

AGENDA
CITY OF SUWANEЕ, GEORGIA
CITY COUNCIL WORKSHOP
MARCH 11, 2010

Note: As set forth in the Americans With Disabilities Act of 1990, the City of Suwanee does not discriminate on the basis of disability in the admission or access to or treatment or employment in its programs or activities. Billie Marshall, 330 Town Center Avenue, Suwanee Georgia 30024 has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, is available from the ADA coordinator.

The City of Suwanee will assist citizens with special needs given proper notice. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Suwanee should be directed to Billie Marshall, 330 Town Center Avenue, Suwanee Georgia 30024. 770-945-8996.

Meeting Location: City Hall Council Chambers, 330 Town Center Avenue

5:30 P.M.
CITY COUNCIL WORKSHOP

A. Public Arts Commission Semi-Annual Report

Denise Brinson and a member(s) of the Public Arts Commission will present their semi-annual report.

B. Staff Updates Agenda: The following items are not planned for discussion at the workshop, unless specifically requested by Council.

1) Buford Highway Concept Plan

A Community meeting was held on February 25th to review the study process and plan alternatives. A transportation coordination meeting with representatives from impacted agencies was also held on March 3, following the staff project management meeting. The final draft plan will be presented to the community on Thursday, March 18th during an Open House at 6:30 PM at Suwanee City Hall.

2) Suwanee Gateway

Staff will distribute a written update at the workshop.

3) Alcohol License for Mellow Mushroom

Mellow Mushroom Pizza Bakers has applied for a license of on-premise consumption of beer, wine, and distilled spirits for their new location at 320 Town Center Avenue, Suite 1. Ms. Nancy Jill Johnson has applied as the licensee. The Finance Department has reviewed the application and recommends approval. This item will be included on the March 23 public hearing and regular agenda, unless Council prefers otherwise.

4) Temporary Alcohol Beverage Permit: May 8 Majic Concert

The Alcohol Beverage Ordinance requires the issuance of a temporary alcohol permit to vendors who wish to sell alcohol beverages during events. The City Council must approve these licenses. Rob Frazer from Premier Event Management has applied as the licensee for this event. Approval of this license will be on the March 23 consent agenda, unless Council prefers

otherwise.

5) Surplus Sale

Staff has prepared a list of surplus items, many from the recent renovation of the Police Station and Crossroads. Staff recommends conducting another surplus sale through Govdeals.com, beginning March 28 and lasting for seven days. In order to proceed with the sale, Council must declare the items as surplus. Approval of this item will be included on the March 23 consent agenda, unless Council prefers otherwise.

6) Public Works Supervisor Position

This position is currently vacant and is classified as an hourly, non-exempt position with respect to the Federal Labor Standards Act (FLSA). Human Resources recommends that it be changed to an exempt position to better reflect the expectations and responsibilities of the position. Failure to accurately classify a position can result in the City paying too much in overtime, as well as other negative consequences. This reclassification will be made prior to filling the position and is an administrative change; no action is requested from Council.

7) Third Quarter FY10 Budget Adjustments

Staff has prepared third quarter adjustments to the FY10 budget for Council consideration. Approval of this item will be included on the March 23 consent agenda, unless Council prefers otherwise. The adjustments include:

- Addition of a contract manager for the Farmer's Market, to be funded by the farmers' registration fees.
- Transfer of \$240,000 from the general fund balance to the storm drainage fund for the Settles Point Road emergency repairs.
- Reclassification of Suwanee Day line item expenditures; no increase in total budget.
- Creation of a new fund for the Harvest Farm Community Garden, with a total budget of \$8,900 for FY10. The fund is set up for the garden to be self-supporting; all of the revenues come from the plot fees, the Whole Foods and other donations, and some small grants the garden has received.
- Reductions to the Hotel/Motel Tax fund to account for less-than-anticipated revenues.

8) Arbor Day Proclamation

In honor of Arbor Day and to maintain Tree City USA status, the City will hold a celebration at White Street Park. As part of the celebration, staff and citizens will be planting fruit trees in the future orchard area. The actual date for the celebration is still to be determined, as it is intended to coincide with the next volunteer work day at Harvest Farm.

9) Harvest Farm

The Harvest Farm Founders Committee offered its first educational class, Organic Gardening, on February 24 and 27. Over 100 people attended the class. Feedback for the class was very favorable, with 100% of respondents strongly agreeing or agreeing that the class was well organized and the presentations were clear and understandable. 98% strongly agreed or agreed that the class was worth their time. Based on requests from the participants, the committee is currently working on a Square Foot Gardening Class. This class will be held on March 27 and 29 at 9:30 am, in conjunction with an organizational meeting for the 2010

gardeners.

Harvest Farm remains at 100% capacity with all 76 plots rented for 2010 and a waiting list of 18 applicants. Applications have closed and are no longer being accepted for the waiting list. The City will receive applications for the 2011 season in late 2010 or early 2011.

Lastly, through the work of one of the Founders Committee members, Rosalie Tubre, Harvest Farm is the recipient of three recent grants, totaling \$1,500. The first is a \$500 grant from the Georgia Master Gardeners Association for a partnership with the Garden and a Peachtree Ridge H.S. special education class. This grant covers the class's plot rental fee, as well as curriculum and materials for Ms. Tubre, a master gardener, to teach weekly at the school. This grant is one of only five issued throughout the state.

The second is a \$500 grant from the Gwinnett Master Gardeners Association to cover the costs of planting a butterfly and hummingbird garden in White Street Park. Ms. Tubre is currently designing the garden and will plant it with the PRHS class.

Lastly, the National Gardening Association issued a Youth Garden Grant to Harvest Farm. This grant, one of 95 from across the country, is in the form of a \$500 Home Depot card that can be used for gardening tools and other supplies.

Staff and the Founders Committee are evaluating other potential grant opportunities and will update Council as appropriate.

10) Earth Hour Proclamation

The Earth Hour Committee of the City of Atlanta is requesting that the City of Suwanee join in shutting off the lights in City Hall and any other government buildings for one hour (8:30 - 9:30 p.m.) on March 27, 2010 to show our commitment towards fighting climate change. A proclamation has been prepared which confirms the City's intent to participate. Approval of this item will be included on the March 23 consent agenda, unless Council prefers otherwise.

C. AMD-2010-001 Permitted, Conditional And Special Uses

Staff proposed this amendment to the Zoning Ordinance to eliminate Barber Shops, Beauty Shops and similar uses from the Permitted Special Uses list within all residential zoning districts. This use is currently addressed through the recently adopted Home Occupation Ordinance and should not require a Special Use Permit. Staff plans to prepare the amendment and present it to the Planning Commission in April. Staff will offer further discussion at the workshop, if needed.

D. Comprehensive Plan Update

Staff is currently conducting an annual update to the Comprehensive Plan. The update is intended to acknowledge new capital improvements, incorporate the policies from the Downtown Suwanee Master Plan, provides an update to the Future Land Use Map and review rezoning/special use permit decisions for consistency with the comprehensive plan. The plan also includes a Short Term Work Program/Implementation chapter and portions of the Downtown Suwanee Master Plan. The entire Downtown Suwanee Master Plan is incorporated by reference. Staff has forwarded the update to the Planning Commission with a request to provide comments. Consideration of this item

will be included on the March 23 regular agenda, unless Council prefers otherwise.

E. Shared Parking Amendment

Many communities treat parking in mixed use districts differently than in more conventional suburban areas. Staff is exploring revisions to the parking ordinance to allow for different parking arrangements supported by the appropriate studies. Staff will provide further information at the workshop.

F. 2010-2014 Short Term Work Program

Based on discussion at the February 4-6 Council retreat and the February 27 Capital Projects Workshop, staff has prepared a draft version of the 2010-2014 Short Term Work Program (STWP). Staff seeks Council approval on this item to continue development of the FY 11 budget and 2011-2015 Capital Improvements Program. In addition to the traditional table format of the STWP, staff is also working on two new sections for the document – one is an overview explaining the purpose and format of the STWP and the other is a detailed written description of each project. Consideration of this item will be included on the March 23 regular agenda, unless Council prefers otherwise.

G. Fund Balance Policy

During the Council work retreat, Council and staff discussed revising the current fund balance policy to conform with GASB 54 standards. Staff has prepared a draft revision that creates a stabilization account for the general fund, based on four months of budgeted expenditures and transfers. The remaining fund balance would be placed in an “unassigned” account, for new programs or positions or for one-time capital investments. As of March 5, nine applications have been received for the board. Consideration of this item will be included on the March 23 regular agenda, unless Council prefers otherwise.

H. Harvest Farm Managing Board

With the pending opening of Harvest Farm Community Garden, it is time to transition from the temporary Community Garden Founders Committee to a permanent managing board. As the garden is intended to be self-managed and community-supported, this board will be responsible for its general management and oversight, among other responsibilities. Staff has solicited applications from the current plot holders and will forward recommended appointees by the Council meeting. Staff has prepared a draft ordinance that creates a seven-member managing board, outlines its responsibilities and membership requirements, etc. Consideration of the ordinance and appointments will be included on the March 23 regular agenda, unless Council prefers otherwise.

I. White Street Park Rules

With the pending opening of White Street Park, Council needs to adopt the rules for this park. Staff has prepared a draft recommendation, based on rules from the other City parks and the adopted rules for Harvest Farm Community Garden. Consideration of these rules will be included on the March 23 regular agenda, unless Council prefers otherwise.

J. Update on Construction Projects - Staff will also provide an update on the following projects at the workshop.

- **Police Station/Crossroads Renovation**

As previously discussed, the scope of the Crossroads renovation was changed to accommodate some additional work, largely painting and re-carpeting. Blue Frog Construction, LLC has submitted Change Order #5 in the amount of \$13,897.00 to reflect this change. Approval of this change order is within the project budget; an updated project budget will be presented at the workshop. Approval of this change order will be included on the March 23 consent agenda, unless Council prefers otherwise.

The “grand opening” for these renovated buildings will be held on Friday, March 19 at 4:00 pm. The public is invited to this event.

- **Water System Improvements**

As of March 2, the contractor has installed and placed the new water mains on Stonecypher Rd., Martin Farm Rd., and King St. at Davis St. The lines are in service and the contractor is currently working on road repairs and punch list items in order to complete the project.

Also as of March 2, Lanier Contracting Company is underway with providing shop drawings and materials submittals for review and approval for the well project. This project consists of the water line tie-in, well pump, well house, SCADA, chemical treatment equipment, monitoring equipment, etc.

- **Martin Farm Park Restrooms & PlayTown Suwanee Pavilion**

These two projects are still proceeding through the permitting process. Construction is anticipated to start by the end of March.

- **White Street Park and Harvest Farm**

Per the City’s Change Order procedures, staff has approved Change Order #2 to Mathias Corporation in the amount of \$9,907.00 for the barn renovation at White Street Park. This change order includes the fire-marshall-required sprinkler system, revisions to the scope based on the structural engineer’s review, addition of some needed metal roofing, and elimination of the porch extension and associated roofing due to grade issues. As a cost-savings measure to these scope additions, staff has changed the roll-up doors to a more traditional barn door, which was included in the change order. An updated project budget will be presented at the workshop.

- **Settles Point Road Stormdrainage Project**

As of March 2, the contractor has installed the new 48” stormdrain pipe from the outlet end (right side of the road) to the centerline of Settles Point Road. The contractor has encountered a new pipe failure location near the catch basin on the left shoulder of the road, creating another sink hole and delaying construction activities approximately two days.

- **Construction Management Services**

The City’s contract with HEERY expired on December 31. HERRY is continuing to work for the City on day-to-day basis. Staff is currently preparing an RFQ to re-bid these services.

K. Update on Gwinnett Convention & Visitor's Bureau

Jace Brooks will provide an update.

L. Update on Gwinnett Municipal Association Activities

Council-led discussion.

M. City Manager's Report

i. Special Recognition Options for the March 23, 2010 Council Meeting

1. Recognition of the Community Garden Founders Committee
2. Flag Ceremony – St. Monica's Boy Scout Troop

ii. Minutes for Approval

1. February 23, 2010 Council Meeting

iii. Other Updates