing needs. Dupree said the Department would ask for two people during the FY 2009 budget cycle – a staff assistant to assist with the increased workload and to help keep the station open longer for the public, and a white collar crime investigator.

- **Multi-use Path System Patrol Plan**

Dupree continued that the goals of the multi-use path patrol were to promote citizen use of the path, to increase officer presence through patrol visibility, to encourage compliance, to promote safety and security, and to observe and maintain 600 hours of path patrol time in 2008 and 2009. He outlined the plan for Council and asked for an additional $20,000 in overtime. Dupree expected to begin the patrol plan in late March. Additional training would be required, and some safety equipment needed to be purchased. Dupree added that the Department would ask for an additional ATV, golf cart, and equipment in FY 2009

- **Five Zone Implementation Plan**

Dupree explained that increased calls for service, traffic congestion, and retail development had a significant impact on response times and patrol time. The five zone system was initially proposed in 1992. A committee formed in January to determine the implementation requirements, and a meeting had been held with Fayette County E-911 to discuss its requirements for the implementation. A shapefile map with the boundaries for the zones was created in February. A follow-up meeting with Fayette County E-911 was scheduled in April to determine a timeline for implementation based on the E-911's transition to a new system. Shift personnel would be trained in November, and a decision would be made whether a test period was needed. The Department would meet with E-911 in

December to finalize the implementation of the fifth zone, and the implementation would take effect on January 1, 2009.

12. Fire Department – Insurance Services Office (ISO) (Captain Dave Williamson)
Williamson gave a brief overview on the ISO program, what it was and how the ratings were determined. The City currently had an ISO rating of four, which it received in 2001. Williamson noted the changes since 2001 on the plus and minus sides. The pluses included a reserve engine that was fully equipped, an additional ladder had been added and both ladders were fully equipped, an additional seven firefighters were on duty each shift, an average of two volunteers doing station duty per shift, the burn building had been built, training hours had increased, and secondary dispatch circuit and generators had been added to all stations. There was only one minus – there were new technical requirements for dispatch centers,

13. State of the Fire Department (Fire Chief Ed Eiswerth)
- **Class B Comparisons**

Eiswerth noted the Fire Department goals, which included the following:
- Upgrade Level of Service,
  - Response Time,
  - Sufficient Firefighters;
- Better ISO Rating;
- Accreditation; and
- National Recognition.

Eiswerth went over the comparison to other Class B cities in the state. The average per capita cost was $144.46, and the City's cost per capita was $115.76, or 20% lower. Alpharetta was the highest at $211.56, and Hinesville was the lowest at $72.46. Hinesville's department received assistance from Fort Stewart. The City was the only department that provided EMS transport (ambulances).

Eiswerth expected EMS calls to increase due to an increase in number of older residents and in assisted living facilities. Fire calls would increase due to the demographic changes. Housing was getting older and more people were renovating their homes themselves without using a contractor. The Fire Department's mission was to have the sufficient number of highly trained personnel, with the right type of equipment, arrive in a timely manner. He added that the NFPA 1710 standards were to have four firefighters on the scene within five minutes or less and 15—19 firefighters on the scene in nine minutes or less.

Eiswerth recommended that two additional stations be built – one on the southside of the City during FY 2009 and 2010 and one on the westside in FY 2011 and 2012. The suggested location for the southside station was at the north entrance to the Baseball/Soccer Complex (BSC) on SR 74. The station would eliminate two additional stations identified by ISO in 2000, would serve as an upgrade for the Emergency Operations Center, and would house a Quint and a medic unit. The two recommended locations for the westside station were at the CSX crossing at the old Comcast site or on MacDuff Parkway. Eiswerth pointed out that CSX could leave the crossing open for emergency use. Either location would eliminate one additional station identified by ISO in 2000 and would house a rescue/pumper. Eiswerth also discussed possible funding for the stations.

Eiswerth also reviewed staffing and equipment needs and provided an update on ongoing projects. His FY 2009 budget requests would include three lieutenants, three sergeants (19 firefighters per shift), design funds for Station 85 (new southside station), Rescue 8 replacement, Station 84 sleeping quarters additions, and phase one of the self-contained breathing apparatus replacement program.

14. Budget Guidance (City Manager Bernard McMullen/Finance Director Paul Salvatore)
McMullen said the goal was to leave the millage rate the same for existing services and increase only for additional services. The employee pay for performance plan and/or standard salary adjustments would be maintained. The employee health insurance contribution leave and other benefits would be maintained.

Sturbaum asked for a prioritization of requests across the board to identify what was a critical or immediate need. Plunkett asked to look at the open positions during a regular meeting.

Other guidance included multiple budget options for FY 2009 – one with a zero increase in the millage, one with a .25 mill rollback, and one with half and full increases proposed. Council also asked staff to compare the City's millage rate to others.

15. Update on 50th Anniversary Celebration (Leisure Services Director Randy Gaddo)
Gaddo updated Council on the plans for the celebration. The committee was exploring ways to use a special logo that would incorporate the 50th anniversary with the current logo. The request would come to Council in the near future. Options to use the logo included staff uniforms, special letterhead, and unique promotional items such as 50-year coins and miniature golf carts. The Friends of the Library, supported by the library staff, planned to produce a picture/history coffee table look on the City that should be on sale by April 2009. The funds would go to the Friends of the Library, which was a 501(c)(3) corporation.

Gaddo continued that the City was approached by a nationwide, locally-owned company that wanted to sponsor a golf cart parade that would break the Guinness world record for most golf carts in single procession. Discussions were ongoing with the City Police and Fire Departments and the County. There were logistical issues to work out.

The Rotary Club Dragon Boat Races/Touch the World in Peachtree City event was planned to be the premiere 50th anniversary event. The first was held in 2007. This year's event was scheduled for September 27. They were also looking at having a laser and/or fireworks show the evening before the festival and dragon boat race. Radio Disney was also interested in hosting a program in 2008 or 2009.

Additional ideas under discussion included a 1959 band at the amphitheater, a Parade of Youth Sports, military band performance in July 4th Parade, and encouraging existing event planners to tie the 50th theme into their events from now through 2009

Council encouraged Gaddo to utilize the Tourism Association, the Fayette County Chamber of Commerce, and other organizations in planning for the celebration.

16. Long-range Planning (Vision) (City Planner David Rast)
Rast suggested Council consider performing a smart/quality growth audit, which was a comprehensive study to identify local development requirements that should be changed to enable smart/quality growth development. It involved a comparison of a community's existing development regulations with commonly recognized best practices for smart/quality growth. The City needed to find the common vision.

Rast continued that an audit would examine whether the adopted plans and policies encouraged and facilitated smart/quality growth; whether the adopted plans, policies, regulations and budgets were consistent with one another with regard to smart/ quality growth (i.e., internal consistency); and whether the implementation measures (development regulations, programs, and budgets) were consistent with the adopted plans and policies for smart/quality growth (i.e., implementation consistency).

Rast cited reasons for doing the audit now. They included the following:

- The City was at a critical juncture, as the City continued to reach build-out of existing land;
- Limited land left for retail and commercial development as well as residential growth;
- Aging residential and retail areas were ripe for redevelopment;
- Aging population;
- Traffic continued to increase;
- Growth continued around our borders;
- Aging infrastructure in need of repair;
- Declining impact fees; and
- Empty buildings within industrial park = reduction in tax revenue.

Council recommendations included starting the Retreat with this presentation to remind Council how their decisions affected the short, mid, and long term. Council felt it was time for this type of audit. The charette/forum was the way to go. Revenue streams would dictate what could and could not be done. Growth should be smart. Specialized developers should be recruited. The City should invest in outside assistance to develop the vision and how it would be funded. The vision should be tied into the 50th anniversary and what was wanted for the next 50 years. The City should look at how to encourage residential redevelopment and tax incentives. The Development Authority of Peachtree City (DAPC) would be the key to tax allocation districts, but they would need staff assistance. The research should be presented to Council at a workshop.

17. Comprehensive Plan Update (City Planner David Rast)

Rast briefed Council on the completed tasks, including the public hearing before Council in April 2005, a 40-question citizen survey and visual preference survey; the Community Forums held at City Hall and in each of the villages; and a page on the City's website dedicated to the Comprehensive Plan update. The Planning and GIS staffs completed an inventory of all existing parcels within city, which was being used to update the Land Use and Zoning Maps.

The following tasks were required to complete the update to the Comprehensive Plan:

- Complete Community Agenda
    - Community Vision
    - Community Issues & Opportunities
    - Implementation Program
- Present to public at public forums
- Present to Planning Commission and City Council
- Submit to ARC and DCA for review and approval
- Adopt update to Comprehensive Plan
- Update Zoning and Land Use maps to support findings
    - Currently underway, will bring before city council for adoption
- Update ordinances to support findings

Rast explained that that the Community Agenda documents were the final phase of the Comprehensive Planning process. The community vision was intended to paint a picture of what the community desired to become and provided a complete description of the development patterns to be encouraged. The community issues and opportunities were the locally agreed upon list of issues and opportunities the community intended to address and provided corresponding implementation measures in the Implementation Program. The Implementation program was the overall strategy for achieving the community vision and for addressing each of the community Issues and opportunities.

Rast said he hoped to have the Community Agenda ready this spring. The deadline was in 2013. He wanted to tie the adoption of the Comprehensive Plan into the 50th Anniversary, so the plan would be from 2009-2029.

Eiswerth asked to clarify a portion of his presentation. He noted that the ISO requirements were not the driving reason for the request for new stations. The new stations were based on measurement standards and were driven by operational needs and requirements.

McMullen thanked the directors and chiefs and System Administrator Matt Robinson for their work. He asked if the location was satisfactory and noted there was a considerable savings. Plunkett said that the location had worked well. She suggested going to Partners for lunch next year and to reserve a separate room.

Logsdon complimented staff and pointed out that everything was on time.

The meeting adjourned at 11:40 a.m.

Betsy Tyler, Acting City Clerk

Harold K Logsdon

Harold Logsdon, Mayor

Pamela Dufresne

Pamela Dufresne, Recording Secretary