

**MINUTES
CITY OF SUWANEE, GEORGIA
PUBLIC HEARING & CITY COUNCIL MEETING
JUNE 25, 2009**

Meeting Location: City Hall, (330 Town Center Avenue)

Attendees: Dave Williams, Mayor
Jimmy Burnette, Mayor Pro Tem
Jace Brooks, Councilmember
Daniel F. Foster, Councilmember
Kevin McOmber, Councilmember
Marty Allen, City Manager
Phyllis Edmond, HR Manager for City Clerk
Gregory Jay, City Attorney

Absent: Jeannine Rispin, Councilmember
Elvira Rogers, City Clerk

**5:30 P.M.
DINNER SESSION
Room 2302**

City Council Informal Session

Informal discussion among City Councilmembers and staff. Food provided for Elected Officials and staff. No action to be taken during session.

**6:30 P.M.
PUBLIC HEARING
Council Chambers – Room 2101**

Mayor Williams opened the Public Hearing at 6:30 P.M. and read the Procedures for Public Hearings for the record.

1) Public Hearing on the F.Y. 2009-2010 Budget and the 2010-2014 Capital Improvement Program

Marty Allen, City Manager presented the budget overview. This is the second and final public hearing scheduled for the budget and CIP. There was no audience comment.

2) Alcohol Beverage License Application by Jeffrey's Sports Grill

Jeffrey's Sports Grill, located at 105 Horizon Drive, is under new management. A new alcohol beverage license must be issued for the new licensee. There was

no audience comment.

3) AMD-2009-002: Proposed Amendment to the City of Suwanee Zoning Ordinance to Modify Article III Definitions and Article VI General Development Regulations to Create Section 616 Home Occupations

This is an amendment to the Zoning Ordinance which modifies the City's home occupation regulations. There was no audience comment.

4) Downtown Suwanee Master Plan

Josh Campbell, City Planner, presented an overview of the Master Plan. The City must conduct a public hearing on the Downtown Suwanee Master Plan, prior to submitting it to ARC for review. The purpose of this hearing is to present a summary of the contents of the Downtown Suwanee Master Plan, provide an opportunity for residents to make final comments, and notify the community of when the plan will be submitted to the Atlanta Regional Commission. There was no audience comment.

7:00 P.M.
COUNCIL MEETING

5) Call To Order

Mayor Williams called the meeting to order at 7:00 P.M.

6) Announcements

- Don't miss the upcoming movie nights for Suwanee's Cinema Under the Stars. 'Happy Feet' will be shown this Saturday, June 27. The third and final movie of this series will be on July 11. Both movies are free and are shown at Town Center Park, with festivities beginning at 7:00 pm. Green in Gwinnett Area is sponsoring this movie series. Representatives from the Gwinnett Environmental Heritage Center will be present to accept and recycle old computers and cell phones.

- Suwanee likes to do its part to be green in Gwinnett and recently completed a significant green initiative. In order to reduce our volume of paper files, staff has undertaken a project to scan a large percentage of our archived files. Using a document-imaging contractor, the City has just completed a 6-month project, which involved the scanning of over 725,000 documents. These files were housed in 3 separate buildings, spread out in countless offices and filing cabinets, and have been reduced to about 50 MB on a single server. This scanning not only drastically reduced our volume of paper storage, but it also helped to ensure that important documents will continue to be archived appropriately and not subjected to possible damage or loss. Our imaging project will continue in FY 10, with the purchase of additional scanners and licenses for our document management software, allowing us to complete these conversions in-house. We are also in the process of adopting new

policies and procedures to minimize the volume of paper required for the various aspects of City business so that moving forward, the City will generate much less paper and rely on increased use of electronic processes.

- Congratulations to Suwanee resident Shannon Scheels, whose design has been selected as the official 2009 logo for the Suwanee Day festival. Shannon's retro, 1960s-style design was among 81 entries from 62 individuals submitted through this year's design competition. Shannon is stay-at-home mom of three children and is beginning online design courses this summer through the Art Institute of Atlanta. In addition to the \$500 grand prize, Shannon will also get to see her logo printed on festival t-shirts and other festival promotional materials. (Lynne DeWilde will bring a printout of the logo to show at the meeting.)
- Our Police Department wants your feedback! Input from the community is critical to ensuring that we provide the best services possible to the community. We have posted a brief 7-question survey on www.suwanee.com, under Hot Links. Your candid responses will help us assess our performance and make adjustments to continually improve the quality of service we deliver to you.

7) Pledge of Allegiance

8) Approval of Minutes

- a. **May 14, 2009 Called City Council Meeting**
Motion to approve by Mayor Pro Tem Burnette, second by Councilmember McOmber and so carried 5-0.
- b. **May 26, 2009 City Council Meeting**
Motion to approve by Councilmember Brooks, second by Councilmember Foster and so carried 5-0.

9) Special Recognition

- a. **North Gwinnett H.S. Girls Soccer Team**
Coach Mike Karen and the 2009 NGHS Varsity Girls Soccer Team were presented a Proclamation by Mayor Williams for their accomplishments. The team has an impressive 2009 record, with the following highlights:
 - 17-2 overall season, 9-0 in the region
 - Defeated 9 different state-ranked teams during the season, including the eventual South Carolina state champion
 - Ranked #4 in the state at season's end
 - Region champions and reached the Elite Eight in the state playoffs
 - This team's advancement in the state playoffs is the furthest any NGHS soccer team has placed since becoming a AAAAA school

- Coach Karen was named the Gwinnett County Girls' Coach of the Year and All State Coach
- All 5 graduating seniors are attending and playing college soccer

Mayor Williams proclaimed June 26, 2009 as North Gwinnett High School Ladies Soccer Day.

b. Hardy DeLay

Mayor Williams recognized Hardy DeLay for 20 years of service on the Suwanee Planning Commission. Due to illness, Mr. DeLay was unable to attend the meeting. His grandson, Hardy DeLay IV was present to receive the Proclamation. Mayor Williams declared that June 29, 2009 would be set aside as Hardy DeLay Day in the City of Suwanee.

10) Adoption of Agenda as Presented

Motion by Councilmember Foster to adopt the agenda with one change – delete item #21. Executive Session, second by Councilmember Brooks and so carried 5-0.

11) Appointment of Community Garden Founder's Committee

Staff received interest from 17 community members who would like to take an active role in planning the community garden. 8 of the 17 are City residents, with the other 8 from the greater Suwanee community. Staff recommends appointing all 16 members, as we feel a committee of 10-15 members is appropriate. The experience of the members ranges from novices to a Master Gardener, some with organic gardening experience and others without. Staff feels this diversity will represent a good cross-section of the community members who will use the garden. Three of the recommended members have signed up to attend the American Community Gardening Association annual conference in Columbus, OH, which will bring valuable ideas back to the committee. The committee will participate in a design Charette on June 24. Mayor Williams appointed the Committee (see attached list).

12) Audience Participation

- Maurice Cook, 1342 Riverview Run Lane (Chattahoochee Run Subdivision). Mr. Cook stated the budget document should focus on presentation of the budget, it is written by accountants not the average citizen. He stated he understands it, but the City should do a better job telling the story (i.e., pages 296, 297 & 300). The budget is too big – should be 100 pages. “They” will read it wrong. Need to get back to basics.

NEW BUSINESS

13) Consider Adoption of F.Y. 2009-2010 Budget and the 2010-2014 Capital Improvement Program

Motion by Councilmember McOmber to adopt the FY 2009-2010 Budget and the 2010 2014 Capital Improvement Program, second by Councilmember Brooks and so carried 5-0.

14) Consider Alcohol Beverage License Application by Jeffrey's Sports Grill

Motion by Councilmember Foster to approve an alcohol license application by Jeffrey's Sports Grill, second by Mayor Pro Tem Burnette and so carried 5-0.

15) Consider AMD-2009-002: Proposed Amendment to the City of Suwanee Zoning Ordinance to Modify Article III Definitions and Article VI General Development Regulations to Create Section 616 Home Occupations

Motion by Councilmember McOmber to approve AMD-2009-002, second by Mayor Pro Tem Burnette and so carried 5-0. Councilmember Brooks clarified that the approval is the 4th Draft.

16) Consider Adoption of Downtown Suwanee Master Plan

Motion by Mayor Pro Tem Burnette to adopt the Downtown Suwanee Master Plan, second by Councilmember Brooks and so carried 5-0.

17) Consider ORD-2009-001: Adoption of International Property Maintenance Code with State and Local Amendments

Staff recommends adoption of the International Property Maintenance Code (2006) with state and local amendments.

Motion by Councilmember Brooks to adopt ORD-2009-001, second by Mayor Pro Tem Burnette and so carried 5-0.

18) Consider Adoption of Sustainable Practices Policies

In order to apply for the ARC Green Community program, staff recommends adopting the following policies related to City operations, purchases, construction projects, etc. Policies include the following:

- No Idle Policy
- Bike Rack Policy
- Environmentally Preferable Purchasing Policy
- Green Fleet Policy
- Lights Out Policy

Motion by Councilmember Foster to the Sustainable Practices Polices (ORD-2009-002) striking "LED from the Lights Out Policy, second by Councilmember Brooks and so carried 5-0.

19) Consent Agenda

- a. **Renewal of Probation Services Contract for a One-Year Term with Southeast Corrections, LLC**

The contract for probation services is awarded on an annual basis. Chief Judge Mark Lewis and staff both recommend renewing the contract with Southeast Corrections, LLC.

b. Adoption of Gwinnett County Multi-Jurisdictional Hazard Mitigation Plan

Gwinnett County is in the process of updating and further developing its multi-jurisdictional hazard mitigation plan. In order for the City to receive mitigation funding from the Federal Emergency Management Agency (FEMA), we must have a mitigation plan in place. Council must adopt a resolution to include Suwanee's municipal boundaries in the County's plan.

c. Authorize Staff to Apply and Mayor to Execute Documents for a Justice Assistance Grant for Recovery Act Circuit Funding for Digital Fingerprinting Equipment

The Gwinnett Judicial Circuit, of which Suwanee is a member, has been awarded \$500,000 to administer grants for criminal justice system improvement. Both Police and Court staff have identified the need to purchase digital fingerprinting equipment and propose to use this grant for this purpose. The State of Georgia no longer allows the submission of rolled fingerprint cards for employment background checks and, in the future, will stop accepting rolled fingerprint cards for criminal offenses. We have recently partnered with the City of Duluth, who provides this service to our citizens and businesses for the background checks. The purchase of this machine will allow us to once again provide the service of employment background checks to our citizens, as well as allow us to produce cards for criminal offenses.

The Judicial Circuit Unified Committee has approved \$18,581 for Suwanee to purchase an ID 500 Live Scan System, produced by Cross Match Technologies. This is a 100% grant with no City match and will cover the full purchase price of the equipment. The City will be responsible for the on-going annual maintenance, which would begin one year after installation, and is estimated at \$1,620.

d. Approval of 4th Quarter F.Y. 2009 Budget Adjustments

Staff distributed and provided a brief overview of the 4th quarter budget adjustments at the June 11 workshop. No changes have been made since the workshop.

Motion by Councilmember Brooks to approve the Consent Agenda, second by Councilmember Foster and so carried 5-0.

20) City Manager's Report – No Report

21) Adjournment

Motion by Councilmember to Adjourn, second by Mayor Pro Tem Burnette and so carried 5-0.

Approved 07/28/2009