

CITY OF PEACHTREE CORNERS
SPECIAL CALLED WORK SESSION MINUTES
August 7, 2012 @ 7:30PM

The Mayor and Council of the City of Peachtree Corners held a Special Called Work Session on Tuesday, August 7, 2012 at 7:30pm. This Special Called Meeting was held at Robert D. Fowler YMCA located at 5600 West Jones Bridge Road in Peachtree Corners, Georgia 30092. The following were in attendance:

Mayor	Mike Mason
Council Member	Phil Sadd, Post 1
Council Member	James Lowe, Post 2
Council Member	Alex Wright, Post 3
Council Member	Jeanne Aulbach, Post 4
Council Member	Lorri Christopher, Post 5
Council Member	Weare Gratwick, Post 6
Acting City Attorney	Lenny Felgin
Acting City Clerk	Joan Jones
Consultant	John Kachmar

PLEDGE OF ALLEGIANCE was led by Mayor Mason.

MAYOR'S COMMENTS: Mayor Mason commented on the tremendous response regarding the Planning Commission and Board of Zoning Appeals. In addition, he commented on the positive turnout on the recent Town Hall held in Post 1.

REPORTS and PRESENTATION: As part of our City Hall update, Mayor Mason introduced Randy Meacham, Director of Gwinnett Municipal Association and Steve Edwards, Council Member from Sugar Hill who participate in the GMA and can give us input on what other city halls do to benefit the their city and citizens. Steve Edwards, recommended to not reinvent the wheel, there are 14 cities that are here to help. Randy Meacham, who works for Georgia Municipal Association but dedicates his time to the Gwinnett Municipal Association, explained the make of the Gwinnett Association, the board, the development committee, help facilitate with elected officials and the legislatures.

Consultant John Kachmar gave a presentation on the city hall facility and furniture, painting and rehab is proceeding. Mr. McDonough is currently working along with Council Members Christopher and Aulbach on an RFP for furniture; they have used the approved state list from the state offices of the Administrative Services. The Georgia Municipal Association will be able to provide a brief training session on procurement, how it works and the guideline restrictions, hopefully within the next week or two. He and Mr. McDonough are in the process of developing a purchasing policy that minimally follows the state policy. In addition, he reported council should be able to have a Request for Qualifications for IT Services at the next meeting. Mr. Kachmar explained the difference between a Request for Proposal and a Request for Qualifications. He gave examples of buying different items such as ink pens, GIS Mapping

Services, Personnel Services. Once the council adopts the Purchasing Policy they are out of the process, as staff will follow the policy. Final proposals may come back to council depending on the policy, for example the award for a Comprehensive Plan will come back to council. He reiterated that price should not be the only factor in awarding a bid; a local purchasing option should be part of the policy, possibly 10% local buy on certain commodities. There was discussion; on what type of IT software/hardware is actually needed, possibly having someone come into city hall to see what actually is needed, what are the basic needs. Mr. Kachmar will speak with Mr. McDonough about having someone come in for an assessment.

Mr. Kachmar reviewed what items may go thru the bid process, i.e., Comprehensive Plan, Outsource Inspection Services, Plan Review, Code Enforcement, and Communication Services (not part of IT Services). Council Member Lowe asked about the city manager search, Mr. Kachmar explained currently 6 candidates have been interviewed; he will give council an update in Executive Session later on tonight. Council Member Christopher reported when information will be received on the furniture and city hall layout, a brief discussion was held on the city hall layout and the area set aside for council usage and training area.

Mr. Kachmar reported on the Request for Proposals for the Tax Anticipation Note, two competitive bids have been received at this time. This will be on the next agenda for council consideration. He is working on the Accounting Services RFP.

Michelle Alexander with Pond & Co. provided an update on the Community Development Status, reporting she has meet with Gwinnett County key staff and they are in the process of developing procedures. The first step is the development of a current zoning map, the map presented tonight is from 2012. The goal is to respond to calls within 4 hours currently it is 24 hours as they work on whittling down the backlog from the list she received from Donna Geisenger. Ms. Alexander explained she wants to determine what this council wants and needs are, to make sure they have information to make informed decision. Gwinnett County will continue to handle Land Development; she will bring regular items on each agenda and keep council informed about what may be coming. There are currently no rezoning cases in the queue, there is an Administrative Review that needs to come before the Planning Commission. Gwinnett County is responsible for the advertisement and the board, so they need an agenda calendar. Ms. Alexander presented a draft agenda calendar outlining deadlines, sign posting, advertisements, etc. and reviewed how the zoning process works. For example, if council meets the 2nd and 4th weeks, the planning commission may meet the 1st week of the month and council will hear zoning cases on their 4th week meeting. There are Zoning Procedure Laws that must be followed, so the Planning Commission needs to be formed and trained. At this time, the IGA requires the city use the Gwinnett County Board of Zoning Appeals and the Construction Board of Appeals. The Planning Commission needs to have an organizational meeting, basic training and by-laws adopted.

There was discussion on what information council would like routinely reports on permits issued, upcoming zoning cases, construction board of appeals hearings etc. There was discussion of adopting an agenda calendar for the remaining of the year. She gave a brief review of what she will be going over the next few weeks, have different speaks come in for more training and to inform council of the different agency that can be a resource; i.e. Georgia Municipal

Association and the Atlanta Regional Commission and their Regional Leadership Training Institution and the ARC is organized. Ms. Alexander reviewed the 2010 Zoning Maps, showing where the CID is located.

Council Member Lowe asked how all this information being communicated to the citizens. Rosemary Taylor explained a "How To Guide" and a "Frequently Asked Questions" (FAQ). These will continually to be defined and updated on the website.

Mayor Mason remarked there is a need to go into Executive Session, but there will not be any council action afterward and he wished everyone a good evening.

EXECUTIVE SESSION: Mayor Mason requested an Executive Session to discuss two Personnel Matters. Council Member Christopher motioned, seconded by Council Member Sadd to go into Executive Session for two Personnel Matters. There being no discussion, the motion carried unanimously.

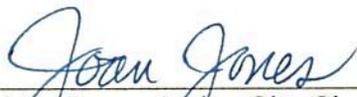
Council Member Christopher motioned, seconded by Council Member Aulbach to adjourn out of Executive Session. The motion carried and the Work Session was resumed.

Council Member Christopher motioned, seconded by Council Member Lowe to adjourn. There be no further discussion, the meeting was adjourned.

Approved:


Mike Mason, Mayor

Attested:


Joan Jones, Acting City Clerk