CITY OF PEACHTREE CORNERS
SPECIAL CALLED MEETING
June 14, 2012 @ 7:30pm

The Mayor and Council of the City of Peachtree Corners held a Special Called Meeting on Thursday, June 14, 2012 at 7:30pm. This Special Called Meeting was held at Robert Fowler YMCA, located at 5600 West Jones Bridge in Peachtree Corners, GA 30092. The following were in attendance:

Mike Mason, Mayor
Phil Sadd, Council Member, Post 1
James Lowe, Council Member Post 2
Alex Wright, Council Member Post 3
Jeanne Aulbach, Council Member Post 4
Lorri Christopher, Council Member Post 5
Weare Gratwick, Council Member Post 6

Acting City Attorney, Bill Riley
Consultants, John Kachmar, John McDonough
Acting City Clerk, Joan Jones

PLEDGE OF ALLEGIANCE: Mayor Mason led the Pledge of Allegiance.

OPENING COMMENTS: Mayor Mason welcomed everyone to tonight's meeting and commented it is a busy agenda night and we will move on.

APPROVAL OF MINUTES: Council Member Lowe motioned, seconded by Council Member Christopher to approve the May 22, 2012 Special Called Work Session Summary and both the May 29th and June 5, 2012 Special Called Meeting Minutes as presented. There being no discussion, the motion carried unanimously.

PUBLIC COMMENT: Sheri Snyder addressed council regarding the hardship the current moratorium is placing on her business; she is suffering losses and now the moratorium will last until August 1 and she will have a loss of 180K, which includes her Art Gallery, exhibitions, sales, classes, etc. She has not received any call backs from Gwinnett County on her situation. Carla Snyder commented to the council on how this moratorium is bad for business owners, there should be a review process in place with Gwinnett County so business don't have to wait to open and operate. Maybe the county can flag questionable businesses and they can have a secondary review. William Moffett asked council to reconsider spending $9,000 a month on leasing a city hall, questioning, who is "45 Tech Park, LLC; who are the real owners, what are their names. Mr. McDonough explained this will be reviewed in the upcoming agenda item. Judson Clemson Ward started to comment to the council regarding budget questions and wanted to ask questions. Mayor Mason explained the budget overview may address his questions and there will be a Public Hearing next week.

Acting City Attorney Riley explained there have been meetings with Gwinnett County to develop a

Fast Track Review Process and he explained to council that currently Gwinnett County is in billboard litigation and because the moratorium is in place this helps to protect the City of Peachtree Corners. He offered to speak with the Snyder's' after this meeting.

REPORTS and PRESENTATIONS: Consultant John McDonough provided a **budget overview**, reviewing timeline for the budget public hearings and adoption, the short term priorities established by council, explaining the need and best practices for building a Fund Balance Reserve. In addition, Mr. McDonough outlined the revenue sources, such as Property Tax (estimated collection $1,727,168) and explained how Franchise Fees are collected. Expenditures for the various departments were reviewed. There was a brief review of how the planning and zoning liaison services would work. The draft of the proposed 2013 budget is balanced with a total of $2,727,168 for both revenues and expenditures. Clarification was made this is a budget overview and the first read will be held at the June 19th along with the first Public Hearing.

There was council discussion on the proposed cost of the call center and what level of service the 100K is based on, how to gauge the demand (need data), a need for a call center versus an answering service, etc. Council Member Lowe asked to see a plan for this service. Mr. Kachmar explained the difference between the difference between a call center (data collection-level of service) and answering service; he is working on another option for a call center and plans to bring this to council soon for their consideration. Council Member Wright asked if a survey needs to be done on what the citizens want in order to collect data. Both Mr. McDonough and Mr. Kachmar explained surveys should be done down the road, in order to gauge the level of customer satisfaction. They explained the budget is a living document, this is a conservative starting budget, the council should consider having mid-year reviews to amend the budget if necessary; stating there is a need to develop financial policies, there are GASB guidelines to follow; handling budget transfers, setting how reserves should be spent, and having that fund reserve can assist with the cash flow ups and downs throughout the year, etc. There was additional discussion on the appraisal reduction (Gwinnett using 8%) and how the city has a healthy base with good mix of residential and commercial properties, the appeals process and clarification that the property tax figures are based on last year's figures. Council Member Aulbach asked for draft policy regarding the budget/financial policies in addition to possibly working towards having a "0-Budget Balance" in the future. There was discussion on how much to put in fund balance reserves, best practices call for no less than three months of operating expenses and how to accumulate this reserve over the long term.

Mr. Kachmar provided a verbal update on the **City Manager** search, explaining there is currently no end-date for the advertisement. He reported he has received 63 resumes; is doing his due diligence in checking the prospects. Currently there are five good prospects (2 in state, 3 out of state). He hopes to meet with the council committee soon.

Prior to Mr. McDonough providing an update on the **RFP Banking Services**, Council Member Gratwick recused himself as he is employed in the banking business and interest in other banking entities and did not want to appear bias. Mr. McDonough reported he has received and responded to questions from the banking community who responded to the RFP and explained the due date has been extended to June 18th. He will keep the council informed, but the process should be completed soon as they hope to have an account set up in late July. Council Member Gratwick

returned to the meeting. Mr. McDonough briefly reviewed the timeline for a Tax Anticipation Note (TAN) filing/RFP in late August.

OLD BUSINESS:

Adoption of Fiscal Year: The Second Read and Consideration of Ordinance 2012-06-02 Approving the Ordinance to Set and Adopt the Fiscal Year for the City of Peachtree Corners, Georgia as July 1st through June 30th and for Other Purposes was held. Council Member Christopher motioned, seconded by Council Member Gratwick to approve this ordinance as presented. There being no discussion, the motion carried unanimously. ***(ORDINANCE 2012-06-02)***

NEW BUSINESS:

City Hall Lease: Mr. McDonough reviewed the revised lease agreement with ADKC Realty Holdings, LLC, (Kent Schumart owner) explaining the requested changes/repairs have been addressed and noted the renewal is on a calendar basis so this initial term is from August 1, 2012 - December 31, 2012, thereafter it has a one year calendar (Jan-Dec 2013) lease term for five successive years; he reviewed the 5 month cost of living assessment (COLA); the timing of the initial payment and quarterly payments, changes to timing of the late fees; termination (from 60 to 30 days) timeframe and the cost of improvement allowance ($15,000). Council Member Christopher asked about the outside area/ramp, this will be taken care of. Council Member Aulbach motioned, seconded by Council Member Wright to approve this lease agreement. After discussion, Council Member Christopher motioned to amend the motion, seconded by Council Member Aulbach to authorize the City Attorney and Consultants to negotiate the redaction of the five month COLA prior to the Mayor signing the lease agreement. The amended motion carried unanimously. Mayor Mason then called the main motion as amended and the motion carried unanimously. ***(ACTION ITEM)***

Millage Rate Advertisement Calendar: Mr. McDonough reviewed the upcoming advertisement public hearing calendar for the Millage Rate: July 2nd at 7:00am and again July 2nd at 6:00pm and the third and final public hearing is scheduled for July 10th at 7:30pm. The advertisement is predicated on the leveling of 1 mill, this is not setting the millage rate, just approving the advertisement for the public hearings. The council after the advertisement and public hearings will set the millage rate at a later date. There was discussion of the location as city hall will not be available until August 1st. At this time, the council agreed to have all the hearings at the Hilton. Council Member Lowe motioned, seconded by Council Member Christopher to accept the proposed advertisement for the millage rate hearings and adoption. There being no further discussion, the motion carried unanimously. ***(ACTION ITEM)***

IT Services Agreement: Mr. McDonough introduced Interdev Managed IT Services representative Gary Nichols who gave an overview of the cost and items needed to startup the city's IT. He reviewed the various equipment needs such as computers (notebook), servers, software and updates (open value licenses), web filters, phone system, wireless access point, implementation services. He reviewed the agencies such as GSA, CDWG, and Dell all need a lead time to make sure everything is in place when city hall opens August 1. Council Member Christopher asked

about the life of the computers, Mr. Nichols suggested budgeting for replacement every four years. This equipment comes with a four year maintenance and repair warranty and the server comes with a five-year warranty. The estimated cost is $90,348.93 and a $14,000 implementation cost; there was discussion on the need for a RFP and where this figure falls within the budget. Mr. Kachmar explained service contracts can be "piggy backed" on an eligible government's procurement within a certain timeframe. Mr. Nichols gave a brief overview of his IT Tech Support team and how they respond to service calls, in addition there was council discussion on possible AV streaming, presentation software and website development. Mr. McDonough explained he needs consideration on the Short Term IT Agreement only; he would come back to council regarding equipment. Attorney Riley gave suggestions on the options available to council; Mr. Kachmar explained motions can be made for discussion purposes only. Council Member Christopher motioned, seconded by Council Member Aulbach to table this item until the next meeting. There being no further discussion, the motion carried unanimously.

Amendment to Attorney Contract: Attorney Riley presented information to amend his contract to include a Public Information Officer ($60pr hr.) to handle internal and external communications and assist with the development of scripts for the call/answering services. In addition, to include someone who can ($50pr hr.) provide web updates regarding news, events, public notices, and calendars and meeting agendas, etc. Council Member Sadd asked about a time frame and an estimated monthly cost. Mr. Kachmar explained the work should be ordered as a council not individually; Ms. Rosemary Taylor can draft a communication plan and get it out to the general public. Mayor Mason noted he requested this for council consideration as the council is so busy with so many things coming up, the council needs to decide how often to have communication go out which can be discussed at a Work Session. There was council discussion of the development of a short term plan, immediate needs, etc. Council Member Lowe motioned, seconded by Council Member Aulbach to approve this amendment to the attorney contract. ***(ACTION ITEM)***

MAYOR'S COMMENTS: Mayor Mason clarified the next meeting will be a called meeting.

Mayor Mason confirmed with councilor there was no need for an Executive Session and called for a motion to adjourn.

ADJOURNMENT: Council Member Sadd motioned, seconded by Council Member Wright to adjourn the meeting. There being no further discussion, the motion carried unanimously and the meeting was adjourned.

Approved,

Mike Mason

Mike Mason, Mayor

Attest,

Joan C Jones

Joan C. Jones, Acting City Clerk